

IHUB ANUBHUTI IIITD FOUNDATION

EXPRESSION OF INTEREST (EOI)

FOR EMPANELMENT OF LAW FIRM(S)/IP ATTORNEYS/PATENT AGENTS FOR HANDLING INTELLECTUAL PROPERTY AND OTHER RELATED WORKS

iHub Anubhuti-IIITD Foundation (hereinafter iHub Anubhuti), having its registered address at 4th Floor, LHC, IIIT-Delhi, seeks EOI from Law Firms/IP Attorneys/Patent Agents for empanelment for drafting, 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 on a case-to-case basis as per our IPR policy. Legal Firms/IP Attorneys/Patent Agents shall be selected after following the procedure laid down as per the terms and conditions of the Expression of Interest (EOI).

- (i) The law firm/IP Attorneys/Patent Agents can be based anywhere in India along with a suitable performance guarantee.
- (ii) The EOI shall be based on technical bid along with a financial Bid and security/declaration forms etc.
- (iii) Every Company/Law Firm/IP Attorney/Patent Agent must 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/IP Attorneys/Patent Agents (maximum 06) will be made who have scored maximum marks in Technical Bid and lowest financial Bid altogether.
- (v) The selected panel/individual shall be valid initially for three years, extendable every year for up to five years as per the performance of the firm.

Eligibility Criteria:

The law firm/IP Attorneys/Patent Agents must have a minimum of 05 (Five) years of 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 or otherwise. The proposal for a 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/IP Attorneys/Patent Agents for iHub Anubhuti-IIITD Foundation" on or before 5th February 2025 up to 3:00 PM.

The tender document should be addressed to the following:

The CEO, iHub Anubhuti IIITD Foundation
4th Floor, LHC, IIITD, Okhla Industrial Estate, Phase III
New Delhi – 110020

The schedule for the Proponents is as under:

| | |
|------------------------------|---|
| EOI Document Number | iHub Anubhuti/EOI/2024-25/01 |
| Date of Publication | 15th Jan 2025 |
| Last date/Time of submission | 05th Feb 2025 up to 3:00 PM |
| Opening time and date of EOI | 5th Feb 2025 at 03:30 PM |

iHub Anubhuti IIITD Foundation reserves the right to modify the number of empanelments, cancel this Request for Expression of Interest (EOI), or issue a fresh invitation with or without amendments at its discretion and without any liability or obligation. The information provided at this stage is for indicative purposes only, and the iHub Anubhuti-IIITD Foundation retains the right to amend or add further details to the EOI as necessary.

Introduction:

The iHub Anubhuti IIITD Foundation is one of the premier Technology Innovation Hub in India. iHub Anubhuti IIITD Foundation has an objective of fostering academia-industry interlinkage, incubation, innovation, entrepreneurship development, and intellectual property rights (IPR).

The iHub Anubhuti IIITD Foundation acts as a bridge between the academia and the industry, fostering collaboration and partnership between academia and industry. This collaboration does not only enhance the knowledge and expertise of researchers but also provides a platform for research and development in areas of mutual interest. This platform enables academicians and researchers to apply the theories they learn in the classroom to practical, real-world situations, thereby enhancing their capacity and visibility and ensuring that the industry remains at the forefront of technological innovation.

The iHub Anubhuti also focuses on incubation and innovation, providing a supportive environment for students, researchers and entrepreneurs to bring their ideas to fruition. It will provide the necessary infrastructure, mentorship, and approvals to funding to help turn innovative ideas into successful businesses. This will not only benefit academia and its students but also have a positive impact on the local economy by creating new jobs and businesses.

The iHub Anubhuti IIITD Foundation recognizes the importance of entrepreneurship and innovation for economic growth and job creation. The iHub Anubhuti also fosters entrepreneurship among students and faculty, providing them with the necessary skills, knowledge and resources to become successful inventors and entrepreneurs. This is achieved through training in intellectual property

creation and its management, business development, marketing, and financial management, as well as mentorship from successful entrepreneurs and business leaders.

Intellectual property rights (IPR) is an important aspect of the iHub Anubhuti. The iHub Anubhuti provides guidance and support to researchers in the protection and commercialization of their innovative ideas and technologies that are worthy of fetching intellectual property. The iHub Anubhuti provides information on patent law, trademark law, and copyright law, as well as guidance on the protection of confidential information and trade secrets. The iHub Anubhuti also works to promote technology transfers by facilitating the transfer of academia -generated technologies to industry and supporting the commercialization of innovative technologies.

The iHub Anubhuti is actively involved in research and innovation. The iHub Anubhuti is staffed by a team of experts in the field of IPRs, research, innovation, and entrepreneurship and provides a supportive environment for students, researchers, and entrepreneurs to bring their ideas to fruition.

In conclusion, the iHub Anubhuti is committed to promoting research, innovation, IPR generation, IPR commercialization and entrepreneurship.

1. Broad Scope of Work:

Subject to the terms and conditions of the Agreement, the iHub Anubhuti invites Expressions of Interest (EOI) from Law Firms, IP Attorneys, and Patent Agents for empanelment in the following:

- 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 all kinds of documents/Agreements whatsoever required, in consultation with the iHub Anubhuti, and maintenance of records of patents, industrial designs, trademarks, copyrights and Semiconductor Integrated Circuits Layout Design, various processes, etc.
- 1.3. The law firm/agent shall provide patent searches, invalidity/validity, and state-of-the-art searches.
- 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 applications (including PCT) for filing/IP securing.
- 1.6. Interaction/Counselling (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 (minimum 06 firms/IP Attorneys/Patent Agents) shall be initially for a period of three years, extendable further up to five years on a yearly basis with the same terms and conditions, depending upon the satisfactory performance of the Law Firm.

3. Eligibility Criteria:

The firms/IP Attorneys/Patent Agents should fulfill the following criteria and should produce documentary evidence wherever applicable, including the experience projected etc.:

- In the case of Firms should be a legal entity registered under the statutes of India and should be registered patent agents with the Indian patent office.
- Firm/IP Attorneys/Patent Agents should be of good standing with a 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/IP Attorneys/Patent Agents should not have been 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 carefully review all pre-qualification requirements, the scope of work for execution, and the technical/financial capabilities required. They should submit all relevant documents accordingly. iHub Anubhuti reserves the right to request any clarifications necessary to assess the eligibility of the company.

5. Rejection Criteria:

The application is liable to be rejected if:

- a. The proposal has not been submitted in accordance with the requirements outlined in the EOI.
- b. Not in the prescribed format.
- c. Received after the expiry of the due date and time.
- d. All relevant supporting documents are not furnished.
- e. 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 the Technical of EOI, failing which the proposal shall be summarily rejected.

6. Disclaimer:

- iHub Anubhuti shall not be responsible for any late receipt of applications or for any reasons whatsoever.
- iHub Anubhuti reserves the right to reject any or all applications 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 the law firm shall be based upon:

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

iHub Anubhuti will evaluate the firms for shortlisting inter-alia based on their past experience of handling similar types of work and the strength of manpower of the firm. iHub Anubhuti will assign scores to the response of each firm/IP Attorney/Patent Agent based on weightage assigned to each of the criteria under different categories mentioned in Section-I (Part-B). If there is a 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 the iHub Anubhuti in case of bidder is 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 the iHub Anubhuti, detailing the conflict in writing as an attachment to this Bid.
2. iHub Anubhuti will be the final arbitrator in cases of potential conflicts of interest. Failure to notify the iHub Anubhuti 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 is required, please contact:

The COO, iHub Anubhuti IIITD Foundation

4th Floor, LHC, IIITD, Okhla Industrial Estate, Phase III

New Delhi – 110020

rajeev.goel@ihub-anubhuti-iiitd.org

Annexure-I

Section-I (Part-A)

Pre-Qualification

| S.No. | Criteria | Yes/No | Marks Claimed |
|-------|---|--------|---------------|
| 1. | The proponent shall be a legal entity (in the case of a firm) registered under the statutes of India and should be registered as a patent agent with a patent office. (attach Format-1) | | |
| 2. | The proponent (in the case of a firm) 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 not have 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/IP Attorneys/Patent Agents may be on the panel or providing services to at least one Central or State Govt. organization /PSU/Govt. Autonomous Organization/ Govt. Institution/private academia 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/IP Attorneys/Patent Agents)

Annexure-II

Section-I (Part-B)

| | TECHNICAL BID (Max. Marks – 100) Qualifying Marks 50 | Marks claimed |
|----|---|---------------|
| 1. | Number of years of experience in Engineering, Applied Sciences, Chemical, Textile and Electronic devices etc., (Max Marks: 20) (5 - 7 Years: Marks 05) (>7 - 10 Years: Marks 10) (>10 Years: Marks 20) | |
| 2. | Number of patents granted through the firm/ by IP Attorneys/Patent Agents in India and Foreign jurisdictions; (Max Marks: 15) (1 – 20: Marks 05) (20 – 40: Marks 10) (≥ 40 : Marks 15) | |
| 3. | Number of copyrights, Trademarks, and Designs granted through the firm/ by IP Attorneys/Patent Agents in India and Foreign jurisdictions (Max Marks: 15) (10 – 50: Marks 05) (50 – 75: Marks 10) (≥ 75 : Marks 15) | |
| 4. | Number of PCTs filed and prosecuted through the firm/ by IP Attorneys/Patent Agents (Max. Marks: 15) (1 – 05: Marks 05) (5 – 10: Marks 10) (>10: Marks 15) | |
| 5. | Number of qualified advocates and patent attorneys with the firm or at individual level (applicable only in case of firms) (Max Marks: 10) (1 - 5: Marks 05) (>5: Marks 10) | |
| 6. | Number of Technologies transferred (Max Marks: 10) (1 - 10: Marks 05) (11 – 50: Marks 07) (≥ 51 : Marks 10) | |
| 7. | Law firm/IP Attorneys/Patent Agents providing services to the Central or State Govt. organization /PSU/Govt. Autonomous Organization/ Govt. Institution/private academia. (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:

Authorized Signatory

Place:

(Representative of the Law Firm/IP Attorneys/Patent Agents)

Annexure-III

Section-II

| FINANCIAL BID (Quotation) | | | |
|----------------------------------|---|------------------------|--|
| | Services (Patents) | Government Fee (INR) | Professional Fee (INR) (Excluding GST) |
| A. | Patentability verified search report. | As per the Govt. Rules | |
| 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) | | |
| Total INR from A to I | | | |
| | Services (Trademark) | Government Fee (INR) | Professional Fee (INR) (Excluding GST) |
| A. | Drafting and Filing of Trademark (per mark/per class) | As per the Govt. Rules | |
| B. | Response of the Trademark | | |
| C. | Hearing of the Trademark | | |
| Total INR from A to C | | | |
| | Services (Design) | Government Fee (INR) | Professional Fee (INR) (Excluding GST) |
| A. | Drafting and Filing of Design | As per the Govt. Rules | |
| B. | Drafting and filing Response of the Design | | |
| C. | Hearing of the Design | | |

| | | | |
|----|---|-----------------------------|---|
| | | | |
| | Total INR from A to C | | |
| | Services (Copyrights) | Government Fee (INR) | Professional Fee (INR) (Excluding GST) |
| A. | Drafting and Filing of Copyright | As per the Govt. Rules | |
| 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. | | |
| | Total INR from A to C | | |

(Note: The comparative statement of the 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 a later stage)

Date:

Authorized Signatory

Place:

Annexure IV

COVER LETTER

Expression of Interest

(To be submitted on Agency's/Individual's Letter Head)

To,

The CEO

IHub Anubhuti IIITD Foundation

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 the legal Firm and do hereby express their interest in undertaking 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 a separate sealed envelope)

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

Thank you,

Yours faithfully,

(Signature of the Authorized signatory)

Format-1

Undertaking for Registered Patent Agent

(To be submitted on Agency's/individual's Letter Head)

The CEO

iHub Anubhuti-IIITD Foundation

Subject: Undertaking for Registered Patent Agent

Ref. No.:

Sir

It is hereby confirmed and declared that the firm _____ is a legal entity registered under the statutes of India, or the individual is registered as a patent agent with the patent office with the following:

1. Registered legal entity number (in case of firm)
2. Registered patent agent no. (in case of patent agent/IP attorney etc.)

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)*

The CEO

IHub Anubhuti IIITD Foundation

Subject: Declaration of PAN and GST registration number

Ref. No.:

Sir

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

1. PAN number:
2. Registered GST no.:

(Signature of the Authorized signatory)

Name: Designation:

Seal with date

Format-3

Undertaking regarding the working of the firm/IP Attorneys/Patent Agents for minimum of five years

(To be submitted on Agency's Letter Head)

The CEO

iHub Anubhuti IIITD Foundation

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

Ref. No.:

Sir

It is hereby confirmed and declared that firm/IP Attorneys/Patent Agents have 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

(Submitted on the Agency's Letter Head)

Undertaking with regard to blacklisting and major litigation

The CEO
iHub Anubhuti IIITD Foundation

Subject: Undertaking with regard to blacklisting and major litigation

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 to services to the other entities

(To be submitted on Agency's Letter Head)

To,

The CEO

IHub Anubhuti IIITD Foundation

Subject: Undertaking with regard to 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 academia/Startups at the time of submitting of EOI.

List of the entities:

- 1.
- 2.
- 3.

(Signature of the Authorized
signatory)

Name: Designation: Seal with date