



## University of Delhi

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

Research and Development Cell (hereinafter RDC), University of 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 in forming on a case-to-case basis as per institute 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 has to submit the technical bid in a sealed envelope. The qualified threshold marks are 20 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.
- (v) The selected panel/individual shall be valid initially for three years, extendable up to five years as per the performance of the firm.

The law firm/IP Attorneys/Patent Agents must have a minimum of 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 or otherwise. 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/IP Attorneys/Patent Agents for Research and Development Cell, University of Delhi" on or before (30.11.2023 upto 5:00 PM) to:

The Registrar  
University of Delhi,  
Delhi, 110007

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.rc.du.ac.in>

Schedule for the Proponents is as under:

EOI Document Number	NITJ/ EOI-01 / RDC / 2023
Date of Publication	<b>24.11.2023 at 3:00 PM</b>
Last date/Time of submission	<b>19.12.2023 upto 5:00 PM</b>
Opening time and date of EOI	<b>20.12.2023 at 11:00 AM</b> (EOI opening place- RDC, Research Council, DU, Delhi-100 007)

Research and Development Cell, University of Delhi 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 the Research and Development Cell, University of Delhi reserves the right to amend/add further details in the EOI.

### **Introduction:**

The University of Delhi is one of the premier institutions of higher education in India, known for its rich legacy and academic excellence. To further this legacy, the University has its Research Council with the objective of fostering university-industry interlinkage, incubation, innovation, entrepreneurship development, and intellectual property rights (IPR).

The Research Council acts as a bridge between the university and the industry, fostering collaboration and partnership between academia and business. This collaboration does not only enhance the knowledge and expertise of students 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 Council 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 the university and its students but also have a positive impact on the local economy, by creating new jobs and businesses.

The University of Delhi recognizes the importance of entrepreneurship and innovation for economic growth and job creation. The council is also involved in fostering 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 Research Council. The council provides guidance and support to students and researchers in the protection and commercialization of their innovative ideas and technologies which are worthy of fetching intellectual property. The council provides information on patent law, trademark law, and copyright law, as well as guidance on the protection of confidential information and trade secrets. The council also works to promote technology transfers, by facilitating the transfer of university-generated technologies to industry and supporting the commercialization of innovative technologies.

The University of Delhi has a long history of research and innovation, and the Research Council plays a critical role in ensuring that this legacy continues. The council 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 Research Council of University of Delhi is committed to promoting research, innovation, IPR generation, IPR commercialisation and entrepreneurship.

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

Subject to the terms and conditions of an Agreement, Research and Development Cell, University of Delhi seeks EOI from Law Firm(s)/IP Attorneys/Patent Agents 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 all kinds of documents/Agreements whatsoever required, in consultation with the Research and Development Cell, University of Delhi, and maintenance of records of patents, industrial designs, trademarks, copyrights and Semiconductor Integrated Circuits Layout Design, various processes etc.
- 1.3. Law firm/Agent 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 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 04 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 case of Firms should be a legal entity registered under statutes of India and should registered patent agent with Indian patent office.
- Firm/IP Attorneys/Patent Agents 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/IP Attorneys/Patent Agents 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. Research and Development Cell, University of Delhi, 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 the 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:**

- Research and Development Cell, University of Delhi shall not be responsible for any late receipt of applications or for any reasons whatsoever.
- Research and Development Cell, University of Delhi reserves the right to reject any or all applications without assigning any reasons thereof.
- Research and Development Cell, University of Delhi 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.

Research and Development Cell, University of Delhi will evaluate the firms for short listing, inter-alia based on their past experience of handling similar types of work, the strength of man power of the firm. Research and Development Cell, University of Delhi will assign scores to the response of each firm/IP Attorneys/Patent Agents 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 the Research and Development Cell, University of Delhi 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 Research and Development Cell, University of Delhi, detailing the conflict in writing as an attachment to this Bid.
2. The Research and Development Cell, University of Delhi will be the final arbitrator in cases of potential conflicts of interest. Failure to notify the Research and Development Cell, University of Delhi 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:

Chairperson, Research Council, University of Delhi.

## 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 patent office. (attach Format-1)		NA
2.	The proponent (in 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 <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/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 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/IP Attorneys/Patent Agents)



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

	<b>TECHNICAL BID (Max. Marks – 100) Qualifying Marks 20</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/ by IP Attorneys/Patent Agents in India and Foreign jurisdictions; (Max Marks: 15) (1 – 100: Marks 05) (101 – 500: Marks 10) (≥501 : 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) (50 – 200: Marks 05) (201 – 500: Marks 10) (≥ 501: Marks 15)	
4.	Number of PCT filed and prosecuted through the firm/ by IP Attorneys/Patent Agents (Max. Marks: 15) (1 – 05: Marks 05) (6 – 50: Marks 10) ≥51 : Marks 15)	
5.	Number of qualified advocates with the firm (applicable only in case of firms) (Max Marks: 15) (1 - 3 : Marks 05) (>3 - 7: Marks 10) (> 7 : Marks 15)	
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 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:

Authorized Signatory

Place:

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

**Annexure-III**

**Section-II**

<b>FINANCIAL BID (Quotation)</b>			
	<b>Services (Patents)</b>	<b>Government Fee (INR)</b>	<b>Professional Fee (INR) (Excluding GST)</b>
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>	<b>Government Fee (INR)</b>	<b>Professional Fee (INR) (Excluding GST)</b>
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>	<b>Government Fee (INR)</b>	<b>Professional Fee (INR) (Excluding GST)</b>
A.	Drafting and Filing of Design	As per the Govt. Rules for	
B.	Drafting and filing Response of the Design		

C.	Hearing of the Design	Educational	
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		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/Individual's Letter Head)*

To,

The Registrar

University of Delhi

**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/individual's Letter Head)*

The Registrar

University of Delhi

**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 or the individual is registered as patent agent with patent office with 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 Registrar

University of Delhi

**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/IP Attorneys/Patent Agents for minimum  
five years**

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

The Registrar

University of Delhi

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

Ref. No.:

Sir

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

University of Delhi

**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

University of Delhi

**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