

No. IPO/Stationery/2011-12  
Government of India  
Ministry of Commerce and Industry  
**Office of the Controller General of Patents, Designs and Trademarks**  
Patent Office, Chennai – 600 032

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**Detailed information/terms and conditions for the procurement of Stationery and consumables.**

Sealed tenders are invited by the Office of the Controller General of Patents, Designs and Trademarks for the purchase of Stationery and consumables as detailed in the enclosed list at Annexure I. The items, as mentioned in Annexure I, are generally purchased on monthly basis or on requirement basis. It must be noted that the rates quoted should be approved by the Original Manufacturer Firms and must be valid till 31-03-2012. It may also be noted that the Stationery and consumable items will have to be delivered to The Administrative Officer, Patent Office, IPO Building, GST Road, Guindy, Chennai – 600 032.

2. The covers containing the bids i.e. Technical bid and Financial bid sealed in separate covers and super-scribed "Bids for supply of Stationery and consumable to be opened on 10-06-2011" should be addressed to the undersigned and may be submitted to the Administrative Officer, The Patent Office, IPO Building, GST Road, Guindy, Chennai – 600 032 by 03.00 P.M. on 10-06-2011. The quotations can also be sent by post so as to reach the undersigned by the due date and time. The technical bids will be opened on 10-06-2011 at 04.00 P.M. The date of opening of financial bids would be revealed to the bidders once the technical bids are examined.

3. Incomplete or conditional tenders will not be entertained. Tenders of only those firms will be entertained who deposit an earnest money amounting to Rs.50,000/- (Rupees Fifty Thousand Only) in the form of Demand Draft drawn in favour of "Controller of Patents", payable at Chennai. EMD of the unsuccessful bidders shall be returned after finalization of the order and for the successful bidder shall be returned upon submission of the security deposit as mentioned in para 4 below.

4. The firm whose tenders are accepted will have to deposit Rs. 1 Lakh (Rupees One Lakh Only) as security money in the form of Bank Guarantee valid for the entire contract period and additional sixty days from a nationalized bank. The earnest money and security money shall bear no interest.

5. As per O.M. NO.14/12/94-Welfare (VOL II) dt. 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.

6. Kendriya Bhandar/ NCCF will be exempted from furnishing bid security (Earnest Money deposit).

7. In case the bidders/successful bidder(s) are found in breach of any condition(s)/tender at any stage, legal action as per rules/laws shall be initiated against the agency concerned. In that case Earnest money deposited shall be forfeited after giving proper opportunity through show cause notice.
8. The firm should have an annual turnover of at least Rs.25 Lakhs (Rupees Twenty Five Lakhs) per year during the last three years for the supply of Stationery/General items. The firms must attach supporting documents in this regard.
9. 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.
10. If recoverable amount exceeds security money, the whole amount will/can be recovered from pending bills.
11. The tendering firm must submit the VAT/Sales Tax Registration Certificate. In the absence of these documents, the tender will not be entertained.
12. All the firms participating in the Tender must submit a list of their owner(s)/partners etc. along with their contact telephone numbers and a Certificate/Undertaking to the effect that the firm is neither blacklisted by any Government Department nor any criminal case is registered/pending against the firm.
13. The tendering firm must quote the rates in words as well as in figures of all the items in the enclosed list. The tenderers should quote the rates clearly without any overwriting/cutting. VAT/Sales Tax/other charges, etc. if any should be mentioned specifically separately, failing which no claim will be entertained at a later stage.
14. In case any firm is already providing these items to any other Ministry/Department of Central Government, details thereof may also be furnished along with the quotations. The rates quoted should be valid till 31.03.2012.
15. The requirement of consumable items can be increased or decreased and the firm(s) has to supply the items during the period of contract.
16. No request for increase in rates will be entertained during the period of contract nor will the firm raise the same.
17. No advance payment will be made.
18. The Office of the CGPDTM reserves the right to reject any or all the tenders without assigning any reason thereof.
19. 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 split 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 assessing the bids. In case the supply is split among two firms, the ratio will 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.

20. The Tender Processing Committee, in order to satisfy itself, may conduct a spot enquiry to verify soundness, capability and viability with regard to capacity to execute the orders placed on the firm(s) and also to check the godown of the firm(s).
21. The period of contract can be extended for a further period, if required, on mutually agreed terms and conditions.
22. 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 Technical bid.
23. The following documents should be submitted along with the Tender:-
- (i) Sales Tax/VAT Registration Certificate along with TIN Number.
  - (ii) Latest VAT/Sales Tax Clearance Certificate.
  - (iii) Earnest Money as per clause No.3.
  - (iv) Authorization Certificate in case of authorized dealer.
  - (v) Documents regarding Annual turnover of above Rs. 25 Lakhs (Rupees Twenty Five Lakhs) per year during the preceding three years.
  - (vi) A list of owner(s)/partners of the firm and their contact telephone numbers along with a certificate to the effect that the firm is neither blacklisted by any Government Department nor any criminal case is registered/pending against the firm or its owner(s)/partners anywhere in India.
  - (vii) Any other relevant important information.
  - (viii) Copy of terms and conditions duly signed with seal of the firm, in token of acceptance of terms and conditions.
  - (ix) List of the Ministries/Government Departments to whom the stationery items mentioned in Annexure I were being supplied by the firm.
  - (x) Price Bid containing price per unit only and the percentage of VAT in a separate cover.

This may be clearly indicated in the prescribed format as mentioned in the enclosed list.

Administrative Officer,  
Patent Office,  
Chennai – 600 032.  
Tel. Ph. 22502030

SIGN OF TENDERER

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NAME IN BLOCK LETTERS

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FULL ADDRESS

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