



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

TENDER NO: IPO/CHENNAI/01/2010-11

TENDER DOCUMENT

TENDER FOR SUPPLY OF MANPOWER

TO

**THE PATENT OFFICE,
Intellectual Property Building,
G.S.T. Road, Guindy, Chennai – 600 032.**

Schedule of Tender

Date & time for sale of Document	: 4th February 2011 from 10.00 a.m. to 5.30 p.m. onward upto 21st February 2011; 3.00 p.m.
Last date & time for submission of Document	: 21st February 2011 upto 5.00 p.m.
Date & time for opening of Tender Documents (Technical bid):	: 23rd February 2011 at 3.00 p.m.

TENDER DOCUMENT FOR SUPPLY OF DATA ENTRY OPERATORS/ASSISTANTS, SEMI-SKILLED AND UN-SKILLED MANPOWER

1. Sealed tenders on behalf of the President of India, are invited by the Controller General of Patents, Designs and Trademarks under Two Bid System i.e. Technical Bid and Financial Bid from reputed experienced and financially sound Companies/Firms/Agencies for providing Data Entry Operators/Skilled /Un-skilled manpower in Patent Office, Chennai located at the address mentioned below for one year from the date of taking up of supply of manpower in pursuance of contract unless extended further by mutual consent of the Competent Authority and service provider, on the same terms and conditions. The present requirement is given below. However, the number may be increased or decreased on the option of the Department.

2. PARTICULARS OF THE TENDER

(a) **NAME AND ADDRESS OF THE AUTHORITY:**

The Controller General of Patents, Designs and Trademarks,
Boudhik Sampada Bhawan, S.M.Road, Antop Hill, Mumbai 400037.

(b) **PLACE OF WORK:** Work will be carried out at the Patent Office, Chennai located at the address given below: -

Name and Address of Office	Requirement		
	DATA ENTRY OPERATOR/ ASSISTANT (CLERICAL)	SKILLED (MATRIC AND ABOVE BUT NOT GRADUATE)	UN-SKILLED
Patent Office, Chennai Intellectual Property Building, G.S.T. Road, Guindy, Chennai – 600 032. Phone: 044-2250 2030 Fax No. 044-2250 2066	25	15	15

(c) **QUALIFICATION AND EXPERIENCE**

A- FOR DATA ENTRY OPERATOR/ASSISTANT:

- i) **Educational Qualification:** Graduate having degree in any discipline from a recognized Indian University.
- ii) **Technical Qualification:** (a) Knowledge / Certificate in MS Office / Computer Application (b) Passed in Typewriting test in English from Technical Institution with minimum 40-60 wpm typing speed. (c) Experience in Data Entry in MS Excel/webpage and(d) good command over English and excellent communication skills.

B- FOR SKILLED MANPOWER

i) **Educational Qualification:** 10+2 Examination passed from any Board recognised by Central or state Government

ii) **Technical Qualification:** (a) Knowledge / Certificate in MS Office / Computer Application (b) Passed in Typewriting test in English from Technical Institution with minimum 40-60 wpm typing speed. (c) Experience in Data Entry in MS Excel/webpage and (d) good command over English and excellent communication skills.

C-FOR UN-SKILLED MANPOWER:

(i) A person should be at least 8th passed and have knowledge to read and write in **ENGLISH**

(ii) Should have previous working experience in reputed Public/Private institutions/Central/State Government offices.

(d) COST OF TENDER:

The tender document can be purchased from the cash counter of the Patent Office, Chennai. The cost of tender document is **Rs.500 (RUPEES FIVE HUNDRED ONLY)** to be payable by Demand draft/Pay order in favour of “**The Controller of Patents**”, payable at Chennai, or cash at the cash counter of the Patent Office Chennai. In case the tender document is downloaded from website, the cost of tender shall be submitted along with Technical bid in the form of Demand draft/Pay order in favour of “**The Controller of Patents**”, payable at Chennai. The cost of tender document is **NON-REFUNDABLE. Tender submitted without cost will be rejected.**

3. IMPORTANT DATES

- a. Date & time for sale of Document : 4th February 2011 from 10.00 a.m. to 5.30 p.m. onward upto 21st February 2011; 3.00 p.m.
- b. Last date & time for submission of Document : 21st February 2011 upto 5.00 p.m.
- c. Date & time for opening of Tender Documents (Technical bid): : 23rd February 2011 at 3.00 p.m.
- d. Date and time for opening of Financial bid will be informed later to the successful bidders on the basis of Technical bid.

Note: Complete Tender Documents can be downloaded from the website of the Office of the Controller General of Patents, Designs and Trademarks. www.ipindia.nic.in

4. OTHER TERMS AND CONDITIONS

- (a) The Interested Companies/Firms/Agencies may submit the tender documents complete in all respects along with the Earnest Money Deposit (EMD) of Rs.10,000/- (Rupees Ten Thousand Only) drawn in favour of “Controller of Patents” payable at Chennai and addressed to **The Administrative officer, Patent Office, Chennai , Intellectual Property Building, G.S.T. Road, Guindy, Chennai – 600 032 on or before** the last date and time of submission of tender. **The tenders shall not be entertained after this deadline under any circumstances whatsoever.**
- (b) The Controller General of Patents, Designs and Trademarks reserves the right to amend or withdraw any of the terms and conditions contained in the Tender Document or to reject any or all tenders without giving any notice or assigning any reason. The decision taken by him in this regard shall be final and binding on all.
- (c) **The tender submitted with less than minimum wages as prescribed by Government of Tamil Nadu shall be rejected without any notice.**

5. SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR TENDERERS

- a. The contract for supply of above mentioned manpower initially will be given for one year from the date of order issued by this office for supply of manpower after selecting the personnel on the basis of Typing test and or interview. The period of the contract may be further extended beyond one year provided the requirement of the Department for the above manpower persists at that time, or, may be curtailed/terminated at any time before the normal tenure owing to deficiency in service or substandard quality of manpower deployed by the selected Company/Firm/Agency. The Controller General or a personnel authorized by him however, reserves right to terminate this initial contract at any time after giving one-week notice to the selected service providing Company/Firm/Agency.
- b. The Department has initial requirement for skilled manpower who are well conversant with computers and essentially well trained in MS Word language, MS Excel and MS Power Point package/language and also desirably possess knowledge of LAN functioning. The requirement of the Department may increase or decrease during the initial period of contract also.
- c. The tenders are invited under two bid system i.e. Technical Bid and Financial Bid. The interested agencies are advised to submit two separate sealed envelopes super scribing “**Technical Bids**” and “**Financial Bids**” for supply of **Data Entry operators and other skilled and unskilled manpower to the Patent Office, Chennai**. Both sealed envelopes should be kept in a third envelope super scribing “**Tender for supply of Data Entry Operators etc. to The Patent Office, Intellectual Property Building, G.S.T. Road, Guindy, Chennai – 600 032.**”
- d. The Earnest Money Deposit (EMD) of Rs. 10,000/- (Rupees Ten Thousand Only), refundable (without interest) should be necessarily accompanied with the Technical Bid of the agency in the form of Demand Draft/Pay Order drawn in

favour of “**Controller of Patents**” payable at **Chennai**, failing which the tender shall be rejected summarily.

- e. The successful tenderer will have to deposit a Performance Security Deposit of Rs. 50,000/- (Rupees Fifty Thousand only) in the form of Demand Draft/Bank Guarantee to **The Administrative Officer, Patent Office, Intellectual Property Building, G.S.T. Road, Guindy, Chennai – 600 032** covering the period of contract of one year and additional sixty days. In case, the contract is further extended beyond the initial period, the deposit will have to be accordingly renewed by the successful tenderer.
- f. The tendering Companies/Firms/Agencies are required to enclose photocopies of the following documents (duly attested by Group ‘A’ Gazetted Officers of the Government of India or Class-I Officers of the State Government) along with the Technical Bid, failing which their bids shall be summarily/out-rightly rejected and will not be considered any further:-
 - (i) Registration certificate:
 - (ii) Copy of PAN/GIR card.
 - (iii) Copy of the IT return filed for the last three financial years.
 - (iv) Copies of the EPF and ESI certificates.
 - (v) Copies of the Service tax registration certificate.
- g. The conditional bids shall not be considered and will be outrightly rejected in the very first instance.
- h. All entries in the tender form should be legible and filed clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. No overwriting or cutting is permitted in the financial Bid Form. In such cases, the tender shall be summarily rejected. However, the cutting, if any, in the Technical Bid Application must be initialed by the person authorized to sign the tender bids.
- i. The Bids shall be opened on the scheduled date and time at **The Patent Office, Chennai, Intellectual Property Building, G.S.T. Road, Guindy, Chennai – 600 032** in the presence of the representatives of the Companies/Firms/ Agencies, if any, who are present on the spot at that time.
- j. The Controller General of Patents, Designs and Trademarks reserves the right to annul any or all bids without assigning any reason.

6. TECHNICAL REQUIREMENT FOR THE TENDERING COMPANY / FIRM/ AGENCY FOR “TECHNICAL BID”

The tendering Company/Firm/Agency should fulfill the following technical specifications for Technical Bid:-

- (i) The Registered Office of the manpower Company/Firm/Agency should be located in Chennai only.
- (ii) The manpower Company/Firm/Agency should have been registered with the appropriate registration authority.

- (iii) The Company/Firm/Agency should have at least three years experience in successfully providing skilled and unskilled manpower to Public Sector Companies/Banks or Government Department etc.
- (iv) Completion certificate from those companies to whom the manpower was provided should be furnished.
- (v) The Company/Firm/Agency should have its own Bank Account.
- (vi) The Company/Firm/Agency should have been registered with the Income Tax and Service Tax Department.
- (vii) The Company/Firm/Agency should have been registered with the appropriate authorities under Employees Provident Fund and Employees State Insurance Act.
- (viii) Undertaking for not subletting the work to any other agency.

Note: No deviation from the above conditions shall be allowed

7. TECHNICAL REQUIREMENT FOR DATA ENTRY OPERATORS TO BE DEPLOYED BY THE SUCCESSFUL COMPANY/FIRM/AGENCY

(A) FOR DATA ENTRY OPERATOR/ASSISTANT:

- (i) He/She should possess qualification and experience as mentioned in para 2(c)(A) of the tender document and should be between age group of 18 years to 30 years.
- (ii) He/She should have Typing speed of 40-60 words per minute in English.
- (iii) He/She should be well conversant with the working of the computers and should necessarily have knowledge of Computer Operator.
- (iv) He/She should have Character certificate from one Group 'A' or Class –I Gazetted Officer of the Central Government/State Government or Notary Public.
- (v) His/her antecedents should have got verified by the agency from the local police authorities.
- (vi) He/she should have at least 1(one) year experience of working as Data Entry Operator/stenographer in reputed Public/Private institutions/State Government offices.

(B) FOR SKILLED MANPOWER:

- (i) He/She should possess qualification and experience as mentioned in para 2(c)(B) of the tender document and should be between the age group of 18 years to 30 years.
- (ii) Other conditions are same as that mentioned in 7(A) above.

Note: The candidates shall be selected after the typing test/data entry test to be conducted at the Patent Office, Chennai. Only those who qualify the said test shall be selected to work in the office.

(C) FOR UN-SKILLED MANPOWER:

- a. He/She should possess qualification and experience as mentioned in para 2(c)(C) of the tender document and should be between the age group of 18 years to 30 years.
- b. He/She should have Character certificate from one Group 'A' or Class –I Gazetted Officers of the Central Government/State Government or Notary Public.
- c. His/her antecedents should have got verified by the agency from the local police authorities.
- d. He/she should have at least six months experience of working in reputed Public/Private institutions/State Government offices.

Note: The candidates shall be selected after the personal interview to be conducted at the Patent Office located at Chennai.

8. TERMS AND CONDITIONS

General

1. The contract shall commence from the date of receipt of acceptance of the work order which shall be accepted by the tendering Company/Firm/Agency within 10 days from the receipt of the order or 15days from the date of said order whichever is earlier and shall continue till one year unless it is curtailed or terminated by the Controller General or a person authorized by him owing to deficiency of services, sub-standard quality of Data Entry Operators/skilled and unskilled manpower deployed, breach of contract, reduction or cessation of the requirements etc.
2. The contract may be extended, on the same terms and conditions or with some addition/deletion/modification, for a further specified period mutually agreed upon by the successful service providing Company/Firm/Agency and the competent authority.
3. The contracting Company/Firm/Agency shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other agency without prior written consent of this Department.
4. The present requirement of Data Entry Operators, skilled and unskilled manpower has been mentioned in para 2(b) of the tender document on urgent basis. The requirement of the Department may increase or decrease during the period of initial contract also. In case of decrease in the requirement, the same will be informed to the tenderer and additional manpower may be withdrawn at any time and the tenderer would have to provide additional Data Entry Operators and unskilled manpower, if required on the same terms and conditions. All selected manpower is to wear Identity card provided by the office every day during working hours

5. The tenderer will be bound by the details furnished by him/her to this Department, while submitting the tender or at subsequent stage. In case any of such document furnished by him/her is found to be false at any stage, it would be deemed to be a breach of terms of contract making him/her liable for legal action besides termination of contract.
6. The Controller General or a personnel authorized by him as competent authority reserves right to terminate the contract during initial period also, after giving a week notice to the contracting agency.

LIABILITIES, CONTROL ETC. OF THE PERSONS DEPLOYED

7. The contracting agency shall ensure that the individual Data Entry Operator/Assistant, skilled and unskilled manpower deployed in the Patent Office, Chennai conform to the technical specifications of age, educational and skill qualification prescribed in the tender document.
8. The Controller General of Patents, Designs and Trademarks is a Central Government Office and has five working days (i.e. Monday to Friday) in a week from 9.15 to 5.45 PM with a lunch break of ½ an hour from 1.00 PM to 1.30 PM. Besides this, the Department observes Gazetted holidays notified by the Government of India.. **The Data Entry Operators/Assistants, other skilled and un-skilled manpower are required to work from Monday to Saturday as per the above mentioned timing. These operators, however, may be required to attend the office as and when required on Saturday/Gazetted holiday (on prior intimation) for which he/she will not be paid any additional wage as per MWA, 1948.**
9. The contracting Company/Firm/Agency shall furnish the following documents in respect of the individual Data Entry Operators deployed by them in this Department before the commencement of work:
 - a) List of persons deployed:
 - b) Bio-Data of the persons:
 - c) Attested copy of Matriculation Certificate containing date of birth:
 - d) Character Certificate from Group 'A' or Class-I Officers of the Central/State Government or Notary Public.
 - e) Certification of verification of antecedents of persons by local Police authority.
 - f) Identity Cards bearing photograph.
10. In case, the person employed by the successful Company/Firm/Agency commits any act of omission/commission that amounts to misconduct/indiscipline/incompetence, the successful Company/Firm/Agency will be liable to take appropriate disciplinary action against such persons, including their removal from the site of work.
11. The tendering Company/Firm/Agency shall replace immediately any of its personnel who is found unacceptable to this Department because of security risks, incompetence, conflict of interest, improper conduct etc. upon receiving a notice from this Department.

12. The persons deployed shall be required to report for duty at 9.00 AM to the Administrative Officer and also before leaving the office at 6.00 PM. In case, person deployed is absent on a particular day or comes late/leaves early on three occasions, one-day wage shall be deducted.
13. The agency shall depute a coordinator who would be responsible for immediate interaction with the competent authority so that optimal services of the persons deployed by the agency could be availed without any disruption.
14. The selected agency shall immediately provide a substitute in the event of any person leaving the job due to his/her personal reasons. The delay by the agency in providing a substitute beyond three working days shall attract a pre-estimated agreed liquidated damages @ Rs. 200/- per day on the service-providing agency.
15. It will be the responsibility of the service providing agency to meet transportation, food, medical and any other requirements in respect of the persons deployed by it (Agency) in this Department and the Office of Controller General of Patents, Designs and Trademarks and office working under this office will have no liability in this regard.
16. For all intents and purpose the service providing agency shall be the “Employer” within the meaning of different Labour Legislations in respect of Data Entry Operators so employed and deployed in this Department. The persons deployed by the agency in the Department shall not have claims of Master and Servant relationship nor have any principal and agent relationship with or against the Competent Authority.
17. The Service providing agency shall be solely responsible for the redressal of grievances/resolution of disputes relating to persons deployed. The Department shall, in no way be responsible for settlement of such issues whatsoever.
18. This Department shall not be responsible for any damages, losses. Claims, financial or other injury to any person deployed by service providing agency in the course of their performing the functions/duties, or for payment towards any compensation.
19. The person deployed by the service providing agency shall not have any claim or be entitled to pay, perks and other facilities admissible to casual, ad-hoc, regular/confirmed employees of this Department during the currency or after expiry of the contract.
20. In case of termination of this contract on its expiry or otherwise, the persons deployed by the service providing agency shall not be entitled to and will have no claim for any absorption nor for any relaxation for absorption in the regular/any other capacity in the Department.

LEGAL

21. The tendering agency will be responsible for timely payment to the supplied manpower and statutory authorities and compliance of all statutory provisions relating to minimum wages, Provident Fund and Employees State Insurance etc. in respect of the persons deployed by them in this Department.
22. The tendering agency shall also liable for depositing all taxes, levies, Cess etc. on account of service rendered by them to the Department to the concerned tax collection authorities from time to time as per extant rules and regulations on the matter.
23. The tendering agency shall maintain all statutory registers under the applicable law. The agency shall produce the same, on demand, to the concerned authority of this Department or any other authority under law.
24. The Tax Deduction at Source (TDS) shall be deducted as per the provisions of the Income Tax Department, as amended from time to time and a certificate to this effect shall be provided to the agency by this Department.
25. In case, the tendering agency fails to comply with any statutory/taxation liability under appropriate law, and as a result thereof the Department is put to any loss/obligation, monetary or otherwise, the Department will be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the agency, to the extent of the loss or obligation in monetary terms.

FINANCIAL

26. The Technical bid should be accompanied with Earnest Money Deposit (EMD), refundable, of Rs. 10,000 (Rupees Ten Thousand only) in the form of Demand Draft/Pay Order drawn in favour of “Controller of Patents” payable at Chennai, failing which the tender shall be rejected outrightly.
27. The EMD in respect of the agencies which do not qualify the Technical Bid (First Stage)/Financial Bid (Second Stage) shall be returned to them without any interest. The successful tenderer shall have to deposit Rupees Fifty thousand towards the Performance Security and EMD will be returned to the tenderer after deposit of performance security. Further, if the agency fails to deploy required number of Data Entry Operators/Assistants, skilled and unskilled manpower against the initial requirement within 10 days from the date of receipt of the order or within 15 days from the date of order whichever is earlier, the EMD shall stand forfeited without giving any further notice.
28. The successful tenderer will have to deposit a security amount of Rs. 50,000/- (Rupees Fifty Thousand only) in the form of demand Draft/Bank Guarantee to the Administrative officer, Patent Office, Intellectual Property Building, G.S.T. Road, Guindy, Chennai – 600 032 covering the period of contract of one year and additional sixty days. In case, the contract is further extended beyond the initial period, the Bank Guarantee/Demand Draft will have to be accordingly renewed by the successful tenderer.

29. In case of breach of any terms and conditions attached to this contract, the Performance Security Deposit of the agency will be liable to be forfeited by the Department besides annulment of the contract.
30. The agency shall raise the bill, in triplicate, along with attendance sheet (duly verified by the Administrative Officer in respect of the persons deployed and submit the same to the **Section Officer (Admn.)** in the first week of the succeeding month. As far as possible, the payment will be released by the second week of the succeeding month. The payment should be made through A/c payee cheques only.
31. The claims in bills regarding Employees State Insurance, Provident Fund and Service Tax etc. should be necessarily accompanied with the documentary proof pertaining to the concerned month bill. A requisite portion of the bill/whole of the bill amount shall be held up till such proof is furnished, at the discretion of the Department.
32. The amount of pre-estimated agreed liquidated damages calculated @ Rs. 200/- per day on account of delay, if any, in providing a suitable substitute for the period beyond three working days by the agency shall be deducted from the monthly bills of the service providing Agency/Firm/Company in the following month.
33. The Competent authority of this Department reserves the right to withdraw/relax any of the terms and conditions mentioned above so as to overcome the problem encountered by the contracting parties.
34. Tenderer shall also attest a copy of valid labour license from the Regional Labour Commissioner for specific number required for the contract under Contract Labour (Regulation & Abolition) Act, 1970.
35. **The successful tenderer will have to deposit the Contact agreement duly signed as per Annexure "A" and Data Security Certificate Annexure "B"**

ORDER FOR ARRANGEMENT OF DOCUMENTS WITH THE TECHNICAL BID

1. Application - Technical Bid.
2. Attested copy of the registration of agency.
3. Attested copy of the valid labour license from the Regional Labour Commissioner.
4. Attested copy of PAN/GIR Card.
5. Attested copy of the latest IT return filed by the agency.
6. Attested copy of the Service tax registration letter/certificate.
7. Attested copy of the PF registration letter/certificate.
8. Attested copy of the ESI registration letter/certificate.
9. Certified document in support of financial turnover of the agency.
10. Certified documents in support of entries in column 12 and 13 of Technical Bid application.
11. Copy of the terms and conditions in Tender Document with each page duly signed and sealed by the authorized signatory of the agency as token of their acceptance.

ORDER FOR ARRANGEMENT OF DOCUMENTS BE SUBMITTED BY THE SUCCESSFUL AGENCY BEFORE DEPLOYMENT OF DATA ENTRY OPERATORS.

List of Data Entry Operators/Assistants, skilled and unskilled manpower shortlisted by the Patent office, Chennai for deployment in the office as mentioned in the document containing full details i.e. date of birth, marital status, address etc.

1. Bio-Data of all persons.
2. Character Certificate from a Group 'A'/Class-I Gazetted Officer of the Central/State Government in respect of all persons.
3. Certificate of verification of antecedents of all persons by local police authority.
4. Contract agreement duly signed as per Annexure "A"
5. Data Security Certificate as per Annexure "B"

TECHNICAL BID

1. For providing Data Entry Operators/Assistants, Skilled and Unskilled manpower to the Patent Office, Chennai under the office of the Controller General of Patents, Designs and Trademarks.
2. Name of the Tendering Company/Firm/Agency
(Attach certificate of registration)
3. Name of the Proprietor /Director of Company/Firm/Agency
4. Full address of the Registered Office _____

Telephone Number: _____
FAX No. _____
E-Mail Address _____
5. Full address of Branch offices _____

Telephone Number: _____
FAX No. _____
E-Mail Address _____
6. Banker of Company/Firm/Agency _____
(Full Address) _____
(Attach certified copy of statement _____
of A/c for the last three years) _____
Telephone Number of Banker _____
7. PAN/GIR No. _____
(Attach attested copy)
8. Service Tax Registration No. _____
(Attach attested copy)
9. E.P.F. registration Number _____
(Attach attested copy)
10. E.S.I. Registration Number _____
(Attach attested copy)
12. Financial turnover of the tendering Company/Firm/Agency for the last 3 financial years. (Attach separate sheet if space provided is insufficient)

Financial Year	Amount in Lakhs	Remarks if any
2007-08		
2008-09		
2009-10		

12. Give details of the major similar contracts handled by the tendering Company/Firm/Agency during the last three years in the following format:

Sl. No.	Details of client along with address, telephone numbers	Type of manpower supplied	Amount of Contract (in Lakhs)	Duration of Contract	
				From	To
1.					
2.					
3.					

(If the space provided is insufficient, a separate sheet may be attached)

13. Additional information, if any
(Attach separate sheet, if required)

Signature of authorized person

Name: _____

Seal

Date:

Place:

DECLARATION

1. _____ Son/Daughter/Wife of Shri----- signatory of the agency/firm mentioned above is competent to sign this declaration and execute this tender document:
2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them:
3. The information/documents furnished along with the above application are true authentic to the best of my knowledge and belief. I/We am/are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law:

Signature of authorized person

Full Name: _____

Seal: _____

Date :

Place:

FINANCIAL BID

1. For Providing Data Entry Operators/Assistants, Skilled and Unskilled manpower to the Patent Office, Chennai under the office of the Controller General of Patents, Designs and Trademarks.
2. Name of tendering Company/Firm/Agency:
3. Details of Earnest Money Deposit: Rs. 10,000/- (Ten Thousand only) D.D/Pay Order No. _____ Dated _____ and Drawn on Bank: _____
4. All the Data Entry Operators deployed in this Department will be paid their wages on monthly basis (**By ECS in time**) by the Company/Firm/Agency.
5. Rates are to be quoted in accordance with the Minimum Wages Act, 1948 as applicable.
 - a) For Data Entry Operator/Assistant
 - b) Skilled persons
 - c) Unskilled persons
 - d) Rate per person/per day (8 hrs excluding ½ hrs. lunch break) Rs. _____ (Rupees _____) inclusive of all statutory liabilities, taxes, levies, cess/education. cess etc. with following break up:

Sl. No.	Component of Rate	Amount (Rs.) for Data Entry Operator / Assistant (Clerical)	Amount (Rs.) Skilled	Amount (Rs.) for Non Skilled
1.	Daily Minimum Wage Rate (as per MWA, 1948)			
2.	Employees Provident Fund			
3.	Employees State Insurance			
4.	Total			
5.	Contractors Service Charge			
6.	Service Tax Liability @ % on Sl No.4			
7.	Any other liability (Pl. indicate)			
8.	Total Column 1 to 7			

Signature of authorized person

Full Name: _____

Seal: _____

Date:

Place:

Notes:

1. The rates quoted by the tendering agency should be inclusive of all statutory/taxation liabilities at the time of entering into the contract.
2. The payment shall be made on conclusion of the calendar month only on the basis of number of working days for which duty has been performed by each manpower.

ANNEXURE 'A'

CONTRACT AGREEMENT

(Agreement to be executed on Rs.100/- Non-judicial Court Stamp)

An agreement made this day of BETWEEN (hereinafter called the contractor or contracting agency which expression shall include his legal representatives) of the one part and the Controller General of Patents, Designs and Trademark (herein after referred as "the Government" or "Department" or "Patent Office, Chennai" which shall also include any person authorized by the CGPDTM) of the other part and WHEREBY the contractor agrees to supply the Data Entry Operators/Assistants, Skilled and Unskilled persons to perform the work specified to them successfully on contract basis to the Patent Office, Chennai as mentioned in the tender document under Office of the Controller General of Patents, Designs and Trademarks, Boudhik Sampada Bhawan, S.M.Road, Antop Hill, Mumbai 400037 as per details given below :

Sl.No.	Rate per day	Service Tax	<u>Total</u>	Total No. of persons being supplied	Total amount per day
1.	Data Entry operator/Assistants				
2.	Skilled persons				
3.	Unskilled persons				

and on the terms and conditions hereinafter mentioned viz. :-

- (a) that it is expressly understood and agreed between the parties to this Agreement that the persons deployed by the contractor for the services mentioned above shall be the employees of the contractor for all intents and purposes and that the persons so deployed shall remain under the control and supervision of the contractor and in no case, shall a relationship of employer and employee between the said persons and the CGPDTM or Patent Office, Chennai or any person authorized shall accrue/arise implicitly or explicitly.

- (b) That the number of Data Entry Operators/Skilled/Unskilled manpower will be purely on need based. Therefore, the number of Contractor's workers may be increased or decreased as per the requirement. Patent office, Chennai will be under no obligation to engage any specific number of Contractor's workers during the period of contract.
- (c) that this Contract shall remain valid for a period of one year w.e.f. initially and if the services are found satisfactory the same may be extended for further period. However the Controller General of Patents, Designs and Trademarks or a person authorized by him shall have full power to terminate the contract if the manpower supplied is not functioning to the satisfaction.
- (d) that the Controller General of Patents, Designs and Trademarks or a person authorized by him shall have full power to reject the Data Entry Operator / Service of the operator and non skilled manpower which to the true intent and meaning is not in accordance with the requirement of the tender document
- (e) that the contracting agency will deposit a sum of Rs. 50,000/- (Rupees Fifty Thousand only) in the form of Demand Draft/Bank Guarantee to **The Administrative Officer, Patent Office, Intellectual Property Building, G.S.T. Road, Guindy, Chennai – 600 032** covering the contract period of one year and additional sixty days as security for compliance with the terms and conditions of this contract.
- (f) the Controller General of Patents, Designs and Trademarks or a person authorized by him reserves the right to
 - (i) terminate this contract by giving notice of one week in advance any time during the contract.
 - (ii) to enter in to parallel contract for similar services with other agencies/person whenever it is found necessary.
 - (iii) to extend the contract to further period, if required, from the date of expiry of the initial period, at the same rates, terms and conditions.
- (g) that the contracting agency will be entirely responsible for execution of this contract in all respects in accordance with the conditions of this contract and shall not assign or sub-let the same.
- (h) if the contracting agency becomes insolvent or he or his Agent offers any bribe in connection with the contract or the contractor fails to observe or perform any condition of this contract then notwithstanding any previous waiver of such default or action being taken under any other clause hereof, the Controller General of Patents, Designs and Trademarks or a person authorized by him may on behalf of the Government terminate the contract and forfeit the said deposit and recover from the contractor any loss suffered by the Government on account of the contract being terminated.
- (i) if any dispute or difference shall arise including this contract, the settlement of which is not hereinbefore provided for the same shall be referred to the arbitration of the Controller General of Patents, Designs and Trademarks or if he is unable or unwilling to act as arbitrator to the arbitration of any person nominated by him in writing and the decision of such arbitrator shall be final and binding on the parties to this contract.

- (j) The contracting agency as a taxable service provider, must have registered with Central Excise Department and obtained Registration No. (15 digits Service Tax Code Number) and should attach a copy of Certificate along with the Agreement. The Invoices / Bills / Challans should be serially numbered and it should contain the Name and address of Service Provider, Service Receiver, Description of service, Value of service tax payable thereon.
- (k) The contracting agency shall also be responsible for timely statutory payments in respect of supplied manpower and there shall not be any responsibility of the Controller General of Patents, Designs and Trademarks or a person authorized by him.
- (l) That the contractor shall keep the CGPDTM or any person authorized by him or Patent Office Chennai indemnified against all claims whoever in respect of the employees deployed by the contractor. In case any employee of the contractor so deployed enters in dispute of any nature whatsoever, it will be the primary responsibility of the contractor to contest the same. In case CGPDTM or any person authorized by him or Patent Office Chennai is made party and is supposed to contest the case, the CGPDTM or any person authorised by him or Patent Office Chennai will be reimbursed for the actual expenses incurred towards Counsel Fee and other expenses which shall be paid in advance by the contractor to CGPDTM or any person authorized by him or Patent Office Chennai on demand. Further, the contractor will ensure that no financial or any other liability comes on CGPDTM or any person authorised by him or Patent Office Chennai in this respect of any nature whatsoever and shall keep CGPDTM or any person authorised by him or Patent Office Chennai indemnified in this respect.
- (m) That the contractor shall further keep the CGPDTM or any person authorised by him or Patent Office Chennai indemnified against any loss to the CGPDTM or any person authorised by him or Patent Office Chennai property and assets. The CGPDTM or any person authorised by him or Patent Office Chennai shall have further right to adjust and/or deduct any of the amounts as aforesaid from the payments due to the contractor under this contract.
- (n) That the contracting agency shall be responsible for faithful compliance of the terms and conditions of this agreement, and shall also abide by all the terms and conditions as mentioned in the tender document. If not, the same may be terminated and the security deposit will be forfeited and further the work may be got done from another agency at their risk and cost.
- (o) That if the contractor violates any of the terms and conditions of this agreement or commits any fault or their services are not to the entire satisfaction of the officer authorized by the CGPDTM or Patent Office Chennai, a penalty leading to a deduction up to a maximum of 10% of the total amount of bill for particular month will be imposed.
- (p) The security money shall be liable to be forfeited or appropriated in the event of unsatisfactory performance of the contractor and/or loss/damage, if any, sustained by the Office of CGPDTM or Patent Office Chennai on account of failure or negligence of the workers deployed by him or in the event of breach of the agreement by the Contractor.

IN WITNESS WHEREOF the parties hereto have signed these presents on the date, month and year first above written.

Signed by the said contracting agency

In the presence of : -

Ist Witness

Address

2nd Witness

Address

Signed for and on behalf of the Controller General of Patents, Designs and Trademarks

In the presence of : -

Ist Witness

Address

2nd Witness

Address

DATA SECURITY CERTIFICATE

I / We hereby certify that the Patent Office, Chennai under the Office of Controller General of Patents, Designs and Trademarks shall have absolute right on the digital data and output products processed / produced by me / us. I / We shall be responsible for security / safe custody of data during processing. I / We also certify that the digital topographical data will not be taken out of the building premises or the vendor's premises (as the case may be) on any media. The original input data supplied to me / us by the Patent Office, Chennai or digital data and output products processed / produced from input data will not be passed on to any other agency or individual other than the authorized person of Patent Office, Chennai. I / We shall abide by all security and general instructions issued by SOI from time to time.

I / We also agree that any Patent Office data from my / our computer system will be deleted in the presence of the observer of Patent Office Chennai after completion of the task.

Signature of the contracting agency

Signature of the witnesses

(1)

(2)