



बौद्धिक संपदा
भारत

एकस्व/अभिकल्प/व्यापार चिह्न/भौगोलिक
उपदर्शन/आर जी एन आई आई पी एम

INTELLECTUAL PROPERTY
INDIA

Patents/Designs/Trade Marks

Geographical Indications/RGNIIPM



भारत सरकार
GOVERNMENT OF INDIA
पेटेंट कार्यालय

THE PATENT OFFICE

वाणिज्य और उद्योग मंत्रालय

Ministry of Commerce & Industry

उद्योग संवर्धन और आंतरिक व्यापार विभाग

Department for Promotion of Industry and Internal Trade

बौद्धिक संपदा भवन

BOUDDHIK SAMPADA BHAWAN

सीपी/CP-2, सेक्टर/Sector-V.

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No: POK/Notice/LTE/01

Date: 17/03/2026

NOTICE INVITING TENDER

I am directed to inform that sealed limited tenders are hereby invited for execution of the following work

1. Name of Work: Plumbing and Floor Renovations and the repairing work of inclined rooftop above the staircase (as per annexure I in tender document)
2. Time of Completion: Within ordinarily three days from the date of issue of Work Order/Contract Order
3. Eligibility Criteria & Terms and Condition: as per attached tender document
4. Last Date & Time for Submission: 20/03/2026 up to 3.00 PM
5. Date & Time of Opening of Tender: 20/03/2026 at 4 PM
6. Place of Submission: RI Section [The Patent office, Boudhik Sampada Bhawan, CP-2, Sector-V, Salt lake, Kolkata- 700091]

Dr. Sudip Jyoti Sahu
Joint Controller of Patents & Designs
For Head of Office, Patent Office, Kolkata
The Patent Office, Kolkata

Requirement:

1. Satisfactory completion of the works as mentioned in the “Annexure-1”.
2. The scope includes relevant associated prescribed works. Supply of tiles is not ordinarily required.
3. The work should be carried out without any defects and as per standard procedure.
4. The scope shall also include transportation, loading/unloading, placement at site, installation (if required), testing (if required), commissioning (if required) and integration with existing system as directed by the Patent Office, Kolkata. No additional cost towards delivery, transportation, installation or any incidental charges shall be borne by the Patent Office, Kolkata.
5. The work shall be completed to the satisfaction of the buyer within ordinarily three days from the date of issue of Work Order/Contract Order.

Terms and Conditions:

1. Bids against this tender shall be received only physically in the RI section of the Patent Office Kolkata within the Office working hours under a sealed envelope. No bids shall be accepted in any other form. The last date of submission in respect of the bid is 3.00 PM, 20-03-2026.
2. Bids from uninvited bidders are treated as unsolicited and are normally not entertained, except in exceptional circumstances (kindly refer to page 78, para 3.10 of the Manual for Procurement of Works (Second Edition, 2025).
3. The expressions “successful bidder”, “contractor”, “vendor” and “service provider” are used synonymously.
4. All bidders are advised to carefully read and fully understand the entire bid/tender document including all terms and conditions before participating. Participation in bidding shall be deemed as unconditional acceptance of all provisions contained therein. In the event any bidder withdraws, fails to honour the bid or contract at any stage, appropriate action shall be initiated as per applicable rules including debarment/blacklisting and legal action wherever applicable.
5. The Patent Office, Kolkata under O/o CGPDTM reserves the right to modify/amend any provisions of the tender document at any time.

6. Non-submission of any required documents shall lead to rejection of the bid without notice.
7. The work should be done at the location directed by the Patent Office, Kolkata under the O/o CGPDTM.
8. If at any stage, including during audit or inspection, it is found that the work carried out does not conform to the prescribed specifications, standards, or approved norms, the contractor shall rectify the deficiencies and bring the work into conformity with the prescribed requirements at their own cost. No additional expenditure shall be borne by the Patent Office, Kolkata in this regard.
9. The Buyer reserves the right to increase or decrease the scope and extent of work by up to **25%** of the contract value at any time up to the completion of the work or the extended completion period of the contract, by giving reasonable notice to the contractor. The contractor shall execute such variations under the same terms, conditions, and rates as stipulated in the contract.
10. If a bidder submits a quote that appears to be **abnormally low or unusually high compared to prevailing market rates**, and the same is not substantiated with valid justification when sought, the bid shall ordinarily be liable for rejection. The Patent Office, Kolkata under the O/o CGPDTM reserves the right to seek clarification from the bidder or reject the bid/contract at its sole discretion at any stage of the procurement process. In such cases, the decision of the Patent Office, Kolkata under the O/o CGPDTM shall be final and binding on the bidder.
11. No advance payment shall be made.
12. Payment shall ordinarily be released only after satisfactory completion of the work, and submission of prescribed invoice and other required documents.
13. The contractor shall indemnify the Patent Office, Kolkata under the O/o CGPDTM against any loss, damage, claim or liability arising out of the work as mentioned in the “Annexure-1”.
14. The Patent Office, Kolkata under the O/o CGPDTM reserves the right to cancel or award the work to any bidders having the valid documents and fulfilling the criteria.
15. The Service Provider shall not sublet any part of the Contract. It is the Service Provider who shall be responsible and liable to deliver the goods as per the contract.

16. Service Provider shall ensure that all the relevant licenses/registrations/ permissions which may be required for satisfactory completion of the contract are valid during the entire period of the contract/warranty (whichever is later); failing so shall attract the appropriate actions. The documents relevant in this regard shall be provided by the Service Provider immediately to the office on demand. The Patent Office, Kolkata under the O/o CGPDTM shall not bear any cost whatsoever for acquiring any such licenses / registrations / permissions.
17. The contractor shall keep the Patent Office, Kolkata under the O/o CGPDTM and all officials of the Patent Office, Kolkata under the O/o CGPDTM indemnified from and against all suits, losses, claims, demands, proceedings, and liability of any nature or kind including costs and expenses, injuries to any person, damages to any property whatsoever, levy of fees or consequences which they may be put to or suffer on account of the contract undertaken by the contractor.
18. Any information contained in the Bid shall not in any way be construed as binding on the office, but shall be binding against the Bidder, if the bidder is subsequently awarded to it on the basis of such information.
19. The Patent Office, Kolkata under the O/o CGPDTM reserves the right not to proceed with the bidding Process at any time without notice or liability and to reject any or all Bid(s) without assigning any reasons.
20. The Bidders shall be responsible for all of the costs associated with the preparation of their Bids and their participation in the Bidding Process. The Patent Office, Kolkata under the O/o CGPDTM will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the Bidding Process.
21. Bids with alterations, overwriting, usage of whitener etc. shall ordinarily be rejected.
22. In response to this Bid, each bidder can submit only one (1) Bid. If a Bidder, either bidding as an individual or partnership or a company, is found at any stage to participate in more than one Bid, all such Bids where the Bidder has bid shall be disqualified and further, a Bidder and any other Bidder shall not have common controlling shareholders failing which the bids of all such bidders shall be disqualified and necessary action shall be initiated ordinarily.
23. The Bidders and their respective employees, agents and advisers shall observe the highest standard of ethics during the bidding Process and subsequent to the issue of the contract order and during the subsistence of the contract. Notwithstanding anything to the contrary

contained herein, or in the contract, this office may reject a Bid without being liable in any manner whatsoever to the Bidder or the service provider if it determines that the Bidder or the service provider, as the case may be, has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice in the Bidding Process. In such an event, prescribed action shall be taken.

24. The Patent Office Kolkata under the O/o CGPDTM has no responsibility for delay / loss in or non-receipt of quotations / Tender Documents/clarifications by any reason.
25. All documents uploaded should bear the seal and signature of the bidder, without which the bid may be rejected.
26. The Patent Office Kolkata under the O/o CGPDTM reserves the right to verify any or all the documents furnished by the bidders with any authorities.
27. In response to this bid, each bidder can submit only one (1) Bid. If a Bidder, either bidding as an individual or partnership or a company, is found at any stage to participate in more than one Bid, all such Bids where the Bidder has bid shall be disqualified and further, a Bidder and any other Bidder shall not have common controlling shareholders failing which the bids of all such bidders shall be disqualified and necessary action shall be initiated ordinarily.
28. If a bidder quotes NIL charges/consideration, the bid shall be treated as unresponsive and will not be considered;

Documents to be submitted (Mandatory)

The bidder shall submit the following through GeM:

- Valid GST Registration Certificate
- PAN Card
- Undertaking regarding compliance with technical specifications
- Undertaking of Non-Blacklisting
- MSME/Start UP certificate (if applicable)

- Any other prescribed documents
- The contract order shall ordinarily be issued to the bidder who quotes the lowest price (L1), subject to fulfillment of all other terms and conditions of the bid.
- Document in respect of past performance of the last three years should be submitted (desirable).
- In case two or more bidders quote the same lowest price (L1), preference may be given to the bidder having **higher relevant work experience in the public offices for the last three years as first submission the office.**
- The bidder may visit the office premises to ascertain the scope of work, with prior permission from the AAO/AAO (In-charge), during working hours before submission of the quotation.
- The instant bidding process shall follow all the prescribed policy of the Government including purchase preference.

Annexure I

Working Materials For Plumbing and Floor Renovations		
Floor .	Materials.	Diamiter and Length (Squire feet and Miter)
Ground floor toilet	Tiles,Pipes, Doors(Pvc ,Flash), Commode,	Tiles 206'Square feet(12/8) ,,15miter CPVC pipe, 3 piece anguler stop cock, connecter pipe 3 piece,conceal stop cock1 piece ,, 1 piece PVC door and 1 piece flash door,, 1 piece cascade commode,, bottle trab 1 piece,, Bassin 1 piece,, urinal 1 piece
Canteen area	Tiles	150' square feet(16/16)
1st Floor	Tiles	50' square feet (16/16)
3rd Floor	Tiles	164' square feet (16/16)
Roof side	Pipe	75 miter Rain water pipe repairing , fitting and Materials(PVC ben 2 pieces,4 inch clamp 60 pieces, screw 150 pieces, soiven cement 500 gm, double shocket pipe 2 pieces
Above 5 th floor	Repairing works	The repairing work of inclined rooftop above the staircase