

GOVERNMENT OF INDIA
MINISTRY OF COMMERCE & INDUSTRY
**OFFICE OF THE CONTROLLER GENERAL OF PATENTS,
DESIGNS & TRADEMARKS**
PATENT OFFICE
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No. CPP/2021/RFP-PL/1

Date: 26/02/2021

Request for proposals

- i. This request for proposal (RFP) is not an offer by the Office of the Controller General of Patents, Designs and Trademarks but an invitation to receive responses from eligible interested parties. The purpose of this RFP document is to provide the necessary information to such interested parties that may be useful to them in formulating their Proposals in response to this RFP.
- ii. No contractual obligation whatsoever shall arise from the RFP process unless and until a formal contract is signed and executed between the Office of the Controller General of Patents, Designs and Trademarks and the selected party/parties.
- iii. Office of the Controller General of Patents, Designs and Trademarks reserves the right to modify or even not to proceed with this RFP.

S.No.	Event	Date
1	Availability of RFP document at	26.02.2021
2	Last date for receiving queries	08.03.2021 - 05:00 PM
3	Date on which clarifications will be issued by	12.03.2021
4	Issuance of addendum to RFP document, if any	12.03.2021
5	Last date for submission of proposals on eProcurement portal	19.03.2021 - 05:00 PM
6	Opening of Eligibility	22.03.2021- 11:00 AM
7	Opening of Technical bids and Evaluation	23.03.2021
8	Opening of financial bid	after evaluation of eligibility criteria and Technical Proposal
9	Award of contract to successful bidder	after evaluation of technical and financial proposal
10	Services to be started, that is, made available to IPO	Within 07 days from the date of award of contract.
11	Training to examiners at all locations	Initial onboarding Training shall be completed within 1 month from the award of contract

Earnest Money Deposit will only be accepted in Demand Draft In favour of “Controller of Patents payable at New Delhi”. The Demand drafts along with the other documents as mentioned in tender document should be submitted in the office of the Controller of Patents New Delhi on or before last date.

Interested bidders/vendors are requested to visit and register themselves on website www.eprocure.gov.in. They are required to upload the documents mentioned in Technical Bid and Financial bid. Earnest Money Deposit will only be accepted in **Demand Draft** in favour of “**Controller of Patents**” payable at **New Delhi**. Tender should have a separate Demand Draft for Tender form fee and Earnest Money Deposit respectively.

A. The Technical Bid should contain the following set of documents and should be uploaded on the website

1. Cover letter from the person authorized to sign the contract.
2. Scanned copy of Demand draft in favour of ‘Controller of Patents’ and payable at Delhi for Rs. 2,00,000/- as earnest money deposit (EMD).
3. A signed and sealed envelope containing Annexure-I (eligibility criteria)
4. Annexure I-A, Annexure III and documents in support thereof

B. The Financial Bid containing Excel format (prepared on CPP excel format) should be uploaded on the website.

- If any of the documents as mentioned in the Technical Bid is not found, the Bid would be rejected without assigning any reason and the Financial Bid will not be opened.
- The original Demand Draft of the Earnest Money Deposit (irrespective of its eligibility) should reach this office on or before date mentioned above, failing which, the Tender will not be considered eligible for Bid Opening.
- **Only online Bids will be accepted.**
- **The CGPDTM/ Representative of CGPDTM reserves the right to accept or reject any tender without assigning any reason thereof.**
- **The Tender Form, NIT, Annexure all form part of Tender document.**

Administrative officer
Patent Office, New Delhi