

**INTELLECTUAL PROPERTY RIGHT CELL
THAPAR INSTITUTE OF ENGINEERING & TECHNOLOGY, PATIALA**

**FORMAT TECHNICAL BID FOR EMPANELMENT OF IPR ATTORNEYS/ FIRMS/
INSTITUTIONS**

Last Date for Submission of Quote: 14.08.2020 (5:00 PM)

Office Set Up of the attorney/firm/institution

- 1.1 Name of the Firm/Company
- 1.2 Office Address _____
Phone No. _____ Fax No. _____
E-mail: _____
- 1.3 Year of establishment, legal status, Registration details, PAN No. etc.:
- 1.4 Phone No. & Contact Person with Designation Mr./ Ms. _____
Designation: _____
Phone No. _____ Fax No. _____
E-mail: _____
- 1.5 Details of Branch Office, if any
- 1.6 Organizational Set up of the firm Number of patent attorneys in Engineering with their name, age, qualification and experience (Please enclose as separate sheet)

2. Details of experience:
 - 2.1 Number of Patent applications filed/granted/sealed in Engineering, Science & Technology so far (Pl. give details separately for Government/Semi-Government/Autonomous institutions & Universities and Reputed Corporate Clients, based in India):
 - (a) In India.....
 - (b) Abroad
 - 2.2 Number of Patent Applications filed/ patents granted in Engineering during last five years i.e. 1st April 2014 to 31st March 2019 (Pl. give details separately for Government/Semi-Government/Autonomous institutions & Universities and Reputed Corporate Clients, based in India):
 - (a) Indian Patent Applications filed:
 - (b) Indian Patents Granted:
 - (c) International Patent Applications Filed:
 - (d) International

Patents Filed / Granted:

- 2.3 List of Clients:

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2.4 Please provide details of patent applications filed and patents granted in Engineering, Science and Technology, during last five years i.e. 1st April 2014 to 31st March 2019 as per following details:

(a) In India S. No. Application No. Applicant/ Client (based in India) Title Patent No. (if granted)

Sr	Application No	Applicant/Client	Title	Patent No (if Granted)
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(b) Abroad S. No. Country of Filing

Sr	Country of Filing	Application No	Applicant/Client	Title	Country	Patent No (if Granted)
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3. Other Details:

3.1 Countries of Operation

3.2 Annual turnover for last 3 years

3.3 Procedures adopted by the firm to maintain security of information related to hard copies and computer based transaction/exchange of information between the clients and the firm

4. Any other information considered necessary but not included above

Signature, Name & Designation of the authorized person with seal of the firm (Note : Please attach separate sheet for furnishing information in case the space in the format is insufficient)

Signature & Seal

Confidential

FINANCIAL BID FOR EMPANELMENT OF IPR ATTORNEYS SCHEDULE OF CHARGES
(Excluding Govt. Fee)

Important:

- The Rates quoted should be strictly as per format
- No two rates should be merged in one column
- Any deviation from the given format will entitle TIET to reject such quotes.
- TIET has the right to reject any or all quotations without assigning any reason.

Section 1: Patents

Sr. No	Application	Amount
1.1	Drafting and Filing Application with Provisional Specification along with all necessary forms such as Form 1, Form 2 , Form 3, Form 5 , Form 8 and Form 26	
1.2	Drafting and Filing Complete Specification thereafter with all necessary forms such as Form 1, Form 2, Form 3, Form 5, Form 8, Form 18 and Form 26	
1.3	Drafting and Filing Application with Complete Specification in the first instant along with with all necessary forms Form1,Form 2, Form 3, Form 5, Form 8, Form 18 and Form 26.	
1.4	Drafting and Filing of Patent of Addition	
1.5	Drafting and Filing of Divisional Application	
1.6	Making Request for Filing Patent Application Abroad without filing in India (Form 25)	
1.7	Taking - over already Filed Application, per case	
1.8	Charges towards Filing Various forms if not done earlier at the time of Filing the application such as Form 3, Form 5, Form 8, Form 18 and Form 26	
1.9	NBA permission	
1.10	Typing (original & 4 copies) per page, if any.	
1.11	Discussion with Inventor per hour at Attorney's Office	

2. Preparation of Drawings Sequences etc

1.2	Preparation of drawings/sequences etc	
2.1	A4 size Paper / Sheet 2.2 In any Other Material Form / Sheet 3 Extension of Time & Late Filing (Preparing and Filing)	

3. Extension of Time & Late Filing (Preparing and Filing)

3.1	Preparing and Filing a Petition for extension of time (Form 4)	
3.2	Late Submission of Forms or Documents	

4 Prosecution

4.1	Obtaining Certified Copies of Patent Applications	
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4.2	Reporting Official Action including Examination Report	
4.3	Filing a Response or Amending Specification and Refiling, in response to FER, SER etc (Form13)	
4.4	Subsequent Reporting of corresponding application, if any	
4.5	Filing of Documents after Prescribed Period with Petition of Condonation of Delay in Filing	
4.6	Discussions at Patent Office during Prosecution of Application per appearance	
4.7	Post dating of Application	
4.8	Filing a Request for Early Publication (Form 9)	
4.9	Checking the publication for publication error	
4.10	Reporting of Patent Application in order of Grant, Obtaining and mailing Letter Patent Document	
4.11	Attending to Renewals and Mailing of Renewal Certificate per Year (Block-wise)	
4.12	Attending to Restoration of Lapsed Patent - Filing Petition and Attending to Payment of Fees (Form 15)	
4.13	Reporting Working of Patents per year (Block-wise) under Section 146 (Form 27)	
4.14	Request for Termination of Compulsory License (Form 21)	
4.15	Filing Petition generally for Specific Reliefs or Orders of Controller under Different Rules (Form 24)	
4.16	Request for Withdrawal of Application	

5 Assignment and Licenses

5.1	Drafting Deed Documents	
5.2	Filing Application for Registration for Assignment /License (Form 16) (a) One Patent (b) Each Additional Patent included at the same time in the same deed	
5.3	Application for Revision of Terms and Condition of License (Form 20)	
5.4	Charges for Making an Application for Compulsory License (Form 17)	
5.5	Application for Revocation of a Patent for Non Working (Form 19)	

6. Recordal of Change of Name, Address, Nationality etc. (Fo rm 6 and Form 10)

6.1	Filing Application in respect of One Patent	
6.2	For Additional Patent included at the same time	

7 Opposition

7.1	Filing Pre-grant Opposition	
7.2	Filing Notice of Opposition (Post Grant Opposition) - Form 7	
7.3	Drafting “Statement of Opposition”, Written Statement and Affidavit(s)	
7.4	Drafting Reply Statement and Affidavit(s)	

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7.5	Attending Hearing/ day at Patent Office in the City of the Attorney's Office	
7.6	Attending Hearing/ day at Patent Office not in the City of Attorney's Office	
7.7	Attending Interlocutory Petition Hearings	
7.8	Notice of Opposition to Amendment/Restoration/Surrender of Patent/Grant of Compulsory License or Revision of Terms thereof or to Correction of Clerical Errors (Form 14)	
7.9	Request for the Grant of Patent u/s 26 and 52 (Form 12)	
7.10	Charges for Making a Request for Direction of the Controller u/s 51 (1) and 51(2) - Form 11	

8. Visits Outside Office & Discussions

8.1	Per Visit Charges for Local Visit	
8.2	Per Visit Charges for Outstation	

9. Patent Revocations/Infringement, Initialing Revocation/Infringement, Defending Revocation/Infringement

9.1	Drafting of Infringement Suit	
9.2	Drafting of Revocation Suit	
9.3	Representation Charges	
9.4	Any Other Charges, if any (Name the Item of Charge)	

10. Miscellaneous

10.1	Consultation Charges/ Hour or a part thereof	
10.2	Conducting Prior Art Search or Novelty Search and Submission of International Search Report thereof	
10.3	Photocopying, Fax, Courier, Postage Charges and other Out of Pocket Expenses, if any	

11 Filing of Foreign Patent Applications (Excluding Govt Fees)

11.1	Filing of a Patent Application/ Country through National Route	
11.2	Per Action Charges for Prosecuting Each Application till Grant of Patent	
11.3	Charges for Renewal as and when falls due	
11.4	Any Other Charges	
	(a) Out of Pocket Expenses	
	(b) Offering technical opinion	
	Request for substantive examination	

12. Filing of PCT application (Excluding Govt Fees)

12.1	Preparing and Filing a PCT Application	
12.2	Filing Formal Documents such as POA, Inventorship Declaration as per PCT Format etc	
12.3	Filing "Statement under Article 19" for Amendments	
12.4	Filing Demand for Preliminary Examination	

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	Filing Response to Written Opinion/Preliminary Examination Report and for Filing Amendment under PCT Article 34	
12.6	Filing National Phase Applications including Changes in the Claims if necessary	

CERTIFICATE/UNDERTAKING

This is to certify that our quote is strictly as per given format with no deviation. If any deviation is noticed, we have no objection to TIET rejecting our quote. Our quotation runs into: Total number of pages: Total number of Annexures/Enclosures:

We have no objection to the right of TIET rejecting any or all quotations without any reason/explanation.

We undertake to provide our professional services for three years from the date of TIET’s work order to the satisfaction of TIET with the provision of annual review of the performance. No advance payment will be made for any work by TIET. While submitting the bill(s) for payment(s), we further undertake to submit necessary documents viz., CBRs issued by IPOs, Associate bills/Debit notes, Proof of foreign remittance, Bank advice indicating the currency conversion rate at the time of remittance in support of and for verification of the bill(s). In case TIET is not satisfied with our services during the effective period of three years, TIET is fully empowered to terminate the work order at any time by giving us one month advance notice at the following address addressed to:

Shri

Title:.....

Address:

In the event of any dispute or difference between us, we hereby agree and undertake to resolve such dispute or difference amicably by mutual consultation or through the good offices of empowered agencies of the Government. I am fully competent to submit this quotation on behalf of my company.

Place:

Date:

(Signature, Name of Signatory & Seal of Company)

Signature & Seal