



भारतीय प्रौद्योगिकी संस्थान इंदौर
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IIT Indore

NIT No.: IITI(MM)/R&D/S/5F/805/AC/2023-24

PREBID REPORT

The online meeting for Pre-bid discussion and presentation was held via Google Meet on May 27, 2024 @ 3.00 PM at IIT-Indore for Empanelment of IPR Firm to represent IIT Indore on IPR matters through CPP BoQ Bidding, Tender Ref. No.: IITI(MM)/RD/S/805/AC/23-24.

The report of the meeting are as below:

Sl. No.	Query raised by firms	Reference Document	Query/Clarification/Deviation Sought	Response from IITI
1.	M/s. Global IP India	As per NIT Section-V Part-III Point no. 2	In this section, it states that the tenderer must produce a work done certificate from clients. Additionally, Form 4 has been attached. I would like to confirm whether these two requirements are synonymous, or if they should be prepared separately.	Both should be submitted separately.
2.		As per NIT Section-V Part-III Point no. 2	Number of clients from whom we are required to obtain work done certificates.	Bidder should have At least two work done certificates of their clients.
3.		As per NIT Form VII	Unit Price Specific for Patents, we note that the said form requires a quote of the total unit price of patent. As you know, the price of getting a patent may be dependent on the steps involved. For example, in some patent applications, there may not be an official hearing appointed.	Price details should be mentioned only in BoQ format.
4.		As per NIT Form IX	Explain the requirements outlined in Form IX to ensure accurate completion. For example, please let us know if the form is required to be filled by clients where the bidding firm is already providing services?	It should be filled by client where the bidding firm is already providing their services.
5.	M/s. Remfre & Sagar	As per NIT Section-V Part-III Point no. 8	Annexure I and EPIF/ESIC not there.	For Annexure - I please read as Section V Part I and for EPF/ESIC if firm falls in this category then they have to submit the relevant documents.
6.		As per NIT Section-V Part-III Point no. 12	Annexure D not available. Further, clarification required regarding certified copies of publication	For Annexure D Read as form IX
7.		As per NIT Section-V Part-III	Clarification regarding column to be filled required	Refer Section V Part I I please find an attached part II –

		(Note a)		Scope of work along with pre-bid report.
8.	M/s. Royzz & Co.	As per NIT Form IV	details to be filled in form IV	List of the previous service order details.
9.		As per NIT Section-II Part-III Point No 3	Will it include certificate from only the govt institutes or govt controlled / funded institutes/companies? or all Clients including private companies and institutions?	Bidder should have certificates of IIT's, NIT's and CFTI's.
10.		As per NIT Section-II Part-III Point No 3	Our clients may not be able to provide the value of work done. May we request you to kindly advise on the same.	Bidder should submit the performance report as per format.
11.		As per NIT FORM IV	Elaborate on Form IV, does the bidder have to mention all details and sign below? Again Kindly advise on the value of order.	Bidder should submit the Form IV as per given instructions on the form.
12.		As per NIT FORM IX	elaborate on Form IX: Is it the work done certificate? Does the company including only Govt institute have to give it?	Please refer S.No. 9
13.		As per NIT FORM XII	We need to paste same items from BOQ and print it on the letter head and sign it? This is what our understanding. Kindly confirm the same.	No. Bidder should quote price only in BoQ Format.
14.	M/s lex Orbis	As per BoQ S. No 1.01	The item description is "Drafting and filing of a patent application with provisional specification, complete specification, divisional application and/or patent of addition", however the charges for drafting and filing of a patent with provisional specification would be different from the charges for drafting and filing of a patent with complete specification.	Please refer the updated BoQ on CPPP portal.
15.		As per BoQ S. No 1.3	The item description is Filing of a patent application in each country patent (Can be as a percentage of foreign associates bills). Here we do not have the option of signifying the amount as percentage.	Please refer the updated BoQ on CPPP portal.
16.		As per BoQ S. No 1.29 and 1.3	Kindly clarify the differences between Sl. No. 1.29 (Filing of foreign patent applications), Sl. No. 1.3 (Filing of a patent application in each country patent (Can be as a percentage of foreign associates bills)), Sl. No. 1.35 (Preparing and filing a new PCT application and all necessary actions including amendment etc under article 19) and Sl. No. 1. 36 (Filing national phase applications including changes in the claim if necessary).	Please refer the updated BoQ on CPPP portal.
17.		As per BoQ	We are unable to provide the percentage value of the associate's charges wherever it is required such as Sl. No. 1.3, 1.31, 2.1 and 4.04	Please refer the updated BoQ on CPPP portal.


Reschedule of tender opening date:

FOR	READ AS
Last Date & Time of Submission of Bids online (Technical & Financial Bid) Date and Time: June 10, 2024 up to 03:00 P.M. (IST)	Last Date & Time of Submission of Bids online (Technical & Financial Bid) Date and Time: June 20, 2024 up to 03:00 P.M. (IST)
Opening of Technical Bids online Date and Time: June 11, 2024 at 03:00 P.M. (IST)	Opening of Technical Bids online Date and Time: June 21, 2024 at 03:00 P.M. (IST)

Note :-

1. Please download the corrected BoQ which is uploaded on CPPP portal and institute website in zip format and upload the same.
2. All prospective/willing bidders are requested to take note of this report as part of the Tender document.
All other parts of the tender including the terms and conditions of the tender will remain unchanged.

For any further query kindly contact on mms@iiti.ac.in, 0731-660 and Tel: Ext 3551/3590/3592.


ARMMS
MM SECTION
IIT, INDORE

**सहायक कुलसचिव
(सामग्री प्रबंधन विभाग)
Assistant Registrar
(Materials Management Section)**

सहायक कुलपति
(सामग्री प्रबंध विभाग)
Assistant Registrar
(Materials Management Section)

भाग 2 /PART II**कार्य का सेवा दायरा / Scope of Work**

Sr. No.	Item (Patent)	Compliance Yes/No Deviation if any
A	Engagement of IPR Firm to represent IIT Indore it's constituents, and associates on IPR Matters	
Section I : Patents		
1.01	Drafting and filing of a patent application with provisional specification, complete specification, divisional application and/or patent of addition.	
1.02	Drafting and filing of complete specification after filing provisional specification with all necessary forms	
1.03	Making request for filing patent outside india (Form 25)	
1.04	Seeking Permission from national biodiversity authority (NBA) for filing IP application under section 6 of the Biological Diversity Act including filing Form-III etc with NBA and related action till NBA permission is obtained	
1.05	Further discussion and consultation charges regarding NBA formalities and seeking further clarifications (each hour)	
1.06	Discussion with inventor per hour at attorney's office, once Sr. 1 & 2 completed without any charges	
1.07	Extension of time where government fee is also applicable	
1.08	Reporting official action including FER, SER etc, Amending specification and re-filing in response to FER, SER etc	
1.09	Discussion /hearing at Patent office during prosecution of application per appearance	
1.10	Filing a detailed written submission against the objections raised by the examiner	
1.11	Further amendments of claims/specification	
1.12	Reviewing and Attending formal requirements	
1.13	Attending to renewals and sending renewal certificate per year	
1.14	Attending to restoration of lapsed patent, filing petition and attending to payment of fees (FORM 15)	
1.15	Working of Patents: each report of working under section 146 (FORM 27)	
1.16	Drafting assignment deed form	
1.17	Filing application for registration of assignment/license (Form 16)One patent	
1.18	each additional patent included at the same time in the same deed	
1.19	Drafting and filing pre-grant opposition (for or against)	

1.20	Drafting, Filing, and prosecuting post-grant opposition (for or against)	
1.21	Prosecuting oppositions (Incl. Pre-grant and post-grant) per hour charges for drafting reply, written submission and filing documents	
1.22	Attending hearing per day at patent office in the city of the attorney's office	
1.23	Attending hearing per day at patent office not in the city of attorney's office	
1.24	Drafting of infringement/revocation suit (initiating revocation/ infringement or defending revocation/infringement on time billing other than hearing) for foreign patent only	
1.25	Representation charges (In court)	
1.26	Any other charges, if any (like legal opinion etc)	
1.27	Consultation charges each hour or part	
1.28	Prior art search report for novelty, inventiveness and utility.	
1.29	Filing of foreign patent applications	
1.30	Filing of a patent application in each country patent (Can be as a percentage of foreign associates bills)	
1.31	Charges for prosecuting each application till grant of patent including all desired action (Can be as a percentage of foreign associates bills)	
1.32	Reporting an office action	
1.33	Responding to office action including drafting response with amending claims and specification, preparing arguments and detailed response to the office (for each office action) for Foreign Patent Only	
1.34	Charges for renewal each year (can be as a percentage of foreign associates bills)	
1.35	Preparing and filing a new PCT application and all necessary actions including amendment etc under article 19	
1.36	Filing national phase applications including changes in the claim if necessary	

Section II : Designs

2	Application for registration along with necessary forms	
2.01	Application for registration per class based with all essential form including (Form 1, Form 2 and Form 21)	
2.02	Prosecution of design application till registration certificate is provided to the applicant	
2.03	Restoration of lapsed design (Form 4)	
2.04	Notice of opposition (Form 19)	
2.05	Request for any Action such as correction of clerical errors (Form 14)	
2.06	Request for any Action such as certified copies (Form 15 and Form 16)	

2.07	Appearance any Action such as charges per appearance before patent office	
2.08	Any action such as inspecting of registered design (Form 5)	
2.09	Filing of foreign design application	
2.10	Charges for prosecuting each application till registration of design (Can be as a percentage of foreign associates bill)	
2.11	Charges for renewal each year	

Section III : Copyright

3	Application for registration of copyright (Form IV)	
3.01	Prosecution and obtaining certificate of copyright	
3.02	Drafting of any specific forms such as NOC.	
3.03	Per action (any other action outside the process of filing and obtaining copyright)	

Section IV :Trademarks

4	Application for registration of trademark including certification trademark (Forms TM 1, TM 4, TM 8, TM 51, TM 52)	
4.01	Notice of opposition and related actions, till disposal (TM 5, TM 6, TM44)	
4.02	Request for search and prosecution till issuance of certificate (TM 11))	
4.03	Restoration & renewal of trademark (TM 13)	
4.04	Application filing in other countries (should be shown as percentage of the associate's charges) or appearance in hearing etc	

Section V : Geographical Indications

5	Application for Geographical Indications	
5.01	Drafting & filing in India in single class	
5.02	Prosecution charges till registration	
5.03	Renewal of GI	
5.04	Drafting and filing of counter statement to the opposition	
5.05	Attending hearing at GI Registry or another place designated by GI Registry	

Section-VI: Protection of IC Layout Design

6	Application for registration along with necessary forms	
6.01	Handling Prosecution till Registration	
6.02	Application for Renewal of Registration	

Section -VII New Plant Variety

7	Application for registration along with necessary forms	
7.01	Handling Prosecution till Registration	
7.02	Application for Renewal of Registration	

B	Technology transfer	
8.01	Evaluation and valuation of Patent	
8.02	Preparation of Term Sheet	
8.03	Drafting & Execution of Licensing/Sale Agreement	
8.04	Negotiations (Active and Directed)	
8.05	Court Representation/Arbitration/Expert Witness	

C	Due Diligence of the Projects	
9.01	Legal Index – Understanding aspects of patent protection, prior art disclosed, proximity to the prior art.	
9.02	Technical Index – Understanding the technology uniqueness, and feasibility basis disclosed documents related to the technology; it also entails a presentation/discussion with the inventors to understand the Technology Readiness Level (TRL).	
9.03	Commercial Index – Market growth rate, products/solutions in the market that is driven by the disclosed technology, and the crowd of the potential assignees in the said domain.	
9.04	Societal Relevance	