



## **Dr. B R Ambedkar National Institute of Technology, Jalandhar**

### **EXPRESSION OF INTEREST (EOI)**

#### **FOR EMPANELMENT OF LAW FIRM(S) FOR HANDLING INTELLECTUAL PROPERTY AND OTHER RELATED WORKS**

Dr. B R Ambedkar National Institute of Technology Jalandhar, an Institute of National Importance seeks EOI from Law Firms for empanelment for filing and management of Intellectual Property Rights (IPRs), drafting /vetting of technology licensing and other legal documents for partnerships with other entities and to provide other Techno-Legal assistance in forming on a case-to-case basis as per institute IPR policy. Legal Firms shall be selected after following the procedure laid down as per the terms & conditions of the Expression of Interest (EOI).

- (i) The law firm can be based anywhere in India along with suitable performance guarantee.
- (ii) The EOI shall be based on technical bid along with financial Bid and security/declaration forms etc.
- (iii) Every Company/Law Firm has to submit the technical bid in a sealed envelope. The qualified threshold marks are 50 out of 100 marks. If there is large number of applicants the weightage will be given to those who have scored maximum marks.
- (iv) The empanelment of firms (maximum 05) will be made who have scored maximum marks in Technical Bid and lowest financial Bid.
- (v) The selected panel shall be valid for initially for three years, extendable up to five years as per the performance of the firm.

The law firm must have minimum 05 (Five) years working experience in the field of preparation of all documents/agreements for Transfer of Technology/Intellectual Property Rights (IPR)/Public Private Partnership (PPP) etc. with Government/Central Govt./State Govt./Public Sector industry/public sector R&D. The proposal for technical bid with all the prescribed duly attested enclosures/documents shall be submitted in a separate envelope

with the superscript “**Tender for Empanelment of IP Law firms for Dr. B R Ambedkar NIT Jalandhar**” on or before (23.11.2022 upto 3:00 PM) to:

**Kind attention: Dean Research and Consultancy**

The Registrar  
Dr. B R Ambedkar National Institute of Technology  
GT Road bye pass  
PO, REC  
Jalandhar 144027

The EOI Document containing the details of qualification criteria, submission details, brief objective & scope of work and evaluation criteria etc. can be downloaded from <https://www.nitj.ac.in> and CPP portal.

Schedule for the Proponents is as under:

EOI Document Number	NITJ/ EOI-01 / DRC / 2022
Date of Publication	02.11.2022 at 3:00 PM
Last date/Time of submission	23.11.2022 upto 3:00 PM
Opening time and date of EOI	24.11.2022 at 11:00 AM (EOI opening place- DRC office of the Institute)

Dr. B R Ambedkar National Institute of Technology Jalandhar reserves the right to cancel this request for EOI and/or invite afresh with or without amendments, without liability or any obligation for such request for EOI and without assigning any reason. Information provided at this stage is indicative and Dr. B R Ambedkar National Institute of Technology Jalandhar reserves the right to amend/add further details in the EOI.

**Introduction:**

Dr. B R Ambedkar National Institute of Technology was established in the year 1987 as Regional Engineering College and was given the status of National Institute of Technology (Deemed University) by the Government of India on October 17, 2002 under the aegis of Ministry of Education (Shiksha Mantralaya), New Delhi. Now the Ministry of Education (Shiksha Mantralaya), Government of India has declared the Institute as “Institute of National

Importance” under the act of Parliament-2007. A large number of reputed Industrial houses in the country visit the Institution and select the final year students as Engineers/ Management Trainees. As one of the National Institutes of Technology (NIT), the Institute has the responsibility of providing high quality education in Engineering, Technology and Sciences to produce competent technical and scientific manpower for the country. The Institute offers B Tech, M Tech, M Sc, MBA and Ph D programmes in the several disciplines of Engineering, Technology and Sciences. Average filing of IPRs per year is approximately 35 in the last four years.

### **1. Broad Scope of Work:**

Subject to the terms and conditions of an Agreement, NITJ seeks EOI from Law Firm(s) for empanelment for:

- 1.1. Filing and management of Intellectual Property Rights including drafting, filing, prosecution, opposition and maintenance of IP in India and Abroad.
- 1.2. The Law Firm shall be responsible for drafting/vetting of all kinds of documents/Agreements whatsoever required, in consultation with the Dr. BR Ambedkar National Institute of Technology Jalandhar and maintenance of records of patents, industrial designs, trademarks, copyrights and Semiconductor Integrated Circuits Layout Design etc.
- 1.3. Law firm shall provide Patent Searches, Invalidity/validity and State of the Art Search.
- 1.4. Handling aspects such as renewal, opposition, revocation and restoration of IP and any other proceeding under relevant IP Act/Law including IP management matters in India and Abroad.
- 1.5. Maintenance and handling of foreign patent application (including PCT) for filing/IP securing.
- 1.6. Interaction (if required) with inventors/ principal investigators (PIs) and applicants.
- 1.7. IP infringement cases, representation in India and miscellaneous actions under the relevant Act.
- 1.8. To draft/ undertake legal vetting of all documents/Agreements for Transfer of

Technology /Intellectual Property Rights (IPR)/Public Private Partnership (PPP) etc.

## **2. Tenure of Engagement:**

The tenure of engagement of panel (minimum 03 firms) shall be initially for a period of three years, extendable further up to five years on yearly basis with same terms and conditions, depending upon the satisfactory performance of the Law Firm.

## **3. Eligibility Criteria:**

The firms should fulfill the following criteria and should produce documentary evidences wherever applicable, including the experience projected etc.:

- Firms should be a legal entity registered under statutes of India and should be registered patent agent with Indian patent office.
- Firm should be of good standing with minimum experience of 05 years with some working experience with public sector R & D entities/organizations dealing with all types of IP including services for Patents, Designs, Copyrights, Integrated circuits layouts, Trademarks & Service Marks etc.
- The firm should not be black-listed by any Central/State Government/ Public Sector Undertaking, Govt. of India and should not have litigation that may have an impact on the delivery of services.

## **4. Documents Required:**

Proponents are requested to go through all pre-qualification requirements, scope of work for execution & requirements w.r.t. Technical/Financial capabilities and to submit all relevant documents. Dr. B R Ambedkar National Institute of Technology Jalandhar, reserves the right to call for any clarifications as required to assess the company for eligibility

## **5. Rejection Criteria:**

The application is liable to be rejected if:

- a. The proposal is not submitted as per the requirements indicated in the EOI.

- b. Not in the prescribed format.
- c. Not properly signed as per requirements.
- d. Received after the expiry of due date and time.
- e. All relevant supporting documents are not furnished.
- f. The proposal shall be substantially responsive without any material deviation from the terms and conditions of EOI. The proposal should be submitted strictly as per the requirements of Technical of EOI, failing which the proposal shall be summarily rejected.

**6. Disclaimer:**

- NITJ shall not be responsible for any late receipt of applications or for any reasons whatsoever.
- NITJ reserves the right to reject any or all applications without assigning any reasons thereof.
- NITJ may relax or waive-off any of the conditions stipulated in this document as deemed necessary in the best interest of the NITJ, without assigning any reasons thereof.
- To include any other item in the scope of work at any time, in consultation with proponents or otherwise.

**7. Evaluation Methodology / Pre-Qualification Criteria:**

The selection of law firm shall be based upon:

- a) Fulfill the Pre-Qualification; Section-I (Part-A and Part-B)
- b) Lowest Financial Bid; Section-II.

Dr. B R Ambedkar National Institute of Technology will evaluate the firms for short listing, inter-alia based on their past experience of handling similar types of work, strength of man power of the firm. NITJ will assign scores to the response of each firm based on weightage assigned to each of the criteria under different categories mentioned in Section-I (Part-B). If there is large number of applicants the weightage will be given to those who have scored

more marks.

No travelling charges or other related charges would be paid by Dr B R Ambedkar National Institute of Technology Jalandhar in case of bidder required to present before the expert committee.

**8. Conflict of Interest:**

1. Where there is any indication that a conflict of interest exists or may arise, it shall be the responsibility of the bidder to inform Dr. B R Ambedkar National Institute of Technology Jalandhar, detailing the conflict in writing as an attachment to this Bid.
2. Dr. B R Ambedkar National Institute of Technology Jalandhar will be the final arbitrator in cases of potential conflicts of interest. Failure to notify NITJ of any potential conflict of interest will invalidate any verbal or written agreement.
3. A Conflict of Interest is where a person who is involved in the procurement has or may be perceived to have a personal interest in ensuring that a particular Bidder is successful. Actual and potential conflicts of interest must be declared by a person involved in a Bid process.

**9. Technical Bid Criteria:**

Proponents are required to submit their proposals in writing providing their credentials and requests for empanelment. Details are to be given as per the formats and Annexures given below. In case of any clarification required, please contact:

Dean R&C

Dr. B R Ambedkar National Institute of Technology Jalandhar

**Annexure-I**

**Section-I (Part-A)**

Pre-Qualification

S.No.	Criteria	Yes/No	Marks Claimed
1.	The proponent shall be a legal entity registered under statutes of India and should have registered as patent agent with patent office.(attach Format-1)		NA
2.	The proponent must be registered in India with taxation and other administrative authorities. (Attach Format 2)		
3.	The proponent should have practiced for at least 05 (years) in the profession in the relevant field. (Attach Format 3)		
4.	The proponent should <b>not have</b> been black-listed and not involved in major litigation by any Central /State Government / Public Sector Undertaking, Govt. of India (Attach Format 4)		
5	The Law Firms shall be on the panel or providing services to at least one Central or State Govt. organization /PSU/Govt. Autonomous Organization/ Govt. Institution/private university at the time of submitting of EOI. (Attach Format 5)		

I/We hereby declare that the above information provided for empanelment is factually correct.

Date:

Place:

Authorized Signatory

(Representative of the Law Firm)

**Annexure-II****Section-I (Part-B)**

	<b>TECHNICAL BID (Max. Marks – 100) Qualifying Marks 50</b>	Marks claimed
1.	Number of years of experience in Engineering, Applied Sciences, Chemical, Textile and Electronic devices etc., (Max Marks: 15) (5 - 7 Years: Marks 05) (>7 - 10 Years: Marks 10) (>10 Years: Marks 15)	
2.	Number of patents granted through the firm in India and Foreign jurisdictions; (Max Marks: 15) (1 – 100: Marks 05) (101 – 500: Marks 10) (≥501 : Marks 15)	
3.	Number of copyrights, Trademarks, Designs granted through the firm in India and Foreign jurisdictions (Max Marks: 15) (50 – 200: Marks 05) (201 – 500: Marks 10) (≥ 501: Marks 15)	
4.	Number of PCT filed and prosecuted through the firm (Max. Marks: 15) (1 – 05: Marks 05) (6 – 50: Marks 10) ≥51 : Marks 15)	
5.	Number of qualified advocates (Max Marks: 15) (1 - 3 : Marks 05) (>3 - 7: Marks 10) (> 7 : Marks 15)	
6.	Number of Technology transfer (Max Marks: 10) (1 - 10: Marks 05) (11 – 50: Marks 07) ≥51 : Marks 10)	
7.	Law firm providing services to the Central or State Govt. organization /PSU/Govt. Autonomous Organization/ Govt. Institution/private university. (Max marks: 15) (1 -10: Marks 5) (11-25: Marks 10) ≥26 : Marks 15)	

I/We hereby declare that the above information provided for empanelment is factually correct.

Date:



Place:

(Representative of the Law Firm)

**Annexure-III****Section-II**

<b>FINANCIAL BID (Quotation)</b>			
	<b>Services (Patents)</b>	Government Fee (INR)	Professional Fee (INR) (Excluding GST)
A.	Patentability verified search report	As per the Govt. Rules for Educational Institute	
B.	Provisional specifications drafting & filing		
C.	Complete specifications of drafting & filing (up-to 30 pages and 10 claims)		
D.	Complete specifications of drafting & filing (each extra page beyond 30 and each extra claim beyond 10)		
E.	Submission of Request of Examination		
F.	Filing Request for early publication		
G.	Drafting and Filing Response to (FER)		
H.	Hearing Charges (per hearing)		
I.	Maintenance Charges submission (per submission)		
	<b>Total INR from A to I</b>		
	<b>Services (Trademark)</b>	Government Fee (INR)	Professional Fee (INR) (Excluding GST)
A.	Drafting and Filing of Trademark (per mark/per class)	As per the Govt. Rules for the Educational Institute	
B.	Response of the Trademark		
C.	Hearing of the Trademark		
	<b>Total INR from A to C</b>		
	<b>Services (Design)</b>	Government Fee (INR)	Professional Fee (INR) (Excluding GST)
A.	Drafting and Filing of Design	As per the Govt. Rules for Educational	
B.	Drafting and filing Response of the Design		
C.	Hearing of the Design		

		Institute	
<b>Total INR from A to C</b>			
	<b>Services (Copyrights)</b>	Government Fee (INR)	Professional Fee (INR) (Excluding GST)
A.	Drafting and Filing of Copyright	As per the Govt. Rules for Educational Institute	
B.	Drafting and Filing Response of the Copyright		
C.	Draft /undertake legal vetting of all documents/ Agreements for transfer of technology/Intellectual Property Rights (IPR)/Public Private Partnership (PPP) etc.		
<b>Total INR from A to C</b>			

(Note: The comparative statement of bidder shall be prepared separately for patents, Trademarks, designs and copyrights based upon the total amount of the service, any other service not mentioned above shall be negotiated at the institute level at later stage)

Date:

Authorized Signatory

Place:

**Annexure IV**

**COVER LETTER**

Expression of Interest

*(To be submitted on Agency's Letter Head)*

To,

The Registrar

Dr. B R Ambedkar National Institute of Technology

Jalandhar

**Subject: Submission of Expression of Interest (EOI) for engagement of Legal Firm.**

Ref.:

The undersigned have read and examined in detail all the EOI documents pertaining to the engagement of legal Firm, do hereby express the interest to undertake the assignment/scope of work as mentioned in the EOI document. The details of the Legal Firm and contact person are given below:

1	Name of the Proponent	
2	Address	
3	Telephone No. (with STD code)	
4	Mobile No. of the contact person	
5	Email ID of the contact person	

The following documents are enclosed:

- i. Pre-qualification Documents (Part-A and Part-B)
- ii. Financial Bid (in separate sealed envelope)

I/we hereby declare that the information furnished is true and correct to the best of my/our knowledge and belief. Thanking you,

Yours faithfully,

(Signature of the Authorized signatory)

**Format-1**

**Undertaking for Registered Patent Agent**  
*(To be submitted on Agency's Letter Head)*

To,

The Registrar  
Dr. B R Ambedkar National Institute of Technology  
Jalandhar

**Subject: Undertaking for Registered Patent Agent**

Ref. No.:

Sir

It is hereby confirmed and declared that firm ..... is legal entity registered under statutes of India and registered as patent agent with patent office with following:

1. Registered legal entity number
2. Registered patent agent no.

Yours faithfully,

(Signature of the Authorized signatory)

Name:

Designation:

Seal with date

**Format-2**

**Declaration of PAN and GST registration number**

*(To be submitted on Agency's Letter Head)*

To,

The Registrar

Dr. B R Ambedkar National Institute of Technology

Jalandhar

**Subject: Declaration of PAN and GST registration number**

Ref. No.:

Sir

It is hereby confirmed and declared that firm ..... is legal entity registered under statutes of India following are the PAN and GST registration number.

1. PAN number
2. Registered GST no.

(Signature of the Authorized signatory)

Name:

Designation:

Seal with date

**Format-3**

**Undertaking regarding working of the firm for minimum five years**

*(To be submitted on Agency's Letter Head)*

To,

The Registrar

Dr. B R Ambedkar National Institute of Technology

Jalandhar

**Subject: Undertaking regarding working of firm for last five years**

Ref. No.:

Sir

It is hereby confirmed and declared that firm ..... has been providing legal services in the field of Intellectual Property Rights since..... (Total experience..... Years)

,

(Signature of the Authorized signatory)

Name:

Designation:

Seal with date

**Format- 4**

**Undertaking with regard to blacklisting and not major litigation**

*(To be submitted on Agency's Letter Head)*

To,

The Registrar

Dr. B R Ambedkar National Institute of Technology

Jalandhar

**Subject: Undertaking regarding Blacklisting and major litigation**

Ref. No

Sir,

It is hereby confirmed and declared that \_\_\_\_\_ is not blacklisted/debarred and also not have any major litigation with any Government Department/Public Sector Undertaking/Private Sector/or any other agency for which works/assignments/services have been executed / undertaken.

Yours faithfully,

(Signature of the Authorized signatory)

Name:

Designation:

Seal with date

**Format- 5**

**Undertaking with regard services to the other entities**

*(To be submitted on Agency's Letter Head)*

To,

The Registrar

Dr. B R Ambedkar National Institute of Technology

Jalandhar

**Subject: Undertaking with regard services to the other entities**

Ref. No

Sir,

It is hereby confirmed and declared that firm ..... is a panel member or providing legal services regarding IPR to the following Central or State Govt. organization /PSU/Govt. Autonomous Organization/ Govt. Institution/private university at the time of submitting of EOI.

List of the entities:

- 1.
- 2.
- 3.

(Signature of the Authorized signatory)

Name:

Designation:

Seal with date