



बौद्धिक संपदा

भारत

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

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THE PATENT OFFICE

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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,

साल्ट लेक /SALT LAKE

कोलकाता/KOLKATA- 700 091.

दूरभाष/Tel : (91) (33) 2367 9101

: (91) (33) 2367 1987

फैक्स /Fax : (91) (33) 2367 1988

ई-मेल/E-Mail: kolkata-patent@nic.in

वेबसाइट /Website: www.ipindia.nic.in

: www.ipindia.gov.in

संख्या/No. : POK/Public Notice/ Quotation /01

दिनांक/Date: 25-09-2026

Public Notice

Subject: Invitation of Quotation under Rule 155 of GFR, 2017 for Supply and Delivery of tentative 361 Vegetarian Refreshment Packets at The Patent Office, Kolkata on 30.09.2026.

Sealed quotations are hereby invited from eligible and prescribed service providers for supply and delivery of fresh vegetarian refreshment packets at The Patent Office, Kolkata, CP-2, Sector-V, Kolkata-700091, in accordance with Rule 155 of the General Financial Rules (GFR), 2017.

The tentative contents/specifications of each refreshment packet are as follows:

1. Veg snacks | 1 item (60-80 gm)
2. Rice | 150-200 grams
3. Stuffed Luchi / Chapatis | 4 Nos.
4. Dal | (100-120 gm), 1 item
5. Mixed Vegetable | (80-100 gm), 1 item
6. Veg curry- Good quantity (80-100 gm), 1 item
7. Seasonal green salad | 1 portion
8. Dessert | 1 items (40-50 gm)

The refreshment packets are required to be **delivered on 30.09.2026 on or before 12:30 PM** at:

**The Patent Office, Kolkata
CP-2, Sector-V, Kolkata-700091**

The tentative requirement is **361 refreshment packets**.

The service provider shall make all necessary arrangements to ensure that the entire quantity is delivered at the above-mentioned location **within the stipulated time**.

Important Terms and Conditions:

- The quotation shall be submitted only by eligible and prescribed/authorized service providers having the requisite capacity and experience for providing catering/refreshment services.
- The quoted rate shall be inclusive of all applicable taxes, charges, packaging, transportation, loading/unloading and all other incidental expenses, as applicable.

- No delivery charges, transportation charges or any other additional charges towards delivery shall be payable by the Office.
- No advance payment shall be made by the Office. Payment shall be processed only after satisfactory delivery and acceptance of the refreshment packets by the Office, subject to submission of the requisite bill/invoice and other documents as prescribed.
- All food items shall be prepared fresh and shall be fit for human consumption. The service provider shall strictly comply with all applicable food safety, hygiene, sanitation and other statutory requirements/regulations, including applicable requirements of the Food Safety and Standards Authority of India (FSSAI).
- The food shall be prepared, packed, handled and transported under proper hygienic and sanitary conditions. No stale, leftover, spoiled or otherwise sub-standard food shall be supplied.
- The refreshment packets shall be properly packed in clean, hygienic and food-grade packaging suitable for the items being supplied.
- The service provider shall provide adequate cutlery/disposables, including such items as may be reasonably required for consumption of the refreshment, without claiming any additional delivery or service charges from the Office.
- The service provider shall ensure that the quantity, quality and specifications of the food items conform to the requirements specified in this notice.
- The service provider shall be solely responsible for maintaining the required standard of quality, hygiene and food safety and for any consequences arising from supply of unsafe, contaminated, stale or otherwise unfit food.
- The service provider shall ensure timely delivery. Any delay in delivery resulting in inconvenience to the Office may be taken into consideration while evaluating the performance of the service provider and processing the payment.
- The Office reserves the right to inspect/check the quantity and quality of the refreshment supplied. Any item found to be deficient, damaged, stale, and unhygienic or not conforming to the prescribed specifications may be rejected.
- In case of rejection of any refreshment packet/item on account of poor quality, deficiency in quantity, unhygienic condition or non-conformity with the prescribed specifications, the service provider shall replace the same at its own cost and without any additional financial liability to the Office.
- No service provider shall have any right or claim whatsoever for placement of an order merely on the basis of participation in or submission of a quotation. The competent authority reserves the right to accept or reject any or all quotations, in whole or in part, without assigning any reason, subject to the applicable rules.
- The office also reserves the right to increase, decrease or modify the tentative quantity, depending upon the actual requirement of the Office, subject to the applicable rules and terms of the quotation.
- Quotations shall be evaluated with reference to the overall reasonableness of the quoted rates and conformity with the prescribed specifications and terms and conditions.
Quotations containing abnormally low, unrealistic, unworkable or otherwise unreasonable rates may be rejected after due consideration/verification in accordance with the applicable rules including market rates.
- The service provider shall be responsible for complying with all applicable statutory requirements, licences, registrations and permissions required for providing the services.
- Any quotation received after the prescribed time, or not conforming to the prescribed requirements, may be liable for rejection.
- The decision of the competent authority regarding acceptance/rejection of quotations shall be final and binding, subject to the provisions of the applicable rules.

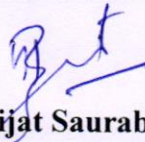
Interested eligible service providers may submit their quotation *on or before 29-09-2026 by 04:00 PM, through physically at the Front Office, Patent Office, Kolkata, CP-2, Sector-

V, Kolkata-91 wherein the cover should clearly mention "QUOTATION FOR SUPPLY AND DELIVERY OF 361 VEGETARIAN REFRESHMENT PACKETS – 30.09.2026"

The office reserves the right to seek clarification or supporting documents from the participating service provider, wherever considered necessary.

This notice is issued solely for the purpose of market survey and ascertainment of reasonableness of rate, quality and specification. It shall not be treated as an invitation for quotation/tender or as a commitment to procure the services.

This notice is issued in public interest and administrative exigency.



(Parijat Saurabh)

Joint Controller of Patents & Designs and Head of Office
The Patent Office Kolkata