

INDIAN INSTITUTE OF TECHNOLOGY DELHI
भारतीय प्रौद्योगिकी संस्थान दिल्ली
HAUZ KHAS, NEW DELHI-110016
हौज खास, नई दिल्ली -110016

Dated/ दिनांक: 21/11/2024

Subject: Empanelment of IP Firms

Open Tender Notice No. IITD/FITT (SP-4812)/2024

SCHEDULE

Name of Organization	INDIAN INSTITUTE OF TECHNOLOGY DELHI
Tender Type (Open/Limited/EOI/Auction/Single/ Global)	Open
Tender Category (Services/Goods/works)	Services
Type/Form of Contract (Work/Supply/ Auction/ Service/ Buy/ Empanelment/ Sell)	Empanelment
Product Category (Civil Works/Electrical Works/Fleet Management/ Computer Systems)	Others
Date of Issue/Publishing	21/11/2024 (15:00 Hrs)
Document Download/Sale Start Date	21/11/2024 (15:00 Hrs)
Document Download/Sale End Date	13/12/2024 (15:00 Hrs)
Date for Pre-Bid Conference	4/12//2024 (15.00 Hrs)
Venue of Pre-Bid Conference	IRD Committee Room, Dean's Complex, IIT Delhi
Pre-Bid queries to be sent only online at	deancorp@iitd.ac.in ; S.Kiran@fitt.iitd.ac.in Subject of the Pre-Bid queries email should be: IITD Empanelment of IP Firms: Pre-Bid Query: <..... Tenderer Agency name.....> and should reach the Institute latest by 28/11/2024
Last Date and Time for Uploading of Bids	13/12/2024 (15:00 Hrs)
Date and Time of Opening of Technical Bids	16/12/2024 (11:00 Hrs)

EMD	<p>Rs. 50,000 /- i.e. Rs. Fifty Thousand only (To be paid through RTGS/NEFT. IIT Delhi Bank details are as under:</p> <p>Name of the Bank A/C : IITD Revenue Account SBI A/C No. : 10773572622 Name of the Bank : State Bank of India, IIT Delhi, Hauz Khas, New Delhi-110016</p> <p>IFSC Code : SBIN0001077 MICR Code : 110002156 Swift No. : SBININBB547</p> <p>This is mandatory that UTR Number is provided in the on-line quotation/bid. Kindly refer to the UTR Column of the Declaration Sheet at Annexure-II.</p>
No. of Covers (1/2/3/4)	02
Bid Validity days (180/120/90/60/30)	90 days (From last date of opening of tender)
Address for Communication	Dean (Corporate Relations) Indian Institute of Technology Delhi Hauz Khas, New Delhi - 110016
Contact No.	011-26597153 / 011-26597116
Email Address	<p>deancorp@iitd.ac.in; S.Kiran@fitt.iitd.ac.in</p> <p>All emails MUST have only the following Subject: IITD Empanelment of IP Firms</p> <p><i>Any email without this Subject matter shall not construe a valid Communication for the purpose of this NIT and all liability and responsibility in this regard shall solely be that of the email sender and NOT that of the Institute.</i></p>

**Chairman Purchase Committee
(Buyer Member)**

**Indian Institute of Technology
Hauz Khas, New Delhi-110 016**

NOTICE INVITING TENDER

Subject: IITD Empanelment of Intellectual property (IP) Firms

Invitation for Tender Offers

Indian Institute of Technology Delhi invites technical and financial bids from firms dealing in filing and prosecution of Intellectual Property for empanelment to handle registration of its IP applications, as per terms & conditions specified in the tender document, which is available on CPP Portal <http://eprocure.gov.in/eprocure/app>

The selection and empanelment of the IP firm will be based on an internal evaluation process and on predefined criteria. 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 application at any time, if it is not in the given format, 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 applications.

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, Industrial design, trademark, semiconductor Integrated circuit layout design.
4. Handling IP infringement cases
5. Obtaining approval under National Biodiversity or any other relevant provision under the Act.

Duration:

1. Empanelment will be for the period three years and extendable on yearly basis upon satisfactory performance.

Bid submission:

- A. Tender consists of two parts: Technical Bid and Financial bid.
- B. Technical and Financial bids are to be submitted simultaneously but in separate E-envelops.
 - E-Envelop 1 should contain: Technical specifications as per Annexure-I (along with all documents, declarations, information etc. indicated in this Annexure) and Annexure-II.
 - E-Envelope 2 should contain: Financial Bid in the given BOQ_XXXX.xls format.(Note: Financial bid shall not be submitted/uploaded along with technical bid or technical documents. This may be submitted as price bid (E-Envelope-2) as per instructions given and strictly in excel format. Otherwise, the bid will be rejected)

Evaluation Process:

- The technical bid is in two parts i.e. PREQUALIFICATION CRITERIA and TECHNICAL CAPABILITY (as per Annexure I).
- The Tenderer must meet all the pre-qualification criteria while the technical capability will be scored.
- The technical parameters will be scored as per the criteria provided in Annexure I.
- For any parameter under technical capability, if the minimum requirement is not met, the score shall be considered to be 0 for that particular parameter.
- Only the Tenderers scoring >60 marks in Technical bids shall be considered for FINANCIAL BID OPENING.
- In the financial bid, quotes have to be provided against all activity heads; no activity should be left blank.
- The charges quoted by a Tenderer in the FINANCIAL BID will be scored as per the following formula.
[Charges in rupees = Indian Patents X 0.4 + Foreign Patents x 0.3 + Design x 0.1 + Copyright x 0.1 + Trade Mark x 0.1]
- Top 10 Tenderers will be selected for empanelment based on the lowest total charges as L1, L2....L10. The parameters where the percentage is quoted, shall not be counted in the formula.

Pre-qualification criteria:

1. The Tenderer is registered in India
2. The Tenderer have a local office in Delhi/NCR
3. The Tenderer have a valid PAN and GST number
4. The Tenderer has an annual turnover of atleast INR 1 CR per year and the Tenderer has not registered any loss during any of the last three financial years
5. The Tenderer has been associated with at least 25 clients for the last 3 years at the time of applying the bid
6. The Tenderer has at least TEN years of experience in IPR as an Indian entity at the time of applying the bid
7. The Tenderer has been on the panel of at least THREE Central or State Govt. organization /PSU/Govt. Autonomous Organization/ Govt. Institutions at the time of applying the bid.
8. The Tenderer has not been blacklisted by any Central/State Government/Public Sector Undertaking, Government of India
9. The Tenderer has not been involved in any major litigation that may have an impact on or compromise the delivery of services
10. The Tenderer is directly active or has any association in foreign countries at the time of applying the bid

Important information:

1. IIT Delhi reserves the right to accept or reject the tender in full or part without assigning any reason thereof.
2. 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 the case of the Tenderer, it should be stated as "not applicable".

3. Any clarification may be sought before the submission of tender and no changes in the tender would be allowed after submission.
4. For any clarification, tenderer may contact below:

Dean Corporate Relations
Indian Institute of Technology Delhi
Hauz Khas, New Delhi - 110016.
Email id: deancorp@iitd.ac.in; S.Kiran@fitt.iitd.ac.in
Contact number: 011-26597153 / 011-26597116

5. All the information regarding the manpower, clients, patent filings, other IP filings, etc., should be given in reference to the Tenderer based in India. Information given on the basis of associates and sister concerns in India and abroad shall not be taken into account.
6. IIT Delhi shall have the right to seek any additional information/clarification from the Tenderer in relation to the information provided by them in the bid document.
7. Tender consists of two parts: Technical Bid and Financial bid. The technical bid consists of all technical details. Financial bid should indicate item wise price for the items mentioned in the bid.
8. The following may be noted:
 - a. For any activity that is not defined in the BOQ, a separate quotation shall be sought from the selected firm and shall be implemented upon approval by the competent authority.
 - b. Only Reporting official communications from the respective patent offices such as FER issued, office actions issued, grant certificates issued, and Notices shall not be eligible for billing.
9. The Tenderers will be required to submit supporting documents against various parameters. Each page of the uploaded documents should be signed and stamped by the competent authority of the Tenderer while submitting.

A complete set of tender documents* may be Download by prospective bidder free of cost from the website <http://eprocure.gov.in/eprocure/app>. Bidder has to make payment of requisite fees (i.e. Tender fees, if any online through RTGS/NEFT only).

Terms & Conditions Details:

Sl. No.	Specification
1.	Due date: The tender has to be submitted on-line before the due date. The offers received after the due date and time will not be considered. No manual bids will be considered.
2.	<p>Preparation of Bids: The offer/bid should be submitted in two bid systems (i.e.) Technical bid and financial bid. The technical bid should consist of all technical details (as per Annexure A). Financial bid should indicate item wise price for the items mentioned in the given format i.e BoQ_XXXX.</p> <p>The Technical bid and the financial bid should be submitted Online.</p> <p>Note: Comparison of prices will be done ONLY on the bids submitted, and anything asked as 'Optional' is not to be included in the overall comparison.</p>
3.	<p>EMD (if applicable): The tenderer should submit an EMD amount Rs. 50,000 through RTGS/NEFT. The Bid without EMD would be considered as UNRESPONSIVE and will not be accepted. The EMD will be refunded without any interest to the unsuccessful Tenderers after the award of the contract. Refer to Schedule (at page 1 of this document) for its actual place of submission.</p> <p>EMD for successful Tenderers will be refundable (without any interest) at the end of the empanelment period.</p>
4.	<p>Opening of the tender:</p> <p>The online bid will be opened and evaluated by a committee duly constituted for this purpose. Online bids (complete in all respects) received along with EMD will be opened as mentioned at "Schedule (at page 1)".</p> <p>Bid received without EMD will be rejected straight way. The technical bid will be opened online first and it will be examined by a technical committee (as per specification and requirement). The financial offer/bid will be opened only for the offer/bid which technically meets all requirements as per the Evaluation Process.</p>
5.	Acceptance/ Rejection of bids: The Committee reserves the right to reject any or all offers without assigning any reason.
6.	Prices: The offer/bid should be exclusive of all applicable taxes and duties. Taxes and duties, if any, chargeable and payable on the services shall be charged on the offer price.
7.	<p>Force Majeure: The selected Tenderers shall not be liable for forfeiture of its performance security, liquidated damages or termination for default, if and to the extent that, it's delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.</p> <ul style="list-style-type: none">• For purposes of this Clause, "Force Majeure" means an event beyond the control of the Tenderer and not involving the Tenderer's fault or negligence and not foreseeable. Such events may include, but are not limited to, acts

	<p>of the IIT Delhi either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.</p> <ul style="list-style-type: none"> • If a Force Majeure situation arises, the Tenderer shall promptly notify the IIT Delhi in writing of such conditions and the cause thereof. Unless otherwise directed by the IIT Delhi in writing, the Tenderer shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.
8.	<p>Notices: For the purpose of all notices, the following shall be the address of the IIT Delhi.</p> <p>Dean Corporate Relations Indian Institute of Technology Delhi Hauz Khas, New Delhi - 110016. Email id: deancorp@iitd.ac.in Contact number: 011-26597153 / 011-26597116</p>
9.	<p>Jurisdiction: The Contract shall be interpreted in accordance with the laws of the Union of India. Any legal disputes arising out of any breach of contract pertaining to this tender shall be settled in the court of competent jurisdiction located within New Delhi.</p>
10.	<p>Governing Language The contract shall be written in English language. All correspondence and other documents pertaining to the Contract, which are exchanged by the parties, shall be written in the same language.</p>
11.	<p>Resolution of Disputes: In case of any disputes between the parties, every attempt shall be made to resolve the matter through dialogue and Consolation. However, in case no such resolution is possible the disputes shall be adjusted through arbitration. The Director of IIT Delhi shall be entitled to appoint a sole arbitrator to adjudicate the dispute(s). The arbitration shall be conducted in accordance with the Indian Arbitration & Conciliation Act, 1996. The parties shall bear their own respective costs of arbitration. The venue of the arbitration shall be the place from where the order is issued.</p>
12.	<p>Integrity The Tenderer is responsible for and obliged to conduct all contracted activities in accordance with the Contract using state of the art methods and economic principles and exercising all means available to achieve the performance specified in the contract.</p>
13.	<p>Notices</p> <ul style="list-style-type: none"> • Any notice given by one party to the other pursuant to this contract/order shall be sent to the other party in writing or by cable, telex, FAX or e mail and confirmed in writing to the other party's address. <p>A notice shall be effective when delivered or on the notice's effective date, whichever is later.</p>

14.	<p>Taxes</p> <ul style="list-style-type: none"> • The Tenderers shall be entirely responsible for all applicable taxes, duties, etc. • If applicable under relevant tax laws and rules, IIT Delhi shall deduct from all payments and deposit required taxes to respective authorities on account of GST Reverse Charge Mechanism; Tax Deducted at Source (TDS), and Tax Collected at Source (TCS) relating to Income Tax, labour cess, etc.
15.	<p>Payment: The payment to the Tenderers shall be made after completion of the services upon issue of invoice based on the Charges quoted in the Financial Bid.</p>

TECHNICAL SPECIFICATION

Firm Name :			
Address :			
PRE-QUALIFICATION CRITERIA			
	FIRM DETAILS	YES/NO	DOCUMENTS REQUIRED
1	Whether the firm is registered in India		Company incorporation certificate and office address proof (to be provided as Annexure III)
2	Whether the firm have a local office in Delhi/NCR		Proof to be attached as Annexure IV
3	Whether the firm have a valid PAN and GST number		GST certificate and PAN card copy (to be provided as Annexure V)
4	Whether the firm has an annual turnover of atleast INR 1 CR per year and the firm has not registered any loss during any of the last three financial years		To be provided as per format in Annexure VI (along with Audited balance sheet including profit and loss for the last three years, DULY ATTESTED AND NOTARIZED)
5	Whether the firm has been associated with at least 25 clients for the last 3 years at the time of applying the bid		List of clients with their point of contact (to be provided as per the format in Annexure VII)
6	Whether the firm has at least TEN years of experience in IPR as an Indian entity at the time of applying the bid		Self-declaration on the company's letterhead to be attached as Annexure VIII
7	Whether the firm has been on the panel of at least THREE Central or State Govt. organization /PSU/Govt. Autonomous Organization/ Govt. Institutions at the time of applying the bid.		Recommendations/testimonials are to be attached. At least 3 testimonials from Central/State Government/Public Sector Undertaking/Government of India (to be provided as per format in Annexure IX)
8	Whether The firm has been blacklisted by any Central/State Government/Public Sector Undertaking, Government of India		Self-declaration on the firm's letterhead to be attached as per format provided in Annexure X
9	Whether the firm has been involved in any major litigation that may have an impact on or compromise the delivery of services		Self-declaration on the firm's letterhead to be attached as per format provided in Annexure XI

10	Whether the firm is directly active or has any association in foreign countries at the time of applying the bid		Supporting document to be provided as Annexure XII
TECHNICAL CAPABILITY (Total marks-100)			
Please note: For any parameter under technical capability, if the minimum requirement is not met, the score shall be considered to be 0 for that particular parameter.			
	Technical Capability	Marks for scoring	Numbers to be provided in this column Details to be provided as Annexures
11	No. of employees on payroll <i>(Minimum of 30 employees will be considered)</i> <i>Maximum Marks - 8</i>	30-50 : 4 Marks 50-100 : 6 Marks >100 : 8 Marks	No. = List of employees (maximum 101) to be provided as Annexure XIII
12	No. of IP professionals handling IP applications in different branches of sciences and engineering (specifically in biology, chemistry, biotechnology, electrical and electronics, civil, mechanical, IT, and computer sciences) <i>(Minimum of 10 IP Professionals will be considered)</i> <i>Maximum Marks - 8</i>	10-20 : 4 Marks 20-30 : 6 Marks >30 : 8 Marks	No. = List of IP professionals (maximum 31) to be provided as per the format given in Annexure XIV
13	No. of patent agents in the payroll having experience of more than 05 years in providing IP-related services <i>(Minimum 8 patent agents will be considered)</i> <i>Maximum Marks - 8</i>	8-12 : 4 Marks 12-15 : 6 Marks >15 : 8 Marks	No. = List of patent agents (maximum 16) to be provided as per the format given in Annexure XV
14	No. of Indian patent applications filed in the last three years (2021 to 2023) <i>(Minimum 500 patent applications will be considered)</i> <i>Maximum Marks - 8)</i>	500-1000 : 4 Marks 1000-1500 : 6 Marks >1500 : 8 Marks	No. = List of cases (maximum 1501) to be provided as per format given in Annexure XVI
15	No. of Indian patents granted in the last three years (2021 to 2023). <i>(Minimum 100 granted patents will be considered)</i> <i>Maximum Marks - 8</i>	100-150 : 4 Marks 150-200 : 6 Marks >200 : 8 Marks	No. = List of cases (maximum 201) to be provided as per the format given in Annexure XVII

16	No. of professionals on the payroll for filing copyrights, trademarks, design, and other forms of IP (other than patent agents) <i>(Minimum 3 professionals will be considered)</i> <i>Maximum Marks - 7</i>	3-5 : 3 Marks 5-8 : 5 Marks >8 : 7 Marks	No. = List of professionals (maximum 9) to be provided as per the format given in Annexure XVIII
17	No. of applications (other IPs apart from patent applications ie. copyright, Design, trademarks) filed in last three years (2021 to 2023) <i>(Minimum 25 applications will be considered)</i> <i>Maximum Marks - 7</i>	25-50 : 3 Marks 50-75 : 5 Marks >75 : 7 Marks	No. = List of cases (maximum 76) to be provided as per the format given in Annexure XIX
18	No. of foreign countries wherein the firm is operational or has association with? <i>(Minimum 5 countries of operation/ association will be considered)</i> <i>Maximum Marks – 8</i>	5-10 : 4 Marks 10-15 : 6 Marks >15 : 8 Marks	No. = List of foreign IP firms/ partners and countries of operation/ association to be provided as Annexure XX
19	No. of Foreign patent applications filed in the last three years (2021 to 2023) in different countries FOR INDIAN CLIENTS) <i>(Minimum 20 foreign patent applications will be considered)</i> <i>Maximum Marks - 8</i>	20-40 : 4 Marks 40-50 : 6 Marks >50 : 8 Marks	No. = List of Foreign patent applications (maximum 51) to be provided as per the format given in Annexure XXI
20	No. of Foreign patents (US and EP only) granted in the last three years (2021 to 2023) <i>(Minimum 5 foreign granted patents will be considered)</i> <i>Maximum Marks - 8</i>	5-10 : 4 Marks 10-20 : 6 Marks >20 : 8 Marks	No. = List of foreign patents (maximum 21) to be provided as per the format given in Annexure XXII
21	No. of PCT applications filed in the last three years (2021 to 2023). <i>(Minimum 20 PCT applications will be considered)</i> <i>Maximum Marks - 8</i>	20-40 : 4 Marks 40-50 : 6 Marks >50 : 8 Marks	No. = List of PCT applications (maximum 51) to be provided as per the format given in Annexure XXIII

22	<p>No. of matters related to permission from the National Biodiversity Authority (NBA) handled by the firm in the last three years (2021-2023)</p> <p><i>(Minimum 4 patent applications for which NBA permissions has been filed will be considered)</i> <i>Maximum Marks - 7</i></p>	<p>4-8 : 3 Marks 8-15 : 5 Marks >15 : 7 Marks</p>	<p>No. =</p> <p>List of cases (maximum 16) to be provided as Annexure XXIV</p>
23	<p>No. of matters handled by the firm related to opposition, IP litigation, revocation, invalidation In India or foreign countries in the last three years (2021-2023)</p> <p><i>(Minimum 5 applications will be considered)</i> <i>Maximum Marks – 7</i></p>	<p>5-10 : 3 Marks 10-15 : 5 Marks >15 : 7 Marks</p>	<p>No. =</p> <p>List of matters (maximum 16) to be provided as per the format given in Annexure XXV</p>

I have also enclosed all relevant documents in support of my claims, (as above) in the following pages.

Signature of Authorised person
Name:
Designation:
Seal of the Company:

Proforma**(To be submitted on firm's letterhead)**

We, _____ hereby certify that all the information and data furnished by our organization with regard to this tender specification are true and complete to the best of our knowledge. We have gone through the specification, conditions and stipulations in details and agree to comply with the requirements and intent of specification.

We further certified that our organization meets all the conditions of eligibility criteria laid down in this tender document.

The prices quoted in the financial bids are subsidized due to academic discount given to IIT Delhi.

We, further specifically certify that our organization has not been Black Listed/De Listed or put to any Holiday by any Institutional Agency/ Govt. Department/ Public Sector Undertaking in the last three years.	NAME & ADDRESS OF THE FIRM
1 Phone	
2 Fax	
3 E-mail	
4 Contact Person Name	
5 Mobile Number	
6 TIN Number	
7 PAN Number	
(In case of on-line payment of Tender Fees)	
8 UTR No. (For Tender Fee)	
(In case of on-line payment of EMD)	
9 UTR No. (For EMD)	

Signature of Authorised person**Name:****Designation:****Seal of the Company:**

Annexure VI

Financial Capacity of the Firm

S.No	Financial Year	Annual Revenue	Annual turnover
1	2021-22		
2	2022-23		
3	2023-24		

Audited balance sheet including profit and loss for the last three years, duly attested and notarized to be attached.

Signature of Authorised person

Name:

Designation:

Seal of the Company:

Annexure VII

List of clients associated with the firm (data required for the last 3 years)

It is hereby certified that a total of Clients were associated with the firm during the last three consecutive years, i.e. 2021-22, 2022-23, 2023-24.

Details of the clients are as follows (details of atleast 25 clients to be provided)

S.No	Organization Name	Type of organization Company/PSU/PSB/Govt. Organizations/ Central or State Government Academic Institutes/CFTI, etc.	From (Month/Year) To (Month/Year)	Point of contact of the client

(Please add rows as per requirement)

Signature of Authorised person

Name:

Designation:

Seal of the Company:

Annexure IX

**Recommendations/testimonials from Central/State Government/Public Sector
Undertaking/Government of India**

**(To be provided on letterhead)
Atleast 3 to be provided**

Certificate

This _____ is _____ to _____ certify _____ that
M/s.....
...located at.....has provided their IPR services since

Details of the IP services provided by the Agency are as under:

S.No.			

(Please add rows as per requirement)

We are satisfied with the performance and quality of the services.

(Signature of Authorized Person)

Name:
Designation:
**Name of the PSUs/PSBs/Govt. Organisations/
Central or State Government Academic Institutes/
CFTI**
Business Address:
Official email id:
Contact No.
Seal

Declaration - Not blacklisted/debarred/De listed etc.

(To be submitted on firm's letterhead)

To Dated: _ / _ / __

The Director, IIT Delhi

In response to the Tender Ref. No. _____ dated , I/we, as an owner/partner/Director of _____, hereby declare that at _____ present _____ our _____ Company/Firm/

.....
.....(name of company/firm)..... is having unblemished record and is not declared ineligible for involvement in any corrupt and/or fraudulent practices.

This is to certify that M/s _____ is not currently listed on any government or international blacklists, nor banned, suspended, de-listed, or debarred as of the date of issuance

If this declaration, or any part of it, is found to be incorrect then without prejudice to any other action that may be taken, my/our performance security, in addition to any payment due from the side of the Institute to the firm, shall stand forfeited in full and the tender, if any, to the extent accepted may be canceled.

Signature of Authorised person

Name:

Designation:

Seal of the Company:

Declaration - Non-involvement in any major litigation that may have an impact on or compromise the delivery of services

(To be submitted on firm's letterhead)

To Dated: _ / _ / __

The Director, IIT Delhi

In response to the Tender Ref. No. _____ dated , I/we, as an owner/partner/Director of _____, hereby declare that at _____ present _____ our _____ Company/Firm/

.....
.....(name of company/firm)..... Is not involved in any litigation that may have an impact of adversely effecting or comprising the delivery of service as required under this tender.

If this declaration, or any part of it, is found to be incorrect then without prejudice to any other action that may be taken, my/our performance security, in addition to any payment due from the side of the Institute to the firm, shall stand forfeited in full and the tender, if any, to the extent accepted may be canceled.

Signature of Authorised person

Name:

Designation:

Seal of the Company:

Annexure XIV

List of IP professionals (maximum 31) handling IP applications in different branches of sciences and engineering

S.No	Name of the employee	Highest qualification	Area of specialization	Experience (in years)

(Please add rows as per requirement)

Signature of Authorised person

Name:

Designation:

Seal of the Company:

Annexure XV

List of patent agents (maximum 16) in the payroll having experience of more than 05 years in providing IP-related services

S.No	Name of the employee	Patent Agent No.	No. of years of experience

(Please add rows as per requirement)

Signature of Authorised person

Name:

Designation:

Seal of the Company:

Annexure XVI

List of Indian patent applications (maximum 1501) filed in the last three years (2021 to 2023)

S. No.	Application No.	Date of Filing	Applicant details	Status of patent application

(Please add rows as per requirement)

Signature of Authorised person

Name:

Designation:

Seal of the Company:

Annexure XVII

List of Indian patents (maximum 201) granted filed in the last three years (2021 to 2023)

S. No.	Applicati on No.	Date of Filing	No. of FERs	No. of oral Hearings	Date of grant	Patent No.

(Please add rows as per requirement)

Signature of Authorised person

Name:

Designation:

Seal of the Company:

Annexure XVIII

List of professionals (maximum 9) on the payroll for filing copyrights, trademarks, design, and other forms of IP (other than patent agents)

S. No	Name of the Professional	Registration number (if applicable)	Area of expertise (copyright/design/TM)

(Please add rows as per requirement)

Signature of Authorised person

Name:

Designation:

Seal of the Company:

Annexure XIX

List of applications (maximum 76) (other IPs apart from patent applications ie. copyright, Design, trademarks) filed in last three years (2021 to 2023)

S. No.	Application No.	Date of Filing	Applicant details	Status of application

(Please add rows as per requirement)

Signature of Authorised person

Name:

Designation:

Seal of the Company:

Annexure XXI

**List of Foreign patent applications (maximum 51) filed in the last three years
(2021 to 2023) in different countries FOR INDIAN CLIENTS)**

S. No.	Application No.	Date of Filing	Applicant details	Status of application

(Please add rows as per requirement)

Signature of Authorised person

Name:

Designation:

Seal of the Company:

Annexure XXII

**List Foreign patents (US and EP only) (maximum 21) granted in the last three years
(2021 to 2023)**

S. No.	Application No.	Date of Filing	No. of office actions	Date of grant	Grant No.

(Please add rows as per requirement)

Signature of Authorised person

Name:

Designation:

Seal of the Company:

Annexure XXIII

List of PCT applications (maximum 51) filed in the last three years (2021 to 2023)

S. No.	Application No.	Date Filing	of	Applicant details	Status of patent application

(Please add rows as per requirement)

Signature of Authorised person
Name:
Designation:
Seal of the Company:

Annexure XXV

List of matters (maximum 16) handled by the firm related to opposition, IP litigation, revocation, invalidation In India or foreign countries in the last three years (2021-2023)

S. No.	Patent Application No.	Action Taken	Status of the Application
1.			
2.			
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(Please add rows as per requirement)

Signature of Authorised person

Name:

Designation:

Seal of the Company:

BID SUBMISSION

Online Bid Submission:

The Online bids (complete in all respect) must be uploaded online in **two** e-Envelops as explained below: -

e-Envelop – 1 (Following documents to be provided as single PDF file)			
Sl. No.	Document	Content	File Types
1.	Technical Specification	Annexure I - Technical Specification (as per format provided)	.PDF
2.		Annexure II - Proforma	.PDF
3.		Annexure III - A company incorporation certificate and office address proof	.PDF
4.		Annexure IV – Proof of the firm having a local office in Delhi/NCR	.PDF
5.		Annexure V - GST certificate and PAN card	.PDF
6.		Annexure VI – Financial capacity of the firm alongwith Audited balance sheet including profit and loss for the last three years, duly attested and notarized (as per the format provided)	.PDF
7.		Annexure VII - List of clients associated with the firm (data required for the last 3 years) (as per the format provided)	.PDF
8.		Annexure VIII - Self-declaration on the company's letterhead regarding no. of years of experience in IPR as an Indian entity	.PDF
9.		Annexure IX - Recommendations/testimonials from Central/State Government/Public Sector Undertaking/Government of India (as per the format provided)	.PDF
10.		Annex X: Non-Blacklisted Declaration on firm's letterhead (as per the format provided)	.PDF
11.		Annexure XI - Self-declaration on the firm's letterhead on no-involvement in any major litigation that may have an impact on or compromise the delivery of services (as per the format provided)	.PDF
12.		Annexure XII – Supporting documents on firm's association in foreign countries	.PDF
13.		Annexure XIII – List of No. of employees on payroll	.PDF
14.		Annexure XIV – List of IP professionals (maximum 31) handling IP applications in different branches of sciences and engineering (as per the format provided)	.PDF

		Annexure XV - List of patent agents (maximum 16) in the payroll having experience of more than 05 years in providing IP-related services (as per the format provided)	.PDF
16.		Annexure XVI - List of Indian patent applications (maximum 1501) filed in the last three years (2021 to 2023) (as per the format provided)	.PDF
17.		Annexure XVII - List of Indian patents (maximum 201) granted filed in the last three years (2021 to 2023) (as per the format provided)	.PDF
18.		Annexure XVIII - List of professionals (maximum 9) on the payroll for filing copyrights, trademarks, design, and other forms of IP (other than patent agents) (as per the format provided)	.PDF
19.		Annexure XIX - List of applications (maximum 76) (other IPs apart from patent applications ie. copyright, Design, trademarks) filed in last three years (2021 to 2023) (as per the format provided)	.PDF
20.		Annexure XX - List of the foreign IP firms/ partners and countries of operation/ association	.PDF
21.		Annexure XXI - List of Foreign patent applications (maximum 51) filed in the last three years (2021 to 2023) in different countries FOR INDIAN CLIENTS) (as per the format provided)	.PDF
22.		Annexure XXII - List of Foreign patents (US and EP only) (maximum 21) granted in the last three years (2021 to 2023) (as per the format provided)	.PDF
23.		Annexure XXIII - List of PCT applications (maximum 51) filed in the last three years (2021 to 2023) (as per the format provided)	.PDF
24.		Annexure XIV – List of matters (maximum 16) related to permission from the National Biodiversity Authority (NBA) handled by the firm in the last three years (2021-2023)	.PDF
25.		Annexure XXV - List of matters (maximum 16) handled by the firm related to opposition, IP litigation, revocation, invalidation In India or foreign countries in the last three years (2021-2023) (as per the format provided)	.PDF
e-Envelop – 2			
Sl. No.	Document	Content	
1.	Financial Bid	Price bid should be submitted in given BOQ_XXXX.xls format.	.XLS