

## **Expression of Interest for Empanelment of Intellectual Property (IP) Firms**

Indian Institute of Technology, Delhi invites expression of interest from firms dealing in filing and prosecution of Intellectual Property for empanelment to handle registration of its IP applications.

The proposals should include the details mentioned in the format which may be downloaded from the IIT Delhi website <http://www.iitd.ac.in/tenders>.

The selection and empanelment of the IP firm will be based on an internal evaluation process and on predefined criteria.

IIT Delhi, reserves the right to shortlist firms at any point of assessment of their credentials for the empanelment. The advertisement does not constitute and will not be deemed to constitute any commitment on the part of IIT Delhi. IIT Delhi reserves the right to reject any EOI if it is not in the given format, at any time, a material misrepresentation is made or uncovered, or the firm does not respond promptly and thoroughly to requests for supplementary information required for the evaluation of the EOI.

Interested firms may submit the EOI in the given format in a sealed envelope by date **September 01, 2014** to Managing Director, FITT Office, Deans Complex, Indian institute of Technology, Delhi, Hauz Khas, New Delhi-110016.

### **Scope of Work:**

1. Evaluation, drafting, filing, prosecution, opposition and maintenance of Indian patent applications and patents
2. Evaluation, drafting, filing, prosecution, opposition and maintenance of foreign patent applications and patents
3. Securing registration and maintenance of copyright, design, trademark and layout design.
4. Handling IP infringement cases
5. Interaction with inventors

### **Prequalification Criteria:**

1. The firm must be registered in India.
2. The firm should have minimum five years of experience as an Indian entity.
3. The firm should possess professional expertise especially in handling patent applications in the field of sciences and engineering (all branches) specifically in biology, chemistry, electrical and electronics, mechanical and computer sciences.
4. The firm must have the requisite infrastructure and in-house capability.
5. The firm should have a local office in Delhi, NCR.
6. The firm should not have been blacklisted by any Central /State Government / Public Sector Undertaking, Govt. of India.
7. The firm should not be involved in any major litigation that may have an impact of affecting or compromising the delivery of services.

### **Evaluation process:**

The EOI will be evaluated by a Committee. The EOI shall be given weightage of 60 and 40 for technical and financial respectively.

<b>S.No</b>	<b>Criteria</b>	<b>Weightage (in %)</b>
1.	<b>Technical Criteria</b>	<b>60</b>
1.1	Number of Indian IP Applications filed	10
1.2	Number of Foreign IP Applications filed	10
1.3	Number of Indian Patent Applications granted within 6 years and Number of other Indian IP Applications granted within 2 years	5
1.4	Number of Foreign IP Applications granted	5
1.5	In house Full time Manpower Structure & Professional Competence of the team members	20
	Reference Letters from clients	10
2	<b>Financial e.g. Schedule of charges</b>	<b>40</b>

### **Information and Instructions for Firm**

1. All information called for should be furnished against the relevant items in the prescribed forms. If for any reason, information is provided in a separate sheet, this fact should be mentioned against the relevant column. Even if no information is to be provided in a column, a 'nil' or "no such case" entry should be made in that column. If any particulars/query is not applicable in case of the firm, it should be stated as "not applicable".
2. Each page of the application should be signed and stamped by competent authority of the firm.
3. **Three References, information and certificates from at least three reputed R&D based clients with whom the firm is working since three years, certifying suitability and capability of the applicant for the each form of IP should be duly signed.**
4. The firm should provide a detailed schedule of charges and timelines for each activity.
5. Section I of the schedule of charges is compulsory.
6. All the information regarding the manpower, clients, patent filings should be given in reference to the firm based in India. **Information given on basis of associates and sister concerns in Indian and abroad shall not be taken into account.**
7. The evaluation would be done separately for each IP that is Patents, Trademarks, Copyright etc.
8. The envelope should be superscribed with "Application for Expression of Interest for Empanelment of IP Firms".

**Format for submitting proposal**

**From:**

(Firms Name and Address)

**To:**

Managing Director (FITT)  
FITT Office, Deans Complex  
Indian Institute of Technology Delhi  
Haus Khas,  
New Delhi-110016

**Subject:** Submission of Expression of Interest for "*Empanelment of IP Firms*"

Sir,

Having examined the details given in the Terms and conditions of the Expression of Interest for the above work, we hereby submit the EOI.

1. I/We hereby certify that all the statements made and information is true and correct.
2. I/We have furnished all information as required in "Proposal" which is necessary for EOI and have no further pertinent information to supply.
3. I/We also authorize IIT Delhi to approach individuals, employees, firms and corporation to verify our competence and general reputation.
4. I/We submit the following documents in support of our suitability, technical knowhow and capability for having successfully completed the following assignments.

**Seal of applicant**

**Signature of competent authority of the firm**

**Date of submission**

**Enclosures:**

## Format for proposal

A. Basic Information about the Applicant						
1.	Name of the registered firm					
2.	Address					
3.	Phone number and email					
4.	Name of the contact person for this proposal					
5.	Mobile number and email of the contact person					
B. Prequalification eligibility check						
S.No	Criteria	Response			Supporting documents	
		Yes	No	No. of Years	Yes	No
1.	Indian Firm					
2.	Established Firm					
3.	Start-up					
4.	Professional expertise					
5.	Requisite infrastructure and in-house capability					
6.	Local office in Delhi, NCR					
7.	Whether blacklisted by any Central /State Government / Public Sector Undertaking, Govt. of India					
8.	Whether involved in any major litigation that may have an impact of affecting or compromising the delivery of services					
C. Particulars about the Firm						
S.No	Particulars	Status				
1.	Date of establishment of the firm					
2.	Place of work: firm owned/leased					
3.	Legal status of the firm (attach attested copies of original document and mark the annex as C3)					
4.	Details of PAN (Permanent Account Number), TAN (Tax Deduction and Collection Account Number) and other important registration number may also be provided					
5.	Area of specialization:  (Patents/Trademarks/Copyrights/Designs/Litigation/opposition/Contracts/					

	other IP related activities)	
6.	Area of technical expertise: biology, electrical, electronics, mechanical, chemistry, computer sciences.	
7.	Particulars of the registrations/certifications if any with various government/non-governmental bodies (attach attested photocopy and mark annex as C7)	
8.	Particulars of the memberships/partnership if any	
9.	Articles and Memorandum of Association	
10.	Copies of IT returns submitted for the last three financial years by the firm. (Mark the annex as C10)	

**D. Particulars about the partners and associates**

Names of Indian associates and partners

Names of foreign associates handling the cases in various countries. (Provide a list of foreign associate and basis of their selection along with their international ranking and source of such ranking, mark the list as D2)

**E. Particulars about the full time team members and professionals in the firm**

S.No	Name of the Professional	Area of Expertise & Basic Qualification	Number of Years of IP Handling Experience	Registration Number as Patent Agent/Patent Attorneys


**F. Particulars on number of IP filings**

1. Provide details of number of patent, design and trademark applications handled by the firm during the last 5 years.

Parameters	Patents	Design	Copyright	Trademark
Number of applications drafted and filed in India from Indian clients				
Number of applications drafted and filed in India from foreign clients				
Number of patent applications drafted and filed abroad including PCT applications from Indian clients				
Number of patent applications filed/published /granted related to those handled by Firm;				

\* List of patents, copyright, design, trademark applications filed/granted related to those handled by Firm is to be provided as annex marked FP for patents, FC for copyright, FD for design and FT for trademarks.

2. Number of Indian/foreign patent applications filed on behalf of other government organizations and industry from India and the name of these organizations.

**G. Confidentiality and Information Security**

Procedures adopted by the firm in regard to maintaining security of information related to hard copies and computer based transaction exchange of information between the clients and the firm.

**H. Testimonials/references from the present clients**

Please attach 3 testimonials from atleast 3 clients with whom the applicant has been working for the last three years or more. At least one of these testimonials should be from a government organization or PSU. Mark these as annex H1, H2 and H3.

**I. Other questions**

1. Was the firm ever required to suspend the works for a period of more than six months continuously after award of work? If so, give the reasons of suspension of work.
2. Has the firm or any constituent partner in case of partnership firm, ever abandoned the awarded work before its completion? If so, reasons for abandonment.
3. Has the firm or any constituent partner in case of partnership firm, ever been convicted by a court of law? If so, give details.
4. Any other information considered necessary but not included above.

**J. Schedule of charges and timelines**

Attach separate schedule of charges and timelines for patents, copyright, trademark and design as per the given format and mark it as annex J1

Signature & Seal:

Date:

**Schedule of Charges and Timelines**  
**(Excluding Govt. Fee)**

1.	<b>Evaluation</b>	Rs.	No.of maximum working days
1.1	Evaluation of patent application		
2.	<b>Application</b>	Rs.	No.of maximum working days
2.1	Drafting and filing application with Provisional specification as hard copy		
2.2	Drafting and e-filing application with Provisional specification		
2.3	Drafting and filing complete specification after filing Provisional specification as hard copy		
2.4	Drafting and e-filing complete specification after filing Provisional specification		
2.5	Drafting and filing application with Complete specification in the first instant as hard copy		
2.6	Drafting and e-filing application with Complete specification in the first instant		
2.7	Taking over already filed application, per case, if any		
2.8	Typing (original & 4 copies) per page, if any		
3.	<b>Preparation of drawings</b>	Rs.	No.of maximum working days



3.1	A-4 size paper		
3.2	Preparing sequence listing per sequence		
<b>4</b>	<b>Extension of time &amp; late filing (preparing and filing)</b>	<b>Rs.</b>	<b>No.of maximum working days</b>
4.1	Preparing and filing a form for extension of time		
4.2	Late submission of forms/documents		
<b>5</b>	<b>Prosecution</b>	<b>Rs.</b>	<b>No.of maximum working days</b>
5.1	Filing a request for early publication		
5.2	Filing a request for examination		
5.3	Obtaining certified copies of patent applications		
5.4	Reporting official action <i>(a) if filed by us</i> <i>(b) filed by others</i>		
5.5	Amending specification, re-filing and filing appropriate response to the examination Report		
5.6	Subsequent report of corresponding application, if any including filing appropriate response to the examination Report		
5.7	Filing of documents after prescribed period with petition of condonation of delay in filing		
5.8	Discussion at Patent Office during prosecution of application per appearance		
5.9	Sending acceptance Notice, copy of Gazette notification, sealing of patent, sending letters		

	patent document		
5.10	Attending to renewals and sending Renewal certificate per year		
5.11	Attending to Restoration of lapsed patent, filing petition and attending to payment of fees		
5.12	Working of patents: Each report of working under section 146		
5.13	Filing petition generally for specific reliefs or orders of Controller under different rules  <i>* subject to relief sort</i>		
<b>6</b>	<b>Assignment and Licenses</b>	<b>Rs.</b>	<b>No.of maximum working days</b>
6.1	Drafting deed form		
6.2	Filing application for registration for  (a) one patent (b) each additional patent included at the same time		
<b>7</b>	<b>Recordal of change of name, address, nationality, etc.</b>	<b>Rs.</b>	<b>No.of maximum working days</b>
7.1	Filing application in respect of one patent		
7.2	For additional patent included at the same time		

<b>8</b>	<b>Opposition</b>	<b>Rs.</b>	<b>No.of maximum working days</b>
8.1	Filing Notice of Opposition		

8.2	Drafting Statement of opposition form, written statement and affidavit		
8.3	Drafting reply statement and Affidavit		
8.4	Attending hearing per day at New Delhi		
8.5	Attending interlocutory petition hearings		
<b>9</b>	<b>Visits outside office &amp; discussion</b>	<b>Rs.</b>	<b>No.of maximum working days</b>
9.1	Local visits per visit		
9.2	Outstation visits per day		
<b>10</b>	<b>Patent revocations/infringement, initialing revocation/ infringement, defending revocation/infringement</b>	<b>Rs.</b>	<b>No.of maximum working days</b>
10.1	Representation charges		
10.2	Any other charges, if any		
<b>11</b>	<b>Miscellaneous</b>	<b>Rs.</b>	<b>No.of maximum working days</b>
11.1	Consultation charges each hour or part Discussions with inventors for drafting		
11.2	Standing searches (monthly) for one subject matter		
11.3	Name search (14 year)		
11.4	Subject search (14 year)		

11.5	Photocopying, fax, cable and other out of pocket expenses, if any		
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12	<b>*Filing of foreign patent applications:</b>	Rs.	No.of maximum working days
12.1	Filing of a patent application in USA		
12.1.1	Charges for prosecuting each application till grant of patent ( can be as a %age of foreign associates bills)		
12.1.2	Subsequent filing of forms/citations, etc.		
12.1.3	Fee for renewal each year		
12.1.4	Fax, cable, photocopying charges		
12.1.5	Postage charges, if extra		
12.1.6	Any other charges, if any <i>(a) out of pocket expenses</i> <i>(b) Offering technical opinion</i>		
12.1.7	Request for substantive examination		
12.2	Filing of a patent application in Europe		
12.2.1	Charges for prosecuting each application till grant of patent ( can be as a %age of foreign associates bills)		
12.2.2	Subsequent filing of forms/citations, etc.		
12.2.3	Fee for renewal each year		
12.2.4	Fax, cable, photocopying charges		

12.2.5	Postage charges, if extra		
12.2.6	Any other charges, if any <i>(c) out of pocket expenses</i> <i>(d) Offering technical opinion</i>		
12.2.7	Request for substantive examination		
12.3	Filing of a patent application in Japan		
12.3.1	Charges for prosecuting each application till grant of patent ( can be as a %age of foreign associates bills)		
12.3.2	Subsequent filing of forms/citations, etc.		
12.3.3	Fee for renewal each year		
12.3.4	Fax, cable, photocopying charges		
12.3.5	Postage charges, if extra		
12.3.6	Any other charges, if any <i>(e) out of pocket expenses</i> <i>(f) Offering technical opinion</i>		
12.3.7	Request for substantive examination		
<b>13</b>	<b>Filing of PCT application</b>	<b>Rs</b>	<b>No.of maximum working days</b>
13.1	Preparing and filing a new PCT application, <b>If the complete specification for India has been drafted by your firm.</b>		
13.2	Filing formal documents such as POA, Priority documents, etc		
13.3	Filing amendments under Article 19		

13.4	Filing demand for preliminary examination		
13.5	Filing response to written opinion/preliminary examination report and for filing amendment under PCT article 34		

\*Attach a separate sheet giving filing and prosecution charges for all the countries.