THE WEST BENGAL NATIONAL UNIVERSITY OF JURIDICAL SCIENCES
(An Autonomous Law University established by the West Bengal Act No. IX of 1999)
"DR. AMBEDKAR BHAVAN", 12, LB BLOCK, SECTOR III, SALT LAKE CITY, KOLKATA - 700 106
Phone: (033) 2335 7397/ 0510/ 2811, 2569 4700 to 30 <> Fax: (033) 2335 7422/ 0511
E-mail: adminofficer@nujs.edu <> Website: www.nujs.edu

Ref. No.: WBNUJS/EOI/IPFC/006/2024-25 **DATE: 04/09/2024**

EXPRESSION OF INTEREST

The West Bengal National University of Juridical Sciences, an Autonomous Law University established by the Act No. IX of 1999 of Govt. of West Bengal is in the process for procurement of the following item through the e-Procurement System of West Bengal portal under one cover bidding system (Technical).

Description	Engagement
EMPANELMENT OF FIRM RELATED TO LAW/INTELLECTUAL PROPERTY RIGHTS (IPR) AND OTHERS.	**Upto 31.03.2025**

The potential and eligible bidders are required to visit the website (https://wbtenders.gov.in) for submission/ uploading the bid with proper documentation within bidding schedule. Interested Bidders are also requested to check the detailed corrigendum from time to time through the WB Tenders Portal which may be uploaded against this tender.

Critical Dates of Tender

Sl.No.	Particulars	Date	Time
1.	Date of Online Publication/ Download of Tender	**04.09.2024**	**02.30 p.m.**
2.	Bid Submission Start Date	**04.09.2024**	**02.30 p.m.**
3.	Bid Submission Close Date	**18.09.2024**	**06.00 p.m.**
4.	Opening of Bids	**20.09.2024**	**06.00 p.m.**

No manual bids will be accepted. All quotation should be submitted in the e-Procurement System of West Bengal portal only.
Any queries relating to the process of online bid submission or queries relating to WB Tenders Portal in general may be directed to the 24x7 WB Tenders Portal Helpdesk. The contact number for the helpdesk is 0120-4001002, 0120-4001005, 0120-6277787 or email at support-eproc@nic.in/ helpdesk.eproc-wb@nic.in/ helpdesk2.eproc-wb@nic.in

INSTRUCTION TO THE BIDDER

As per the decision of the University Authority, this tender document has been published on the e-Procurement System of West Bengal (https://wbtenders.gov.in/). The bidders are required to submit soft copies of their bids electronically on the WB Tenders Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the WB Tenders Portal, prepare their bids in accordance with the requirements and submitting their bids online on the WB Tenders Portal.

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IMPORTANT INFORMATION

NIT REF. NO.	**:**	WBNUJS/EOI/IPFC/005/2024-25	
ITEM DESCRIPTION	:	**EMPANELMENT OF FIRM RELATED TO LAW/INTELLECTUAL PROPERTY RIGHTS (IPR) AND OTHERS.**	
TENDER TYPE	**:**	OPEN TENDER	
NO. OF COVER		ONE (01) COVER SYSTEM	
DATE OF PUBLICATION OF TENDER	**:**	04.09.2024	
LAST DATE OF ONLINE BID SUBMISSION	**:**	18.09.2024 upto 06.00 p.m.	
DATE OF OPENING OF TECHNICAL BID	**:**	20.09.2024 at 06.00 p.m.	
EARNEST MONEY DEPOSIT *(EMD is refundable to the unsuccessful bidders against the application made by the unsuccessful bidders after the financial bid evaluation, No interest shall be paid against the earnest money deposited).*	**:**	AMOUNT	Rs. **NIL**
		Online receipt and refund of EMD of e-procurement through State Government e-procurement portal	

Sd/-
Raja Chakraborty
Registrar

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REGISTRATION :

- Bidders are required to enroll on the e-Procurement module of the e-Procurement System of West Bengal (https://wbtenders.gov.in/) by clicking on the link "**Online Bidder Enrolment**" on the WB Tenders Portal at free of cost.

- As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.

- Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the WB TENDERS Portal.

- Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.

- Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.

- Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / eToken.

A. SEARCHING FOR TENDER DOCUMENTS:

There are various search options built in the WB Tenders Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the WB Tenders Portal.

1) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the WB Tenders Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.

2) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

B. PREPARATION OF BIDS:

1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.

2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF formats. Bid documents may be scanned with 100 dpi with black and white option.

4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required forbid submission process.

C. SUBMISSION OF BIDS:

1) Bidder should log into the site well in advance for bid submission so that they upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.

2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.

3) Bidders need to pay the EMD if applicable separately on-line through RTGS Copy Challan of submission of EMD should be uploaded along with the technical bid.

4) A standard BoQ format has been provided with the tender document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. Bidders are required to download the BoQ file, open it and complete the (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.

5) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.

6) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done.

7) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

8) Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

9) The documents uploaded by the bidders should be clear and legible and concise in disk space.

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D. EARNEST MONEY DEPOSIT:

Earnest Money Deposit (EMD)/Bid Security as stated under IMPORTANT INFORMATION should be provided as applicable. The bid security should remain valid for a period of forty-five days beyond the final bid validity period.

A bidder's Bid Security will be forfeited if the bidder withdraws or amends its/his tender or impairs or derogates from the tender in any respect within the period of validity of the tender or if the successful bidder fails to furnish the required Performance Security within the specified period. The decision of the Competent Authority of WBNUJS Kolkata in this respect will be final and binding on all the stakeholders.

E. EXEMPTION OF EARNEST MONEY DEPOSIT:

Earnest Money is to be submitted by the all bidders except Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or is registered with the Central Purchase Organization or the concerned Ministry or Department.

F. CONTACT INFORMATION:

Any queries relating to the tender document and the terms and conditions or technical specification, Bidders may contact to the following offices:

FOR ANY COMMERCIAL TERMS AND CONDITIONS:

Designated Officer:	**The Director,**
Department:	**IPFC, WBNUJS Kolkata**
Email ID:	**iprcentre@nujs.edu**
Help No.:	**(91) +033 - 2335 0534/7379/0765**

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GENERAL TERMS AND CONDITION

A. PRE-QUALIFICATION CRITERIA:

1. The service provider firm should be a registered IPR firm, duly registered with the relevant licensing authorities of the GoI, as mandated under law of the land to provide complete IPR services viz. filing, prosecution, maintenance, opposition, restoration and infringement for Patents, Design, Trademark, Copyright, through its certified/licensed IPR agents, attorneys, lawyers etc. in India and abroad. (Please enclose self-attested copies of requisite documents/certificates/license issued from appropriate authorities.)
2. The IP firm must have minimum one year of existence as an Indian entity (Please enclose incorporation certificate).
3. The IP firm should possess professional expertise in handling all forms of intellectual property protection measures viz., patents, industrial designs, trademarks, copyrights, plant varieties, geographical indications and etc.
4. The IP firm must have the requisite infrastructure and in-house capability.
5. The IP firm must have a good financial standing. (Please enclose the audited financial statement or a CA certificate, if possible last 3 years.
6. The IP firm should not be involved in any major litigation that may have an impact of affecting or delivery of services to the Institute. (Please enclose the relevant document).
7. The IP firm should not have been blacklisted by any Central/State Government/Public Sector Undertaking, GoI.
8. Technical compliance sheet with point wise explanation of the Specification as per **Annexure-VI** must be attached along with technical bid.
9. Bidder should upload the details of company profile along with technical and financial credibility as following:
    - Current Trade License, Incorporation Certificate (if Applicable)
    - Company PAN Card,
    - GST Registration certificate,
    - Up to date P-Tax Challan,
    - ITR and Profit and Loss statement with Balance Sheet for Last Three Financial Year etc.
    - Details Office Address with the details of contact person
    - Past Experience of Similar nature of Job in Government Organization.

10. BID VALIDITY:

The quoted price shall be valid for a period of 180 days from the date of financial bid opening of the tender. The institute may issue the order within 180 days from the date of opening of financial bid i.e. within the period of bid validity.

11. TERM OF CONTRACT

1. The contract shall be awarded initially for a period of 01 Year (One) with effect from execution of agreement. The contract may be extended for Two years [one year each (1+1)] based upon satisfactory performance on same rate, terms & conditions. However, WBNUJS, Kolkata reserves the right to terminate the contract/agreement by giving one-month advance notice at any time during the currency of the contract/agreement, if the services of the firm are not satisfactory as per the opinion of WBNUJS, Kolkata or its representative.

2. In case expiry of term of the contract/agreement so allotted in favour of the tenderer, the firm will be responsible for providing the services of those allotted work till its final outcome on the agreed rate, terms and conditions.

12. PRICES:

The price should be quoted on **Door Delivery WBNUJS Kolkata** basis including applicable Taxes, Charges etc. The bidder shall also show the amount of each item, the total of each section and the grand total of the whole tender.

13. PAYMENT:

The payment shall be made on quarterly basis against the services provided by firm after deduction of statutory levies/taxes, if any, subject to the following:

(i) The payment shall be made only after satisfactory completion of stage of services rendered by the firm.

(ii) All official Govt. fees shall be reimbursed as per actual after submission of bill duly supported by proof of payment to the concerned Govt. authority.

(iii) The bills for the services rendered (along with details of services provided and statutory fee paid, if any, mentioning the patent reference id) shall be submitted by the firm to the Director, IPFC Centre, WBNUJS, Kolkata and same shall be verified by the said Director, IPFC Centre for further payment to the firm.

Advance payment: No advance payment shall be made.

14. NON-TRANSFERABLE:

The Contract cannot be transferred or assigned by the Agency to any other person/firm.

15. SERVICE ORDER:

As and when required, work order will be issued to the empanelled Firm on job basis and cyclic basis. However, WBNUJS, Kolkata reserves the right to assign any specific service to any empanelled IPR firm.

The service provider firm shall abide by all laws of the land and all other obligations that enjoin in such cases and are not essentially enumerated & defined herein. Any such onus shall be the exclusive responsibility of the service provider and it shall not involve WBNUJS, Kolkata in any way whatsoever.

The Institute reserves the right to accept/reject, at any stage of the process, any or all offers submitted in response to this invitation for offer, and/or to modify the process at any time without assigning any reasons whatsoever.

The Institute reserves the right to shortlist the offers as per the requirement of the Institute and to allot IPR services contract to the service provider firm, if it deems eligible and qualified based on the responses received, and the decision of the Institute in this regard shall be final.

16. BANK CHARGES:

NEFT/RTGS/Out Station Bank Charges etc. to the beneficiary account.

17. ARBITRATION CLAUSE:

In the event of any difference of dispute arising out of this contract, all efforts shall be made by both parties to settle the same amicably, failing which, the dispute shall be finally settled through arbitration conducted under the Arbitration and Conciliation Act, 1996 by three arbitration appointed in accordance with the said Act. The arbitrators shall give reasoned and speaking award. The venue of arbitration, if any, shall be Kolkata only. All disputes are subject to "Kolkata Jurisdiction" only.

In case of any default or deficiencies of services provided by the service provider firm, the alternate arrangement will be made by the Institute at the risk & cost of the service provider firm.

If, in the opinion of the Institute, there is any defect or deficiency in the service or performance of the Contract Agreement, the Institute may terminate the contract or impose fine of **Rs. 10,000/-** on the service provider firm on each such occasion. Such fines will be deductible from the payment due to the firm.

The award process may be postponed/cancelled Suo Moto without assigning any reason or giving any notice to the service provider firm.

WBNUJS, Kolkata reserves the right to terminate the contract of a successful service provider without assigning any reason thereof.

18. SERVICE FACILITY:

Supplier should mention about the possible service set up in India and how capable they are to provide after sales service.

19. SELECTION CRITERIA:

i) Maximum three service provider who get highest composite score in technical prospect as well as in technical presentation will be empaneled for award of IPR work on item wise lowest rate quoted by these firms. Minimum 50% score in technical prospect as well as technical presentation is mandatory for selection for empanelment. All the empaneled firms need to accept overall item wise the L1 price.

ii) WBNUJS, Kolkata reserves the right to allot any specific work to any empaneled firm and the decision of the Institute in this regard will be final and binding and the same cannot be challenged in any forum thereafter.

20. AFTER SALES SERVICE:

After sales service should be provided satisfactorily as per the requirement of the Institute.

21. MINISTRY OF FINANCE OM No. 6/18/2019-PPD Dated 23rd July 2020:

The Institute has adopted and will comply with Ministry of Finance OM No. 6/18/2019-PPD dated 23rd July 2020.Any bidder from a country sharing a land border with India will be eligible to bid in this tender only if the bidder is registered with the Department for Promotion of Industry and Internal Trade (DPIIT). If applicable, relevant supporting document is required to be submitted in the technical bid itself.

22. DISPUTES AND JURISDICTION:

Any legal disputes arising out of any breach of contract pertaining to this tender shall be settled in the court of competent jurisdiction located within Kolkata, West Bengal.

23. FORCE MAJEURE:

The Supplier shall not be liable for forfeiture of its performance security, liquidated damages or termination for default, if and to the extent that, it's delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

- For purposes of this Clause, "Force Majeure" means an event beyond the control of the Supplier and not involving the Supplier's fault or negligence and not foreseeable. Such events may include, but are not limited to, acts of the Purchaser either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.

- If a Force Majeure situation arises, the Supplier shall promptly notify the Purchaser in writing of such conditions and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

24. LIQUIDITY DAMAGES:

1 % per week of the order value will be applicable for belated supply towards liquidated damages subject to maximum of 10 % beyond the due date. Such amount will be deducted from any amount due or which may become due to supplier.

The condition regarding the execution of LD Clause as mentioned above is given bellow -
For Indigenous Order: Delivery/ Installation from the date of issue of Purchase/Work Order

25. RESOLUTION OF DISPUTES:

The dispute resolution mechanism to be applied pursuant shall be as follows:

In case of Dispute or difference arising between the Purchaser and a domestic supplier relating to any matter arising out of or connected with this agreement, such disputes or difference shall be settled in accordance with the Indian Arbitration &Conciliation Act, 1996, the rules there under and any statutory modifications or re-enactments thereof shall apply to the arbitration proceedings.

The dispute shall be referred to the Registrar, The West Bengal National University of Juridical Sciences (WBNUJS) Kolkata and if he is unable or unwilling to act, to the sole arbitration of some other person appointed by him willing to act as such Arbitrator. The award of the arbitrator so appointed shall be final, conclusive and binding on all parties to this order.

In the case of a dispute between the purchaser and a Foreign Supplier, the dispute shall be settled by arbitration in accordance with provision of sub-clause (a) above. But if this is not acceptable to the supplier then the dispute shall be settled in accordance with provisions of UNCITRAL (United Nations Commission on International Trade Law) Arbitration Rules. The venue of the arbitration shall be the place from where the order is issued.

26. GOVERNING LANGUAGE:

The contract shall be written in English language. English language version of the Contract shall govern its interpretation. All correspondence and other documents pertaining to the Contract, which are exchanged by the parties, shall be written in the same language.

27. AWARD OF CONTRACT:

WBNUJS Kolkata shall award the contract to the technically eligible lowest bidder. If more than one bidder happens to quote the same lowest price, WBNUJS Kolkata reserves the right to award the contract to more than one bidder or any bidder.

28. INDEMNITY:

The vendor shall indemnify, protect and save WBNUJS Kolkata against all claims, losses, costs, damages, expenses, action suits and other proceeding, resulting from infringement of any law pertaining to patent, trademarks, copyrights etc. or such other statutory infringements in respect of all the equipment supplied by him.

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29. TERMINATION FOR DEFAULT:

The Purchaser may, without prejudice to any other remedy for breach of contract, by written notice of default sent to the Supplier, terminate the Contract in whole or part:

1) If the Supplier fails to deliver any or all of the Goods within the period(s) specified in the order, or within any extension thereof granted by the Purchaser; or
2) If the supplier fails to perform any other obligation(s) under the Contract.
3) If the Supplier, in the judgment of the Purchaser has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

For the purpose of this Clause:

1) "**Corrupt practice**" means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.
2) "**Fraudulent practice**" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Borrower, and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the Borrower of the benefits of free and open competition;""

In the event the Purchaser terminates the Contract in whole or in part, the Purchaser may procure, upon such terms and in such manner, as it deems appropriate, Goods or Services similar to those undelivered, and the Supplier shall be liable to the Purchaser for any excess costs for such similar Goods or Services. However, the Supplier shall continue the performance of the
Contract to the extent not terminated

30. SCOPE OF WORK

IP management including drafting, filing, prosecution, opposition andmaintenance of IP in India.

- Patent searches such as patentability search, FTO, patent landscape, Invalidity /validity & State of the Art Search
- Aspects such as opposition, revocation & restoration of IP & any other proceeding under the relevant IP Act & other IP management matters in India.
- Handling foreign patent applications for filing/IP securing.
- Representing before the Appellate Board in India, miscellaneous actions under the relevant Act. etc.
- Securing registration and maintenance of copyright, design, trademarkand layout design, Plant Varieties and Others.
- Handling IP infringement cases.
- Interaction with inventors.
- Provide a resource for providing following IPR services:

i. Conducting prior art searches with inventors/investigators for their disclosures in paid database at WBNUJS, Kolkata and determining patentable aspects of the disclosure.
ii. Supporting and aiding the inventors in drafting a provisional patent specification.
iii. Aiding the inventors in vetting the complete patent specification.

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iv. Explaining the queries raised by the various Patent Offices and aiding the inventors in drafting a rebuttal for the same.
v. Attending the meetings of the IPR Cell of WBNUJS, Kolkata and incorporating the member's suggestions in articulating the invention.
vi. Brand protection through trademarks, copyright etc.
vii. Any other matter that may arise in time.

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ANNEXURE- I

Technical Evaluation Criteria Empanelment of Intellectual Property Right (IPR) Firm

The service provider shall attach documentary proof duly signed and stamped, in support of meeting eligibility criteria. Financial services of maximum three service provider who get the highest composite score (in technical bid and technical presentation) and whose technical offer are complete in all respectsas per the service document shall be considered and opened. The participating service provider firm eligibility shall be evaluated on the basis of points to be obtained in the point matrix given below:

Technical Evaluation Points:

Sl No	Technical capacity criteria (supporting Documents to be provided for all claims)	Grading of score /point	Max. Score (60)	Obtained Score
1.	Number of IP filings in India with IPO (Patent, Trademark, Design) in the last three years	Up to 50 Filings = 10 Marks Every additional IP filing = 0.5 Marks	20	
2.	Number of Patents/Trade Marks/Design granted (India /abroad)	Up to 20 granted = 10 Marks, More than 20 granted = 20 Marks	20	
3.	Facilitated Number of IP filings (Patents / Trade Marks/ Designs), outside India (Abroad), in last three years	Up to 15 Filings = 5 Marks, More than 15 Filings = 10 marks	10	
4.	Availability of paid search Tools (Minimum Two) with the firm	1 database = 3 Marks, 2 and above = 5 Marks	05	
5.	Capacity building programmed conductedfor Govt. Institutions/Dept./Colleges/ SMEs in last three years	Up to 10 = 2.5 marks, every additional one= 0.5 Mark	05	
6.	Number of Clients served in last three years	Patent Related: Up to 30 clients = 5 Marks, More than 30 clients = 10 marks	10	
		Trade Mark Related: Up to clients = 5 marks, More than 10 clients = 10 Marks	10	
		GI: Up to 04 clients = 2.5 Marks, More than 04 clients= 5 Marks	05	
		Industrial Design: Up to 04 clients =2.5 Marks, More than 04 clients= 5 Marks	05	
		Total Marks	**90**	
7.	**Technical Presentation***	**---**	**10**	

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**The maximum three firms who get highest technical score will be called for technical presentation before a committee and the committee will raise these firms on ability to proof their expertise in the IP domain; Relevance of in-house resources to the SoW & clarity of thoughts in handling IP matters; Case presentation on any two of the most significance assignments completed during the preceding years; and etc. The venue of the presentation will be NIT Jamshedpur and the date and time will be communicated to these firmsseparately.*

(Signature of the Authorized Person with Organization Seal)
Designation with Contact No:
Company Name:

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ANNEXURE- II

PRICE SCHEDULE FORMAT-INR

The Bill of materials must be included in the technical offer as well as commercial offer. However, the Technical offer should not contain any price information.

Sl No.	Services	Professional Fee (In INR)	GST
1.01	**Section I: Patent** **Stage-I** i. Prior art search (on request) ii. Drafting and filing applications with complete specifications in the first instant along with all necessary forms iii. Drafting and filing provisional specifications iv. Drafting and filing complete specifications after provisional filing v. Patent drawing per sheet (on request)		
1.02	Preparing and filing a from for extensionof time		
1.03	Taking over already filed case, per case		
1.04	Submission of any document (POA, Form3, Form 8) or any amendment after filing		
1.05	Obtaining certified copies of patent application		
1.06	Preparing and filing request for early publication/ request for examination		
1.07	**Stage-2** Drafting and filing response for Office action, if any (Such as FER or SER andother queries) (per response)		
1.08	Discussion/Hearing at Patent Office during prosecution of application perappearance (per hearing)		
1.09	Drafting and submission of response afterhearing (per hearing)		
1.10	Filing of documents after prescribed period with petition of condonation ofdelay in filing		
1.11	Reporting of patent in order, obtainingand sending letters patent document.		
1.12	**Stage – 3** Working of patents: each report ofworking		
1.13	Assignment and licenses including drafting deed form filing application for registration for assignment/ license		

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1.14	Seeking permission from National Biodiversity Authority (NBA) for filing IP application under section 6 of The Biodiversity Diversity Act		
1.15	Filing renewal (per year) or extension		
1.16	Visits outside office and discussion		
1.17	Filing PCT Application		
1.18	Filing patent outside India (per case)		
1.19	Consultation with inventor (per hour)		
2.01	**Section II: Copyright** Application for registration of copyright		
2.02	Meeting objections from the Registrar, Copyright		
2.03	Drafting of any specific forms such as NOC		
3.01	**Section III: Trademarks** Application for registration of trademark including certification trademark		
3.02	Renewal of trademark		
3.03	Answering objections for objection of the trademark office		
3.04	Attending hearings		
4.01	FTO Analysis		
4.02	Landscape Analysis		
4.03	Valuation		
4.04	Technology Space Analysis		
5.01	**Section IV: Project Management**		
5.02	Biz Strategy/IP Strategy		
5.03	Product Development & Model Development Strategy		
5.04	Biz/ IP Analysis		
6.01	**Miscellaneous if Any:** Any assignment other than listed above(per hour)		

*

Warranty if being charged include in BoQ

Total Bid price in _____in words

(Signature of the Authorized Person with Organization Seal)
Designation with Contact No:
Company Name:

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ANNEXURE- III

PAST EXPERIENCE (LIST OF GOVT. ORGANIZATION/DEPARTMENT)

List of Government Organizations for whom the Bidder has undertaken such work during last three years (must be supported with supply orders)			
Name of the organization	Name of Contact Person/ User with Designation	Year of Supply/ Installation	Contact No.

(Signature of the Authorized Person with Organization Seal)
Designation with Contact No:
Company Name:

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ANNEXURE- IV

BIDDER INFORMATION FORM

Company Name : _____
Registration Number : _____
Registered Address : _____

Name of Partners /Director :_____
City : _____
Postal Code : _____
Company's Establishment Year : _____
Company's Nature of Business : _____

Company's Legal Status (tick on appropriate option)
1) Limited Company;
2) Undertaking; 3) Joint Venture; 4) Partnership
5) Others (In case of others please specify)

Company Category
1) Micro Unit as per MSME
2) Small Unit as per MSME
3) Medium Unit as per MSME
4) Ancillary Unit; 5) SSI
6) Others (In case of others please specify)

CONTACT DETAILS
Contact Name : _____
Email Id : _____
Designation : _____
Phone No : _____
Mobile No : _____

BANK DETAILS
Name of Beneficiary : _____
A/c No. CC/CD/SB/OD : _____
Name of Bank : _____
IFSC No. (Bank) : _____
Branch Address and Branch Code : _____

OTHER DETAILS
Vendor's PAN No. : _____
Vendor's GST : _____

(Signature of the Authorized Person with Organization Seal)
Designation with Contact No:
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ANNEXURE- V

DECLARATION REGARDING CLEAN TRACK/NO LEGAL ACTION
(to be provided on letterhead of the firm)

I hereby certify that the above firm namely _____ is neither blacklisted by any Central/ State Government/ Public Undertaking/ Institute nor any criminal case registered / pending against the firm or its owner / partners anywhere in India (or) against any of its branches (or) partners abroad.

I also certify that the above information is true and correct in any every respect and in any case at a later date it is found that any details provided above are incorrect, any contract given to the above firm may be summarily terminated and the firm blacklisted.

(Signature of the Authorized Person with Organization Seal)
Designation with Contact No:
Company Name:

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ANNEXURE- VI

ACCEPTANCE OF EoI

(TO BE PRINTED ON ORGANIZATION LETTER HEAD)

Tender Ref.No with Date:

To

The Vice-Chancellor
The West Bengal National University of Juridical Sciences
"Dr. Ambedkar Bhavan"
12, LB Block, Sector-III, Salt Lake City, Kolkata- 700 106

I/ We _____ (name and designation of the bidder) on behalf of _____ (name of the organization/company) have downloaded / obtained the tender document(s) for the above mentioned 'Tender from the website(s) namely (https://wbtenders.gov.in/). I/ We hereby certify that I/ we have read the entire terms and conditions of the tender documents from Page No. _____ to _____ (including all documents like annexure(s), schedule(s), specification terms and condition etc.), which form part of the contract agreement and I/ we shall abide hereby by the terms / conditions / clauses contained therein. The corrigendum(s) issued from time to time by your organization have also been taken into consideration, while submitting this acceptance letter.

I/ We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety. I/ We do hereby declare that our organization/company has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking. I/ We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract.

(Signature of the Authorized Person with Organization Seal)
Designation with Contact No:
Company Name:

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ANNEXURE- VII

FORM OF BID/EoI-SECURING DECLARATION
(To be printed on Organization Letter Head)

To

The Chairman, Purchase Committee
The West Bengal National University of Juridical Sciences
"Dr. Ambedkar Bhavan"
12, LB Block, Sector-III, Salt Lake City, Kolkata- 700 106

Ref: EoI Document No. Dated _____

I/We, the undersigned herby certify that if we withdraw or modify our Bid/EoI during the period of validity, or if we are awarded the contract and fail to sign the contract, or we fail to submit a performance security before the deadline defined in this tender document, we will be suspended for the period of **Three (3) years** from being eligible to submit Bids for contracts for which tenders are floated by the Institute.

Dated this _____ day of_____

For and on behalf of M/s._____

Address: _____

Signature with Stamps_____

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ANNEXURE- VIII

CHECK LIST

PARTICULAR	BIDDER REMARKS
Name and address of the Bidder/Organization with Contact no and Email ID :	
Name and address of the foreign principal with Contact no and Email ID:	
Name and address of the company to whom order to be placed:	
Period Standard Warranty Offered:	
Whether comply to submit the Performance security.	
Whether the bidder comply to deliver and install the equipment/ instrument as per tender:	
Whether the bidder agreed to provide the after sale service during the warranty period as per the requirement of the institute:	
Whether the bidder quoted all the items/ component of the equipments as per the tender Specification :	
Whether the bidder uploaded the detailed technical specification/technical offer/ technical quotation of the item/equipments :	
Whether the bidder uploaded the signed copy of all annexure including the check list:	
HSN/SAC code of the quoted item/equipment:	
Whether the item/equipment is duty free (upload proper documents / declaration in case of duty free item):	
Whether the bidder uploaded all documents showing the technical eligibility and financial credibility :	
Whether the bidder agreed to provide clarification during the evaluation process of the tender:	
Whether uploaded the Authorization Certificate from the Principal/Manufacturer with contact information:	
Price bid should be submitted in excel format as per BOQ	

(Signature of the Authorized Person with Organization Seal)
Designation with Contact No:
Company Name: