



INTELLECTUAL PROPERTY APPELLATE BOARD
Ministry of Commerce and Industry
Department of Industrial Policy and Promotion
Guna Complex Annexe-I, 2nd Floor, 443, Anna Salai
Teynampet, Chennai – 600018, Phone:044-24328902 / 03
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**NOTIFICATION CALLING FOR QUOTATIONS IN RESPECT OF HIRING OF CARS
FOR THE USE OF HON'BLE MEMBERS OF IPAB**

Quotations in sealed cover are invited for award of contract **for a period of one year from 6th October, 2015** for providing of cars for the use of Hon'ble Members of the IPAB as per the terms and conditions as detailed below. The quotation shall contain the details of rate in respect of

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| <p>(i) One Car (A/C) - Toyoto Innova/Toyota Etios/Mahindra Xylo
(ii) Two Cars (A/C) - Tata Indigo/Hyundai Accent/Ford Icon</p> |
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Interested parties may send quotations in sealed cover to reach the **Deputy Registrar, IPAB, Chennai on or before 30.9.2015. The quotations will be opened on 5.10.2015 at 10.30 am.** in the IPAB office premises in the presence of those tenders who desire to be present at that time.

TERMS AND CONDITIONS

- Only registered and bona fide firms having requisite experience and competence capacity to provide requisite numbers of cars may apply.
- The cars should not be more than three years old.
- The contract will be for one year from the date of award of the contract but can be terminated at any time without assigning any reason, if the service are not found satisfactory, at the sole discretion of the IPAB.
- The firm should have a minimum of five vehicles registered in their name. A copy of registration certificate of cars should be attached with the quotation.
- The tenderer should invariably furnish security deposit of **Rs.5,000/- (Rupees Five thousand only) by DD/Pay Order drawn in Chennai in favour of the Deputy Registrar, IPAB, Chennai** failing which the tender will not be entertained. The security deposit will not bear any interest and in case the services are found not satisfactory during the course of the contract, the security deposit shall stand forfeited. Dispute, if any arising out of the contract shall be subject to the jurisdiction of the Chennai Courts only.

- (f) Dead mileage (distance from garage to office and back) will not be allowed.
- (g) The vehicles should be maintained properly.
- (h) The IPAB shall not be responsible for any loss of vehicle/accident/traffic rules violations, etc. while on duty. The Safety and security of the cars and driver will be the sole responsibility of the contractor.
- (i) The payment will be made on receipt of pre-receipted bills (in triplicate) during the following month.
- (j) The rates should be submitted separately for different cars as mentioned below. No upward revision of rates will be permissible during the contract period. The rates should be quoted as under:

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| (i) | Rate for 10 hours/100 KMS on daily basis. |
| (ii) | Rate for extra KMS beyond 100 KMS day. |
| (iii) | Rate for extra hours beyond 10 hours. |
| (iv) | Rate for half a day, in case the use of car is less than 5 hours. |

Service tax if any, must be quoted, failing which no amount would be paid towards service tax.

- (i) The lowest quoted bidder shall be chosen on the basis of total bid price received.
- (ii) The IPAB reserves the right to impose any other conditions for regulating the contract in public interest.
- (iii) The tenders of tenders who do not fulfill any of the above conditions and incomplete tenders are liable to be summarily rejected and any further correspondence in this regard will not be entertained.

**Chennai,
1 .9.2015**

**Deputy Registrar
IPAB, Chennai.**