

**INDIAN INSTITUTE OF TECHNOLOGY DELHI
HAUZ KHAS, NEW DELHI-110016**

Dated: 06/12/2024

Subject: - Corrigendum for “**IITD Empanelment of Intellectual property (IP) Firms**” Tender ID-
“**2024_IIT_835958_1**” & tender reference No“**IITD/FITT (SP-4812)/2024**”

Corrigendum:

- I. No exemption on EMD submission is applicable for any category. Submission of EMD is compulsory.
- II. There is no Tender fee.
- III. The following points may be noted regarding Technical Specification (Annexure I) –
 1. For the annexures wherein no formats have been provided, please provide the desired information in the best possible format.
 2. For the annexures wherein the formats have been provided, please use the same. Only exception is the **Annexure IX**. The format is just an example of how the information can be compiled. Tenderers may use their own formats to provide information like type of services provided, number of cases, number of years of association etc. This information should ideally be provided on the letterhead of the Central or State Government organizations/ PSUs/ Government institutions. In case such testimonial/certificate cannot be provided by the said Central or State Government organizations/ PSUs/ Government institutions, please provide supporting documents such as empanelment certificate, work orders, etc.
 3. Supporting document for **Annexure IV**: Any documents that are recognized as proof of address in India such as lease document/registry document/ water bill/ electricity bill/ GST registration etc. that has been issued in the name of the firm's address in Delhi NCR.
 4. Supporting document for **Annexure XII** - Documentary proof such as Valid Service agreement/ collaboration agreement/work order etc with the foreign associates. In case the firm is directly active in foreign countries, please share the supporting documents.
 5. Regarding **Sl. No.18** - Please mention the names of the countries wherein there are existing partners alongwith the supporting documents such as Valid Service agreement/ collaboration agreement/work order etc with the foreign associates (to be provided as **Annexure XX**).
 6. In the Technical Specification (Annexure I), information has to be provided for specified time periods (such as 3 years). Please provide the information for the corresponding financial years.

For example: in Sl. No.14 of Annexure I - “No. of Indian patent applications filed in the last three years (2021 to 2023)” is to be provided. Please consider the years to be financial years 2021-22, 2022-23 and 2023-24.

The same is to be followed wherever year-wise information is to be provided.

7. Regarding **Sl. No. 22** – The list of cases wherein NBA permission has been filed by the firm has to be provided as Annexure XXIV. The tenderer may provide the list of cases alongwith supporting documents such as Power of authority, work orders or a declaration on their letter head.
8. Regarding **Sl. No. 23** – The list of matters related to opposition, litigation, revocation, invalidation have to be provided as per Annexure XXV. Please provide details related to patents only.
9. A new Annexure XXVI has been added in Technical Specification as per the details provided in **Point No. 17 of this Corrigendum**.

IV. The following points may be noted regarding BoQ –

10. All costs have to be provided in INR. No other currency should be used for the same. If required, the current exchange rate may be used to convert the costs to INR.
11. The tenderers should quote costs 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. The term “inclusive of taxes” in the BoQ should be disregarded.
12. Costs in INR have to be provided for the items in the BoQ wherein costs have been sought. No other unit (such as percentage) should be provided for these items.
13. For **item 19**, costs have to be provided for filing a PCT application for already filed Indian patent application with India as Receiving Office and International Search Authority. This includes amendments at the time of filing only.
14. For **items 20-31**, the estimated cost should include the professional charges of Indian associates and foreign associates in INR.
15. For **Items 24, 29 and 30** - Costs have to be provided on per office action basis.
16. Items **29 and 30** are duplicates, thus same value maybe entered for both. Value for only one will be considered for scoring.
17. For **items 33-37** – “Percentage that will be charged by the Indian associate on the foreign associates’ fees” has been asked. However, in the BoQ document, these values cannot be entered as these columns are non-editable. Therefore, the required percentage values may be provided as a new Annexure XXVI as per the format given at the end of the corrigendum.

Please note:

- a. In addition to the items 33-37 mentioned in BoQ, two more items 37A and 37B have been added in Annexure XXVI.
 - b. Annexure XXVI needs to be submitted as a part of the Technical Specification only. These items will not be considered for financial scoring.
18. Items **33 and 34** are duplicates, thus same value maybe entered for both.
 19. **Item 64** should be disregarded as this has now been covered in Annexure XXVI. **Please enter Zero for this**. This item will not be considered for financial scoring.

V.

Last Date and Time for Uploading of Bids	20/12/2024 (15:00 Hrs) Instead of 13/12/2024 (15:00 Hrs) - Original
Date and Time of Opening of Technical Bids	23/12/2024 (15:00 Hrs) Instead of 16/12/2024 (11:00 Hrs) - Original

Costs for foreign applications

Item	Description of Items	Percentage Value
33	<p>Filing a convention patent application or a national phase application through the PCT route in any foreign country other than the US and EP (including the amendments required in claims/specifications, including all the relevant forms) and prosecuting it till grant.</p> <p><i>Please quote a percentage that will be charged by the Indian associate on the foreign associate's fees. Note that the percentage should be charged only on the professional fee of the foreign associates.</i></p>	
34	<p>Filing a convention patent application or a national phase application through the PCT route in any foreign country other than the US and EP (including the amendments required in claims/specifications, including all the relevant forms) and prosecuting it till grant.</p> <p><i>Please quote a percentage that will be charged by the Indian associate on the foreign associate's fees. Note that the percentage should be charged only on the professional fee of the foreign associates.</i></p>	
35	<p>Attending to issuance fees/renewals/Maintenance (for each action) in any foreign country other than the US and EP Each action here means "professional charges will be charged for the action taken irrespective of no. of years". For example: charges can not be charged for every year while filing combined annuity for multiple years such as 3rd-7th yr annuity"</p> <p><i>Please quote a percentage that will be charged by the Indian associate on the foreign associate's fees. Note that the percentage should be charged only on the professional fee of the foreign associates.</i></p>	
36	<p>Subsequent filing of additional required forms/citations/request in any foreign country other than the US and EP</p> <p><i>Please quote a percentage that will be charged by the Indian associate on the foreign associate's fees. Note that the percentage should be charged only on the professional fee of the foreign associates.</i></p>	

37	<p>Drafting and filing of divisional application or continuation application in any foreign countries other than US and EP. This includes filing all necessary forms, irrespective of the time of filing. This also includes online discussions with the inventors.</p> <p><i>Please quote a percentage that will be charged by the Indian associate on the foreign associate's fees. Note that the percentage should be charged only on the professional fee of the foreign associates.</i></p>	
37A	<p>Subsequent filing of additional required forms/citations/request or any other activity that has not been mentioned in the BoQ for US cases</p> <p><i>Please quote a percentage that will be charged by the Indian associate on the foreign associate's fees. Note that the percentage should be charged only on the professional fee of the foreign associates.</i></p>	
37B	<p>Subsequent filing of additional required forms/citations/request or any other activity that has not been mentioned in the BoQ for EP cases</p> <p><i>Please quote a percentage that will be charged by the Indian associate on the foreign associate's fees. Note that the percentage should be charged only on the professional fee of the foreign associates.</i></p>	