



Government of India
Ministry of Commerce & Industry,
Department of Industrial Policy & Promotion
Office of the Controller General of Patents, Designs & Trademarks

TENDER DOCUMENT

FOR

SUPPLY OF COMPACTOR
(MOBILE STORAGE SYSTEM)
(Tender No. IPO/Tender/Compactor/2011-12)

TO

PATENT OFFICE, CHENNAI
Intellectual Property Building,
G.S.T. Road, Guindy,
Chennai - 600 032.

1. SCHEDULE FOR INVITATION OF BIDS :

- a) Name of the Purchaser:
**President of India acting through The Controller General of Patents,
Designs, Trademarks & Geographical Indications.**
- b) Address for distribution of tender documents :
**(i) The Administrative Officer,
The Patent Office, Intellectual Property Building,
G.S.T. Road, Guindy, Chennai - 600 032.**
- (ii) <http://www.ipindia.nic.in>**
- c) Address at which bid has to be submitted:
**The Administrative Officer,
Patent Office, Intellectual Property Building,
G.S.T. Road, Guindy, Chennai - 600 032.**
- d) Last date for receipt of Bids :
On or before 17/08/2011, 4.00 P.M.
- e) Date, time and Place of opening of Bids:
**18/08/2011, 11.00 A.M. at the Conference Hall,
Patent Office, Intellectual Property Building,
G.S.T. Road, Guindy, Chennai-600 032.**
- f) Date till which the Bids are valid:
180 days from the date of opening of the Technical Bids.
- g) For any further clarification contact:
**Shri S. Jayaraman,
The Administrative Officer,
Patent Office,
Intellectual Property Building,
G.S.T. Road, Guindy, Chennai - 600 032
Tel.: 2250 2030
Email: chennai-patent@nic.in**

Note: The Purchaser shall not be responsible for non-receipt/ no-delivery of the Bid documents due to any reason whatsoever.

2. NATURE OF WORK:

Supply and Installation of Compactor/Mobile Storage System at Patent Office, Chennai.

Supply and installation of compactor/Mobile storage system at Patent Office, Chennai as per the specifications given below. The technical bids and price bids should be submitted in duplicate in separate sealed envelopes duly marked. Both bids (technical and price bid) should be enclosed in a bigger envelope. The tender no. and due date of opening and type of bid should be superscribed on the envelope of each bid. Quotations not received in sealed envelopes would be rejected.

(a) Technical Bids

1. The technical bids should be complete in all respects in the format given at the end of this document. A copy of the catalogue/specifications of compactor system should be enclosed with detailed features & drawings in all dimension & specification.
2. All terms and conditions and warranty being offered should be specified clearly.

(b) Price Bids

The price bid will consist of the following:

1. Price of complete unit along with full terms of payment.
2. Price for added features shall be mentioned separately with details.
3. The quotations complete in all respects, under sealed covers as per above instructions should be sent to.

**The Administrative Officer,
Patent Office,
Intellectual Property Building,
G.S.T. Road, Guindy, Chennai - 600 032.**

3. ELIGIBILITY CRITERIA: -

Quotation is invited from manufacturers of Compactor/compactor storage system fulfilling the following pre-requisites for submission of tender documents.

- (a) Manufacturers should have machinery for steel sheet forming and painting plant with power coating facility with drying oven. Details of the machinery and QC equipment should be submitted.
- (b) Manufacturers should have successfully executed single work order of Rs.15 lakhs in the last 3 years in similar item, i.e. compactor/mobile storage system.
- (c) Manufacturer shall have at least annual turnover of Rs.50 lakhs each year for last 3 years.
- (d) Manufacturers should submit their PAN/TAN, Excise Registration Number, Sales Tax/VAT Registration no. with relevant documents.

4. TERMS & CONDITIONS

Patent Office, Chennai intends to install compactors at Chennai. The following conditions should be carefully noted:

- Prices : F.O.R Destination, inclusive of incidental and installation charges.
- Delivery : Within 4-6 weeks from the date of receipt of firm order.
- Payment : 100% on satisfactory installation.
- Validity : 180 days from the date of this order.

5. SCOPE OF WORK AND SERVICE LEVELS:

1. Technical Specification of the Compactor/Mobile Storage System

The bidder will design the mobile compactor system of racking arrangement for which guideline information are as follows:

- i) Mobile compactor will be mounted on a structure which will be mobile in rails and will be mechanically driven through a drive wheel and sprocket-chain tensioner arrangement. The hand wheel is of steering wheel type, chrome plated located at a convenient height.

- ii) Raw materials to be used should be of superior quality of steel (preferably conforming to IS10748 or its equivalent) of 20 SWG.
- iii) All fasteners should be galvanized/cadmium plated.
- iv) Components like angle, base plate, corner plate should be of superior quality of steel and should be designed as per IS: 800/801.
- v) All components are to be subjected to 4-steps anti-corrosion treatment as mentioned below:-
 - (a) Degreasing as per IS-6005,
 - (b) Ranging,
 - (c) Phosphating as per IS-3618,
 - (d) Range and de-mineralized rinsing.

Final finish should be powder coated with pretreatment to avoid rusting. The thickness of powder coating should be 40 microns. The testing of paint should be done for various physical & chemical properties as per IS:101.

- vi) Shelves should be made of 0.8thick C.R.C.A sheet. Its minimum load bearing capacity should be 80kg UDL per shelf.
- vii) Mobile racking system should be mechanical type with drive wheels on rail.
- viii) Rail will be made of forged steel and sunken type, leveled with floor.
- ix) Mobile racking system should be provided with safety provision to avoid accident.
- x) Mobile racking system should be provided with Central Locking System. Push button type locking facility to ensure that a particular carriage under operation is locked, so that any accidental jamming, when working inside the aisle is prevented.
- xi) End stoppers to be provided at the end of rails to prevent derailment of the carriage.
- xii) Factor of safety for load bearing members will be 1.67 min. with respect to yield stress.
- xiii) Factor of safety for chain will be 10.

- xiv) Racking system should be designed as per design code IS-800/801 with a minimum factor of safety of 1.67 with respect to yield stress and not ultimate tensile strength.
- xv) The components like beams, tie-beams, row connections bracing channels are to be manufactured from superior quality of cold rolled/hot rolled sheet of steel conforming to IS-10748/IS-513-D/IS-5986 or equivalent foreign standard specification with minimum yield stress 2100 kgs. Per sq. mtr.
- xvi) Raw material test certificate for steel for primary racking components to be provided to conform IS specification of raw material as mentioned in offer.
- xvii) All civil work required for installation and commissioning will be responsibility of bidder and the bidder should quote accordingly.
- xviii) Suppliers are required to supply the entire mobile compactor system along with their works test/inspection certificate. All items are to be properly identified/tagged and delivered in dismantled/knocked down condition with proper matching marks.
- xix) Installation is to be carried out by the supplier with their labour force, supervisor and engineers and successful operation and commissioning of the entire system to be demonstrated in presence of the Office representatives for their acceptance and certification.
 - (a) Detail layout of compactor system with dimension and its operational details should form part of technical bids.
 - (b) Minor modification, if found required by the respective Office at the time of manufacturing/installation stage, are to be incorporated by the supplier free of cost.
 - (c) Before quoting, the vendor should visit the site at his own cost for inspection and clarification with prior intimation to the concerned person.
 - (d) Design, calculation, drawing showing all components with dimensions and features including operational details is to be furnished for examination and approval by the office prior to commencement of manufacturing.

**DETAILS OF THE DIMENSIONS ALONG WITH OTHER PARTICULARS
OF COMPACTOR/MOBILE STORAGE SYSTEMS ARE STATED BELOW**

No.	Size (in mm)	No. of shelves	Quantity	Type
1	1810x900x2130	6	8	Mechanical drive type double faced units
2	1810x475x2130	6	2	Mechanical drive type single faced units
3	1810x475x2130	6	2	Stationery Single faced Unit

6. WARRANTY:

Supplied materials & installation will be defect free & if any defect/discrepancy is observed during operation of warranty period of 2 years from the date of installation & commissioning, the supplier will replace/rectify the defective material free of cost & render the service free of charge during warranty period to the satisfaction of the purchaser.

7. SPARE PARTS SUPPORT & MAINTENANCE:

Supplier is to ensure spare parts support at least for a period of 10 years after expiry of warranty period & maintenance & repair of the article as required from time to time.

8. TRAINING:

Operational training to be provided after installation & commissioning of compactor for minimum 15 days.

9. GENERAL TERMS & CONDITIONS:

1. The bid shall be accompanied with **EMD** of **Rs. 20,000/-** (Rupees Twenty thousand Only) in the form of **DD** in favor of "**Controller of Patents**" and payable at "**Chennai**". EMD of the successful bidder will be deposited as **security money** and no interest will be payable to them by Patent Office, Chennai.
2. The bid shall be accompanied with the latest available sales tax & Service tax clearance certificate. PAN number should be indicated in the Bid.

3. The tender forms can be obtained from the **The Administrative Officer, Patent Office, Chennai, Intellectual Property Building, G.S.T. Road, Guindy, Chennai - 600 032** from 27/07/2011 upto 17/08/2011 on payment of non-refundable fee of **Rs. 500/-** each by **Demand Draft** drawn in favor of "**Controller Of Patents**" payable at Chennai or can be downloaded from <http://www.ipindia.nic.in> website and used for submission. In that case, Rs. 500/- towards the cost of tender document in the form of Demand Draft should be enclosed with the quotation.
4. Reputed firms who have fulfilled the eligibility criteria may send their lowest offer for the same in sealed envelopes superscribing bid for the above said services, in person/by post so as to reach the **Administrative Officer, Patent Office, Chennai, Intellectual Property Building, G.S.T. Road, Guindy, Chennai - 600 032** on or before **17/08/2011 up to 4.00 Hrs.** The technical bids will be opened on 18/08/2011 at 11.00 Hrs and the commercial bids will be opened on the same day at 4.00 P.M.
5. All the above-mentioned documents must be submitted along with the bid. In absence of the same, the bid will be rejected.
6. The bids/offers received after the stipulated date and time will not be considered.
7. The validity of the quotation unless specifically indicated shall be presumed to be at least 180 days.
8. Patent Office, Chennai reserves the right to accept any offer or reject all of them without assigning any reason thereof. No correspondence will be entertained by Patent Office, Chennai in this regard.
9. The amount of offer should be quoted in figures as well as in words. In case of discrepancy, the amount quoted in words shall be treated as valid.
10. The rates quoted shall be inclusive of Sales Tax/VAT, Service Tax, Subscriptions Tax, Octroi Duty, Royalty and all other charges legally applicable on the services in respect of this work and Patent Office, Chennai will not entertain any claim whatsoever on this account.

11. If a firm accepts the order and fails to execute the order, in full or part as per terms and conditions stipulated therein, it will be open to the Controller General of Patents, Designs & Trademark (CGPDTM) to recover liquidated damages from the firm at the rate of 10% of the value of the loss per month or part thereof subject to maximum of 25% of the value of the total value of loss. It will also be open to the CGPDTM, alternatively, to arrange procurement of the required service from any source, at the risk and expenses of the firm accepted and failed to execute the order according to stipulations agreed upon. It will also entail removal of the defaulters name from the approved/registered list of suppliers.
12. If at any time after the commencement of the subscription the President of India shall, for any reason whatsoever not require the whole or thereof as specified in the tender to be supplied, the CGPDTM shall, in addition to his power to annul the services in case of default on the part of the Bidder, have power to terminate all liability of the President there under at any time after giving due notice in writing to the Bidder of his desire to do so.
13. If the Bidder or his work people or servants shall break, deface, injure or destroy any building road, road curbs, fence, enclosure, water pipes cables, drains, electric or telephone posts or wires, trees grass or grass land or cultivated ground contiguous to place where the materials are being supplied, he shall make good the same at his own expense and in the event of his refusing or failing to do so, the damage shall be repaired at his expense by the Patent Office, Chennai and shall deduct the cost from any sums due, or which may become due, to the Bidder.
14. The Bidder shall ensure that there is no correction or over writing in his bid.
15. The Bidder should have studied all specifications, terms and conditions of the bid before submitting his bid.
16. Disputes or difference of any kind between Patent Office and the firm in connection with or arising out of the services work (whether before or after the termination of this work) shall be referred to or settled by arbitration of a person appointed by the Controller General of Patents, Designs & Trademarks. The award of the Arbitrator shall be final and binding upon the parties.
17. Payment will be made on after satisfactory completion of work.

18. **The bid is liable for outright rejection on opening, if found that:**
- i. Any correction, addition or alterations are made by the Bidder on any page/s of the bid.
 - ii. If each page of bid is not signed by the Bidder.
 - iii. There is postal delay in reaching the document to Patent Office, Chennai.
 - iv. The bid is conditional.
 - v. Any document, certificate, etc. is not submitted as asked by Patent Office, Chennai in tender document.
19. The Bidder shall conform to the provision of any Government Acts, which relate to works and to the regulations and byelaws of any local authorities.
20. The Bidders shall give all notices required by the said acts or laws etc. Pay all fees payable to such authorities and allow for these contingencies in his tendered rates, and all other fees payable to the local authorities.
21. The Bidder shall keep necessary books of accounts and other documents for the purpose of this condition as may be necessary and shall allow inspection of the same by a duly authorized representative of Government and further shall furnish such other information/document as the Patent Office, Chennai may require.
22. Local Conditions: The Bidder should visit the site and ascertain the local conditions, entry, traffic, restrictions, obstructions, if any, and also site conditions. Whether the Bidder visits the site or not, he is deemed to have visited the site and ascertained the entire site conditions. The Bidder shall allow in his bid for extras likely to be incurred due to such conditions. No claim shall be allowed on this account, under any circumstances from the Bidder.
23. The Bidder shall maintain in good condition all work executed till the completion of entire work.

24. The Bidder should co-ordinate and co-operate with other agencies already working at the site and as well as with any other agencies who may have to work in the same site.
25. Patent Office, Chennai will evaluate and compare the quotations determined to be substantial response i.e. which are properly signed; and conform to the terms and conditions and specifications.
26. Patent Office, Chennai will award the work to the Bidder whose quotation has been found to be in accordance with the technical specification mentioned herewith & fulfils all the terms & condition and Quality parameters set out herein & also offer the reasonably lowest price.
27. All Bidders shall quote the rates taking into account all liabilities, scope of work and the terms and conditions given in the tender document.
28. All the above-mentioned terms and conditions are mandatory and Bidder shall abide by all the above stated conditions.
29. The offer of the Bidder should contain the following documents: -
 - i. Bid document duly signed and sealed by the Bidder.
 - ii. Tender fee receipt / DD of Rs. 500/-
 - iii. Earnest Money Deposit
 - iv. List, addresses and telephone Nos. of the firms and organizations and copy of orders (Govt. Depts.) for which the similar type of subscription has been carried out.
 - v. All other relevant certificates.

Dated :

**Administrative Officer,
The Patent Office,
Intellectual Property Building,
G.S.T. Road, Guindy,
Chennai - 600 032.**