

National Institute of Technology Durgapur

Mahatma Gandhi Avenue, Durgapur-713209

DEPARTMENT OF ELECTRICAL ENGINEERING

Ref. No. NITD/R&C/IPR/2024/01

Date: 26/02/2024

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

National Institute of Technology Durgapur (NIT Durgapur) 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 domestically and internationally. Interested organizations are invited to submit their expressions of interest for consideration.

Selection Process:

The selection and empanelment of the IP firm will undergo a thorough internal evaluation process. NIT Durgapur retains the right to shortlist firms at any stage of credential assessment for empanelment. It is essential to note that this advertisement does not constitute a commitment on the part of NIT Durgapur for empanelment.

Conditions and Requirements:

1. Responding IP firms must be registered under Indian Law and in good standing for a minimum of one year as of 11th March, 2024.
2. Firm must demonstrate experience in filing patent applications for clients based in India.
3. Expertise in handling patent applications in engineering and science-related inventions/technologies is required, with supporting certificates or documentary evidence.
4. Applying firms should offer comprehensive IP-related services, including filing, prosecution, maintenance, opposition, litigation, revocation, restoration, and other proceedings for patents and various forms of intellectual property.

5. Firms must also provide services for drafting agreements, MOUs, Freedom to Operate searches, licensing assistance, and other IP management matters, with a duly signed undertaking.
6. An established network of foreign attorneys for handling NIT Durgapur's patent applications and other IP matters is desirable.
7. NIT Durgapur reserves the right to reject any EOI without assigning a reason and may request additional information for evaluation.
8. Applying firms are required to provide an undertaking confirming their compliance with all EOI requirements.

Empanelment and Work Allocation:

After empanelment, NIT Durgapur retains the authority to assign patent or IPR-related work to any firm without guaranteed allocation. Organizations cannot object to work allocation decisions.

General Conditions:

1. NIT Durgapur reserves the right to remove any organization from empanelment without assigning a reason.
2. The institute may cancel the empanelment process without providing a reason.
3. Terms and conditions are subject to modification or addition before the finalization of the empanelment process, based on committee recommendations.

Application Submission:

Interested firms should submit their complete EOI by 11th March, 2024. Please address the envelope with "Application for the Empanelment of IPR Firm at NIT Durgapur."

Contact Information:

For queries, email registrar@nitdgp.ac.in at least seven days before the application submission deadline.

Submission Address:

Registrar, National Institute of Technology, Durgapur, M G Road, Durgapur, Burdwan, West Bengal, 713209, India.

Schedule of Charges

A. PATENT	Price (Rs.) *
1. Patent Extensive Search	
2. Draft Patent Complete Specification	
3. Filing new Patent Application	
4. For Each sheet of specification in addition to 30	
5. For each claim after 10	
6. Attorney professional fee for drafting complete specification and filing new application along with request for FER	
7. Draft-Reply for Examination Report preparing and filing replies to examination reports for patent application in India	
8. Drafting provisional patent application in India	
9. Converting provisional patent application in to complete patent application in India	
10. Power of authority/power of attorney (PoA) stamp duty fee	
11. Request for early publication (optional)	
12. Drafting complete patent application in India (validity 20 years)	
13. Request for examination fee	
14. E-filing complete/provisional patent application in India (validity 20 years) will be charged only once per application i.e. if an application starts from provisional and converts into complete specifications this fee will be collected only once	
15. Request for expedited examination fee (optional)	
16. Respond to examination reports (FER)	
17. Attorney professional fee for FER	
18. Making request for filing patent outside India (Form 25)	
19. Attending hearing, if any and relevant submissions	
20. Request regarding mention of inventor as such as in a patent	
21. Change of address for service (Form 13)	
22. Attending a video conferencing hearing and submitting written submissions after the hearing	
23. Attorney professional fee for Hearing	
24. Renewal of a patent (Before the expiration of the previous year in respect of the following year)- 3rd to 6th each year	
25. Renewal of a patent (Before the expiration of the previous year in respect of the following year)- 7th to 10th each year	
26. Renewal of a patent (Before the expiration of the previous year in respect of the following year)- 11th to 15th each year.	
27. Renewal of a patent (Before the expiration of the previous year in respect of the following year)- 16th to 20th each year	
28. Attorney professional fee for renewal of patent	

29. Seeking permission from National Biodiversity Authority (NBA) for filing IP application under section 6 of The Biological Diversity Act including filing Form-III etc with NBA and related action till NBA permission is obtained	
30. Reporting official action including FER, SER etc, Amending specification and re-filing in response to FER, SER etc (one-time billing irrespective of iterations) including reporting and providing certificate of Patents	
31. Attending to restoration of lapsed patent, filing petition and attending to payment of fees (Form 15)	
32. Working of patents: each report of working under section 146 (form 27) for 1st patent	
33. Working of patents: each report of working under section 146 (form 27) for each subsequent patent	
34. Drafting assignment deed form	
35. Filing application for registration for assignment/license (form 16) for one patent	
36. Filing application for registration for assignment/license (form 16) for each additional patent included at the same time in the same deed.	
37. Drafting of infringement/revocation suit (initiating revocation/infringement or defending revocation/infringement one time billing other than hearing)	
38. Representation charges (In Court)	
39. Prior art search report for novelty, inventiveness and utility	
B. DESIGNS (APPLICATIONS)	Price (Rs.) *
1. Application for registration per class based with all essential form including (Form 1, form 2 and Form 21)	
2. Prosecution of design application till registration certificate is provided to applicant	
C. COPYRIGHT	Price (Rs.) *
1. Filing a copyright application in India	
2. Prosecution and obtaining certificate of copyright	
3. Drafting of any specific forms such as NOC	
4. Per action (any other action outside the process of filing and obtaining copyright)	
D. PROTECTION OF IC LAYOUT DESIGN	Price (Rs.) *
1. Application for registration along with necessary forms	
2. Handling Prosecution till Registration	
3. Application for Renewal of Registration	

**Following items shall not be included in the above schedule of rates.*

a). The Govt. / Statutory fee as per the (applicable) Schedule 1 of the Patents Act 1970;

b). Taxes as per applicable rates.

No visiting charges or any other charges will be paid to the company/firm/agent except above said fee. All a documents attached with application should be duly signed.

Signature and Stamp of IPR Firm

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, physics, mathematics, civil, etc..
4. The firm must have the requisite infrastructure and in-house capability.
5. The firm should not have been blacklisted by any Central /State Government / Public Sector Undertaking, Govt. of India.
6. 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.

Sl. No.	Criteria	Weightage (in %)
1	Technical Criteria	60
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 in last five years	5
1.4	Number of Foreign IP Applications granted	5
1.5	In house fulltime Manpower Structure and Professional Competence of the team members	20
1.6	Reference Letters from clients	10
2	Financial e.g. Schedule of charges	40

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 for each activity.
5. All the Sections 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 super scribed with “Application for Expression of Interest for Empanelment of IP Firms”.

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

1. Indian Firm (YES/NO):
2. Established Firm (YES/NO): [Provide supporting document of establishment]
3. Start-up (YES/NO):
4. Professional expertise (Details):
5. Requisite infrastructure and in-house capability:
6. Whether blacklisted by any Central /State Government / Public Sector Undertaking, Govt. of India
7. Whether involved in any major litigation that may have an impact of affecting or compromising the delivery of services

C. Particulars about the Firm

1. Date of establishment of the firm
2. Place of work: firm owned/leased
3. Legal status of the firm (attested copies of original document and mark the annex as A1)
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, civil, physics, etc..
7. Particulars of the registrations/certifications if any with various government/non-governmental bodies (attach attested photocopy and mark annex as A2)
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 A3)

D. Particulars about the full-time team members and professionals in the firm;

Sl. No	Name of the Professional	Registration number as Patent Attorney	Area of Expertise	Highest Qualification with name of the degree, year