



**INTELLECTUAL  
PROPERTY INDIA**  
PATENTS | DESIGNS | TRADE MARKS  
GEOGRAPHICAL INDICATIONS

**Government of India**  
**National Institute of Intellectual Property Management**  
**Office of Controller General of Patents, Designs & Trademark**  
**Department of Industrial Policy & Promotion**  
**Ministry of Commerce & Industry**  
**3, Opp. to Maharashtra State Education Board Office,**  
**Civil Lines, Nagpur - 440 001, India**

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**No.NIIPM/NAG/Tender/TRANS/2012/**

**Date:31/01/2012**

## **TENDER NOTICE**

On behalf of the President of India, sealed tender(s) are invited by the Controller General of Patents, Designs and Trade Marks (CGPD TM) in the prescribed forms and as per following details:-

Sl.No.	Tender No.	Description	EMD(Rs.)	Tender Fee(Rs.)
1.	NIIPM/NAG/Tender/CATERING/2012/	Providing Catering Services at NIIPM – Canteen, to about 100-160 persons	20,000/- Tender Value : Rs.20 lakhs	500/-

**Place of work: NIIPM, Hislop College Road, Nagpur**

Tender documents can be obtained from Shri P. Karthikeyan, Stenographer Grade I, NIIPM, Plot No.3, Opp.to M.S.Education Board Office, Hislop College Road, Civil Lines, Nagpur – 440 001 on payment of the prescribed fee by way of Demand Draft/Banker Cheque favouring “PATENT INFORMATION SYSTEM” payable at Nagpur or cash on all working days during office hours.

The tender document can also be downloaded from the following websites:-

<http://www.ipindia.nic.in>  
<http://tender.gov.in>

Such downloaded tender document shall be accompanied by a demand draft/banker's cheque of Rs.500/- (non-refundable) in favour of “PATENT INFORMATION SYSTEM” payable at Nagpur.

Date of start of issue of tender documents : **01/02/01/2012**  
Last date for receipt of tender documents : **07/02/2012 by 03.00 pm**  
Last Date for submission of Tender form : **07/02/2012 by 04.00 pm**  
Date of opening of Technical Bids : **08/02/2012 by 11.00 am**  
Date of opening of Commercial Bids : **08/02/2012 by 03.00 pm**  
Place of submission : **Shri P. Karthikeyan, Steno Gr.I  
NIIPM, Nagpur**

Head of Office  
NIIPM, Nagpur



**TENDER DOCUMENT**  
**FOR**  
**PROVIDING CATERING SERVICE AT NIIPM, NAGPUR**  
**(Tender No.NIIPM.NAG/Tender/CATERING/2012/....)**

Head of Office  
NIIPM, Nagpur



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## **NIIPM, NAGPUR**

### **TERMS AND CONDITIONS:**

- (1) Tenders in the prescribed form are hereby invited for providing Catering services and Management, at NIIPM, Nagpur. The Contract will be valid for 7 (Seven) months:
- (2) **Eligibility criteria to participate in the tenders:**
  - (i) Should have 3 years experience of having rendered in Catering Services and Management in reputed establishments in the organization of repute.
  - (ii) The Tenderer should have minimum annual turn-over of any one of the preceding three years not be less than Rs.5 lakhs. Documentary evidence in support to be enclosed.
  - (iii) EMD of Rs.20,000/- (Rupees Twenty Thousand only) in the form of Bank Draft/Pay Order/Cheque in favour of the Office of the "Patent Information System, Nagpur".
  - (iv) Any other relevant information/document which tenderer may consider appropriate including their expertise and experience in the areas other than for which tenders invited by NIIPM.
- (3) The tender documents indicating full details including terms and conditions of the licence/contract, can be had from the NIIPM, Nagpur, on any working day during working hours upto 07.02.2012 on payment of Rs.500/- (Rs.Five Hundred only) (non-refundable) and all other documents as listed vide para 2 above dealing with eligibility criteria. The tender form can also be downloaded from the website, i.e. ipindia.nic.in and tender.gov.in and such a form shall be considered valid for participation in the tender process. Parties shall pay the prescribed cost of tender document by draft/cash on or before the submission of tender documents.
- (4) Tenders are required to be submitted in three separate envelopes viz., Envelope "A", Envelope "B" and Envelope "C". Envelope "A" should contain basic documents (as per para 2 above), Envelope "B" should contain Financial Bid and Envelope "C" should contain EMD. All the sealed envelopes containing technical bid in envelope "A", financial bid in Envelope "B" and EMD in Envelope "C" are to be put together in a Master envelope duly sealed.
- (5) Sealed Tender documents (Envelope "A", "B" and "C") duly completed in all respects should reach either by Registered Post/Courier or in person at the above address or on before 07.02.2012 upto 16.00 hours positively. Any tender received after the date and time stated above shall not be entertained under any circumstances. NIIPM, Nagpur will not be responsible for any postal delay or misplacement of tender documents submitted by post.
- (6) Tender(s) will be received upto 07.02.2012 at 16.00 hours. Envelope "A" will be opened on 08.02.2012 at 11.00 Hours in the presence of the interested Tenderers or their authorized representatives. The date of opening of Envelope "B" Financial Bid shall be 08.02. – 15.00 Hrs.

- (7) The Tenderer is liable to pay all Govt. Taxes including Service Tax applicable at the rates declared by Govt. of India/State Govt./Union Territory from time to time. The rate should be quoted inclusive of all taxes.
- (8) NO TENDER WILL BE ACCEPTED AFTER DUE DATE AND TIME UNDER ANY CIRCUMSTANCES.
- (9) THE CONDITIONAL TENDER(S), NON-SUBMISSION OF REQUIRED DOCUMENTS NOT IN THREE ENVELOPES SEPARATELY VIZ. ENVELOPE "A", ENVELOPE "B" AND ENVELOPE "C" . AS ALSO TENDER(S) NOT SEALED WITH WAX/LAC WILL NOT BE OPENED NOR CONSIDERED AND WILL BE REJECTED OUTRIGHTLY.
- (10) NIIPM reserves the right to reject any or all the tenders without assigning any reason thereof and to call for any other details or information from any of the Tenderer(s).
- (11) Catering arrangement for approx.. 100 to160 persons consisting of 80-90 Trainee Examiners; 2-4 faculties; 15 NIIPM supporting staff; i.e. total persons 110 is required to be made.
- (12) Arrangements to be made consist of Tea/Coffee with cookies two times a day during intervals. The time of interval will be notified.
- (13) Buffet Lunch (on rotation basis): Buffet Lunch consisting of soup, chapatti, dal, seasonal vegetable, paneer dish, raita or curd, green salad, pickle & sweet dish (Gulab Jamun or fresh fruit or ice cream)
- (14) All the arrangements for cooking and keeping food warm and water cold will be made by the Caterer.
- (15) All the arrangement of servicing and arrangement of good quality utensils and plates to be done by the Caterer.
- (16) Arrangement of sufficient numbers of Disposable good water glasses to be made by the caterer.
- (17) Arrangement of Crockery etc., should be made by the caterer.
- (18) All the edible items should be of good quality, prepared in fresh oil. If it is found that goods of inferior quality is used, the contract would be terminated immediately and the tenderer would be blacklisted.
- (19) Tender document is not transferable.
- (20) Tenderer(s) must use tender documents purchased in his/her/their name from NIIPM or the tender form downloaded from the website, i.e. " ipindia.nic.in " and "tenders.gov.in" and tenders made on such a form shall be considered valid for participation in the tender process. Parties shall pay the prescribed cost of tender document by draft/cash on or before the submission of tender documents.
- (21) Tender must be deposited with Shri P. Karthikeyan, Stenographer Grade I, of NIIPM, Nagpur.

- (22) Tenderer(s) should clearly indicate the name and address of their Firm/Company/Individual, as the case may be on both the Envelopes.
- (23) It may be noted that in case the tenderer does not accept the offer within 3 working days from the date of receipt of offer, the Earnest Money Deposit of the unsuccessful tenderer shall be for-foreited and the tenderer shall be debarred for future participation in any of the tender invited by the NIIPM.
- (24) Tender(s) will remain valid for a period of 1 (one) year from the date of awarding of contract. If any tenderer withdraw during the validity period, his/her Earnest Money Deposit will be forfeited. However, the tenderer(s) can withdraw their Earnest Money Deposit after the validity is over.
- (25) The Tenderer to whom the contract is being awarded shall ensure that they will submit the Bill of catering, on or before 05<sup>th</sup> of every month, on completion of a full month service. The NIIPM will try its level best to make the payment, within one month of submission of Bill, considering the time consumption for processing etc., being Govt. Department.
- (26) All the above Terms and Conditions will form part and parcel of the Notice Inviting Tender.
- (27) HO of NIIPM reserves its right to reject any or all tender(s) in part or in full without assigning any reason or to negotiate with any of the tenderer(s)

Head of Office

NIIPM

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**National Institute of Intellectual Property Management  
Govt. of India  
Ministry of Commerce and Industry**

**Department of Industrial Policy and Promotion  
3 – Hislop College Road,  
Civil Lines, Nagpur**

**FORM OF TENDER**

**To be submitted in Envelope “A”**

**Contract for providing Catering Services at NIIPM, Nagpur**

1. PERIOD OF LICENCE: (copy should be enclosed)
2. NAME AND ADDRESS OF TENDERER (in block letters)
3. STATUS OF THE TENDERER:  
(Proprietorship/Partnership/  
Limited Company/Co-operative  
Society)

**DECLARATION**

- (1) Tender is for providing catering services fully described in the general guidelines for a period of 01 (One) year.
- (2) Rs.20,000/- (Rupees Twenty Thousand only) by Demand Draft or Cheque is enclosed as Earnest Money Deposit alongwith the tender.
- (3) I/We have carefully read and understood the terms and conditions for the contract as contained in the Notice Inviting Tender for the said contract and in the event of my/our tender being accepted, . I/We undertake to abide by the conditions contained therein.
- (4) I/We have carefully read and understood the terms and conditions including the following:
  - (a) Earnest Money Deposit of Rs.20,000/- (Rupees Twenty Thousand only) is liable to be forfeited by NIIPM, if on award of licence, I/We do not accept the award or do not fulfill any of the conditions stipulated in tender documents within the prescribed time.
  - (b) On Account of non-acceptance of award or on account of non-completion of tender conditions within the prescribed time, I/We shall be debarred by NIIPM for future participation in the tenders of NIIPM for a period of three years.
  - (c) On account of furnishing inadequate of wrong information, my award/tender will be liable to be rejected by NIIPM without assigning any reasons thereof.
- (5) The NIIPM does not bind itself to accept any tender and reserves to itself the right of accepting the whole or any part of the tender and the Tenderer shall be bound to provide the service at the rate quoted.

Signature of the Tenderer  
Name  
Status  
Address with Company Seal

Telephone No.(Office)\_\_\_\_\_ (Res.)\_\_\_\_\_ (e-mail)\_\_\_\_\_

**SCHEDULE OF QUANTITY & RATES**

**To be submitted in Envelope “B”**

**Name of the Work:**

a. (For providing Catering Services at NIIPM, Nagpur)

**RATES FOR NIIPM, Nagpur**

Sl.No.	Description	Rate per participant per day (Amount (Rupees) In figure & words
01	Tea/Coffee & Biscuits/cookies – two times per day per participants	Rs.
02	Buffet Lunch (on rotation basis): Buffet Lunch consisting of soup, chapatti, dal, seasonal vegetable, paneer dish, raita or curd, green salad, pickle & sweet dish (Gulab Jamun or fresh fruit or ice cream. (Menu to be finalized daily by Mr. P. Karthikeyan)	
	<b>Total</b> (Rs.	Rs.

**Note :** Amount to be quoted both in words and figures. In case of discrepancy, the amount in words shall be treated as final and binding.

**GENERAL GUIDELINES for providing Catering Services at NIIPM, Nagpur:**

- (1) Contractor will use food items of hygienic and standard quality of Agmark Quality.
- (2) The Contract is at present for a period of 7 (Seven) months and if the performance is upto the satisfaction level.
- (3) The tenderer should have sufficient experience in Catering Services, Management, Housekeeping and maintenance of Hostel or similar establishment.
- (4) Rates quoted by the Contractor wii be valid for a period of 8 months.
- (5) The contractor is required to maintain kitchen and dining hall area neat and clean.
- (6) The Tenderer should provide good quality food.
- (7) Crockery to be provided by the contractor should be of Bone China and good quality cutlery.
- (8) Daily menu has to be decided by the Contractor in consultation with catering in charge – Shri P. Karthikeyan

Signature of the Tenderer  
Name  
Status  
Address with Company Seal

Telephone No.(Office)\_\_\_\_\_ (Res.)\_\_\_\_\_ (e-mail)\_\_\_\_\_