



Ref. No. IIITDMJ/PCC/IPR/2024/06/01

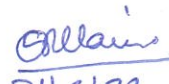
Date: 03/06/2024

**Invitation for
Expression of Interest (EOI)
Empanelment of
Intellectual Property Firms**


June 2024




31/05/2024


31/5/24


31/05/2024


3/6/2024



Indian Institute of Information Technology Design and Manufacturing Jabalpur

Ref. No. IIITDMJ/PCC/IPR/2024/01	Dt: 03/06/2024
Expression of Interest (EoI)	
IMPORTANT INFORMATION	
	DATE
Starting Date for downloading EoI documents	03/06/2024
Last date and time for submission of completed EoI	21/06/2024
Pre-Bid Meeting (Online/offline/hybrid)	14/06/2024 at 03.00 pm
Date and time for Opening of EoI (Technical Bid)	24/06/2024
Date and Time of Opening of Price Bid	To be Informed separately to the selected firm
EMD	Rs. 5,000.00 (INR)
The detailed EoI document with specifications and terms & conditions is available on IIITDMJ website www.iiitdmj.ac.in . (under the heading Tender). Amendments, if any will be hosted in IIITDMJ website only. (www.iiitdmj.ac.in)	
Acting Registrar	

Handwritten signatures and dates:
3/15/2024
21/5/24
21/5/24
21/5/2024



Indian Institute of Information Technology Design and Manufacturing Jabalpur

PDPM Indian Institute of Information Technology, Design and Manufacturing, Jabalpur invites Expressions of Interest (EOI) from qualified Intellectual Property (IP) Firms for empanelment to handle various IP applications and related work. This initiative aims to establish a dedicated panel to primarily manage patent applications and other forms of intellectual property, both domestic and international. Interested organisations are invited to submit their expressions of interest for consideration.

The proposals should include the details mentioned in the format which may be downloaded from the IIITDM Jabalpur website:

<https://www.iiitdmj.ac.in/tenders.php>

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

IIITDM Jabalpur 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 IIITDM Jabalpur. IIITDM Jabalpur 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.

Applying firms are required to provide an undertaking confirming their compliance with all EOI requirements.

Interested firms may submit the EOI in the given format in a sealed envelope by date June 21, 2024, to the Registrar, PDPM Indian Institute of Information Technology, Design and Manufacturing, Jabalpur, Dumna Airport Road, PO Khamaria, Jabalpur - 482005.

Handwritten notes:
S. Sandeep
3/5/24
V. V. V. V.
3/5/24
G. G.
3/5/24

Handwritten signature and date:
31/05/2024



Indian Institute of Information Technology Design and Manufacturing Jabalpur

GUIDELINES FOR SUBMISSION OF EOI

The EoI should invariably be submitted in **two bid system** containing **two parts** as detailed below:

1. PART-I: TECHNICAL BID IN ONE SEALED COVER.

- a) **Annexure- I** (Declaration) duly signed.
- b) Prescribed Format mentioned in the **Annexure- II** along with all supporting documents -
- c) A Demand Draft of Rs. 5,000/- towards the cost of the EMD to be drawn in favour of "The Registrar, PDPM IIITDM Jabalpur", payable at Jabalpur shall also be enclosed along with the EoI.

(This amount will be refunded to the unsuccessful bidder/agency and the amount will be refunded to the successful bidder after the submission of Performance Security.)

2. Part-II: FINANCIAL BID IN ONE SEALED COVER.

- a) Prescribed format mentioned in the **Annexure-III & IV**

Both the sealed envelopes should then be put in other cover indicating thereon:

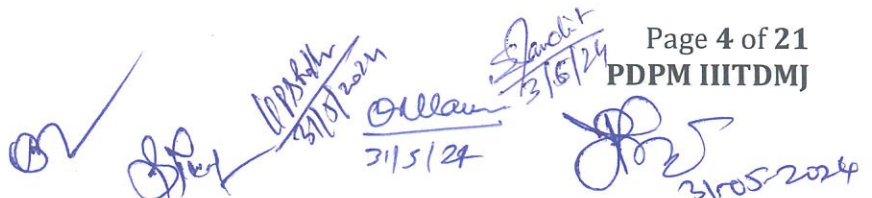
- A. Reference No. of the Tender : _____
- B. Tender regarding : _____
- C. Due date for submission of the tender : _____
- D. Due date for opening of the tender : _____
- E. Name of the firm : _____

The final sealed cover should be addressed to:

**The Registrar,
PDPM Indian Institute of Information Technology,
Design and Manufacturing, Jabalpur,
Dumna Airport Road, PO Khamaria, Jabalpur -482005**

Please note that prices should not be indicated in the technical bid. The prequalification documents including tender fee/EMD as required in the EoI invariably be accompanied with the technical bid.

NOTE: - Tenders submitted without following the two-bid system procedure as mentioned above would be summarily rejected.


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Indian Institute of Information Technology Design and Manufacturing Jabalpur

GENERAL INFORMATION TO BIDDERS

- i. All information called for in the enclosed forms should be furnished against the respective columns in the forms. If information is furnished in a separate document, reference to the same should be given against respective columns in such cases. If any particular query is not applicable, it should be stated as "**Not Applicable**". However, the bidders are cautioned that not giving complete information called for in the tender forms or not giving it in clear terms or making any change in the prescribed forms or deliberately suppressing the information may result in the bidder being summarily disqualified.
- ii. The Tenders should be typewritten or handwritten with clear legibility, but there should not be any overwriting or cutting or interpolation. Correction, if any, shall be made by neatly crossing out, initialing, dating, and rewriting. The name and signature of bidder's authorized person should be recorded on each page of the application. All pages of the tender document shall be numbered and submitted as a package along with forwarding letter on agency's letter head.
- iii. Bidders must keep their offer open for a minimum period of 120 days from the date of opening of the tender, within which the bidders cannot withdraw their offer. However, subject to the period being extended further, if required, by mutual agreement from time to time.
- iv. Reference, information, and certificates from the respective clients certifying technical, delivery and execution capability of the bidder should be signed and the contact numbers of all such clients should be mentioned. The IIITDMJ may also independently seek information regarding the performance from the clients.
- v. The bidder is advised to attach any additional information, which she/he thinks is necessary in regard to her/his capabilities to establish that the bidder is capable in all respects of successfully completing the envisaged work. She/He is, however, advised not to attach superfluous information. No further information will be entertained after the tender document is submitted unless the Institute calls for it.
- vi. **Incorrect or misleading information:** If the bidder deliberately gives incorrect or misleading information in their tender or wrongfully creates circumstances for the acceptance of the tender, IIITDMJ reserves the right to reject such a tender at any stage.

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- vii. All explanatory remarks and clarifications which the Bidder may desire to make, must be, incorporated in the offer form, failing which the remarks / clarifications shall be ignored and the tender dealt with as it stands.
- viii. Even though an agency may satisfy the qualifying criteria, it is liable to disqualification if it has a record of poor performance or not able to understand the scope of work etc.
- ix. **EoI should be sent by Registered Post/Speed Post/By Hand within the last date so as to reach us before the closing date, i.e., by 21/06/2024.**
- x. Apart from the original quotation to be submitted in the manner detailed above, no copies should be sent to any other office of IIITDMJ. EoI sent through other than the above mode mentioned and EoI not submitted in the standard formats given in the tender document will be summarily rejected.
- xi. The payment shall be in Indian Rupees and shall be paid only after successful completion of work without error and delays. No advance payment shall be made and the successful bidder has to sign an agreement on non-judicial stamp paper which shall contain clauses related to liquidated damages on account of delays, errors, cost, time over-run, etc. In case the bidder fails to execute the contract, The IIITDMJ shall have liberty to get it done through any other agency with full cost recoverable from the bidder in addition to damages and penalty.
- xii. Bidders are neither allowed to join hands to participate in the tender nor allowed to submit multiple bids. In case of detection of such, their bid(s) is/are liable to be rejected. Bidding through consortium is not allowed.
- xiii. The Director, IIITDMJ reserves the right to award the work/cancel the award without assigning any reason. In case of differences, if any, the decision of the Director, IIITDMJ shall be final. The work can be awarded to one or more agencies if need arises as per the L1 rates quoted by bidders for evaluation criteria as mentioned in Annexure III. The discretion of empanelment lies within the purview of the Institute. Initially the contract will be for 3 years extendable up to additional 2 years on annual basis at the discretion of competent authority, based on the performance to be assessed by the Institute.
- xiv. At any time before the submission of bids, IIITDMJ may amend the bid document by issuing an addendum in writing or by standard electronic means. The addendum shall be sent to all Bidders and will be binding on them. Bidders shall acknowledge receipt of all amendments.



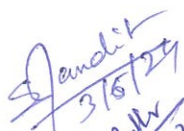
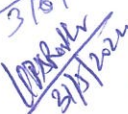


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- *Handwritten signature* 21/5/24
- *Handwritten signature* 21/5/2024
- *Handwritten signature* 21/5/24
- *Handwritten signature* 21/05/2024



Indian Institute of Information Technology Design and Manufacturing Jabalpur

- xv. If the amendment is substantial, Bidder(s) shall be given reasonable time to make an amendment or to submit revised bid and the deadline for submission of bids will be extended by IITDMJ.
- xvi. **This office reserves the right to:**
- Accept / Reject any of the EoIs in full or part thereof.
 - Revise the requirement at any time or at the time of placing the order.
 - Add, modify, relax or waive any or all of the conditions stipulated in the EoI specifications wherever deemed necessary.
 - Reject any or all the EoI in part or full without assigning any reasons thereof.

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EXPRESSION OF INTEREST - DETAILS

I. SCOPE OF WORK

- The IP firm will be responsible for all phases of filing and obtaining patent i.e. Patent search for patentability, Patent drafting, filing, subsequent filing of documents as required, request for examination, request for early publication, prosecution, reporting of office action, filing of suitable responses and other activities that are required for grant of patent and renewal of patents.
- Technical support in ideation, selection and filtering of unmet needs, novelty assessment, preliminary search and concept validation.
- Comprehensive prior art search, search report generation (within the stipulated time period), discussion with the inventors and validation of patentability as per the existing rules and regulations in India and abroad.
- Drafting support for provisional and complete specification patent filing, in discussion with the inventors.
- Support in filing of provisional and complete specifications of the patents at the respective patent offices through physical as well as electronic modes (online submission), within the stipulated time period.
- Status tracking of filed patents and communication to the inventors once published.
- Should take over already filed and published patents from the Institute.
- Technical support in handling pre-grant opposition, revocation and restoration of patents as per the existing IP acts in India and abroad.
- Representation before the Appellate Board in India, miscellaneous actions under the relevant Act, etc. and technical support in Handling IP infringement cases.
- Support after post grant and maintenance renewal of the patents. Intellectual Property management in registration and maintenance of copyright, design and trademark.
- The bidder must have a dedicated technical support team for the Institute.
- Subject experts in the field of engineering, design, science and management will be an added support.
- There should be an in-house discussion once in two months in the Institute or whenever the need arises.

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(Handwritten signatures and dates)
S. Sandik 3/16/24
Vishal 3/15/24
Ollan 3/15/24
3/15/24



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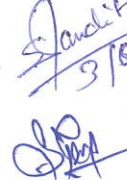
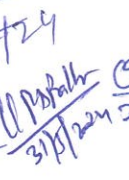
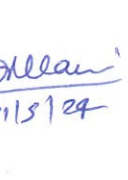

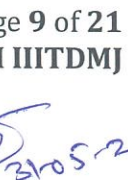

II. ELIGIBILITY CRITERIA:

The IP firms shall fulfill the following criteria & shall provide satisfactory proof regarding the same:

1. The IP Firm should be of good standing have an experience of at least 3 years, servicing clients based in India and abroad including Government Institutes .
2. The IP firm should have minimum 3 years of existence as an Indian entity.
3. The IP firm should possess professional expertise in handling all forms of intellectual property protection measures viz., patents, industrial designs, trademarks, copyrights, plant varieties and geographical indications.
4. The IP firm should have an in-house patent agent (certificate to be enclosed).
5. The IP firm should have an IP facilitator (empaneled by Central Govt list) .
6. The IP firm should not have been blacklisted by any Central/State Government/Public Sector Undertaking, Govt. of India. A notarized undertaking to be attached for the purpose.
7. The IP firm should not be involved in any major litigation that may have an impact of affecting or compromising the delivery of services.

III. Details of Business Competencies of the IP Firms to be provided

1. Full Name of IP firm, web address, telephone number, etc.
2. Complete address of the main office and all branch offices across the country along with telephone numbers and email addresses of the firm
3. Place of work: Owned / Leased
4. Date of establishment and Registration of the IP firm
5. Legal status of the IP firm (attach attested copies of original document)
6. Particulars of registrations/certifications if any with various government/ non-governmental bodies (attach attested photocopy)
7. Particulars of the membership/partnership
8. Detailed particulars of memorandum of understanding (if any) of the IP firm
9. Partnership agreement between the firm and its partner(s) clearly highlighting the scope of work for each
10. Details of PAN (Permanent Account Number) of IP Firm, GST # (Tax deduction and Collection Account Number) and other Important Registration numbers may also be provided
11. Complete list of all the assignments along with names of clients (Individual Inventors/Government / Private) handled by the IP firm during the last 3 years.



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12. Area(s) of Specialization: (Patents / Trademarks / Copyright / Designs / Geographical Indications / Litigation / Opposition / Contracts / Other IP related activities)
13. Number of professionals (Partners/Associates) presently employed with the firm for patent related IP work in various fields and their profiles .
14. Any other important information

IV. Other Terms and conditions:

1. The selected IP firm will sign an undertaking with IIITDMJ for providing the services to IIITDMJ and its clients as per the final rate with GST.
2. The selected IP firm will enter into a 'Confidentiality and Non-Disclosure Agreement' with IIITDMJ, for maintaining strict secrecy and confidentiality.
3. The selected IP firms will provide quality services within reasonable time frames. However, if at any point of time it is found that the services are not satisfactory and there is any delay in the services, IIITDMJ has the right to terminate the consultancy services.
4. The selected IP consultant after providing the services should submit their bills (separately for the professional services rendered and for reimbursement of Government Fees paid if any) to IIITDMJ for release of payment indicating the details as per the Schedule of Services. Every effort will be made by the concerned officials of the IIITDMJ, for early processing of the bills (subject to fulfilling the requirements and submission of the supporting documents) and early release of payment by IIITDMJ to the respective IP firm.

V. Criteria for opening of Financial Bid:

1. The financial bid shall be opened of only those bidders who have been found to be technically eligible i.e. **Bidders with Technical Bid score of 60 and above.**
2. The Institute will call for a pre bid meeting before the submission of the technical bid.
3. The financial bids shall be opened in presence of representatives of technically eligible bidders, who may likely to be present.
4. The Institute shall inform the date, place and time for opening of financial bid. All other Financial bids will not be opened. Earnest money Deposit submitted by the disqualified agency shall be released after opening of the financial Bid.
5. The total amount quoted (including GST) for the patent application filing & prosecuting and the total amount for the copyright applications will be taken separately for selection of firm.
6. The Institute will select the lowest quote (including GST) for patent application filing & prosecution separately and design/copyright/trademark filing and prosecution separately. The L1 rates (lowest financial bid) in each section as per the evaluation

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31/05/2024



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- criteria as mentioned in Annexure III will be the basis for the selection of consultant(s) for IIITDMJ. Patent application filing and prosecution is the first priority for IIITDMJ
7. The Institute may, at its discretion, empanel a panel of firms at the L1 rates for each of evaluation criteria as mentioned in Annexure III.
 8. The selected bidder(s) must agree to L1 rates of all the components as mentioned in Annexure III.

VI. Other details:

PERIOD OF CONTRACT

The tendered rates and the validity of bids shall be for a minimum period of 3 years from the date of signing of the agreement. The Continuity of the Contract for 2nd and 3rd year will be based on the satisfactory completion of the service of 1st and 2nd year respectively, as the case may be.

CONFIDENTIALITY

The Bidder and their personnel shall not, either during implementation or after completion of the project, disclose any proprietary or confidential information relating to the services, agreement or the IIITDMJ's business or operations without the prior consent of the IIITDMJ.

IIITDMJ also reciprocally agrees that all information concerning trade secrets, know-how, technical data, research, products, development, inventions, processes, engineering techniques, strategies, internal procedures, employees and business opportunities and services rendered by the Bidder to such of its customers along with the information pertaining to its businesses and the proprietary information of the Bidder described herein as "confidential information", belonging to the Bidder and which may come into the possession or custody of IIITDMJ in the course of providing services by the Bidder hereunder shall not be disclosed or divulged to any third parties or make use or allow others to make use thereof either for its own benefit or for the benefit of others directly or indirectly.

SUSPENSION

The IIITDMJ may, after giving a written notice of suspension to the Bidder, and considering the representation, if any, submitted to him within a period of 15 days from receipt of such notice, suspend all payments to the Bidder, if the Bidder fails to perform any of its obligations (including the carrying out of the services) provided that such notice of suspension:

Handwritten signatures and dates:
Amit 31/5/24
Mishra 31/5/24
Gillani 31/5/24

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31/05/2024



Indian Institute of Information Technology Design and Manufacturing Jabalpur

- Shall specify the nature of the failure and
- Shall direct the Bidder to remedy such failure within a specified period from the date of receipt of such notice of suspension by the Bidder.

The IIITDMJ may engage some other agency for the completion of suspended work, which will be carried out at the risk, and cost of the Bidder.

PENALTY CLAUSE

1. If confidentiality is not maintained, a penalty of double the contract amount will be imposed besides criminal action, if need be, will be taken as per laws of the land.
2. The Agency must continue to attend to the assigned work of IIITDMJ after the expiry of contract period and will continue to work till alternative arrangement is made.
3. Any other penalty imposed by the Director, IIITDMJ as deemed fit.

TERMINATION FOR DEFAULT

Either Party may, without prejudice to any other course of action for breach of contract, by written notice of 60 days to the other party, terminate the agreement in whole or in part, if:

- The defaulting party fails to perform any or all of the obligations within the time period(s) specified in the agreement or any extension thereof granted, by the other party.
- The defaulting party fails to perform any other obligation under the agreement

Note: The Institute has the discretion to terminate the agreement if the quality of the delivery of various tasks is not up to the satisfaction.

In the event of the IIITDMJ terminating the contract in whole or in part, the IIITDMJ may procure, upon such terms and in such a manner as it deems appropriate, services similar to those undelivered, and the Bidders shall be liable to IIITDMJ for any excess costs for such similar services. However, the Bidder shall continue with the performance of the contract to the extent not terminated.

The Bidder shall stop the performance of the contract from the effective date of termination and hand over all the documents, data, etc. to IIITDMJ for which payment has been made. The Bidder may withdraw items, for which payment has not been made. No consequential damages shall be payable to the Bidder in the event of termination.



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TERMINATION FOR CONVENIENCE

The IIITDMJ, by written notice of at least 90 days sent to the Bidder, may terminate the contract, in whole or in part thereof, at any time for its convenience. The notice of termination shall specify that termination is for the IIITDMJ's convenience and also the extent to which performance of the Bidder under the contract is terminated, and the date on which such termination becomes effective.

The IIITDMJ shall accept the items/services, which are completed and ready for delivery within 30 days after the Bidder's receipt of notice of termination, at the contract terms and prices.

For the remaining items/services, the IIITDMJ may elect:

- To have any portion completed and delivered at the contract terms and prices; and/or
- To cancel the remainder and pay to the bidder an agreed amount for partially completed items/services and for services previously accomplished by the Bidder.

TERMINATION FOR INSOLVENCY

The IIITDMJ may at any time terminate the contract by giving notice to the Bidder, if the Bidder becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the Bidder, provided that such termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to the IIITDMJ.

DISPUTE SETTLEMENT

It is mutually agreed that all differences and disputes arising out of or in connection with this agreements shall be settled by mutual discussions and negotiations. If such disputes and differences cannot be settled and resolved by discussions and negotiations then the same shall be referred to the sole Arbitrator/ Arbitrators as per Conciliation and Arbitration Act 1996, appointed by the Competent Authority whose decision shall be final and binding on both the parties. All the disputes will be settled within the jurisdiction of Jabalpur only.

CONFLICT OF INTEREST

The Agency shall not have conflict of interest. The selected agency shall not engage in activities that conflict with the interest of the Institute under the Contract and shall be excluded from the continuation of the services under the contract.

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- Signature: *[Handwritten]* Date: 3/16/24
- Signature: *[Handwritten]* Date: 2/15/2024
- Signature: *[Handwritten]* Date: 31/5/24
- Signature: *[Handwritten]* Date: 31/05/2024



Indian Institute of Information Technology Design and Manufacturing Jabalpur

ANNEXURE-I

DECLARATION BY THE IP FIRM CONSULTANT

DECLARATION

1. I, Son/Daughter of Shri.
Proprietor/Partner/Director/Authorized Signatory of
competent to sign this declaration and execute this tender document.
2. I have carefully read and understood all the terms and conditions of the E.O.I. and hereby convey my acceptance of the same.
3. The information / documents furnished along with the above applicable are true and authentic to the best of my knowledge and belief. I/we, am/ are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage liabilities towards prosecution under appropriate law.

Full Name of Agency with address:

Place:

Signature of Agency with date

Date:

Seal of Establishment

N.B: The above declaration, duly signed and sealed by the authorized signatory of the company, should be enclosed with Technical Bid.

[Handwritten signatures and dates]
 Sandeep 3/16/24
 Upadhyay 3/15/24
 Ojha 3/15/24

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3/05/2024



Indian Institute of Information Technology Design and Manufacturing Jabalpur

ANNEXURE-II – For Technical bid

Sr. No.	Technical criteria	Grading of score / points	Maximum Score	Obtained Score
1.	No. of patent applications filed in Indian Patent Office (provisional and complete) in the last 3 years	1 mark for 10 applications filed	20	
2.	No. of Foreign Application filed in last 5 years	1 mark for 5 applications filed	10	
3.	No. of Indian Patent Applications granted within 3 years	1 mark for 5 patent grants	20	
4.	No. of designs/ trademarks/ copyrights granted within 2 years.	1 mark for 5 applications	10	
5.	No. of Foreign Application granted in last 5 years	1 mark for each application	10	
6.	No. of clients served in the last 3 years related to patents	1 mark for each client	20	
7.	No. of clients served in the last 2 years related to design / trademark / copyright	1 mark for each client	10	

Note: Self attested documentary proofs for all the above technical criteria must be submitted by the bidder.

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Indian Institute of Information Technology Design and Manufacturing Jabalpur

ANNEXURE-III – For Financial bid

Rate including for IPR – Applications filing and prosecuting (Excluding Govt. Fee)

Section I: Patent (Comprising 10 components labeled 1 -10)

1	Evaluation	Rs.	No. of maximum working days
1.1	Patentability Search, Report and Consultations		
2	Application	Rs.	No. of maximum working days
2.1	Drafting, filing complete specifications with provisional specifications and Request for Examination (Including filling up all forms in both hard copy and e-forms, as applicable, obtaining certified copies of patent applications, etc.)		
2.2	Taking over already filed applications, per case, if any		
3	Extension of time & late filing (preparing and filing) if any	Rs.	No. of maximum working days
3.1	Preparing and filing a form for an extension of time		
3.2	Late submission of forms/documents		
4	Prosecution	Rs.	No. of maximum working days
4.1	Filing a request for early publication, if required		
4.2	Reporting, Reviewing, Preparing responses to the First Examination Report and Filing the responses		
4.3	Reporting, Reviewing and Attending the Hearings <i>(one time only)</i>		
4.4	Preparing and Filing Written Submissions		
4.5	Paying Annuity per year and sending Renewal certificates per year		
4.6	Attending to the Restoration of lapsed patents, filing petitions and attending to payment of fees		
4.7	Working of patents: Each report of working under section 146		

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5	Assignment and Licenses	Rs.	No. of maximum working days
5.1	Drafting deed form		
5.2	Filing application for registration for (a) one patent (b) each additional patent included at the same time		
6	Recordal of change of name, address, nationality, etc.	Rs.	No. of maximum working days
6.1	Filing application in respect of one patent		
6.2	For additional patents included at the same time		
7	Opposition	Rs.	No. of maximum working days
7.1	Filing Notice of Opposition		
7.2	Drafting Statement of opposition form, written statement and affidavit		
7.3	Drafting reply statement and Affidavit		
7.4	Attending Hearing		
8	Patent revocations/infringement, initialing revocation/infringement, defending revocation/infringement	Rs.	No. of maximum working days
8.1	Representation charges		
8.2	Any other charges, if any		
9	*Filing of foreign patent applications:	Rs.	No. of maximum working days
9.1	Filing of a patent application in USA		
9.1a	Charges for prosecuting each application till grant of the patent (can be as a % age of foreign associates bills)		
9.1b	Subsequent filing of forms/citations, etc.		
9.1c	Fee for renewal each year		
9.1d	Request for substantive examination		
9.2	Filing of a patent application in Europe		
9.2a	Charges for prosecuting each application till grant of the patent (can be as a %age of foreign associates bills)		
9.2b	Subsequent filing of forms/citations, etc.		
9.2c	Fee for renewal each year		
9.2d	Request for substantive examination		

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9.3	Filing of a patent application in Japan		
9.3a	Charges for prosecuting each application till grant of the patent (can be as a %age of foreign associates bills)		
9.3b	Subsequent filing of forms/citations, etc.		
9.3c	Fee for renewal each year		
9.3d	Request for substantive examination		
10	Filing of PCT application	Rs.	No. of maximum working days
10.1	Preparing and filing a new PCT application		
10.2	Filing formal documents such as POA, Priority documents, etc.		
10.3	Filing amendments under Article 19		
10.4	Filing demand for preliminary examination		
10.5	Filing a response to written opinion/ preliminary examination report and for filing amendment under PCT Article 34		

Section II: Design

Sr. No.	Activity	Rs.	No. of maximum working days
1.	Drafting and Filing		
2.	Response to objections, if any		
3.	Hearing, if any		
4.	Opposition, if any		

Section III: Copyright

Sr. No.	Activity	Rs.	No. of maximum working days
1.	Drafting and Filing		
2.	Response to objections, if any		
3.	Hearing, if any		
4.	Opposition, if any		

Handwritten signatures and dates:
31/5/2024
31/5/24
3/6/24
31/05-2024



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Section IV: Trademark

Sr. No.	Activity	Rs.	No. of maximum working days
1.	Search		
2.	Drafting and Filing		
3.	Response to objections, if any		
4.	Hearing, if any		
5.	Opposition, if any		

Note:

1. The evaluation would be done separately for each component of Patent (Section I) and for Design, Copyright, Trademark (Section II-IV, respectively).
2. Attach a separate sheet giving filing and prosecution charges for all the countries.
3. The institute will not pay any professional charges for any reporting (i.e. publication, hearing, and patent).
4. Professional charges mentioned in the schedule shall include all taxes.
5. If any patent work is not mentioned in this Schedule and if the work is required to be done by the Institute through an advocate, the minimum professional fee to be charged by the advocate will be that already mentioned in this Schedule.
6. All Government fees/charges paid by the Institute as per actual, against the producing of bill/receipt/challan.



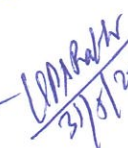



[Handwritten signatures and dates]
3/5/2024
3/6/24
3/15/24
3/10/2024



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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 in 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 firm, it should be stated as "Not Applicable".
2. Each page of the application should be signed and stamped by the competent authority of the firm.
3. **Three References, information and certificates from at least 3 reputed R&D-based clients with whom the firm has been working for 3 years, certifying the suitability and capability of the applicant for each Firm 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, and patent filings should be given in reference to the firm based in India. **Information given on the basis of associates and sister concerns in India and abroad shall not be taken into account.**
7. The evaluation would be done separately for each component of Patent (Section I) and for Design, Copyright, Trademark (Section II-IV, respectively).
8. The envelope should be superscribed with "**Application for Expression of Interest for Empanelment of IP Firms**".







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Format for Submitting Proposal

From:

(Firm Name and Address)

To:

The Registrar,
PDPM Indian Institute of Information Technology,
Design and Manufacturing, Jabalpur,
Dumna Airport Road, PO Khamaria, Jabalpur -482005

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

Sir/Madam,

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 the "Proposal" which is necessary for EOI and have no further pertinent information to supply.
3. I/We also authorize IIITDM Jabalpur to approach individuals, employees, firms and corporations to verify our competence and general reputation.
4. I/We submit the following documents in support of our suitability, technical know-how and capability for having successfully completed the following assignments.

Signature of the competent authority of the firm

Seal of applicant

Date of submission

Enclosures:

Handwritten signatures and dates in blue ink, including "31/5/2024", "31/6/24", and "31/5/24".