



भारतीय प्रौद्योगिकी संस्थान भिलाई
जिला-दुर्ग, छत्तीसगढ़- 491002
Indian Institute of Technology Bhilai (IITBh)
Dist – Durg Chhattisgarh, India – 491002
www.iitbhilai.ac.in

निविदा आमंत्रण सूचना / NOTICE INVITING TENDER

Indian Institute of Technology Bhilai (IIT Bhilai), an autonomous body under the Ministry of Education, Govt of India invites e-bid for “**Empanelment of Intellectual Property firm at IIT Bhilai**”. Tender Documents may be downloaded from Central Public Procurement Portal ([URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app)). Bidders are advised to submit duly filled bids as per the following schedule:

Invitation for Bids (IFB) No & date	IITBh/Services/R&D/2024-25/01 Dated: 10/12/2024
Location of Supply/Service	Indian Institute of Technology Bhilai, Dist. – Durg, 491002 Chhattisgarh, India
Bid Submission Start date	December 10, 2024, 1800 Hrs.
Last Date of Submission of Bids	December 26, 2024, 1500 Hrs.
Date of Opening of Technical Bids	December 27, 2024, 1530 Hrs.
Place of Opening of Technical Bids	Online - E-procurement Portal
Tender & EMD Fee	Tender Fee - Rs. 500/- and EMD of Rs. 10,000/- should be paid using SBI i-collect Link https://www.onlinesbi.sbi/sbicollect/icollecthome.htm?corpID=646425 Step1. Click Check Box to proceed for payment. Step2. Select S and P Tender Fee and EMD. Step3. Fill all Details and Submit (This online payment receipt may be provided in the online Technical e-bid)

	EMD – MSE’s are exempted from the payment of EMD, MSME’s should submit a Valid MSME certificate in service of Spark Plasma Sintering Set-up.
Duration of Empanelment	The tenure of engagement shall be initially for a period of Two Years, extendable up to another 2 years on yearly basis.
Contact information (Tender Inviting Authority)	The Registrar Indian Institute of Technology Bhilai, Kutelabhata, Khapri, Dist. – Durg, 491002 Chhattisgarh, India Email: sp@iitbhilai.ac.in For technical enquiries: Email: rndoffice@iitbhilai.ac.in

CALL INSTRUCTIONS FOR ONLINE BID SUBMISSION

The bidders are required to submit their bids electronically on the CPP Portal using valid Digital Signature Certificates. Certain instructions are given below to guide the bidders for registration on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

Registration Process

- If a bidder is not registered at the eProcurement portal, such bidder should enrol/register on the e-Procurement module of the portal <http://eprocure.gov.in/eprocure/app> by clicking on the link “Click here to Enrol”. Enrolment on the CPP Portal is free of charge.
- The bidders to choose a unique username and assign a password for their accounts. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- Bidders to register upon enrolment their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India with their profile.
- Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse. *Foreign bidders are advised to refer “DSC details for Foreign Bidders” for Digital Signature requirements on the portal.*
- Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / eToken.

Tender Documents Search

- Various built in options are available in the CPP Portal to facilitate bidders to search active tenders by several parameters. These parameters include Tender ID, organization, location, date, value, etc.
- There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.
- Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

Bid Preparation

- Bidder should also take into account of the corrigendum published related to the tender before submitting their bids.
- Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid.
- Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF formats. Bid documents may be scanned with **100 dpi with black and white option.**
- To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for the bid submission process.

Bid Submission

- Bidder to log into the site well in advance for bid submission so that he/she uploads the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- The bidder to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- Bidder to select the payment option as "Off-line" to pay the tender fee/ EMD wherever applicable and enter details of the instrument in SBI i-collect.
- A standard BoQ format has been also uploaded along with the tender document to be filled by all the bidders. Bidders to note that they should necessarily submit their financial bids in the prescribed format and no other format is acceptable.
- The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data, which cannot be viewed by unauthorized persons until the time of bid opening.
- The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- Kindly add scanned PDF of all relevant documents in a single PDF file of compliance sheet.

Assistance to Bidders

- Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is **0120-4200462, 0120-4001002, 0120-4001005**.

General Instructions to the Bidders

- The tenders will be received online through the portal <https://eprocure.gov.in/eprocure/app> HYPERLINK "https://eprocure.gov.in/eprocure/app". In the Technical Bids, the bidders are required to upload all the documents in .pdf format.
- Possession of Valid Class II/III Digital Signature Certificate (DSC) in the form of smart card/ e-Token in the company's name is a prerequisite for registration and participating in the bid submission activities through <https://eprocure.gov.in/eprocure/app> HYPERLINK "https://eprocure.gov.in/eprocure/app". Digital Signature Certificates can be obtained from the authorized certifying agencies, details of which are available in the web site <https://eprocure.gov.in/eprocure/app> under the link 'Information about DSC'.

Tenderers are advised to follow the instructions provided in the 'Instructions to the Tenderers for the e-Submission of the bids online through the Central Public Procurement Portal for e-Procurement at <https://eprocure.gov.in/eprocure/app> HYPERLINK "https://eprocure.gov.in/eprocure/app".

GENERAL TERMS AND CONDITIONS

Tenders are invited from reputed agencies for “Empanelment of Intellectual Property firm at IIT Bhilai”. The details of the terms and conditions are given as follows.

- Tenders are invited to empanel Intellectual Property firm as per the details given in the tender. The rates tendered shall be for a period of two years from the date of issue of the contract and extendable for a further period of two years on yearly basis at the discretion of Management on the same terms & conditions.
- The two-bid system will be followed for this tender. In this system, online offer should be submitted under **TWO-BID System** in two separate e-packets i.e. **“Technical eBid” and “Financial eBid”**.
- Financial evaluation will be done on the overall price (including all taxes and charges) quoted by the bidder in the price bid.
- The registered office or branch or representative deployed of the agency should be located in Raipur/Bhilai Chhattisgarh, and the agency is required to provide proof of address and dedicated telephone of its office/branch located in Raipur/Bhilai Chhattisgarh.
- The tenderers /authorised signatory must sign & stamp each page of the tender document and submit the same along with relevant supporting documents. Tender documents not accompanied by all the Schedules/Annexures intact and duly filled in and signed shall be rejected.
- The rates quoted by the firm shall be applicable & firm throughout the period of the contract.
- The validity of the offer must be for a minimum period of 90 days from the date of opening of the bid.
- Requests for negotiations from Tenderers will not be entertained at any stage during the tender process.
- All the required supporting documents as per checklist must be submitted as per the prescribed method along with the bid.
- Any corrigendum regarding the tender will be put up on the e-Procurement portal (CPP) and institute website only. All intending tenderers are requested to monitor the same regularly. The Contract shall be valid for a period of two years from the award date and can be extended for another two year on yearly basis as per the satisfactory performance of the bidder.
- Institute reserves the right to empanel 1 or more attorney's depending upon the report of the evaluation committee at the same price based on mutual agreement. Ultimately, Institute will have the option to choose one or more empanelled Attorney to assign any IPR related work order. Concerned Attorney must coordinate with the IPR Cell for all the activity including processing of bills.
- IIT Bhilai reserves the right to discontinue/ extend the contract period at any time without assigning the reason thereof.
- IIT Bhilai reserves the right to reject any tender completely or partially without assigning any reasons.
- The empanelment of attorney does not constitute and will not be deemed to constitute any commitment on the part of IIT Bhilai.

I have read and understood the above-mentioned Instructions and will comply with them.

Authorized Signatory:

(Signature of the Bidder, with Official Seal)

MINIMUM ELIGIBILITY CRITERIA

Bidders are requested to go through all the pre-qualification requirements, scope of work for execution & requirements w.r.t technical and financial capabilities and submit all relevant documents.

IIT Bhilai reserves the right to call for any clarifications as required to assess the firm/attorney for eligibility.

Pre-Qualification Criteria:

The Firm/ Attorney must fulfil the following criteria to participate in Two Bid system.

Sr No	Particulars	Required Document	Page No.	Yes / No
1.	The Firm/Attorney should have an established office in India and should be in operations in India legally for last 5 years.	Office Address Proof required.		
2.	The Bidder Law Firm/Attorney should have a valid PAN and GST Number.	GST Certificate and Pan Card Copy required.		
3.	The Firm / Attorney should have previous working experience with either of the offices i.e. IITs, IISERS, IISc, dealing with all types of IP including services for Patents, Designs, Copyrights, Trademarks and IC Layout & any other form of IPR. The Firm/Attorney having expertise in filing and prosecuting patent applications in countries other than India (eg.. USA/China/PCT) shall be given preference.	Empanelment agreement required		
4.	The Firm/ Attorney should have annual turnover not less than INR 100 lakhs per year and should not have registered any loss during any of the last three financial years.	Audited balance sheet including profit and loss for FY 2021-22, 2022-23,2023-24.		
5.	The Firm/Attorney should have filed at least 200 patent applications in last 5 years, during its experience with either of the offices i.e., IITS, IISERS, IISC.	Copy of Authorized Power of Attorney.		
6.	The Firm/Attorney should have at least 5 patent agents on regular payroll basis.	Detail of Patent Agents, Copy of their appointment / association letters with the Firm/ Attorney and Indian Patent Agent Numbers.		

Sr No	Particulars	Required Document	Page No.	Yes / No
7.	The Firm/ Attorney has never been blacklisted by any Central/State Government/ Public Sector Undertaking, Govt. of India and should not have any major litigation that may have an impact or compromising on the delivery of services.	Non-blacklisted self-declaration on company's letterhead.		
8.	The Firm / Attorney should submit Feedback Performance of at least 3 reviews from either of IITS, IISERS, IISC availing the services of the bidders in the last five years	Satisfactory Performance Report		
9.	The Firm/Attorney should have technology transfer experience for at least 2 technology transfers in India.	Relevant documents proof		

Notes

The bid would be liable to be rejected if :-

- The bid is not submitted as per the requirements indicated in the EOI.
- Not in the prescribed format.
- Not properly signed as per requirements.
- All relevant supporting documents are not furnished.
- The committee reserves the right of selection and/or rejection of the Firm/Attorney.

SCOPE OF WORK

The Bidding Firm/Attorney should be able to provide services for:

- Filing, prosecution, maintenance, opposition, litigation, revocation, restoration, valuation and any other proceedings in respect of patent applications/ patents and for registration/securing of other forms of IP in India and International patents and other IPRs.
- All other forms of IP and related work comprising services for any IP related work, copyright matters, design, trademark, IC layout design, geographical Indications, opposition, litigation, revocation, restoration, representation before Appellate Board in India, ownership of patents, sharing of application fees with Co-applicants & earnings. with respect to commercialization of patents, miscellaneous actions under the relevant Act and any other proceedings in India.
- Other IP related work comprising of drafting of agreements, negotiations, MOUS, Freedom to operate searches, landscape report, assistance in licensing and other IP Management matters like IP audit, IP valuation, commercialization strategy and opinion/ advice relating to IP matters.
- Deploying a dedicated manpower as and when required by the institute for all liaising work related to IPRs.
- Monthly updates on various IP related activities along with the stages of approval and further requirement from the institute.

Tenure of Engagement;

The tenure of engagement shall be initially for a period of two Year, extendable up to 2 years (1+1) on yearly basis with same terms and conditions, depending upon the satisfactory performance of the Firm/attorney. The engagement shall be only as per the terms & conditions of the Agreement.

EVALUATION SCHEME

Bidders who secure minimum 60 marks based on below Technical Evaluation shall be eligible for empanelment. *The evaluation should be considered to be LCS method rather than going with the conventional method of QCBS.*

Sr. No.	Particulars	Max Marks	Supporting Address Proof Required
1	The Firm/ Attorney should have an established office in INDIA and should be in operations in India legally for last 5 years. (5 Years - 04 Marks) (6 to 8 Years - 05 Marks) (8+Years - 07 Marks)	7 Marks	Office Address Proof required
2	The Firm/ Attorney should have annual turnover not less than INR 100 lakhs per year and should not have registered any loss during any of the last three financial years. (100 Lakhs - 7 Marks) (101 to 150 Lakhs - 10 Marks) (151 Lakhs & Above - 14 Marks)	14 Marks	Audited balance sheet including profit and loss for FY 2021-22,2022-23,2023-24.
3	The Firm/ Attorney should have filed at least 200 Indian patent applications in last 5 years, during its experience with either of the offices Le., IITs, IISERS, IISC. (200-250 Patent applications -21 Marks) (251 to 300 Patent applications – 28 Marks) (301 & above Patent applications – 35 Marks)	35 Marks	Copy of Authorised Power of Attorney
4	The Firm/Attorney should have at least 5 patent agents on regular payroll basis. (5 Patent Agents - 07 Marks) (6 to 10 Patent Agents - 10 Marks) (11 & Above Patent Agents -14 Marks)	14 Marks	Details of Patent Agents, Copy of their appointment / association letters.
5	Local address proof of the Raipur	5 Marks	Name of Representative And Contact with Office Address.
6	Lead time to secure an IPR.	5 Marks	Time taken to obtain an IPR.

FINANCIAL BID

Empanelment of Intellectual Property firm for a period of two year at IIT Bhilai.

Sl no	Service Description	Units	<u>Professional Fee (including taxes)</u>
1	Prior Art Search and Patentability Opinion (On request)		
2	Drafting & Filing Provisional Application		
3	Drafting & Filing Complete Application after Provisional Application		
4	Drafting & Filing Complete Application		
5	Preparing and Filing PCT Application		
6	Reporting on official objection with Complete Analysis (on request)		
7	Drafting & Filing response to the official objection Letter (each response)		
8	Attending Personal Hearing (per patent)		
9	Issuance of Letter of Patent		
10	Payment of Annuity (per year)		
11	Copyright & Trade Secret		
12	Post Filing of any document (PAO, Form 3, Assignments etc.)		
13	Professional Fee towards Drafting & Filing of Request of Examination		
14	Professional Fee towards Preparation & Filing of Renewal Payment		
15	Professional Fee towards Drafting & Filing of Expedited Request of Examination		
16	Professional Fee towards filing the request for NBA permission		
17	Other Charges as required on Time to Time		
Grand Total			

PRICE BID -Schedule of price bid in the form of BOQ format:

- Financial Proposal/Commercial bid format is provided as BoQ along with this tender document at <https://eprocure.gov.in/eprocure/app>
- Bidders are advised to download this BoQ.xls as it is and quote their offer/rates in the permitted column and upload the same in the commercial bid.
- **Any element of cost, taxes, duties levies etc. not specifically indicated in the BOQ, shall not be paid by the purchaser. If GST amount is not quoted in the BOQ (Financial Bid), the total cost will be treated as inclusive of GST. No further communication will be entertained later or else the EMD will be forfeited.**
- The tender shall remain valid for acceptance for 180 days, from the date of tender opening.

OTHER CONDITIONS FOR PRICE BIDS

- No unilateral revision in price will be admissible.
- Prices should be quoted in the accounting units (A/U) mentioned in this tender. Prices must be quoted clearly on a free delivery basis at IIT Bhilai and total value is also indicated in words.
- In case of any error/mistake in the BoQ sheet, prices mentioned in the Bills of supply (pdf) document submitted by the supplier will be considered for financial evaluation.
- The price must be stated for each item separately. The percentage of reduction, in the unit price should also be quoted, should an order to that extent be placed with you.
- The bids shall be evaluated on the basis of price quoted (Including GST) for Sl. No. 1-17 in the Commercial bid.

TENDER ACCEPTANCE LETTER
(To be submitted on Company Letter Head)

Date: _____

To,

The Director

Indian Institute of Technology Bhilai,

Dist.- Durg 491002 Chhattisgarh, India

SUB: Acceptance of Terms & Conditions of Tender.

Tender Reference No./ Date:

Name of Tender / Work:

Dear Sir,

- I / We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely: www.iitbhilai.ac.in, <http://eprocure.gov.in/eprocure/app> as per your NIT / advertisement, given in the above-mentioned website(s).
- I / We hereby certify that I / We have read the entire terms and conditions of the tender documents (including all documents like annexure(s), schedules(s), etc.), which form part of the contract agreement and I / We shall abide hereby by the terms / conditions/ clauses contained therein.
- The corrigendum(s) issued from time to time by your department / organization too has also been taken into consideration, while submitting this acceptance letter.
- I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.
- I / We do hereby declare that our Firm has not been blacklisted / debarred by any Govt. Department/Public sector undertaking.
- I / We certify that all information furnished by our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the fully said earnest money deposit absolutely.

Yours Faithfully,

Authorized Signatory:

(Signature of the Bidder, with Official Seal)

AUTHORITY LETTER

AUTHORIZATION

We _____ (name of the bidder) hereby authorise Shri / Smt. _____ (name of the authorised person) to sign and submit the bid to IIT Bhilai against their Tender No. _____ dated _____. Shri / Smt. _____ (name) is also authorised to negotiate the terms and conditions pertaining to the said tender on behalf of M/s _____ (name of bidder). The specimen signature of Shri / Smt. _____ (name) is appended below.

Specimen Signature:

Name:

The undersigned is authorised to delegate the authority on behalf of M/s _____ (name of bidder), as stipulated above

Authorized Signatory:

(Signature of the Bidder, with Official Seal)

ANNEXURE C

SUMMARY INFORMATION SHEET

Sr. No.	Information heading	Details
1	Name of the Vendor	
2	Name of the person(s) to whom, all references shall be made, regarding this TENDER/PROJECT (Authorized Signatory)	
3	Address of the Contact Person	
4	Designation of the Contact Person	
5	Telephone number(s) of the Contact Person.	
6	Mobile number of the Contact Person	
7	Fax number of the Contact Person	
8	Email ID(s) of the Contact Person	
9	Annual Turnover (in Lakhs): Last three Years (In INR)	1)
		2)
		3)
10	Years of Operation (in Years):	
11	PAN Number	
12	GSTN	
13	Bank Name and Account No.	
14	IFS Code	

Authorized Signatory:

(Signature of the Bidder, with Official Seal)

ANNEXURE D

PREVIOUS WORK ORDER DETAILS
(To be submitted on Company Letter Head)

Evaluation Criteria	Name of the Client	Order No. & Date	Amount	Remark
List of Service Order / Work Orders where the similar services provided	1.			Supporting document are to be attached
	2.			
	3.			
	4.			
	5.			

Authorized Signatory:

(Signature of the Bidder, with Official Seal)

ANNEXURE E

TURNOVER DETAILS
(To be submitted on Company Letter Head)

Evaluation Criteria					Remark	
Bidder's Annual Turnover for last three financial years	Financial Year	Turnover in Rs.				
	2023-24					
					Supporting Documents	
	2022-23				are to be attached.	
	2021-22					

Authorized Signatory:
(Signature of the Bidder, with Official Seal)

CHECK LIST - UNDERTAKING

S.N O	Document Description	Enclosed (Yes/No)	Page No.	Remarks
1	Scanned copy of registration, GST and required documents			
2	Details of similar services provided as per minimum eligibility			
3	Detailed Price bid			
4	Annual turnover details for last three years			
5	Scanned signed copies of Annexures from A to E, whichever is applicable			
6	Scanned copy of Technical Compliance			

I / We do hereby declare that all the above-mentioned documents are enclosed as per the tender document.

Authorized Signatory:
(Signature of the Bidder, with Official Seal)

*****End of the document*****