



INDIAN INSTITUTE OF INFORMATION TECHNOLOGY SRI CITY CHITTOOR

Notice inviting E-quotations through e-Wizard portal for carrying out the complete process of filing 2 or more Indian patent(s) including filing provisional patent, complete patent & examination.

Detailed description and requirements of the quotation including Terms & Conditions are mentioned in the document. Bidders are advised to read tender documents and check their eligibility before participating in the bid. Tender document (including additional documents, if any) are available on through e-Wizard portal URL: <https://mhrd.euniwizarde.com> as well as on the IIT Sri City Website i.e., <https://www.iiits.ac.in/tenders/>.

TENDER SCHEDULE

Name of the Work	Obtaining Indian Patents for IIT Sri City Chittoor including filing, Provisional Patent, Indian Patent and Examination
Tender Enquiry No.	IIITS/NIT/Patent/2022/02/01, date: 07-02-2022
Submission of offer	E-tendering through https://mhrd.euniwizarde.com only
Bid Issue Date	February 7, 2022
Pre-Bid Meeting	February 14, 2022 @ 14:00 hrs
Last Date for submission of e-bids	February 22, 2022 @ 14:00 Hrs
Opening of bid	February 22, 2022 @ 14:10 Hrs

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INSTRUCTIONS FOR SUBMITTING TENDER

- E-Tenders (through MHRD ewizard portal) under single bid system (i.e. Technical & Financial) are invited for obtaining Indian Patents for IIIT Sri City Chittoor including filing, Provisional Patent, Indian Patent and Examination
- The tender document with complete details including experience required, scope of work and terms and conditions can be downloaded from the website MHRD e-Wizard Portal (<https://mhrd.euniwizarde.com/>) and www.iiits.ac.in. Bidders are advised to read tender documents and check their eligibility before participating in the bid.
- **SINGLE BID SYSTEM** shall be followed for this tender. Bidders should take due care to submit a tender in accordance with the requirement of MHRD e-Wizard portal. Bids submitted with incomplete information or information not in conformity with the Bid Documents will summarily be rejected. All the terms and conditions stated in the Bid Document are final in nature and requests for any subsequent alterations/modifications will not be entertained. While submitting the Bids, the Bidders must exercise utmost care to fill up the bid in all respects as per the specified terms and conditions. Submission of the bids amounts to acceptance of all terms and conditions mentioned therein.
- Bidders are advised to visit the website (<https://mhrd.euniwizarde.com> and www.iiits.ac.in) frequently to find any addendum/ Corrigendum issued or extension of due date for submission, etc. No separate intimation will be issued / advertised in this regard. Bidders are advised to keep checking the website before submitting the final tender.
- The interested bidders shall submit their technical and financial bids through online mode in <https://mhrd.euniwizarde.com> only before the due date and time as mentioned in bid specifications. No other mode of submission is acceptable. The bidder must submit their financial bid in the prescribed format and no other format is acceptable.
- The bidder should be neither blacklisted by any government department nor should there be any criminal case registered/pending against the firm or its owner/partners anywhere in India.

Part-A

(Technical Bid)

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-5 and Form-18
4.	Responding to FER
5.	Hearing (Online over Video Conference or In-Person)

- **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.

- IP firm shall ensure compliance of all prevailing statutory norms related to filing for patents to obtain the patent rights.
- IP firm shall facilitate in maintaining a parallel file at IIT Sri City Chittoor w.r.t. each of the patent application being handled.
- IP firm 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.

Signature with Stamp:

Date:

Name & Designation:

Terms and Conditions:

- 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 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/ are found to be false/fake/doctored, the firm 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 shall make good to IIIT Sri City Chittoor any loss or damage resulting from such termination.
- 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 cost is to be quoted in Indian rupees.
- All firms/ registered patent attorneys may invariably mention their CST/ST/LST/PAN numbers on quotation/tender failing which quotations 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.
- 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.
- **Arbitration jurisdiction:**
 - In case of any dispute the jurisdiction of Chittoor Court shall apply.

IIT Sri City Chittoor reserves the right:

- to accept or reject any or all tenders either in whole or in part or to invite revised price bids or to annul the bidding process.
- to postpone and/or extend the date of receipt/opening of tender or to withdraw the same at any time before finalization without incurring any liability to the affected Tenderer / Bidder.
- to omit/delete any item(s) of work from the schedule at the time of allotment or before the commencement of work without assigning any reason whatsoever.
- To increase or decrease the work specified in the schedule of requirements without any change in price or other terms and conditions.
- If the date of opening of the tender is declared as holiday, it will be opened on the next working day at the same time.

Declaration of Particulars:

1.0 General information:

1.1 Details of IP firm/Registered Patent Attorney:

- 1.1.1 Full name:
- 1.1.2 Website (if any):
- 1.1.3 Complete address of IP firm/Patent Attorney with place of work:
- 1.1.4 Date of establishment of IP firm/Registration of Patent Attorney:
- 1.1.6 Legal status of IP firm (copy of the original document may be attached):
- 1.1.7 In the case of Partnership firm:
 - 1.1.8.1 Full Name, Address & Share of each Partner
 - 1.1.8.2 Financial Status (Bank reference) of each partner may be attached
 - 1.1.8.3 Copy of Partnership Deed attested by notary may be attached
 - 1.1.8.4 Self attested copy of Certificate of Registration of the Firm under the Partnership Act may be attached
- 1.1.8 In the case of Company:
 - 1.1.9.1 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):
 - 1.1.9.2 Nature of business and provision of Memorandum of Association thereto
 - 1.1.9.3 Name, designation & address of all the Directors
 - 1.1.9.4 Authorized, Subscribed & Paid up capital
- 1.1.9 In the case of sole proprietor:
 - 1.1.10.1 Copies of IT returns duly acknowledged may be submitted:
- 1.1.10 If Proprietor / Partners / Directors have any relatives working in IIT Sri City Chittoor, furnish details:
- 1.1.11 PAN Number (Photocopy of PAN card to be attached):

1.2 Details of authorized contact person:

- 1.2.1 Name:
- 1.2.2 Designation:
- 1.2.3 Mobile:
- 1.2.4 E-Mail:
- 1.2.5 Address for correspondence:
 - Signature with Stamp:
 - Date:
 - Name & Designation:

Technical Details:

- 1.1 Number of years in patent business:
- 1.2 Details of major clients served during the last 3 out of 5 financial years (2017-18 onwards). If the client includes Govt. of India organizations or centrally funded technical institutions (CFTIs) such as IITs, NITs, IITs, 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:

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

Part-B
(Price Bid)

Sl. No.	Details	Qty.	Rate Rs. (Excluding GST)	Rate per month (Words) Rs. (Excluding GST)
1.	Assessment, Drafting and Filing of Provisional Patent Specifications online with Form-1 and Form-2	Each patent		
2.	Drafting and Filing Complete Patent Specifications with Form-2	Each patent		
3.	Drafting and Filing Form-5 and Form-18	Each patent		
4.	Responding to FER	Each patent		
5.	Hearing (Online over Video Conference or In-Person)	Each patent		

Note:

1. GST will be paid at the applicable rate
2. If there is a discrepancy between words and figures, the amount in words shall prevail.

Price Bid: This should contain only the price information which should remain valid for a minimum of THREE (3) months along with commercial terms and conditions.

1. Price Bid should be filled in and submitted through MHRD ewizard portal only (<https://mhrd.euniwizarde.com>).
2. The Price bid should clearly contain the details as mentioned in the form.
3. The price quoted in price bid shall be considered firm and no price escalation will be permitted during the entire period of the contract.
4. The actual GST percentage, if any, should be specified clearly.
5. Price bids, which are incomplete and are not submitted in the prescribed format, will be summarily rejected.

INSTRUCTIONS FOR VENDORS

The bidders are required to submit soft copies of their bid electronically on the e-Wizard Portal using valid Digital Signature Certificates. Below mentioned instructions are meant to guide the bidders for registration on the e-Wizard Portal, prepare their bids in accordance with the requirements and submit their bids online on the e-Wizard Portal. For more information bidders may visit the MHRD e-Wizard Portal (<https://mhrd.euniwizarde.com/>).

1. REGISTRATION PROCESS ON ONLINE PORTAL

- a) Bidders to enroll on the portal <https://mhrd.euniwizarde.com/> by clicking on the link “Bidder Enrolment”.
- b) The bidders 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. This would be used for any communication from the e-Wizard Portal. After registration send **User ID** for helpdesk team (helpdeskeuniwizarde@gmail.com and support@euniwizarde.com) for activation.
- c) Bidders register upon enrolment, with their valid Digital Signature Certificate (**Class III Certificates with signing and Encryption key**) issued by any Certifying Authority recognized by CCA India with their profile.
- d) 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.
- e) Bidder then logs in to the site through the secured log-in by entering their user ID/password and the password of the DSC / e-Token.

2. TENDER DOCUMENTS SEARCH

- a) Various built-in options are available in the e-Wizard Portal like Department name, Tender category, Estimated value, Date, other keywords, etc. to search for a tender published on the Online Portal.
- b) 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 ‘Interested tenders’ folder.

- c) The bidder should make a note of the unique Tender No assigned to each tender, in case they want to obtain any clarification/help from the Helpdesk.

3. BID PREPARATION

- a) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- b) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid.
- c) 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 needs to be submitted. Any deviations from these may lead to rejection of the bid.
- d) 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/XLSX/PNG, etc. formats.

4. BID SUBMISSION

- a) 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.
- b) The bidder to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- c) Bidders to note that they should necessarily submit their financial bids in the prescribed format given by department and no other format is acceptable.
- d) 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, the opening of bids, etc. The bidders should follow this time during bid submission.
- e) 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.
- f) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

g) 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.

h) The off-line tender shall not be accepted and no request in this regard will be entertained whatsoever.

5. AMENDMENT OF BID DOCUMENT

At any time prior to the deadline for submission of proposals, the Institute department reserve the right to add/modify/delete any portion of this document by the issuance of a Corrigendum, which would be published on the website and will also be made available to the all the Bidder who has been issued the tender document. The Corrigendum shall be binding on all bidders and will form part of the bid documents.

6. ASSISTANCE TO BIDDERS

a) 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.

b) Any queries relating to the process of online bid submission or queries relating to e-Wizard Portal, in general, may be directed to the e-Wizard Helpdesk. The contact number for the helpdesk is

- **Gagan (8448288987/eprochelpdesk.01@gmail.com)**

- **Vijay (8448288989/eprochelpdesk.03@gmail.com)**

- **Suriya (8448288994/eprochelpdesk.06@gmail.com)**

- **8448288992, 8448288984, 8448288986, 8448288982, 8448288988**

7. The tender inviting authority has the right to cancel this e-tender or extend the due date of receipt of the bid(s).

8. The bid should be submitted through e-Wizard portal (<https://mhrd.euniwizarde.com/>) only.