

**Expression of Interest**

**for**

**Hiring of Attorney/ Legal Firm for Handling  
DTU's Intellectual Property Applications and  
other Intellectual Property Related Work**

**(Techno-Legal IP Bid)**

## Index

<b>Sr no.</b>	<b>Title</b>	<b>Page no.</b>
1	<b>Expression of Interest</b>	<b>1</b>
2	<b>Information and Instructions for Applicant</b>	<b>2</b>
3	<b>Format for submitting proposal</b>	<b>3</b>
4	<b>Profile and Business Competencies of The Firm</b>	<b>4</b>

## **1. EXPRESSION OF INTEREST**

### ***Establishment of IPR Cell for handling DTU's IP applications and other IP related work.***

Delhi Technological University (DTU) is one of the premier institutes of India in the fields of Science and Technology. The University has been extensively involved in research work and caused innovations in plenty, which has received high national and international acclaim. The Intellectual Property Rights Cell (IPR Cell) at DTU is responsible for the protection of IP generated from various scholars and labs of the Institute. The IPR Cell has been set up as an in-house setup under the Office of Dean (IRD), looking after the IP management work including search, examination, drafting, filing, prosecution, maintenance and legality of patents with respect to originality of patents, arbitration, restoration, revocation, liability, conflict of interest with respect to different opinions in context of Intellectual Property related laws of various countries and World Intellectual Property Organization (WIPO). IP work also includes related matters like licensing, litigation, opposition, revocation and restoration of IP any other proceedings under the relevant IP Acts and other IP management Matters.

Expression of Interest (EOI) is requested for Hiring of Firm/ Attorney for handling DTU's Intellectual Property and IP related works. The applying Firms/ Attorney should be able to provide services for:

- Filing, prosecution, maintenance, opposition, litigation, number of inventors and applicants, revocation, restoration and any other proceedings in respect of patent applications/ patents and for registration /securing of other forms of IP in India.
- All other forms of IP and related work comprising services for patent filing, assignment of any IP related work, copyright matters, design, trademark, layout design, geographical locations, plant varieties, opposition, litigation, revocation, restoration, representation before Appellate Board in India, ownership of patents, sharing of fees & 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, assistance in licensing and other IP Management matters like IP audit, IP valuation, commercialization strategy and opinion/advice relating to IP matters.

The Firm/ Attorney should have good standing for at least a period of 5 years or more and must have filed patent applications for more than 50 inventions abroad (including PCT applications) at WIPO for clients based in India and abroad. The Firm/ Attorney should possess professional expertise especially in handling patent applications in the field of Science, Technology and Engineering. The Firm/ Attorney must have the requisite infrastructure and be financially sound. The Firm/ Attorney should have a local office in NCR and an established network of top leading foreign attorney firms worldwide who can handle the assigned work with respect to DTU's patent

applications and other forms of IP. Invited proposals should include the details mentioned in the format which may be downloaded from the DTU website <http://dtu.ac.in>

The `Techno-legal IP bid' is invited initially from interested Firm/ Attorney. The shortlisted Firm/ Attorney will be asked for a presentation before the expert committee. The format for the submission of 'Financial Bids' will be sent to only shortlisted Firm/ Attorney. The selection of the Firm/ Attorney will be based on the evaluation process. **The evaluation will have the 70 and 30 percent weightage on Technical and financial assessment respectively.** The selected Firm/ Attorney need to sign the Memorandum of Understanding (MOU) with the University.

The applicant shall mention on the sealed envelope Name, Phone number, name of the contact person of the Firm/ Attorney and a line highlighting `Techno-legal IP bid' and 'Do Not Open Before 15:00 hours on 5 June 2018. **Last date of receiving of EOI is 17:00 hours is 4 June 2018.** The Sealed envelope may be addressed to **The Coordinator, Intellectual Property Rights Cell, Office of OIC General Administration, Administrative Building, Delhi Technological University, Bawana Road, Shahbad Daultpur, New Delhi - 110042.**

DTU, reserves the right to shortlist firms at any point of assessment of their credentials for the empanelment. This advertisement does not constitute and will not be deemed to constitute any commitment on the part of Delhi Technological University.

## **2. 1 Information and Instructions for Applicant**

1. All information called for should be furnished against the relevant items in the prescribed forms. If for any reason, information is provided in a separate sheet, this fact should be mentioned against the relevant column. Even if no information is to be provided in a column, a 'nil' or "no such case" entry should be made in that column. If any particulars/ query is not applicable in case of the applicant, it should be stated as "not applicable". The applicants are cautioned that not giving complete information called for in the application forms or not giving it in clear terms or making any change in the prescribed forms or deliberately suppressing the information may result in the applicant being summarily disqualified. Applications made by telegram or telex/fax and those received late will not be entertained.
2. The applicant should sign each page of the application.
3. Overwriting should be avoided. Correction, if any, should be made by neatly crossing out, initialing, dating and rewriting. Pages need to be numbered. Additional sheets, if any added by the service provider, should also be numbered by him.
4. References, information and certificates from the respective clients certifying suitability and capability of the applicant should be duly signed.
5. The applicant may furnish any additional information which he thinks is necessary to establish the capabilities of the firm to successfully complete the envisaged work. It is,

however, advised not to furnish superfluous information. No information shall be entertained after submission of EOI document unless it is called for by University.

6. Any information furnished by the applicant found to be incorrect either immediately or at a later date, would render him liable to the termination of the contract.
7. Any effort on the part of the applicant or his agent to exercise influence or to pressurize University would result in rejection of his application.
8. Any application received after deadline for submission of bid prescribed by University will not be rejected and shall be marked as "late" and not considered for further evaluation. Envelop shall not be opened and shall be returned to the bidder.
9. All bids will be opened in the presence of their authorized representative as per the schedule given in the invitation of bids.

## **2.2 List of documents required to be submitted along with Eligibility criteria**

- i. The Demand Draft of Rs. 10000/- as EOI fee of approved Bank in original
- ii. Audited balance sheet of last five financial years
- iii. Audited certificate showing net worth of last five financial years
- iv. Income tax return of last five financial years
- v. Copy of the Bank Solvency Certificate (not older than six months) (Form A)

### **3. Format for submitting proposal**

From

(Firms Name and Address)

To

Coordinator

Intellectual Property Rights Cell

Delhi Technological University

Bawana Road, Shahbad Daulatpur,

New Delhi - 110042

Subject: Submission of Expression of Interest for *"Empanelment of IP Firms/ Attorney for handling University's IP applications and other IP related work."*

Sir,

Having examined the details given in the Terms and conditions of the Expression of Interest for the above work, I/we hereby submit the EOI.

1. I/We hereby certify that all the statements made and information are true and correct.
2. I/We have furnished all information as required in "Profile and Business Competencies of The Firm' which is necessary for EOI and have no further pertinent information to supply.
3. I/We also authorize University to approach individuals, employees, firms and corporation to verify our competence and general reputation.
4. I/We will make comprehensive presentations before officials of the University at various stages to explain the functioning and other matter necessary for the empanelment of the attorney.
5. I/We submit the following documents in support of our suitability, technical know how and capability for having successfully completed the following assignments.

Seal of applicant

Date of submission

Signature(s) of Applicant(s)

(Authorized signatory with Name and his capacity)

Enclosures:

**4. PROFILE AND BUSINESS COMPETENCIES OF THE FIRM**

1. Full Name of the firm
2. Complete Address of main office and branch offices along with telephone numbers, email address of the Firm
3. Internet address (es)
4. Place of work: firm owned/leased
5. Date of establishment of the firm
6. Legal Status of the firm (attach attested copies of original document)
7. Particulars of the registrations/certifications if any with various government/non-governmental bodies (attach attested photocopy)
8. Particulars of the memberships/partnership if any
9. Articles and Memorandum of Association
10. Partnership agreement between the firm and its partner clearly highlighting the scope of work for each:
11. Details of PAN (Permanent Account Number), TAN (Tax Deduction and Collection Account Number) and other Important Registration No. may also be provided
12. Balance sheet for last two financial years duly signed by Chartered accountant along with the annual Turn-over.
13. Area of specialization: (Patents/ Trademarks/ Copyright/ Designs/ Litigation/ opposition/ Contracts/ other IP related activities)
14. Number of professionals (Partners/Associates) presently employed with the firm for patent and related IP work in various fields and their profiles:

Sr. No	Name of the Professional	Qualification	Area of expertise	Experience (no. of years)	Number of cases handled(Specify whether it is for copyright, Trademark or Patent or any other IP form, litigation/opposition)

- 15. Provide details of number of patent applications or other forms of IP handled by the firm during the last 5 years with respect to:**
- a. Number of patent applications drafted and filed in India from Indian clients and from foreign clients;**
  - b. Number of patent applications drafted and filed abroad including PCT applications from Indian clients;**
  - c. List of patent applications published /granted related to those handled by Firm;**
  - d. Number of cases handled with respect to other forms of IP.**
- 16. Number of litigations/opposition proceedings handled by the firm pertaining to patents, design, trademarks and copyrights during the last 5 years and success rate of the decided cases in favor of the client(s) during this period.**
- 17. Number of Indian/foreign patent applications filed on behalf of other government organizations and industry from India and the name of these organizations.**
- 18. Names of foreign associates handling the cases in various countries.(Provide a list of Foreign associate and basis of their selection along with their international ranking and source of such ranking)**
- 19. Names of authorized signatory(ies)/Representative(s) to deal with day to day transactions and to visit University to discuss the functional and technical matters with respect to IP related matter.**
- 20. Procedures adopted by the firm in regard to maintaining security of information related to hard copies and computer based transaction/ exchange of information between the clients and the firm.**
- 21. Testimonials/references from the present clients.**
- 22. Was the applicant ever required to suspend the works for a period of more than six months continuously after award of work? If so, give the reasons of suspension of work.**
- 23. Has the applicant or any constituent partner in case of partnership firm, ever abandoned the awarded work before its completion? If so, reasons for abandonment.**
- 24. Has the applicant or any constituent partner in case of partnership firm, ever been convicted by a court of law? If so, give details.**
- 25. Any other information considered necessary but not included above.**

**(Signature, name and designation of the authorized signatory)**

For and on behalf of

**[End of document]**