



Indian Institute of Information Technology, Sri City, Chittoor

Notice No. IIITS/Patent/20210101, Dt.27.01.2021

GST No: 37AAAAI7242R1Z4

NOTICE INVITING TENDER

On behalf of IIIT Sri City, Chittoor, sealed tenders are invited for carrying out the complete process of filing 3 Indian patent(s) including filing provisional patent, complete patent & examination.

A. NAME OF WORK: Obtaining Indian Patents for IIIT Sri City Chittoor including filing Provisional Patent, Indian Patent and Examination

B. SCOPE OF WORK: Responsible for all phases of filing and obtaining patent i.e. Patent search for patentability, Patent drafting, filing, subsequent filing of documents as required, request for examination, request for early publication, prosecution, reporting of office action, filing of suitable responses and other activities that are required for grant of patent

No.	Details
1.	Assessment, Drafting and Filing of Provisional Patent Specifications online with Form-1 and Form-2
2.	Drafting and Filing Complete Patent Specifications with Form-2
3.	Drafting and Filing Form-3, 5 and 18
4.	Responding to FER
5.	Hearing (Online over Video Conference or In-Person)

- The quantities of various items of work given in the Scope of Work are approximate. The quantities of work may vary at time of allotment/execution of work. The Competent Authority of IIIT Sri City, Chittoor reserves the right to omit/delete any item(s) of work from the schedule at the time of allotment/before the commencement of work without assigning any reason whatsoever.
- The sealed tenders shall be sent to The Registrar, Indian Institute of Information Technology, Sri City, #630, Gnan Marg, Chittoor District – 517646, Andhra Pradesh
- The sealed tenders shall bear the name of work, reference no. and last date of submission written on the envelope
- Offers received after the due date and time, are liable to be rejected.
- Offers received through E-mail shall not be accepted.
- IIIT Sri City Chittoor shall not be responsible for any delay, loss or non-receipt of sealed tenders by the stipulated date and time.
- Offers shall be valid for 90 (ninety) days from the due date for submission of the tender.

- Firms are advised to quote strictly as per terms and conditions of the tender document and not to stipulate any deviations / exceptions. Offers with any deviations shall be summarily rejected.
- IIIT Sri City Chittoor reserves the right to accept or reject any or all tenders received at its absolute discretion without assigning any reason whatsoever.
- Firms/Registered Patent Attorney shall furnish any additional information such as duly signed copies of relevant documents / certificates / testimonials / references from clients etc. which is necessary to establish the capabilities / as proof of the experience quoted and other requirements as per technical offer. It is however advised not to submit any superfluous information.
- The Government fee involved against various activities will be borne/reimbursed by IIIT Sri City Chittoor as per the actuals upon submission of relevant documents by Patent Attorney.
- If it comes to the notice of IIIT Sri City Chittoor at any stage right from tender document that any of the certificates/documents submitted by Firm/Registered Patent Attorney are found to be false/fake/doctored, the firm/Registered Patent Attorney will be debarred from participation in all tenders of IIIT Sri City Chittoor for a period of 5 (five) years including termination of contract, if already awarded and the Firm/Registered Patent Attorney shall make good to IIIT Sri City Chittoor any loss or damage resulting from such termination.
- The cost is to be quoted in Indian rupees.
- Last date and time of submission of quotation: **26th February 2021 @ 5:00 pm**
- Date and time of Opening: **27th February, 2021 @11.00 AM**
- Place: Office of the Registrar, Ground Floor, IIIT, Sri City, Chittoor
- All firms/Registered patent attorneys may invariably mention their CST/ST/LST/PAN numbers on quotation/tender failing which tenders may not be considered valid. Further, this institution does not issue any Concessional form, so the CST/ST/GST applicable as per actual rates must be mentioned in the offer. In case CST/ST/GST is not mentioned, the rates shall be treated as inclusive of all taxes.
- Given that patenting is a multi-stage process, payment shall be made in full within 30 days after receipt of Invoice for each stage of patent filing/examination.
- Firm/The Patent Attorney shall bear and pay all taxes, duties and other liabilities, except GST, in connection with the discharge of its obligations under the contract which will be awarded. GST shall be paid on submission of Invoice detailing the amount of GST payable on the services rendered. The Invoice shall be made in accordance with GST rules and contain details of:
 - Name, address and the registration number of Service Provider
 - Name, address and the person receiving taxable service (IIIT Sri City Chittoor)
 - Description, classification and value of taxable service provided or to be provided;
 - GST payable thereon.
- Right of acceptance and rejection of any tender/quotation in part or full without assigning any reason are reserved with the institution authorities.

- **Other terms and conditions:** Time frame for various activities:

No.	Activity	Time frame
1	Forwarding of comments / suggestions to IIT Sri City Chittoor after conclusion of patent search	Within fourteen (14) working days from forwarding of the details of invention by IIT Sri City Chittoor
2	Submission of patent application (with provisional/complete specifications) in Indian Patent office as per prevailing statutory norms.	Within fourteen (14) working days of forwarding the necessary details / forms by IIT Sri City Chittoor incorporating the suggestions/comments.
3	Forwarding of clarifications/observations/any other communication or information from Indian Patent Office to IIT Sri City Chittoor with suitable suggestions by patent attorney.	Within fourteen (14) working days of issuance / receipt of such communication from Indian Patent Office.
4	Submission of clarifications / documentary evidence etc. in response to examination report(s) etc.	Within fourteen (14) working days from forwarding of clarifications by IIT Sri City Chittoor
5	Reporting the action taken by the patent attorney to IIT Sri City Chittoor in respect of any activity undertaken	Within fourteen (14) working days of initiation of action
6	Attending to hearing	As per requirement

- Any delay on part of the patent attorney in submission of requisite information at patent office, resulting in penal charges / late fee etc. shall be borne by the IP firm/Patent attorney.
- IP firm/Registered patent attorney shall ensure compliance of all prevailing statutory norms related to filing for patents to obtain the patent rights.
- IP firm/Registered patent attorney shall facilitate in maintaining a parallel file at IIT Sri City Chittoor w.r.t. each of the patent applications being handled.
- IP firm/Registered patent attorney shall not divulge/disclose any information regarding inventions of IIT Sri City Chittoor to any third party. Any knowledge and information acquired by Patent Attorney shall be and remain the confidential and proprietary information of IIT Sri City Chittoor.
- **Arbitration jurisdiction:**
 - Unless otherwise specified, in all cases of disputes which cannot be settled by mutual negotiations, the disputes or differences shall finally be settled and binding on both parties by arbitration in conformity with the rules of Indian Arbitration Act, 1940. All disputes or differences whatsoever arising between the parties out of relating to the construction, meaning and operation or effect of the general terms and conditions including the Purchase Order or the breach thereof shall be settled by Arbitration Act, 1940 and the award made in pursuance thereof shall be binding on the parties.
 - Performance of the purchase order shall continue during arbitration and any subsequent proceedings.
 - The Jurisdiction and Venue of arbitration shall be Chittoor.
 - The Arbitrator will be the Director, IIT Sri City Chittoor.

Signature with Stamp:

Date:

Name & Designation:

Declaration of Particulars
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1.0 General information:

- Details of IP firm/Registered Patent Attorney:
 - Full name:
 - Website (if any):
 - Complete address of IP firm/Patent Attorney with place of work:
 - Date of establishment of IP firm/Registration of Patent Attorney:
 - Legal status of IP firm (copy of the original document may be attached):
 - In the case of Partnership firm:
 - Full Name, Address & Share of each Partner
 - Financial Status (Bank reference) of each partner may be attached
 - Copy of Partnership Deed attested by notary may be attached
 - Self attested copy of Certificate of Registration of the Firm under the Partnership Act may be attached
 - In the case of Company:
 - Date of Registration, including Date of Commencement (Copies of Memorandum and Articles of Association and certificate of incorporation/commencement of business certified by notary may be submitted)
 - Nature of business and provision of Memorandum of Association thereto
 - Name, designation & address of all the Directors
 - Authorized, Subscribed & Paid up capital
 - In the case of sole proprietor:
 - Copies of IT returns duly acknowledged may be submitted:
 - If Proprietor / Partners / Directors have any relatives working in IIIT Sri City Chittoor, furnish details:
 - PAN Number (Photocopy of PAN card to be attached)
 - GST Number (Photocopy of Registration of GST to be attached)

- **Details of authorized contact person:**
 - Name:
 - Designation:
 - Mobile:
 - E-Mail:
 - Address for correspondence:

Signature with Stamp:

Date:

Name & Designation:

Technical Details

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- Number of years in patent business:

- Details of major clients served during the last 3 Financial years. If the client includes Govt. of India organizations or centrally funded technical institutions (CFTIs) such as IITs, NITs, IIITs or Institute of National importance, please mention the same

Details of engagement with clients since FY 2017-18 onwards				
No.	Name of the client and Address	Period of engagement	Contact Names, designation and phone number	No. of patents filed

Signature with Stamp:

Date:

Name & Designation:

Price offer

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1. Name of IP firm/ Registered patent Attorney:

2. Price quoted should be inclusive of all applicable taxes, duties etc. for scope of work as brought out in page no.1, but exclusive of GST, which will be extra as applicable.

No.	Description	Amount in figure and in words (in per Patent)
1.	Total all inclusive price per Patent (excluding GST *)	
2.	GST (per patent)	
3.	Total with GST (per patent)	

* GST as applicable will be paid extra, based on submission of stipulated documents

CONSENT FOR E – PAYMENT

From

To

The Registrar,
IIIT Sri City Chittoor
630, Gnan Marg, Sri City, Chittoor District, Andhra Pradesh

Subject: Consent for E-Payment

Ref: Contract/ WO No:

“I/We hereby convey our consent that the payment made by IIIT Sri City Chittoor of any sum due to me/us, directly remitting the same to my/ our Bank, the address and the number of which is furnished shall be in full discharge of the particular bills, raised by me/us.

Undertaking:

“I/We hereby undertake that I/We opt for EFT and any payment made direct to me/us or to the bank account shall be in full discharge of the obligations of IIIT Sri City Chittoor and I/We shall have no claim whatsoever in respect of the bill for which the payment is made”.

Name of the Bank:

Branch Name, place and MICR Code of the branch

Account Number in Full

Type of Account

Name of Account

For: ____

Authorized Signatory
Name and Seal

NOTE: Corrigendum / Addendum / Amendments

- Clarification, etc., if any shall be hosted in IIIT Sri City website www.iiits.ac.in
- Interested firms / Patent Attorney are advised to visit IIIT Sri City Website regularly, including any postponement of tender opening date.