



**Expression of Interest (EOI)
for
Handling Intellectual Property
and other related work**

EoI No. IIITDM/IPR/EOI/1/2022 dated 23 Nov 2022

**Indian Institute of Information Technology Design and
Manufacturing, Kancheepuram**
(AN INSTITUTE OF NATIONAL IMPORTANCE)
Ministry of Education, Government of India
Melakottaiyur, Vandalur-Kelambakkam Road, Chennai – 600127

iprcell@iiitdm.ac.in



**Indian Institute of Information Technology Design and Manufacturing,
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(AN INSTITUTE OF NATIONAL IMPORTANCE)

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IIITDM/IPR/EOI/1/2022 dated 21 Nov 2022

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Invitation for Expression of Interest

Intellectual Properties Rights (IPR) Cell of Indian Institute of Information Technology Design and Manufacturing (IIITDM) Kancheepuram, invites EOI for Handling Intellectual Property and other related work under different categories. The EOI document containing details of scope of work, eligibility criteria and pre-qualification criteria can be downloaded from <http://www.iiitdm.ac.in/tender>. The eligible firms may submit their responses in sealed envelopes in prescribed format to Registrar, IIITDM Kancheepuram, Melakottaiyur, Chennai 600127 by **06 December 2022 till 3:00 PM**.

2. Brief Objective and Scope of Work

2.1 Introduction

IIITDM Kancheepuram is known for its cutting edge R&D knowledgebase in diverse Engineering, S&T areas. IIITDM has a dynamic and vibrant academic and research community with five departments, Innovation Cell, Incubating Cell etc, It is a major player in securing patents in India and Abroad.

The IPR Cell of IIITDM Kancheepuram is responsible for the protection of IP generated from various departments / Incubation entities both in India and Abroad.

Abbreviations & definitions

Firm: Legally registered Company /Limited liability partnership (LLP) handling matters related to Intellectual Property (IP)

IP: Intellectual Property Comprising Patents, Designs, Copyrights, Integrated circuits layouts, Trademarks & Service Marks

IIITDMK- Indian Institute of Information Technology Design and Manufacturing, Kancheepuram Research

IPR Cell – Intellectual Property Rights Cell

US- United States

EP: European Patent

EU: European Union

PCT: Patent Cooperation Treaty

2.2 SCOPE OF WORK

IITDM Kancheepuram wishes to empanel IP firms for handling filing & prosecution, maintenance and renewal services, policing & surveillance of IP applications and other IP related work and invites Expression of Interest (EOI) from the reputed firms.

3 Eligibility criteria

Eligibility criteria are divided into two subparts viz, general requirements and technical requirements:

3.1 General Requirements

- (a) The firm should be able to provide services for all types of IP including services for Patents, Designs, Copyrights, Integrated circuits layouts, Trademarks & Service Marks.
- (b) The firms should be able to work with the subject area of Chemical Sciences, Biological Sciences, Engineering Sciences, Physical Sciences and also interdisciplinary.
- (c) Firm should be able to provide techno-legal solutions to the IP matters.
- (d) The firm must have the requisite infrastructure, manpower and in-house capability.
- (e) The firm should not be black listed by any Institute or have litigation that may have an impact on the delivery of services.

3.2 Technical requirements under different categories

- (a) The Firms should be registered in respective jurisdiction of India and as well in US and Europe.
- (b) The firms should have experienced registered patent agents/attorneys.
- (c) The firms should be able to deal with drafting of specification as per the legal requirement of the different jurisdiction.
- (d) The firms should be able to deal with filing, examination and handling other IP related matters as per the legal requirement of their respective jurisdiction.
- (e) The firms should have 3 years or more experience in filing and prosecution of IP, more particularly in patents.
- (f) The firms should have drafted, filed, prosecuted and extended support for at least 20 patents in their respective jurisdictions.
- (g) The firms must be able to represent directly with patent office in their respective jurisdiction.
- (h) The firms must have a global exposure in handling of IP matters.
- (i) The firms should be able to provide services in all jurisdiction including PCT and Non PCT countries.

4 Pre-qualification Criteria

IPR Cell of IIITDM shall evaluate the firms for short listing, inter-alia based on their past experience of handling similar types of work, strength of their man power and financial strength of the firm. IPR Cell- IIITDM will assign scores to each of the criteria under different categories as under.

IPR Cell of IIITDM would call for a presentation (personally or through video conferencing) before experts' committee only if the firm secures 40 out of 70 marks. No travelling charges or other related charges would be paid by IIITDM for presentation before expert committee.

S.No.	Criteria	Max. Marks (%)
1.	Past Experience of the firm	40
	1. Number of years' experience to relevant category (3 years or more experience in filing and prosecution of IP, more particularly in patents.) as on 22 Nov 2022 (a) 5 and More years = 10 Marks (b) 3-5 Years = 05 Marks	
	2. Number of patents drafted, filed, prosecuted and aided for grant of patents in their respective jurisdictions (at least 20 patents) (a) 30 and more Patents in last 3 years = 10 Marks (b) 25-29 Patents in last 3 years = 5 Marks (c) 20-24 Patents in last 3 years = 2 Marks	
	3. Number of countries where the firms has capability to represent. (a) India, US, EU etc = 10 Marks (b) India alone = 5 Marks	
	4. Working with any Publically funded institutions such as R&D Organizations/ Universities in the respective jurisdictions and other countries including India. (a) IITs/ NITs / IIITs/ Other central government research organizations and education institutes = 10 Marks (b) Other private research organizations and education Institutes – 05 marks	

2	Experience of Key Personnel Qualifications (Separate sheet may be attached) Academic Qualification (a) Ph D, Post Doc for the key personal = 10 Marks (b) Others = 5 Marks	20
	2.2b. Activities carried out in last 3 years (a) Patent drafting and filing (inc. Designs) = 10 marks (b) Role as a outsourcee for industry and academia = 5 Marks	
3	Financial strength of the Firm Annual turnover figure for last three years (minimum Annual turnover of Rs 10,00,000 or its equivalent) (a) Rs 10 Lakhs for last three years (2019-20, 20-21 & 21-22) = 10 Marks (b) Rs 10 Lakhs for two of last three years (2019-20, 20-21 & 21-22) = 5 Marks (c) Rs 10 lakhs in last three years together = 2 Marks	10
4	Presentation before experts (by VC or in person)	30
	TOTAL	100

In case of any clarification please contact: iprcell@iiitdm.ac.in (9940340934)

5.1 PERIOD OF EMPANELMENT

The empanelment of the firms shall be initially for a period of three years and may be extended for a further period of two years based on satisfactory performance of the empaneled firm on the same terms and conditions and rate.

5.3 SUBMISSION OF REQUIREMENT

The firms are requested to send 'Applicants consent form' (Format 1 signed in original) with the following documents addressed to Registrar, IIITDM Kancheepuram, Melakottaiyur, Chennai 600127.

The Envelop-1 should be clearly marked as '**Confidential EOI Document for "IPR Cell Empanelment"**'. All formats except Format 8 (Commercial Bid) to be enclosed in this **ENVELOP**.

1: Organizational Contact Details as per Format-2

- 2: Experience in Related Fields as per Format-3
- 3: Experience of Key Personnel as per Format-4
- 4: Financial strength of the company as per Format-5
- 5: Additional information as per Format-6
- 6: Declaration as per Format-7

**Commercial bid (FORMAT 8) to be filled and kept in a separate sealed envelope.
(ENVELOP – 2)**

Both Envelop-1 and Envelop-2 to be placed in an another envelop for bid submission.

All the proposal should reach us latest by **06 December 2022** till 3:00 PM. No postal delay would be admitted. Same shall be opened on open on **06 December 2022** at 04:00 PM.

If desired, the firms may attend the opening of EOI responses on 06 December 2022 at 04:00 PM. They shall bring letter of authority to participate in the bid opening process.

6 Formats for applying

Below are the formats for applying to the EOI for Handling Intellectual Property and other related work under different categories.

Sd/-
Registrar
IIITDM Kancheepuram

Applicant's consent Form

EoI No. IIITDM/IPR/EOI/1/2022 dated 21 Nov 2022

To,
Registrar
IIITDM Kancheepuram,
Chennai 600127

Subject: Submission of Expression of Interest for “Handling Intellectual Property and other related work”

Dear Sir,

In response to the Invitation for Expressions of Interest (EOI) for “Handling Intellectual Property and other related work” we would like to express Interest to carry out the services.

As desired, we submit herewith following documents in **sealed** envelopes:

1. Organization Contact Details (Format-2)
2. Experience in related fields(Format-3)
3. Experience of key personnel (Format-4)
4. Financial strength of the organization (Format-5)
5. Additional information (Format-6)
6. Declaration (Format-7)

Sincerely Yours,
Signature of the applicant
[Full name of applicant]
Stamp & date

Encl: as above

Note: This is to be furnished on the letter head of the organization.

Firm Contact Details	
Name of Organization :	
Type of Registration of firm:	
Year of Registration of firm:	
Registered Address :	
Website:	
Contact Address:	
Telephone :	
Contact Person :	
Mobile No.	
Fax :	
Email :	

Signature of the applicant
Full name of the applicant
Stamp & Date

Experience in Related Fields

Overview of the past experience of the Organization in Handling Intellectual Property and other related work for Category ()

S.No.	Item	Particulars
1.	Experience & details of work done with any Publically funded institutions such as R&D Organizations/ Universities in the respective jurisdictions.	
2.	Experience & details of work done with institutions other than covered under SI No. 1	
3.	Experience & details of work done for Indian agencies	

Full name of the applicant Stamp & Date

Signature of the applicant

Experience of Key Personnel

Overview of the qualification and past experience of the key personnel Name :

Designation:

Date of Birth:

Qualifications:

Experience:

(Activities carried out in last 5 years)

Note: Information regarding best ten key personnel may be provided. They should be on the payroll of the applicant. **Separate sheet may be used for each individual.** Each individual will be evaluated separately and then average of the all personnel will be taken for final evaluation.

Signature of the applicant
Full name of the applicant Stamp & Date

Financial Strength of the Firm

Annual turnover for last three Financial Years (2019-20, 2020-21, 2021-22)

Sl.No.	Years	Turnover
1.	2019-20	
2.	2020-21	
3	2021-22	

Note: Please attach auditor's certificate (certified copy) in support of your claim.

Signature of the applicant

Full name of the applicant

Stamp & Date

Additional Information

1. List all attachments related to the previous sections.

S.No.	Description	No. of pages (From- to)

2. Additional information to support the eligibility. (Not more than 2 pages).

Signature of the applicant

Full name of the applicant

Stamp & Date

Declaration

We hereby confirm that we are interested to work with IIITDM Kancheepuram in Handling Intellectual Property and other related work and all the information provided herewith is genuine and accurate to the best of our knowledge.

We also confirm that our firm has not been black listed or has any litigation or any conflict of interest that may impact on the delivery of services.

Authorized Person's Signature:

Name and Designation:

Date of Signature:

Note: This declaration is to be furnished on the letter head of the organization.

Summary of Technical Details

1) Agency Name:	
2) Registered Address:	
3) Registration No:	
4) Date of Registration:	
5) No. of Employees or staff	

Patents assisted for filing in last 3 years (2019-20, 2020-21, 2021-22)

S.No	Item	Number	comments
1.	Academic Institution		
2.	Industry		
3.	International		
4.	National		

Patents assisted for filing in last 3 years (2019-20, 2020-21, 2021-22)

5.	Academic Institution		
6.	Industry		
7.	International		
8.	National		

Date:

Signature:

Place:

Name & Designation:

**(TO BE PLACED IN A SEPARATE SEALED ENVELOP)
COMMERCIAL BID**

Service charges in India Rupees (INR):

S.No	Service	Charges for IIITDM faculty/postdoc/Scholars (A)	Charges for IIITDM students (B)
1.	Patent Search (prior art search)		
2.	Opinion on Patentability		
3.	Drafting & Filing Indian Patent Application		
4.	Drafting reply for first examination Report		
5.	Patent Prosecution, addressing objections, Communication with Govt. Office (All response submissions post filing)		
6.	Copyright Filing		
7.	Copyright Prosecution		
8.	Design Filing		
9.	Design Prosecution		
10.	Foreign patent Filing		
11.	PCT Filing		
12.	International Design Filing		
13.	Agreement Drafting		
14.	Agreement Opinion		
15.	Any other service		
	Total of the above (1-14 only) in Rs	(A)	(B)
		Grand Total (A) and (B)	

The selected entity is requiring to execute NDA/confidentiality agreement with IIITDM Kancheepuram

We hereby acknowledge and agree to all the given terms and conditions for the EOI.

Note: L-1 will be arrived based on summary of both Faculty/PostDoc/Scholar total and Students Total together.

Date:

Signature:

Place:

Name & Designation: