

**Tender No: IPO/MUM/001/2010-11**

**CONTROLLER GENERAL OF PATENTS, DESIGNS &  
TRADE MARKS, MUMBAI, IPO BUILDING, BOUDHIK  
SAMPADA BHAWAN, S.M.ROAD, ANTOP HILL,  
MUMBAI 400 037.**



**INTELLECTUAL PROPERTY INDIA**

**TENDER DOCUMENT**

**REQUESTED FOR PROPOSAL**

**For**

**Supply of Stationery & Consumable Items**

**PROPOSED BY: Intellectual Property Right Office, Mumbai**

**Date of publishing tender document: ( 30.04.2010 )**



GOVERNMENT OF INDIA  
INTELLECTUAL PROPERTY OFFICE BUILDING  
Boudhik Sampada Bhawan, S.M.Road, Antop Hill,  
Mumbai 400 037

Tel: 022-24141026

Fax: 022-24130387

1.0 PREVIEW OF TENDER+

BID REFERENCE: No.	: POM/Tenders/2010-11
DATE OF ISSUE OF TENDER DOCUMENT	: 30.04.2010
LAST DATE FOR THE ISSUE OF TENDER DOCUMENT	: 13.05.2010 (12.00 Noon)
LAST DATE FOR RECEIPT OF TENDER DOCUMENT	: 14.05.2010 (3.00 PM)
TIME AND DATE OF OPENING OF THE TENDERS	: 17.05.2010 (11.00 AM)
PLACE OF OPENING OF THE TENDERS	: Confrence Hall, <i>Patent Office</i> . Boudhik Sampada Bhawan, S.M.Road, Antop Hill, Mumbai 400 037
ADDRESS FOR COMMUNICATION	: Administrative Officer, Boudhik Sampada Bhawan, S.M.Road, Antop Hill, Mumbai 400 037.

Signature of Tenderer with Company Seal

## 2.0 GENERAL INSTRUCTIONS:

1. The tender form shall be obtained from Administrative Officer on payment of Rs. 1000/- (Non refundable), payable by crossed demand draft drawn on nationalized bank in favour of "controller of patents" payable at Mumbai or it can be downloaded from our website: <http://ipindia.nic.in>. Downloaded tender form will be accepted subject to the condition that the form should be accompanied by D.D. for Rs. 500/-.
2. Interested parties may send their bids using separate envelopes for technical bid as well as financial bid. The word 'technical bid / financial bid for Supply of Stationery & Consumable Items shall be prominently marked on the top of each envelope. Sealed quotations duly super scribed "Quotation for Supply of Stationery & Mics. Items." The technical bids will be opened on the above-mentioned date at 11.00 AM in Conference Hall at IPO, Mumbai in the presence of the tenderers or their representatives who may like to be present. After scrutiny of technical bids, the financial bids will be open on the same day or some other day for which the notice will be issued afterwards.
3. The Administrative Officer will receive the Tenders in respect of Supply of Stationery & Mics. Items.
4. All the Tenders shall be prepared and submitted in accordance with the Prescribed format.
5. Incomplete or conditional tenders will not be entertained.
6. Tenders will not be accepted after the due date and time fixed by the IPO, Mumbai or subsequent extensions if any.
7. No tender will be considered which is not as per the printed/typed form and does not bear the bidder's signature and seal at the bottom of the page of the schedule on which the rates are entered.
8. The office reserves the right to cancel any tenders without assigning any reason thereof.
9. Tender received after the prescribed date and time or without EMD shall be summarily rejected.
10. All applicants should carefully read the tender document before submitting the tender for fulfilling all the criteria and submission of documents including EMD (Earnest Money Deposit).

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### 3.0 ELIGIBILITY CONDITIONS:

1. The Contractor should be reputed supplier of Stationery & Mics. Items in their respective areas for the past three years continuously. Documentary evidence to that effect should be provided.
2. The Supplier must have at least 2 (two) running contracts for providing such services and annual value of which shouldn't be less than Rs. 05.00 Lakhs each year. Copies of agreement/work order from clients as documentary evidence should be provided.
3. The Supplier must be registered under Shops & Establishment act. Copy of the registration papers along with code numbers attached to the agency/company should be provided.
4. The Supplier should have valid LST or Service tax registration numbers and documentary evidence for the same should be provided.
5. The tenderer should ensure that they have rendered satisfactory performance during the last 3 years and the order/orders placed subsequently should not have been cancelled and closed by any department of Govt. of India or Public Sector Undertakings etc. in the last 3 years due to unsatisfactory performance and such persons whose orders/contracts have been closed or cancelled need not apply. Any suppression of material facts or discrepancy in this respect will lead to disqualification of the tender.
6. The Tenderer should have the annual turnover of at least Rs 15 lakhs. The Tenderer should have experience of supplying the said Items in Government Deptts. (Central / State) / PSU/ reputed Pvt. Companies, The firms will have to attach supporting documents in this regard.
7. The tendering firm must be registered with the Sales Tax Deptt and they must submit the latest Sales Tax Clearance Certificate. In absence of these documents, the tender will not be entertained.
8. All the Tenderers participating in the Tender must submit a list of their owners/partners etc, along with their contact telephone numbers and a Certificate/Undertaking to that effect that the Tenderer is neither blacklisted by any Government Deptt. (Central / State) / PSU/ reputed Pvt. Companies, nor any criminal case is registered against the firm

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9. The intending bidders should have a minimum of Three years experience in providing of said services in Govt Deptts.

A) NOTE:-The following documents should be submitted with the Technical bid failing which the tender shall be rejected :-

- i) Copies of PAN/Sales Tax Number, Income Tax Clearance certificate of Firms of Last three year.
- ii) Performance certificate issued by at least three Government of India Departments (Central / State) / PSU / reputed Pvt. Companies.
- iii) Proof of past experience of at least 3 years for providing the said services in Government organizations (Central / State) / PSU / reputed Pvt. Companies.
- iv) Certificate of having Stores inventory of the value of RS. 5.00 lakh per year for last 3 years.
- v) The address of the Supply Centers with Contact Person Name, Telephone and fax numbers at Mumbai.
- vi) Annual Turnover not less than Rs.15 lakh.
- vii) Earnest money for Rs.10,000/- in the form of Demand Draft.
- (Viii)A Copy of the terms and conditions duly signed by the tenderer in token of having understood and agreed to the same should be attached along with the tender.

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#### 4.0 PROCEDURE FOR SUBMISSION OF TENDER

The Tenders shall be prepared by typing or printing with indelible ink on the prescribed format and addressed it to the **Administrative Officer** in sealed cover superscribed with the subject as said above and reference no. Noted in the cover and addressed to the **Administrative Officer, Boudhik Sampada Bhawan, Antop Hill, Mumbai 400 037** on / before 14.05.2010 (3.00 PM). The bidders shall ensure the person authorized to sign the tenders signs each page of the tender.

#### 5.0 EARNEST MONEY DEPOSIT

An earnest Money Deposit as mentioned in the Brief Tender Notification (Rs.10000/-) shall be furnished in the form of D.D in favour of "Controller of Patents", payable at Mumbai, and alongwith duly filled tenders. CHEQUES ARE NOT ACCEPTABLE AS EARNEST MONEY DEPOSIT UNDER ANY CIRCUMSTANCES. EMD paid by the bidders shall be returned after awarding of contract to the successful bidder and successful bidder have to deposit performance security @ 10% of the total contract value that shall be released after the completion/termination of the contract. Tender without EMD amount will not be considered and rejected outright. The earnest money and performance security money shall bear no interest.

All applications for the refund of Earnest Money Deposit shall be made to the The Administrative Officer, Boudhik Sampada Bhawan, Boudhik Sampada Bhawan, Antop Hill, Mumbai 400 037 quoting the receipt No.date and tender No. & Date.

## **6.0 BIDDER TO GET INFORMED HIMSELF FULLY**

The Bidder shall be deemed to have carefully examined the terms and conditions before tendering the work

## **7.0 SCOPE OF WORK:**

Supply of Stationery & Consumable Items for financial year 2010-2011 as Annexure-I attached month to month basis or on as and when required basis.

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## **8.0 TERMS & CONDITIONS:**

1. The rates for Items once given by the bidder cannot be changed and valid for the whole financial year i.e. 2010-2011. Office will not be responsible for hike in market.
2. Tenderer will have to supply the items within one week from the date of placing the order.
3. Penalty: Penalty will be imposed for Rs. 1000/- per day for not supplying the stationary items in the stipulated time and tenderer will have to bear the cost.
4. As per O.M. NO.14/12/94-Welfare (VOL II) dtd. 05.07.2007 Of DOPT, in this limited tender, with other things being equal, purchase preference will be granted to Kendriya Bhandar/ NCCF / Multi state Co-operative societies, if the price quoted by the co-operatives is within 10% of the L1 price and if these co-operatives are willing to match the L1 price. No price preference over and above the L1 price shall be given to these co-operatives. Multi-State Co-operatives are such that they should be registered prior to the issue of the above O.M. and in which the majority of the shares are held by the Central Government.
5. Kendriya Bhandar/ NCCF will be exempted from furnishing bid security (Earnest Money deposit).
6. In case the firm fails to supply the items within specified delivery period, the material will be procured from open market and the difference of cost, if any, will be recovered from Security Money or from pending bills of defaulting firm by issuing notice and necessary action for blacklisting the firm will also be taken.
7. If recoverable amount exceeds security money, the whole amount will/can be recovered from pending bills.
8. PAYMENT TERMS: The payment will be released after satisfying the office by supplied Items by the tenderer.
9. The Office reserves the right to cancel tenders without assigning any reason.
10. In case the successful bidder(s) found in breach of any condition(s) of the tender at any stage, the legal action as per rules/laws shall be, initiated against the tenderer concerned. In that case performance security money deposited shall be forfeited after giving proper opportunity through show cause notice.
11. The requirement of consumable items can be increased or decreased and the firm(s) has to supply the items during the period of contract.
12. No advance payment will be made.

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13. A Technical Committee will be constituted to scrutinize/finalize the Contract. The Committee reserves the right to reject the tenders without assigning any reason thereof.
14. The Committee reserves the right to negotiate with L-1 firm.
15. No request for increase in rates will be entertained during the period of contract nor will the firm raise the same.
16. The bid shall remain valid for a period of one year from the date of opening.
17. The rate contract will be for Financial Year 2010-11 from the date of execution initially. This contract may be renewed for further period of one year on the same terms and conditions and same rate with mutual understanding.
18. The Committee reserves the right to award the contract to more than one firm, however, at the rate of L-1 firm after negotiation.
19. The tenderers may represent themselves personally or through authorized representative, if any, at the time of opening of tender. The Committee in order to satisfy itself may conduct a spot enquiry to verify soundness, capability and viability of the firm.
20. The Office of the Controller General of Patents, Designs & Trade Marks reserves the right to reject the tenders without assigning any reason thereof.
21. Due to criticality of the requirement, the Office of the CGPDTM cannot depend on a single source of supply for these items. As such, the supply order may be splitted to more than one firm at the rate quoted by L-1 Firm. A Committee will consider the option of splitting the supply to more than one firm after assising the bids. In case the supply is splitted among two firms, the ratio may be 60% for L-1 and 40% for the other firm. However, the CGPDTM reserves the right to alter this ratio if it is found that there is a deficiency in the service provided by either vendor.

## 9.0 Technical Bid;

- (i) Technical bid should include the complete profile of the firm and above-mentioned certificates/proof. The firm should also furnish the details of Govt. Deptt. (Central / State) / PSU / reputed Pvt. Companies, Where they have supplied the items in the Performa given below :-
- (ii) Bidder should meet the conditions mentioned in Sl. 3.0 Eligibility Conditions of Tender Document.

Sl.No.	Name and address of the Govt. Department with Telephone number	Details of Items Supplied	Period of Supplying Items	Items Value

18. The financial bid should contain the rate against each item separately. The format of Rate details is as under: -

SL.No.	Name of the Items	Brand Name	Quantity	Rate per unit for a year (in Rs.)	Total cost (in Rs.)	Remarks if any

B) Financial Bid shall contain price only and no other documents shall be enclosed with the financial bid. This should be in the prescribed format (para 18 refers).

**"It is certified that all the terms and conditions of this tender document for supply of stationery and consumables have been abide by me/us and ready to accept the same unconditional."**

**SIGN OF TENDERER**

**NAME IN BLOCK LETTERS,  
FULL ADDRESS**

**THE CGPDTM  
Boudhik Sampada Bhawan  
S.M.Road,Antop Hill, Mumbai 400 037.**

**ANNEXURE-1**

Sr.No.	Name of the item	Specification	Quantity
1.	Xerox paper- A3(Mill Pack)	70 GSM, BILT	500 reams
2.	Xerox paper A/4(Mill pack)	70 GMS, BILT	2400 reams
3.	-do- F/C (Mill pack)	70 GSM, BILT	50 reams
4.	Duplicating paper F/C	60 GSM	200 reams
5.	Window Envelopes 11x5 brown with printing	Gemini	50,000
6.	Cloth Envelopes 11x5 with printing	Gemini	1000
7.	Brown Envelopes 16x12 with printing	Gemini	50,000
8.	Cloth Envelopes 16x12 with printing	Gemini	5,000
9.	F/C Ledge Register 1Q	Anupam	50
10.	F/C Ledge Register 2Q	-do-	100
11.	F/C Ledge Register 3Q	-do-	200
12.	F/C Ledge Register 4Q	-do-	30
13.	F/C Ledge Register 8Q	-do-	20
14.	Box file Plastic	Good quality	50
15.	Box file ordinary	-do-	100
16.	Scissors	Fiskar	50
17.	Paper pin	Vikram (100 g)	400 packets
18.	Rubber bands	Vandan 18	25 boxes
19.	File cover (shell cover ) with printing	Thick	100000
20.	File cover (size 27 cm X 34 cm) with printing	Extra Thick	6000
21.	Ordinary file covers with printing	Thick	1000
22.	Pens- Blue, Black, green Red	Lexi 5	2000

23	Add Gel Pens – Black, Blue, Red	Add	500
24	Jotter ball pens	Sharp	100
25	Sketch pens – Black and coloured	Luxor	15 Packets
26	CD RW		100 Nos
27.	Cello Tapes brown		200 Nos
28	Brown tapes (Parcel)		50 Nos
29.	Water Sponse		100 Nos
30.	Red Ribben		100 Bundles
31.	Red Sticker Red Seal		1500 No.
32.	CD Mailing cover with printing	Good quality	7500
33.	CD Plastic cover	-do-	7500
34.	Sony Floppies 2 HD	Sony	100 Nos
35.	USB Pen Drive 2 GB	Good Quality	25
36.	USB Pen Drive 4 GB	Good Quality	10
37.	File tags –8” (Nylan)		200 Bundles
38.	File tags –8”		120 Bundles
39.	Pencil carbon paper	Kores	25 boxes
40.	Typing carbon paper	Kores	10 boxes
41.	Stapler Pins No.10 Max	Max	1500 packets
42.	Stapler Pins No.24/6 Max	Max	200 packets
43.	Camel Paste – 5 lts Drum	Camel	7 drums
44.	Writing Pads 1/8 with printed on cover as IPO, Mumbai	Anupam	500 Nos
45.	Diaries – 500 pages with printing	60 GSM	500
46.	Visiting cards with printing	Crown	1200
47.	Pencils Natraj	Natraj	24 Packets
48.	Stamp Pad Big	Camel	50
49	Pocker Plastic	Kores	100
50	Stamp Pad Medium	Camel	110

51.	Short hand books	Camel	48
52.	Marker Pens –White Board	Kores	20
53.	Marker Pens – Permanent	Kores	100
54.	Two flap File Binder		1000
55.	Four Flap File binder		10
56.	Pay bill outer/inner	60 GSM	500
57.	Leave Account Book	60 GSM	100
58.	Gem Clips	Vikram	240 Packets
59.	National diary	Anupam	12
60	Scale Plastic – 12”	Camlin	50
61	Correcting fluid – White (set)	Kores	75
62	Correcting Pen	Kores	75
63	Pencil Eraser	Camlin	60
64	Pencil Sharpner	Camlin	60
65	Full Scape Ruled paper	Anupam	500 sheets
66	Attendance Register	S 37	30
67	Cello Gripper Pen	Cello	50
68	Plastic Sutli		20 Rolls
69	Stamp pad Ink bottle – medium	Camlin	12 Boxes
70	Gum Brush	Kores	35

71.	Single Punch Machine	Kangaroo	12
72.	Double Punch Macihne	Kangaroo	20
73.	Marker Pen Ink	Camlin	10
74.	Glue Stick	Camlin	12
75.	HP Laser Jet 1020		40
76.	HP Laser Jet 1022		40
77.	HP Laser Jet 1022n		40
78.	HP Laser Jet 1505		80
79.	HP Laser Jet 6 L PRO		30
80.	HP Laser Jet p201 4n		10
81.	HP Laser Jet 2420 DN		10
82.	HP Laser Jet 2420 Network printer		2
83.	HP Laser Jet 3500 Colour Printer		2
84.	HP Color CP 3505 n		2
85.	HP Colour 3800n		2
86.	HP MAGICOLOR 2490 MF		2
87.	SAMSANG ML 2571 n		2
88.	Canon IP 400		2
89.	Cannon Fax Cartridge- U		10
90.	Printer Ribbon – FX 2070		120
91.	Sutli Roll		6000
92.	Check duster		600
93.	Turkish towel – Full Size		50
94.	-do- Medium		100
95.	Napkin		50
96.	Parcel Thread		12 bundles
97.	Air Freshner	Midas	20
98.	DLT Cartridge – C5141F 40/80		12
99.	Parcel Cloth		400 Mts
100.	Gunny Bags		600
101.	Date Stamps		12
102.	Rubber stamps (Three line)	Nylon	100
103.	Self ink Rubber stamps (Four line)		100
104.	DLT Cleaning cartridge 5142A		2
105.	Lock 7 lever, 5 lever	Godrej	12
106.	Calulator 12 digit	Citizen 512	20
107.	Spike guard	Rider	30
108.	Paper Cutter Small	Camlin	10
109.	Paper Cutter Big	Camlin	40

110	Cordless bell	Sony	3
111	Anti Glair Glass		5
112	Flex board		3
113	Trolley Type Bags	VIP	5
114	Brief Case 21”	VIP	50
115	Torch - with 6 cell	Eveready	5
116	Plastic buckets- Medium	Neelkamal	12
117	Dust bin – Medium	Neelkamal	25
118	Plastic Mugs	Neelkamal	25
119	Tea Tray		4
120	Thermos Flask- Steel	Eagle	4
121	Cup-Plates (set of 12)		4
122	CD-R		50