



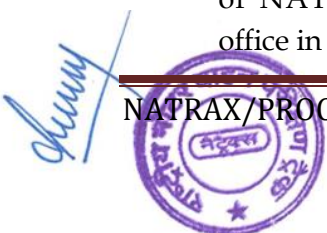
A. Expression of Interest (EOI) for Empanelment of Firm Intellectual Property (IP)

1. National Automotive Test Tracks (NATRAX), Pithampur, near Indore, Madhya Pradesh invites expression of interest from firms dealing in filing IP Applications till grant of IPR, including all the correspondence related to filing reply and defending objections, as well as proactively handling prosecutions, in case of infringement (if any) of Intellectual Property applied for by NATRAX or on behalf of NATRAX, for empanelment as IP agent on behalf of NATRAX.
2. The proposals should include the details mentioned in the format which may be downloaded from the NATRAX website <https://www.natrax.in>.
3. The selection and empanelment of the IP firm will be based on an internal evaluation process and on predefined criteria.
4. NATRAX, Pithampur, near Indore, reserves the right to shortlist firms at any point of assessment based on their credentials for the empanelment. The advertisement does not constitute and will not be deemed to constitute any commitment on the part of NATRAX. NATRAX, reserves the right to reject any EOI if it is not in the given format, at any time, if material misrepresentation is made or uncovered, or the firm does not respond promptly and thoroughly to the requests from NATRAX 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 09th November 2023 (3:00 PM) to Head Procurement & stores, NATRAX, Pithampur, near Indore. For queries, if any you write to us on a.prabhakar@natrip.in & anuj.kumar@natrip.in

B. Scope of Work:

1. Carry out extensive Patent search for the proposed IP application topic/subject/idea/items from NATRAX and to guide appropriately, in the direction of succeeding in IP creation for NATRAX, in drafting, filing all types of requisite Forms applicable at every stage, prosecution, opposition for IPR applications for and on behalf of NATRAX and maintenance of IPR's (granted) held by NATRAX at the relevant IP office in India.





2. Provide all the necessary help in drafting appropriate IP application, including filing of requisite Forms applicable at every stage, handling prosecution, opposition and maintenance of foreign patent applications and patents.
3. Sending written reminders well in time (for respondent to prepare reply) for submission of required documents / Forms without delay Securing registration and maintenance of Patent, copyright, design and trademark.
4. Appropriate guidance to be provided to the concerned inventor / applicant regarding which country / countries / India only/PCT/for International IP application and Patent or Design application to be filed in which IPR office of jurisdiction.
5. Handling IP infringement cases for the IP applications filed & IPR held by NATRAX.
6. Interaction with inventors from time to time for successfully creating IPR's for and on behalf of NATRAX.
7. Obtaining Certificates of granted IPS's and deposit with NATRAX office.
8. Ensure payment of maintenance fees and completion of renewal formalities within the stipulated time period / before expiry.
9. Provide help in preparing and timely submission of appropriate / befitting reply / replies to any queries / objections / rejections from IPR office or from public, in proper legitimate language and requisite forms / format.
10. Prepare / help in preparing legitimate manner prosecution or defence for any case filed against NATRAX or to be raised against any party / parties involved in infringement of IPR's file or granted to NATRAX.

C. **Prequalification criteria:**

1. The firm must be registered in India.
2. The firm should have minimum five years of experience as an Indian entity.
3. The firm should possess professional expertise especially in handling patent applications in the field of sciences and engineering (all branches) specifically in Mechanical, Automobile, electronics, mechatronics, electrical, civil, and chemical.
4. The firm must have the requisite infrastructure and in-house capability.
5. The firm should have a local office in Indore, Madhya Pradesh.
6. The firm should not have been blacklisted by any Central /State Government / Public Sector Undertaking, Govt. of India.
7. The firm should not be involved in any major litigation that may have an impact of affecting or compromising the delivery of services.





8. By submitting the EOI, it implies that the Firm (inclusive of all its employees have irrevocably agreed to sign a Non-Disclosure agreement for the Confidentiality, while in service with this Firm or after retirement / being relieved from services.

D. Evaluation process;

The EOI will be evaluated by a Committee. The EOI shall be given weightage of 60 and 40 for technical and financial respectively.

Criteria	Weightage (in %)
1.Technical Criteria	60
1.1 Total Number of Indian IP Applications filed since inception.	10
1.2 Total Number of Foreign IP Applications filed since inception.	10
1.3 Number of Indian Patent Applications granted in last 6 years AND Number of other Indian IP Applications granted in last 2 years	5
1.4 Total Number of Foreign IP Applications granted since inception.	5
1.5 In house Full time Manpower Structure & Professional Competence of the team members	20
1.6 Reference Letters from clients	10
2. Financial e.g. Schedule of charges	40

E. Information and Instructions for firm

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 firm, it should be stated as "not applicable".





- a. Each page of the application should be signed and stamped by competent authority of the firm.
- b. Three References, information and certificates from at least three reputed R&D based clients with whom the firm is working since three years, certifying suitability and capability of the applicant for the each form of IP should be duly signed.
- c. The firm should provide a detailed schedule of charges and timelines for each activity.
- d. Section I and II of the schedule of charges is compulsory.
- e. All the information regarding the manpower, list of clients, patent filings should be given in reference to the firm based in India. Information given for associates and sister concerns inclusive of India and abroad shall not be taken into account.
- f. The evaluation would be done based on the firms achievements for each of the IP, that is Patents, Industrial Designs, Trademarks, Copyright etc.
- g. The envelope should be superscribed with "Application for Expression of Interest for Empanelment of IP Firms".
- h. Attach a list of major Clients with date of Commencement.
- i. Attach two Letters of Reference of your Clients.
- j. Add a separate sheet on Organisation structure of your firm, with Names, Qualifications years of Service for each of them.

A handwritten signature in blue ink, appearing to be "Shruti", is written over the stamp.





F. Format for proposal to be submitted

From:

(Firms Name and Address)

To:

Head Procurement & stores
NATIONAL AUTOMOTIVE TEST TRACKS
Agra - Mumbai Highway (NH - 52),
Next to Pithampur Flyover,
Post Khandwa (Near Pithampur), Dist. Dhar
Madhya Pradesh - 454774 INDIA

Subject: Submission of Expression of Interest for "*Empanelment of IP Firms*"

Sir,

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

1. I/We hereby certify that all the statements made and information is true and correct.
2. I/We have furnished all information as required in "Proposal" which is necessary for EOI and have no further pertinent information to supply.
3. I/We also authorize NATRAX, to approach individuals, employees, firms and corporation to verify our competence and general reputation.
4. I/We submit the following documents in support of our suitability, technical knowhow and capability for having successfully completed the following assignments.

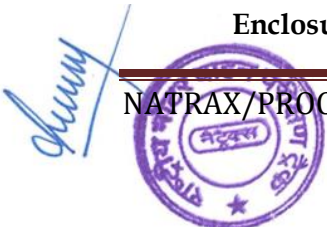
Seal of applicant

Signature of competent authority of the firm

Date of submission

Enclosures:

NATRAX/PROC/MISC/23/





G. Format for proposal

i. Basic information about the applicant:

Name of the registered firm	
Address	
Phone number and email	
Name of contact person for this proposal	
Mobile number and email of the contact person	

ii. Prequalification eligibility check;

Criteria	Response		No of years	Supporting documents	
	Yes	No		Yes	No
Indian Firm					
Established Firm					
Start-up					
Professional expertise					
Requisite infrastructure and in-house capability					
Local office in Delhi, NCR					
Whether blacklisted by any Central /State Government / Public Sector Undertaking, Govt. of India					
Whether involved in any major litigation that may have an impact of affecting or compromising the delivery of services					

iii. Particulars about the firm

Particulars	Status
Date of establishment of the firm	
Place of work: firm owned/leased	

Legal status of the firm (attach attested copies of original document and mark the annex)	
Details of PAN (Permanent Account Number), TAN (Tax Deduction and Collection Account Number) and other important registration number may also be provided as annex	
<p>Area of specialization: Patents/Trademarks / Copyrights/ Designs/ Litigation/ opposition/ Contracts other IP related activities)</p> <p>Area of technical expertise: Electrical, Electronics, mechanical, Chemistry, computer sciences, Civil, Automobile, Mechatronics.</p>	

v. Particulars about the full time team members and professionals in the firm.

Sl no	Name of Professional	Area of expertise & basic qualification	Number of years of IP handling experience	Registration number as patent agent /patent Attorneys

vi. Particulars on number of IP filings

Parameters	Patents	Design	Copyright	Trademark
Number of applications drafted and filed in India from Indian Clients				
Number of applications drafted and filed in India from Foreign clients				



Number of patent applications drafted and filed abroad including PCT applications from Indian clients				
Number of Patent applications filed. Published/granted related to those handled by Firm				

vii. Confidentiality and Information security

Procedures adopted by Firm regard to maintain security of information related to hard copies and computer based transaction exchange of information between the clients and the firms

viii. Testimonials / references from the present clients

Procedure 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 firms

ix. Schedule of Charges and timelines

Attach separate schedule of charges and timelines for patents, copyrights, Trademark and design as per the given the format (H).



H- SECTION I: Schedule of Charges and Timelines for Patents (Excluding Govt. Fee)

1.	Patent Search of patent application	Rs.	No .of maximum working days
1.1	Exhaustive prior art Patent search after disclosure of Idea and discussions on precise topics of idea proposed and already granted IPR's / applications published and finally preparing & filing of Provisional IP application (inclusive of relevant Forms) as e filing or physical filing		
2.	IP Application	Rs.	No. of maximum working days
2.1	Guiding and Drafting Complete specification inclusive of all possible claims and filing application along with with forms complete in all respect to IP office under applicable jurisdiction, as e filing or physical filing as deemed fit.		
2.2	Taking over charge of already filed application, per case, if any		
2.3	Taking over already filed application, per case, if any		
3.	Preparation of drawings	Rs.	No.of maximum working days
3.1	A-4 size paper		
3.2	Preparing sequence listing per sequence		
4	Extension of time & late filing (preparing and filing)	Rs.	No. of maximum working days
4.1	Preparing and filing a form for extension of time inclusive of Late submission of forms/ documents.		

5	Prosecution	Rs.	No.of maximum working days
5.1	Filing a request for early publication		
5.2	Filing a request for examination		
5.3	Obtaining certified copies of patent applications		
5.4	Reporting & taking official action as necessary <i>(a) to be filed by us</i> <i>(b) against objections filed by others and examination report from IP office</i>		
5.5	Amending specification, Subsequent report of corresponding application, if any including re-filing and filing appropriate response to the examination Report		
5.6	Filing of documents after prescribed period with petition of condonation of delay in filing		
5.7	Discussion at Patent Office during prosecution of application per appearance		
5.9	Sending acceptance Notice, copy of Gazette notification, sealing of patent, sending letters of patent document		
5.10	Attending to renewals and sending Renewal certificate per year		



5.11	Attending to Restoration of lapsed patent, filing petition and attending to payment of fees		
5.12	Working of patents: Each report of working under relevant sections		
5.13	Filing petition generally for specific reliefs or orders of Controller under different rules <i>* subject to relief sort</i>		
6	Assignments and Licenses	Rs	No of Maximum working days
6.1	Drafting deed form		
6.2	Filing application for registration for a) One patent b) Each additional patent included at the same time		
7	Recordal of change of name, address, nationality etc.,	Rs	No of maximum working days
7.1	Filing application in respect of one patent		
7.2	For additional patent included at the same time		
8	Opposition	Rs	No of maximum working days



8.1	Filing notice of opposition		
8.2	Drafting statement of opposition form written statement and affidavit		
8.3	Drafting reply statement and Affidavit		
8.4	Attending hearing per day at a) Indore b) New Delhi		
8.5	Attending interlocutory petition hearings		
9	Visits outside office & discussions	Rs	No of maximum working days
9.1	Local visit per visit		
9.2	Outstation visits per day		
10	Patent revocations/infringement, initialling revocation/infringement, defending revocation/infringement	Rs	No of maximum working days
10.1	Representation charges		



10.2	Any other charges, if any		
11	Miscellaneous	Rs	No of maximum working days
11.1	Consultation charges each hour or part Discussions with inventors for drafting		
11.2	Standing searches (monthly) for one subject matter		
11.3	Name search (14 year)		
11.4	Subject search (14 year)		
11.5	Photocopying, fax, cable and other out of pocket expenses if any		

SECTION II; INDUSTRIAL DESIGNS

Sl no	Activity	Rs	No of maximum working days
1	Application for registration in a single class		
2	Application for registration in multiple classes		
3	Extension of Design for entire period		



4	Extension of time (indicate period)		
5	Filing a response to the office action		
6	Obtaining expediting and forwarding the design Certificate		
7	Recordal of assignment		

SECTION III : COPYRIGHT

Sl no	Activity	Rs	No of maximum working days
1	Application for registration of copyright		
2	Meeting objections from the Registrar, copyright		
3	Drafting of any specific forms such as NOC		
4	Any others (please specify) (Reporting status of official actions)		

SECTION IV; TRADEMARKS

Sl no	Activity	Rs	No of maximum working days
1	Drafting & filing in India in a single class		
2	Drafting & filing in India in multiple classes		
3	Prosecution charges		



4	Any others (please specify) –Hearing		
5	Reporting Journal advertisement		
6	Receiving and forwarding the certificate		

SECTION V : COPYRIGHT

Sl no	Activity	Rs	No of maximum working days
1	Drafting of general agreements and MOU'S		
2	Vetting of general agreements and MOU'S		
3	Drafting of non-disclosure agreements		
4	Drafting of licensing agreements		

Seal and signature of bidder