



**INTELLECTUAL
PROPERTY INDIA**

PATENTS/DESIGNS/
TRADE MARKS/
GEOGRAPHICAL
INDICATIONS



सत्यमेव जयते

**Office of The Controller General
Patents, Designs & Trade Marks**

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No: CG/F/Stationery/2008

Date: 25.7.2008

TENDER NOTICE

The Registrar of Trade Marks invites tender from reputed stationery vendors for supplying the items mentioned in the website www.ipindia.nic.in. The terms and conditions of the tender can be downloaded from the Official website.

Applications duly filled in is to be sent to **Smt. Ratan Shalya, Asst. Registrar of Trade Marks & Head of Office, Boudhik Sampada Bhavan, S.M.Road, Antop Hill, Mumbai-400 037. The last date for submission of the Tender is 1400 hrs on 4th August, 2008. The tender will be opened at 1600 hrs on the same day(4th August, 2008) in the presence of the bidders who wish to be present.**

The Registrar of Trade Marks reserves the right to **reject any** or all tender without assigning any reason whatsoever.

(V. Ravi)

Controller General of Patents, Designs and Trade Marks

NOTICE INVITING TENDER FOR STATIONERY AND OTHER CONSUMABLE ITEMS FOR THE OFFICES OF TRADE MARKS REGISTRY

Applications are invited from reputed manufacturers /suppliers/dealers having previous experience (copies to be enclosed) for supply the stationery and consumables items indicated below. The Trade Marks Registry reserves the rights to place progressive orders according to office requirements during the period and payment will be limited to the actual consumables purchased from the lowest bidder. The terms and conditions are indicated below the list.

The details of the tender is as under:

1. Last date for submission of applications : **4th August, 2008 upto 1400 hrs**
(no specific form is prescribed)
2. Tender opening date and time : **4th August, 2008 at 1600 hrs**
3. Estimated cost : **Rs. 40 lacs**
4. Earnest Money Deposit : **Rs. 1 lac**

LIST OF STATIONERY AND CONSUMABLES

Sr. No.	Name of the item	Specification	Quantity	Rate
1.	Xerox paper- A3(Mill Pack)	70 GSM, BILT	400 reams	
2.	Xerox paper A/4(Mill pack)	70 GMS, BILT	1500 reams	
3.	-do- F/C (Mill pack)	70 GSM, BILT	50 reams	
4.	Duplicating paper F/C	60 GSM	200 reams	
5.	Window Envelopes 11x5 brown with printing	Gemini	50,000	
6.	Cloth Envelopes 11x5 with printing	Gemini	1000	
7.	Brown Envelopes 16x12 with printing	Gemini	50,000	
8.	Cloth Envelopes 16x12 with printing	Gemini	5,000	
9.	F/C Ledge Register 4Q	Anupam	50	
10.	F/c Ledge Register – 8Q	-do-	10	
11.	-do- -1 Q	-do-	200	
12.	-do- -2Q	-do-	30	
13.	-do- -3 Q	-do-	20	
14.	Box file Plastic	Good quality	15	
15.	Box file ordinary	-do-	100	
16.	Scissors	Fiskar	50	
17.	Paper pin	Vikram (100 g)	400 packets	
18.	Rubber bands	Vandan 18	25 boxes	
19.	File cover (shell cover) with	Thick	100000	

	printing			
20.	Pens- Blue, Black, green Red	Lexi 5	1000	
21.	Cello Tapes brown		50 Nos	
22.	Cello Tapes brown		200 Nos	
23.	Brown tapes (Parcel)		50 Nos	
24.	Water Sponse		100 Nos	
25.	CD ROMS(RW)		7500	
26.	File tags –8”		120 Bundles	
27.	Pencil carbon paper	Kores	70 boxes	
28.	Typing carbon paper	Kores	10 boxes	
29.	Stapler Pins No.10 Max	Max	1500 packets	
30.	Stapler Pins No.24/6 Max	Max	200 packets	
31.	Camel Paste – 5 lts Drum	Camel	7 drums	
32.	Jotter Refill	Cruzer	120 Nos	
33.	Sony Floppies 2 HD	Sony	12 Nos	
34.	Writing Pads 1/8	Anupam	50 Nos	
35.	Diaries – 500 pages with printing	60 GSM	500	
36.	Visiting cards with printing	Crown	1200	
37.	CD Mailing cover with printing	Good quality	7500	
38.	CD Plastic cover	-do-	7500	
39.	Pencils Natraj	Natraj	24 Packets	
40.	Stamp Pad Big	Camel	50	
41.	Pocker Plastic	Kores	100	
42.	Stamp Pad Medium	Camel	110	
43.	Short hand books	Camel	48	
44.	Marker Pens –White Board	Kores	20	
45.	Marker Pens – Permanent	Kores	100	
46.	Jotter ball pens	Sharp	150	
47.	Add Gel Pens – Black, Blue, Red	Add	25	
48.	Sketch pens – Black and coloured	Luxor	200	
49.	Two flap File Binder		50	
50.	Four Flap File binder		10	
51.	Pay bill outer/inner	60 GSM	500	
52.	Leave Account Book	60 GSM	100	
53.	Gem Clips	Vikram	240 Packets	
54.	National diary	Anupam	12	
55.	Scale Plastic – 12”	Camlin	50	
56.	Correcting fluid – White (set)	Kores	75	
57.	Pencil Eraser	Camlin	60	
58.	Pencil Sharpner	Camlin	60	
59.	Full Scape Ruled paper	Anupam	500 sheets	
60.	Attendance Register		50	

61.	Cello Gripper Pen	Cello	50	
62.	Plastic Sutli		20 Rolls	
63.	Stamp pad Ink bottle – medium	Camlin	12 Boxes	
64.	Gum Brush	Kores	35	
65.	Single Punch Machine	Kangaroo	12	
66.	Double Punch Macihne	Kangaroo	20	
67.	Marker Pen Ink	Camlin	10	
68.	Glue Stick	Camlin	12	
69.	Tonner cartridge – 4182X		20	
70.	-do- 2612 A		250	
71.	-do- 6511A		60	
72.	-do- 9723		15	
73.	-do- 9720		15	
74.	-do- 9721A		15	
75.	-do- 9722A		15	
76.	-do- 6470A		4	
77.	-do- 7582A		4	
78.	-do- 7581A		4	
79.	-do- 7583 A		4	
80.	Cannon Fax Cartridge- U		10	
81.	Printer Ribbon – FX 2070		120	
82.	Sutli Roll		6000	
83.	Check duster		600	
84.	Turkish towel – Full Size		12	
85.	-do- Medium		48	
86.	Napkin		144	
87.	Parcel Thread		12 bundles	
88.	Air Freshner	Midas	12	
89.	DLT Cartridge – C5141F 40/80		12	
90.	Parcel Cloth		400 Mts	
91.	Gunny Bags		600	
92.	Date Stamps		12	
93.	Rubber stamps	Nylon	150	
94.	DLT Cleaning cartridge 5142A		2	
95.	Lock 7 lever, 5 lever	Godrej	12	
96.	Calculator 12 digit	Citizen 512	12	
97.	Spike guard	Rider	20	
98.	Paper Cutter Small	Camlin	1	
99.	Paper Cutter Big	Camlin	48	
100.	Cordless bell	Sony	3	
101.	Anti Glair Glass		5	
102.	Flex board		3	
103.	Trolley Type Bags	VIP	5	
104.	Brief Case 21”	VIP	50	
105.	USB Pen Drive – 1 GB		10	

106	Torch - with 6 cell	Eveready	5	
107.	Plastic buckets- Medium	Neelkamal	12	
108.	Dust bin – Medium	Neelkamal	25	
109.	Plastic Mugs	Neelkamal	25	
110	Tea Tray		4	
111	Thermos Flask- Steel	Eagle	4	
112	Cup-Plates (set of 12)		4	

Terms and Conditions

1. Tender applications not accompanied with documents in support of credentials of tendering firm shall not be considered and will be rejected
2. List of similar supply made in last three financial years giving description of material supplied to organization where given, approximate value of contract along with other detail material supplied
3. The EMD will be adjusted against security deposit to be furnished by the successful bidder
4. The Tenderer should have PAN number and submit the copy of PAN card duly attested by a Gazetted Officer/Notary
5. The Tender document in original should be signed by the tenderer or his authorized representative along with seal on each relevant page. All corrections and over-writing must be initialed by the tenderer or his authorized representative.
6. The Registration of the firm(the Affidavit and stamp paper regarding proprietorship of the firm in original or attested copy is to be enclosed). Authenticated copy of Partnership Deed in case of partnership firm is also to be enclosed
7. The bidder shall furnish a bid security (EMD) for an amount of **Rs. one lac**
8. The bid security shall be paid in the form of crossed demand Draft issued by a Scheduled bank drawn in favour of Registrar of Trade Marks, payable at Mumbai
9. A bid not accompanied by EMD of **Rs. one lac** shall be rejected by the Registrar of Trade Marks as non-responsive
10. The successful bidder's bid security will compulsory be converted to part performance security deposit
11. The bidder shall give the total composite price inclusive of all levies and taxes, packing, forwarding freight and insurance
12. The price quoted by the bidder shall remain fixed during the entire period of the contract and shall not be subject to any variation. A bid submitted with an adjustable price quotation will be treated as non-responsive and rejected
13. Discount if any offered by the bidder shall not be considered unless they are specifically indicated and the total cost shall reflect only the net price taking all such factors like discount, free supply etc into account
14. The bid shall remain valid for a period of **one year** from the date of opening. The bid valid of shorter period shall be rejected by the Registrar as non-responsive. The bidder shall submit the tender document in original duly

signed one each and every page. The bidders are advised to keep a photo copy (at his own cost) of the bid document for his own reference

15. The selected bidder is required to supply the ordered items from time to time and in specified quantities indicated to the Branch offices of the Trade Marks Registry at Delhi, Kolkatta, Chennai and Ahmedabad in addition to periodical supply of such consumables and stationeries to the Head Office at Mumbai at his own cost and at his own expenses within seven days from the date of order failing which a penalty of 2% of the order value is liable to be imposed for everyday's delay in supply of the ordered material.

Interested bidders may submit their bid in sealed envelope superscribed TENDER FOR STATIONERY AND CONSUMABLES ITEMS FOR TMR" addressed to Smt. Ratan Shalya, Asst. Registrar of Trade Marks & Head of Office, Boudhik Sampada Bhavan, S.M.Road, Antop Hill, Mumbai-400 037.