



Government of India
National Institute for 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

Tel ☎ 0712-2540913
0712-2540922
0712-2540920
Fax ☎ 0712-2542955
0712-2540916

Email niipm.ipo@nic.in
ipti-mh@nic.in
Website: www.ipindia.nic.in

No.NIIPM/NAG/Tender/RA/2012/

Date:20/01/2012

TENDER NOTICE

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

Sl.No.	Tender No.	Description	EMD(Rs.)	Tender Fee(Rs.)
1.	NIIPM/NAG/Tender/RA/2012/	Providing Hotel Accommodation to the trainee Examiners and Faculties participating in a training programme of 3 months at NIIPM, Nagpur	10,000/-	500/0

Place of work : Within 15 Kms from NIIPM, Hislop College Road, Nagpur

Tender documents can be obtained from Shri A.P.Turankar, Stenographer Gr.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 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 : **20/01/2012**
Last date for receipt of tender documents : **24/01/2012 by 4.00 pm**
Date of opening of Technical Bids : **25/01/2012 by 11.00 am**
Date of opening of Commercial Bids : **25/01/2012 by 3.00 pm**

Head of Office
NIIPM, Nagpur



TENDER DOCUMENT

FOR

**PROVIDING HOTEL ACCOMMODATION TO THE TRAINEE EXAMINERS
AND FACULTIES PARTICIPATING IN A TRAINING PROGRAMM OF 3
MONTHS AT NATIONAL INSTITUTE OF INTELLECTUAL PROPERTY
MANAGEMENT, NAGPUR**

(Tender No.NIIPM.NAG/Tender/RA/2012/....)



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

Head of Office
NIIPM, Nagpur

1. Bid document for “Providing Hotel Accommodation to the Trainee Examiners and Faculties participating in a training programme of 3 months at NIIPM, Nagpur.

On behalf of the President of India, sealed tenders are invited by the Controller General of Patents, Designs and Trademarks (CGPDTM) for providing Hotel Accommodation to the Trainee Examiners and Faculties participating in training programme of 3 months at NIIPM, Plot No.3, Opposite Office of the M. S. Education Board, Hislop College Road, Civil Lines, Nagpur – 440 001.

2. Nature and Scope of work :

The rooms in hotels/guest houses for accommodating about 250 trainee Examiners for 3 months are required. The training will be conducted in 3 separate batches each of 80 trainee Examiners for 3 months. Overlapping of the batches is also possible. Therefore the total expected time involved in the training is 6-7 month with approximately 70 to 150 trainee Examiners per month. Two faculties per day will also require to be accommodated till the end of the training. This all will require about 40 to 80 rooms per day with double occupancy (Room size 300 sq. feet size) and two rooms for the faculty per day with single occupancy.

The training is expected to be commenced from 6th Feb or 13th Feb 2012. The Trainee Examiners will arrive in the hotel at least one day in advance and each of them will stay min for 3 months in the Hotel.

The Trainees and the Faculty members will be required to provide the Tea/Coffee free of cost atleast for two times a day. They should also be provided with the Complimentary Breakfast and Dinner daily. On the Holidays they should be provided with Lunch also.

They should also be provided with good quality of water preferably the mineral water two bottle a day to each trainee.

3. Eligibility:

- i) Hotels & Guest Houses who have sufficient experience of having successfully carried out similar works for Government Offices/other big companies during the last two years are eligible to participate in the bidding.
- ii) CGPDTM reserves the right to verify the proof of having experience and expertise of the bidder in executing similar works and the bidder has to produce the proof thereof.

4. Submission of Bid :

- 4.1 (i) The bidders are requested to submit their competitive offer by duly filing in the bid form only (enclosed as **ANNEXURE-I**), (Total 4 pages) along with the CGPDTM's terms and conditions, which is part and parcel of the bid form. The bid along with the CGPDTM's terms and condition duly signed is to be submitted in a sealed envelope super scribing

the envelope "Bid for providing Hotel accommodation for trainee Examiner(s) and Faculty". The bidders should submit along with the bid form following things:

- (1) Copy of Registration of VAT and Service TAX
 - (2) Copy of PAN Number
 - (ii) Price Bid Form (**Annexure –II**) to be submitted by duly filling up the rates for each item of work indicated in the prescribed price bid form.
 - (iii) Earnest Money Deposit (EMD) amount of Rs. 10,000/- by way of demand draft drawn in favour of "Patent Information System", Payable at Nagpur.
- 4.2 Bid shall be submitted in a sealed cover super scribed "Bid for providing Hotel accommodation for trainee Examiner(s) and Faculty" and **Due date is 24.01.2012.**

This shall contain separately sealed envelopes super scribed as below :

Envelope – I – TECHNO – COMMERCIAL PART

Envelope – II - PRICE PART

Envelope – III – EMD amount of Rs.10,000/- by way of demand draft.

- 4.3 (i) Envelope – I of the offer shall contain all the pages of the bid document duly signed and stamped on each page, covering letter, bid form, documentary proof for eligibility , technical submissions, duly signed scope of work, deviations from the CGPDTM terms and conditions, if any and other details forming part of the offer.

(ii) Envelope – II of offer shall contain only the price schedule issued herewith, with all rates and amounts filled in and no conditions.

(iii) Envelope – III offer shall contain EMD as specified.

All the above three envelopes shall be enclosed in a single larger envelope super scribed as mentioned above.

- 4.4. The CGPDTM is not responsible for delay, loss or non-receipt of bids on time sent by post. Fax/Email/Telegraphic offers shall not be accepted.

- 4.5 Last date for submission

The last date for receipt of the bid at the NIIPM, Nagpur is 24/01/2012, 4.00 P.M. the bid submitted beyond the above date and time shall not be considered for the bidding and shall be rejected outrightly.

The bid not submitted in the prescribed bid form shall be summarily rejected.

- 4.6 The bid submitted, without the prescribed EMD and/or the bid submitted without the CGPDTM's terms and conditions duly accepted, shall be summarily rejected. Similarly the bid submitted not in the prescribed bid forms of the CGPDTM, the bid document shall be summarily rejected. Any deviation from the CGPDTM terms & conditions shall be clearly brought in the bid.

4.7 Earnest Money Deposit (EMD):

(i) The bidder shall submit along with the bid an Earnest Money Deposit amount of Rs. 10,000/- in the form of Demand Draft form a nationalized Bank drawn in favour of "Patent Information System", payable at Nagpur.

(ii) No interest is payable on EMD amount by the CGPDTM. The EMD of unsuccessful bidders shall be returned on finalization of successful bid and on placement of order to successful bidder.

5. **Opening of Bidders:**

Envelope – I and Envelope – III of bids shall be opened at 11.00 A.M. on 25/01/2012 in the presence of attending Bidders/Authorized representative at the Conference Hall, NIIPM, Nagpur 440 001.

Envelope – II (Price part) of Techno Commercially qualified bidders shall be opened at 3.00 P.M. on 25/01/2012.

6. **Place of Submission:**

Shri A.P.Turankar, Stenographer Gr.I(Mob.-No.09422809065), NIIPM, Plot No.3, Opposite Office of the M. S. Education Board, Hislop College Road, Civil Lines, Nagpur – 440 001.

7. **Clarifications :**

The bidders are requested to go through the 'Scope of Work' and 'Terms and conditions of the bid before submitting their offer/bid. Any clarification, if required, may be obtained prior to filling of bid from the Head of Office, NIIPM, Nagpur, **Tel. Nos. 0712-2540913, 2540922, 2540920**

No claim whatsoever on such account shall be entertained by the CGPDTM in any circumstances. The bidders shall visit NIIPM during working hours on working days and ensure the quantity and scope of the work before bidding.

8. **Award of work:**

The work will be generally awarded to a single qualified bidder, who has quoted the lowest price of entire work. The work cannot be awarded on piece-meal basis to different bidders as the component of works is the part of the whole work. However, the CGPDTM reserves the right to reject any or all the bids without assigning any reasons thereof.

9. **Terms and conditions of Bid:**

The terms and conditions of above bid are enclosed in the bid form, which is part and parcel of the bid document. The bidders should submit the bid form by duly accepting the CGPDTM's terms and conditions of the bid as stipulated in the bid form. The bid submitted without the acceptance of the CGPDTM's terms and conditions shall be summarily rejected.

10. No canvassing:

Canvassing in connected with the bids is prohibited and the bids submitted by the contractor who resort to canvassing are liable for rejection.

- 11.** The CGPDTM reserves the right to accept or reject any or all bids in part or in total without assigning any reason whatsoever.

Enclosures :

- 1) Bid Form along with the CGPDTM's terms and conditions (Annexure-I) to be submitted by the bidders to Shri A.P.Turankar, NIIPM, Plot No.3, Opposite Office of the M. S. Education Board, Hislop College Road, Civil Lines, Nagpur – 440 001.
- 2) Price Bid Form (Annexure –II) to be duly filled and authenticated to be submitted by the bidders to Shri A.P.Turankar, NIIPM, Plot No.3, Opposite Office of the M. S. Education Board, Hislop College Road, Civil Lines, Nagpur – 440 001.

BID FORM (Total 4-pages)

(The bidder should submit their acceptance only in Bid form for the acceptance of the CG PDTM's terms and conditions of Bid)

1. Name of the Work: Providing Hotel Accommodation to the Trainee Examiners and Faculties participating in a training programme of 3 months at NIIPM, Nagpur
2. Tentative date of commencement of training - The tentative date for commencement of training is 6th February or 13th February 2012 and thereafter it will go on for three months continuously.
3. Total term of the training - 6-7 months
4. Minimum occupancy- 30 rooms with double occupancy
5. **The CG PDTM's terms and conditions of BID:**
 1. Hotels and Guest Houses should be able to provide 20 to 80 double rooms and two single occupancy rooms each of minimum 300 Sq.Ft. size.
 2. Hotels/Guest houses having less than 20 rooms may, however, bid alongwith another hotels within a distance of 500 meters. However, total number of rooms for which bid will be submitted should not be less than 30-80 rooms and in case of need they have to provide 80 rooms in total. Restaurant facilities of any one hotel would be used.
 3. Hotels/Guest house should submit rates for each trainee Examiners under double occupancy and Faculties under single occupancy.
 4. Hotels/Guest houses should submit rates inclusive of morning and evening tea/coffee, breakfast, Dinner and Lunch on Holidays with weekly menu.
 5. Hotel/Guest house should provide two Mineral water to each trainee Examiner free of cost.
 6. All payments would be made by Cheque only
 7. No advance payment shall be made
 8. TDS as per the prevailing orders of the Government will be deducted.
 9. Rooms should be with attached bath and toilets.
 10. Trainees should not be made to share room with person other than trainee or be accommodated in other hotels as a temporary measures for whatsoever reason therefore.
 11. Rooms should be airy, sufficient sunlight in the day time, with proper ventilation.
 12. Each room should have Electric Kettle for tea/coffee (tea/coffee/milk/sugar sachets should be supplied daily)

13. In rooms two set of brand new Linen towels, bed-sheets, woolen blankets, quilts should be made available daily.
14. Telephone in each room should have facility of STD. The expenditure of the STD use will be borne by the trainee himself.
15. Locker to be provided if any candidate asks for it.
16. Rooms should be cleaned every day in presence of guests only. Bed linen and towels should be changed every day.
17. Rooms as contracted should be made available as per the scheduled arrival of trainees. Schedule of arrival and departure would be made available in advance.
18. 24 hours hot/cold water facility with RO drinking water facility should be there.
19. Proper furniture in the room for reading/writing and relaxing should be there.
20. Hotel should have a Doctor on Call.
21. Generator backup for power failure (full power back-up).
22. Lift in case of multi-storied hotel/guest house.
23. No renovation, major repair/alteration work is to be undertaken in the premises during the stay of our trainees. Minor works if any are to be attended during day time only when the trainees are not in the hotel. No such work to be carried out during evening/night.
24. Proper and adequate steps and care should be taken for maintaining cleanliness, sanitation etc. in the room.
25. Hotel/guest house should maintain a complaint register. Time of complaint should also be recorded. Remedial measure should be taken on daily basis. Remarks along with date and time with signature of authorized person of hotel/guest house and the trainee should be recorded on the register. This register should be presented to the officer coming for inspection.
26. CG PDTM shall be free to deduct of Rs.1000/- per day as penalty in case the complaint of trainee(s) are not addressed within 24 hours of complaint recorded in the register.
27. Hotel/Guest house should provide complimentary pick and drop from Airport.
28. Trainee Examiners should be asked to record time of departure and arrival when they leave hotel premises except when they are coming NIIPM or attending any official function. A daily register for this purpose may be maintained. No trainee should be allowed to remain out of hotel premises during night. NIIPM Head (Mob.No.09689922254) may be informed in such case if any trainee does not come back to Hotel during night.
29. Hotel/Guest house should provide complimentary taxi facility in case of emergency for taking them to nearby Hospital.

PROFORMA FOR SUBMISSION OF BID
(To be submitted on the LetterHead of the Bidder)

1. Name of the Hotel:_____
2. Address:_____
3. Phone Nos._____ Fax Nos._____
4. Email ID:_____
5. Website Address:
6. Contact person with Designation:
7. Do you have a valid License:
 - a) If Yes, details of License:
 - b) Have you attached copy of License:
8. How many rooms do you have:
9. In case you are bidding with another hotel details thereof:
 - a) Name of the Hotel:
 - b) Address:
 - c) Phone Nos. _____ Fax Nos: _____
 - d) Email ID:
 - e) Website Address:
 - f) Contact person with Designation:
 - g) Does this hotel have a valid License: Yes/NO
 - i) If yes, details of License:
 - ii) Have you attached copy of License: Yes/No
 - h) Distance of this from Hotel from your Hotel:

COMMON FOR EACH HOTEL

10. Does each room have window/balcony:
11. Do you have a refrigerator in each room:
12. Does every room have telephone with STD/ISD facility:
13. How do you provide hot water in each room:
 - a) Is it through centralized hot water system:
 - b) Does each room have a Geyzer:
14. Do you have centralized air conditioning facility:
 - a) If no, does every room have AC:

15. Does each room have electric kettle for making tea/coffee:
16. Does each room have a Locker:
17. Do you have a restaurant:
 - a) If yes, what is the capacity of the restaurant:
 - b) Is this exclusive for guest staying in the Hotel:
18. Do you have lift:
19. Do you have cable TV in each room:
20. Do you have generator with full back up:
21. Is your hotel under renovation:
 - a) If yes, when is this renovation work likely to be completed:
22. Do you have a cloak room: Yes/No
23. Does the hotel have any doctor available on Call: Yes/No
 - a) If yes, details of the doctor may be provided:
24. Is any hospital close to the hotel/guest room: Yes/NO.
 - a) Name of the hospital:
 - b) Distance from hotel:
 - c) Does the hotel have any arrangement with the hospital: Yes/No
25. Details of Police Station:
 - a) Distance from Hotel:
 - b) Location of the Police Station:
26. Any other detail(s) other than the afosaid you would like to add:
 - a) _____
 - b) _____
 - c) _____
 - d) _____

(Signature & Seal of Authorised Authority)

(Name of the Authorised Signatory)

Commercial Bids

To

The Administrative Officer
National Institute of Intellectual Property Management
Plot No.3, Opp.to M.S.Education Board Office,
Hislop College Road, Civil Lines,
Nagpur -440 001

Commercial Bid in respect of.....

All rates quoted should include all taxes.

1. Rates (including Tea, Breakfast, Dinner & lunch on holidays & mineral water two bottles)quoted for rooms on double occupancy basis :Rs. _____ / day/per occupant
2. Rates (including Tea, Breakfast, Dinner & lunch on holidays & mineral water two bottles)quoted for rooms on Single occupancy basis : Rs._____ / day
3. Rates (excluding Tea, Breakfast, Dinner & lunch on holidays & mineral water two bottles)quoted for rooms on double occupancy basis : Rs._____ / day/per occupant
4. Rates (excluding Tea, Breakfast, Dinner & lunch on holidays & mineral water two bottles) quoted for rooms on Single occupancy basis : Rs._____ / day
5. Rates per day for Tea, Breakfast, Dinner & lunch on holidays & mineral water two bottles/per Day per occupant

I have read all the terms and conditions mentioned in the document and hereby accept all the terms and conditions mentioned above.

(Signature & Seal of authorized signatory)

(Name of the authorized signatory)