

**Guru Gobind Singh Indraprastha University**  
**Dwarka, Sector 16C, New Delhi – 110078**

**Notice for Empanelment of Law Firms for Handling Intellectual Property Rights**  
**Application Processing**

**Guru Gobind Singh Indraprastha University, Delhi (GGSIPU)** invites Expression of Interest from law firms based in Delhi for empanelment with the University to handle the Intellectual Property Rights (IPRs) applications for Patent, Copyright, Trademark, Plant Varieties, Design, Layout etc., and their processing at the appropriate fora. The selection and empanelment of the IP Law firm shall be based on an internal evaluation process.

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

GGSIP University, reserves the right to seek any further information it may deem suitable from the shortlisted firms for evaluating the candidature for empanelment.

GGSIP University, reserves the right to reject any Expression of Interest (EOI) if it is not in desired format, at any time, or if the firm does not respond promptly and thoroughly to the directions of the University for supplementary information required for the evaluation of the EOI.

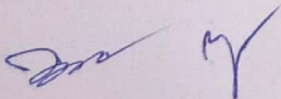
Interested firms may submit the EOI in the given format in a sealed envelope latest by 11.59 P.M., on 20<sup>th</sup> October, 2023 to Registrar, GGSIP University, Sector 16C, Dwarka, New Delhi-110078 for shortlisting for further consideration.

**Scope of Work (indicative):**

1. Preliminary opinion on the eligibility for legal protection of the creativity in the form of product, process, services, marks etc., for the purpose of patents, trademarks copyright, designs and other form Intellectual Property Rights protection.
2. Conducting prior art search, trademark search, identification and reporting results thereof as per the requirement of the specific IPRs.
3. Drafting of IP applications like patent specifications, copyright, trademark, Plant Varieties, Design, Lay-out Design and other IP rights.
4. Filing of IP applications to the relevant offices under various IP Laws such as the patent applications; processing of patent applications including filing responses to office actions, attending hearings, filing requests for amendment of patent applications, etc.
5. Defending objections/actions against patent applications or other IPRs
6. Securing registration and maintenance of various IPRs.

**Pre-Qualification Criteria:**

1. The firm must be registered in India and should have a registered office in Delhi.
2. The firm should have minimum ten years of experience as an Indian entity.
3. The firm should possess professional expertise in handling various IPR application in general and especially in handling patent applications in the field of science and



- engineering, including biology, biotechnology, chemistry, electrical and electronics, mechanical and computer science.
4. The firm must have the requisite infrastructure and sufficient experience human resource o handle the IPR work.
  5. The firm should not be involved in any major litigation that may have an impact of affecting or compromising the delivery of services.
  6. In case of conflict of interest in any IPR related issue, the University reserves the right to disqualify, delist the firm and discontinue the contract at any stage.

### **Mode of Empanelment**

The empanelment shall be in two stages. In the first stage, shortlisting of the eligible firms shall take place for further consideration. In the second stage, Request for Proposal (RP) containing Technical and financial bid be invited. The Purchase Committee reserves the right to fix the Charges in the second stage on the basis of the RPs received from the potential bidders.

### **Tenure of empanelment**

The empanelment which will be finalised after the second stage, will be initially for a period of two years which may be extended for further one year. However, on completion of the term and satisfactory performance of the law firm, the empanelment term may be extended further as per the terms and conditions in effect at the time of renewal.

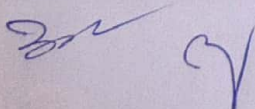
### **Documents to be submitted:**

1. Covering letter (elaborating on why the law firm should be considered for empanelment)
2. List of other institutions with which the law firm has been empanelled in the past.
3. Documents elaborating competency and expertise of the firm in IPR matters.
4. Schedule of charges for filing and prosecution of patent application.
5. Name and copy of the Bar Council ID of any advocate which has represented government bodies before judicial bodies.
6. Copies of Bar Council enrolment certificate of (at Least 5) advocates engaged with the law firm.
7. Documents elaborating on office infrastructure and number of advocates and other staff engaged by the law firm.
8. Other relevant information, if any.

### **Additional information and instructions for the firm:**

1. Each page of the application should be signed and stamped by competent authority of the firm.
2. The envelope should be super scribed with "Application for Expression of Interest for Empanelment of Patent Counsel".

**Note:** The University shall evaluate the firm for shortlisting, inter-alia based on their experience of handling similar types of work, strength of their man power and financial strength of the firm. Various criteria have been fixed to assign scores for shortlisting the firms.



**Format I**  
**Applicant's Consent Form**

EOI No. GGSIPU/IPU-IPR/EOI/ 2023

Date:

To,  
Registrar,  
GGSIP University  
Dwarka, New Delhi

Subject: EOI for Providing IPR Related Services

Dear Sir,

In response to the Invitation for Expression of Interest (EOI) for IPR Related Services, we would like to express interest to carry out the services.

Hence, we submit the following documents in sealed envelopes:

- (a) Contact detail of the Organisation
- (b) Experience in related fields
- (c) Experience of key personnel
- (d) Financial strength of the organisation
- (e) Additional information
- (f) Declaration

Signature of Applicant

Full name of Applicant

Stamp and Date

**Format II**  
**Firm Contact Details**

<b>Name of the Firm/ Organisation</b>	
<b>Type of Registration of firm</b>	
<b>Year of Registration of firm</b>	
<b>Registered Address</b>	
<b>Website:</b>	
<b>Contact Address:</b>	
<b>Telephone</b>	
<b>Contact person and designation</b>	
<b>Mobile no.</b>	
<b>Email address for communication</b>	

Signature of Applicant

Full name of Applicant

Stamp and Date

**Format III**

**Experience in IPR and related fields**

Overview of the past experience of the organisation in handling IP and other related work.

S.No.	Item	Particulars
1	Experience & details of work done in the last 10 years with any publicly funded institutions such as R & D organisation/Universities in respective jurisdictions.	
2	Experience & details of work done with institutions other than covered under SI No.1	

Signature of Applicant

Full name of Applicant

Stamp and Date

**Format IV**

**Experience of Key Personnel**

Name	
Designation	
Date of Birth	
Qualifications	
Experience (activities carried out in last 5 years)	
Contributions to the present Firm	

Note: Information regarding best ten key personnel who are on the payroll of the applicant may be provided. Each individual to be assessed separately and then average of the all key personnel may be taken for final assessment/ evaluation.

Signature of the Applicant

**Format V**

**Declaration**

We hereby confirm that we are interested to work with GGSIP University in providing IPR related services to their research and innovation as per their requirements. All the information and details provided by the applicant are genuine and accurate to the best of our knowledge.

We also confirm that our firm has not been black listed or has any litigation or any conflict of interest that may impact on the delivery of services.

Authorised Person's Signature

Name & Designation

Date of Signature

(This declaration is to be furnished on the letter head of the organisation.)

(To be placed in a separate sealed envelope)

Commercial bid

Sr. No.	Services	Charges for University Faculties and Research Scholars
1.	Patent search (prior art search)	
2.	Opinion on Patentability	
3.	Drafting & filing Indian Patent application	
4.	Drafting reply for first examination Report	
5.	Patent Prosecution, addressing objections, communication with Government office (all response submissions post filing)	
6.	Copyright filing	
7.	Copyright prosecution	
8.	Trademark Search	
9.	Trademark filing	
10.	Trademark opposition	
11.	Trademark prosecution	
12.	Plant Varieties registration drafting & filing	
13.	Drafting replies/notices	
14.	Filing objections	
15.	Design drafting and Filing	
16.	International design filing	
17.	Design prosecution	
17.	Foreign patent filing (in single foreign country)	
18.	PCT filing	
19	Agreement drafting	
	Any other services	

The selected entity is requiring to execute NDA/Confidentiality agreement with GGSIP University. We hereby acknowledge and agree to all the given terms and conditions for the EOI.

Authorised Person's Signature

Name & Designation

Date of Signature