



Technology Information Forecasting and Assessment Council (TIFAC),
[An autonomous body of Department of Science & Technology, Govt. of India]

Empanelment of IPR Attorneys

Patent Facilitating Centre (PFC) in the Technology Information Forecasting and Assessment Council (TIFAC) is assigned by the Government of India, Department of Science and Technology to extend technical and financial assistance for protecting intellectual property generated at educational institutions including universities, colleges, institutes and schools, government departments and research institutions supported by Government.

PFC wishes to set up a new panel of attorneys to undertake protection activities on their behalf. Interested attorney firms may submit their quotations as financial bid along with following application form and technical bid as prescribed. PFC predominantly handles patent cases and therefore looking for firms which have good experience in handling patent cases. The application form, format for submitting technical bid, financial bid along with general terms and conditions are available on www.pfc.org.in and www.tifac.org.in. The application form and all the enclosures should be signed by an authorized person of the firm.

The duly filled application form along with technical bid and financial bid in prescribed format sealed in two envelopes separately one superscribing **“Technical Bid”** and other **“Financial Bid”** should reach the following address by December 16, 2019 1600 hrs, the Technical bid will be opened by the committee constituted for the purpose on December 17, 2019 at 10:30 AM onward. The presentation by bidders will also to be made on December 17, 2019 before the committee. The financial bid will be opened only of those who fulfill the eligibility criterion; date for the same will be announced on December 17, 2019 during the presentation and will be put on website. The financial bid may be in both ink signed as well as a soft copy in xls format (CD or pen drive) to be provided.

The Head, Patent Facilitating Centre (PFC)

Technology Information Forecasting and Assessment Council (TIFAC),
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Both envelopes of “Technical Bid” and “Financial bid” may be submitted in one envelope and may be superscribed as “Tenders for IPR Attorney Empanelment”.

1. Eligibility criteria

2. Firm should be at least ten (10) years old in the business of IPR on December 16, 2019; especially in the area of patents.
3. A firm should be composite firm capable of handling cases in different areas of IPR.

4. Firm should have filed at least 500 patent applications in the last five years (2014-15 to 2018-19).

5. Number of patent agents on the role of the firm minimum 10 (ten).

2. Duration: Empanelment will be for the period five years from date of approval

3. General Terms and Conditions:

- a. No advance payment will be made. The final payment shall be made after submission of necessary supporting documents by attorney to the satisfaction of TIFAC.
- b. Validity of bid is 120 days from the date of opening of tender.
- c. TIFAC reserves right to accept or reject the tender in full or part without assigning any reason thereof.
- d. Any clarification may be sought before the submission of tender and no changes in tender would be allowed after submission.
- e. Tender should be submitted in prescribed formats viz Application Form (Annexure-I), Technical Bid (Annexure-II) and Financial Bid (Annexure-III) along with required/supporting documents duly signed by authorized signatory.

4. Important information for bidders and selection criterion for empanelment:

- a. Only L-1 charges would be considered for the activities highlighted in colour in financial bid format irrespective of quoted amount. For other heads different charges (as per quote) would be considered for Intellectual work.
- b. 60:30:10 marking system in shortlisting and empanelment is given in Table-I below:

Table-I: Parameters and weightage with marking scheme for evaluation of bid for selection of attorney firms

S. No.	Parameter to be measured	Unit	Max Marks	Formula for calculating marks
Technical Parameters-60 Marks				
1.	Patent agents on roll	Number (N) [Max 50 be considered for calculating marks]	15	$15 \times \left(1 - \frac{9}{N}\right) + 2.7 \times \frac{N}{50}$
2.	Other IP agents/professional on roll	Number (N)	5	$5 \times \left(1 - \frac{1}{N}\right)$
3.	List of clients	Number/their status (Qualitative to be assessed by committee)	10	Qualitative to be assessed by committee

4.	Number of Indian Patents filed	Number (N) [Max 2000 to be considered for calculating marks]	10	$10 \times \left(1 - \frac{499}{N}\right) + 2.5 \times \frac{N}{2000}$
5.	Number of Foreign Patents files	Number (N) [Max 200 to be considered for calculating marks]	5	$5 \times \left(1 - \frac{1}{N}\right)$
6.	Number of other IP applications excluding trademarks	Number (N) [Max 200 to be considered for calculating marks]	5	$5 \times \left(1 - \frac{1}{N}\right)$
7.	Number of patents granted	Number (N) [Max 200 to be considered for calculating marks]	5	$5 \times \left(1 - \frac{1}{N}\right)$
8.	Annual turnover and financial strength	Qualitative to be assessed by committee	5	Qualitative to be assessed by committee
Financial-30 Marks				
9.	Based on financial bid	Total of quoted charges for essential services (CL Lowest quoted charges, CB Bidders quote for same work)	30	$30 \times \frac{CL}{CB}$
Presentation (10 Minutes Max)-10 Marks				
10.	Presentation by firm	Qualitative (to be assessed by committee)	10	To be assessed by committee
Total			100	

The calculation of marks w.r.t. charges quoted C (CL or CB) will be calculated, [Charges in Rupees = Patents{1.1+1.4+(1.5×2)+3.1+3.2}×0.6+Design{1.1+1.2}×0.05 + Copyright{1+2+3}×0.1+ TM{1+3}×0.05+GI{1.1+1.2}×0.05+PVP{1+3}×0.05+IC Layout {1+2}×0.05 + Total of Rest of the Heads irrespective of IP×0.05. Details of heads Patents 1.1 etc. may be seen in financial bid Performa.

The firm getting 60 or above marks shall qualify for the empanelment on rates quoted by them except heads marked in the bid format to be considered for L1.

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