

Patent Office Delhi

Invitation for Bid

Bid Ref: POD/03/2011

Tender for Disposal of Old Computers, Laptops and its Peripherals, Printers, Photocopy Machines and other Store Items.



15TH DECEMBER 2011

Important Notice

- (a) **Cost of the Document : Rs. 200/-**
- (b) **Last date to submit the bid document:
30th December 2011 upto 3.00PM**

INVITATION FOR BID

Patent Office, Delhi **Boudhik Sampada Bhawan, Plot No. 32, Sector-14, Dwarka, New Delhi** propose to dispose off various items on category wise viz. Old computer, Laptop, printers, Photocopy Machines and other Store Items on “**as is where is basis**”. Interested bidder may purchase the Bidding document during any working day between 11.00 AM to 3.30 PM upto **29TH DECEMBER 2011** against written request and payment of Tender Fee of Rs 200 (Rupees Two Hundred only) by Cash/Demand Draft/Pay order from a nationalized bank drawn in favour of Controller of Patents at New Delhi. In case the tender document is downloaded from website, the cost of tender shall be submitted along with bid in the form of Demand draft/Pay order in favour of “**The Controller of Patents**”, payable at Delhi. The cost of tender document is **NON-REFUNDABLE**. The bids submitted without cost of tender document, will be rejected. A category wise list of items is annexed herewith as **Annexure-I**. Your highest offer is invited for these items on a lot basis subject to the terms and conditions as mentioned below.

Earnest Money Deposit:- The bidder should have to enclose Earnest Money Deposit for Rs. 20,000/- in shape of Demand Draft/Pay order from a Nationalized bank drawn in favour of **The Controller of Patents** payable at New Delhi with the bids.

TERMS AND CONDITIONS FOR DISPOSAL

1. The items shall be disposed off on “**As is Where is basis**”. The items may be inspected by the interested Bidders on any working day on **from 15.12.2011 to 29.12.2011** between **11 am to 4 pm** at Patent Office.
2. All items shall be disposed off on “Lot basis” category/Slice wise. Bidders should therefore quote their price on “Lot basis” for each category/Slice. **The price quoted should be Nett. inclusive of Loading, unloading, transportation charges, Taxes and duties /levies as applicable.**
3. Bidders should quote on a lot basis for all the items mentioned under each category mentioned in the price schedule in **Annexure-I**.
4. The Bid shall remain valid for 90 Days from the date of bid opening.
5. Bidders should satisfy themselves about the condition of material/items put for disposal before submission of their offers. No claim in this regard shall be entertained by Patent Office at any point of time.

6. All bidders should submit EMD as bid security of Rs. 20,000/- (Rupees Twenty thousand only) in the form of Demand Draft / pay order in favour of “**Controller of Patents**” payable at New Delhi. No interest shall be paid by Patent Office on the EMD amount.
7. The bid along with required bid security as well as proof of purchase (either cash receipt or Demand Draft / pay order of the Bid document cost) should be submitted to **Administrative Office, IPO Building Plot No. 32, Sector-14, Dwarka, New Delhi – 110 078. (Telephone/Fax: 28034302)** in a sealed envelope **latest by 3.00 PM on 30.12.2012**. The envelope should bear the Bid reference number and the due date. The bids shall be opened at **3.30 PM** on the same day, in the presence of representatives of interested bidders.
8. The bids received after the scheduled time and date as well as without EMD of required bid security and Cost of Bid document shall be summarily rejected. The rates offered should be valid for acceptance till the validity period of 90 Days and the bidder shall not be allowed to change the bid price during this period.
9. The successful bidder shall be required to deposit the bid amount on receipt of disposal order/ letter from Patent Office, Delhi. The successful bidder should make the payment in full by way of Demand Draft / Banker’s Pay Order favoring “Controller of Patents” payable at **New Delhi immediately but not later than 7 days from the date of disposal order issued by Patent Office, Delhi**. Failure to make payment as above shall result in annulment of award and forfeitures of bid security.
10. The successful bidder shall have to lift the items in totality within **five working days** from the date of payment made by them at his own expenses and responsibility. The possession of material shall be handed over by the Patent Office to the bidder or to his authorized representative, who shall produce original money receipt issued by Patent Office for the payment made by the bidder at the premises where the materials are stored. All liabilities of Patent Office towards the said material shall cease as soon as the material is handed over to the successful bidder.
11. Patent Office shall not be responsible for any breakage, shortage or damage to these items or its parts until the actual delivery of the material is taken by the successful bidder.
12. The materials / items shall be stored solely at the risk and cost of the successful bidder and Patent Office may forfeit EMD amount deposited by the successful bidder in case, the material is not lifted within 15days from the date of award of contract and also the items /

materials shall be disposed of to an alternate party at the risk and cost of the first selected party.

13. The bid security of un-successful bidder would be returned by registered post/ courier within 30 days from the date of removal of the material /items by the successful bidder.

14. Patent Office reserves the right to accept or reject any or all bids either wholly or partly without assigning any reason thereof.

15. In case of any dispute relating to the above disposal of materials/items, the decision of Controller of Patents & Designs, Patent Office, Delhi shall be final and binding on you. In case of any litigation, the jurisdiction shall be Delhi only.

16. Bidders submitting their offer should also fill-up the enclosed vendor data sheet with relevant details, and should be submitted along with their offer.

17. Patent Office, Delhi does not bind itself to accept the highest bid. Patent Office reserves the right to award the disposal contract either in part or full. Patent Office at its sole discretion and without assigning any reason thereof, also reserves the right to accept any/or reject any or all bids.

VENDOR DATA SHEET

1. Name of the Vendor :
2. Name of the Firm :
3. Address for Communication :
4. Vendor/Agency PAN No. :
5. Sales Tax/Service Tax No. :
6. Experience in same business :
7. Any other Information :
8. EMD (bid security) details
(a) DD/PO No.....(b) Amount -----Name of the Bank
9. Details of Tender/Bid Document cost
(a) DD/PO No.....(b) Amount -----Name of the Bank

(Signature of Vendor)

ITEM, QUANTITY AND PRICE SCHEDULE

Sl No	Particulars of Stores	Quantity/ Weight	Bid Amount of each unit(Rs)	Total Bid amount (Rs)
01.	<u>COMPUTERS:-</u>			
	IBM(BLACK)(Hard disk-40GB RAM-128MB Processor-p4)	21		
	HP Brio (Hard disk-40GB RAM-128MB Processor-p4)	01		
	HCL (Hard disk-40GB RAM-256MB Processor-P4)	35		
	IBM(WHITE) (Hard disk-40GB RAM-256MB Processor-p4)	35		
	WIPRO (Hard disk-40GB RAM-128MB Processor-p4)	07		
	NEC (Hard disk-06GB RAM-128MB Processor-p1)	06		
	COMPAQ	01		
	LAPTOP(IBM) Processor-3 Hard disk-40GB RAM-128MB	03		
02.	<u>PHOTOCOPY</u>			
	Cannon	01		
	Modi Xerox	01		
	Godrej G8732D	01		
	Risograph-RN2050AW	01		
	Sharp AL-1000	01		
	Sharp-AR 5320	01		
03.	<u>PRINTERS</u>			
	HP Laserjet 4550-N	04		
	HP Laserjet 6LPRO	25		
	Scanner(HP8390)	03		
	Wipro Dot Matrix printer	01		
	Dotmatrix(HQ 1070+DX)	04		
	Samsung-ML-1710	03		
04.	<u>PEDESTAL FAN USHA</u>	03		
05.	<u>BRIEFCASE</u>	111		
06.	<u>DUPLICATING MACHINE</u>	01		
07.	<u>TYPEWRITER GODREJ</u>	12		
08.	<u>WATER FILTER</u> AQUAGUARD HI-FLOW	02		
09.	<u>CARRIER AC</u>	24		

10.	<u>VOLTAGE STABILIZER</u> (CYBEX)	18		
11.	<u>WATER COOLER</u> (VOLTAS)	03		
12.	<u>CALCULATORS</u>	43		
13.	<u>FRANKING MACHINE</u>	01		
14.	<u>FAX MACHINE</u> Sharp-FO 1660M	01		
	Cannon Fax B-150	01		
	Cannon Fax-2705	01		
15.	<u>UPS 25KVA</u> (UNILINE)	01		

(Signature of Vendor)

NAME

SEAL OF THE FIRM/COMPANY

DATE