



National Automotive Test Tracks (NATRAX)

9/16/2025

Request for Proposal (RFP)

**Hiring of agency for consulting NATRAX for Firm
Intellectual Property (IP)/Trade marking/Copy
righting etc.**

RFP NO.- NATRAX/PROC/P&S/25/09

**NATIONAL AUTOMOTIVE TEST TRACKS
(NATRAX)**

A unit of National Automotive Board (NAB)
Under Ministry of Heavy Industries,
Government of India



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Subject: Expression of Interest (EOI) for Empanelment of Firm Intellectual Property (IP) at NATRAX Pithampur.

1. GENERAL INFORMATION ABOUT THE PROJECT

1.1. Background

National Automotive Test Tracks (NATRAX) is an Automotive Testing & Certification Centre under Automotive Board (NAB) which is an autonomous body under Ministry of Heavy Industries, Government of India. NATRAX has been set up on approx. 3000 acres of land for comprehensive testing and evaluation of all types of automobiles, near Pithampur, Dist. Dhar, (Madhya Pradesh, India.

National Automotive Test Tracks (NATRAX), is inviting proposals from firms having experine in “filing IP Applications till grant of IPR/trade marking/copy righting etc, 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 IP agent/consultant on behalf of NATRAX.

The main objective of this notice is to appoint the consultant for filing IPR/trade marking/copy righting etc applications and to helps NATRAX to get the certificates. The scope of work shall be but not limited to, as per the details given in this document.

The consultant will be selected as per guidelines indicated in this document; NATRAX will only consider technically qualified consultants for further processing of the selection process.

1.2. Manner of submission of proposals:

The proposals should be submitted in two parts (pdf files) “**Technical bid**” comprising all the documents related to Eligibility Criteria, technical experine and soundness of firm, details of team of firm, complete seal & signed copy of this document token acceptance of all the terms and conditions etc., AND “**Financial Bid**” containing only the quoted rates in the given format “BOQ” at the last of this document.



Note: Firms/Agencies/Consultants/Bidders are advised to do not attempt any modification/change in the any condition/specification/format of this document and accept all conditions without any deviations. If found any deviation, the proposal may lead to be rejected.

The bidders are advised to mentioned “**Proposal for -----**” in the subject of email.

Note: both the pdf file (Technical Bid & Financial Bid) should be password protected with different passwords and the password should only be shared after written request from NATRAX, any bid found without password or password shared prior to written request from NATRAX, shall be rejected.

The proposals may be submitted in sealed envelopes at the given address on or before the schedule date & time. in case of offline proposal submission, bidder(s) need to prepare the bid in two parts “Technical Bid” & Financial Bid. Both the parts should be kept in separate sealed envelopes and again both the sealed envelopes should be kept in third big size (main envelope) envelope. The subject of RFP, RFP No., Name of Bidder and contact information should be clearly mentioned on the top of the main envelope.

The bids should be reached at NATRAX either on email (in password protected files OR in sealed envelopes) by the schedule date and time. Late bid shall not be accepted in any cases. NATRAX shall not be responsible for any the technical error or any kind of failure in delivery (in any case). Bidder may take (if required) submission acknowledgement from NATRAX.

- 1.3. **Validity of contract:** the contract shall be valid for initially for 2 years from the date of issuance of work order/engagement letter, which may be extended for further 1 year.
- 1.4. **Important Information (Date & Time Schedule)**

RFP publish date: 11/09/2025 at 11:00 AM

Pre bid meeting schedule- from 1000 hrs on 30th Sept 2025 at NATRAX Pithampur.

Last date for submission of bids/proposal: 06TH Oct 2025 by 03:00 PM and opening of technical bid on 03.30 PM on 06TH Oct 2025.

Email ID for submission of Proposals: a.prabhakar@natrip.in, anuj.kumar@natrip.in, je.procurement@natrax.in, natraxpithampur@gmail.com

Address for submission of offline bids:

To, Head Procurement & Stores
NATRAX, Pithampur,



near Indore (MP)

Note: The Proposals/Bids received after the scheduled last date for submission shall be outrightly rejected and no claim in this regard shall be entertained.

1.5. Gernel Instruction:

- i. The Bidders are expected to meet the minimum eligibility criteria (MEC) as given in this document. NATRAX will disqualify the Bid(s) those do not meet the minimum eligibility criteria as laid down, based on their submission along with the Tender documents even after the Bid opening process is concluded.
- ii. The Contract shall be governed by the terms and conditions specified in this tender document including amendments, work order etc.,
- iii. All Bidders are hereby explicitly informed that “CONDITIONAL OFFERS” or “OFFERS WITH DEVIATIONS” from the conditions of Contract, the quotation not meeting the minimum eligibility criteria, scope of work, or any other requirements as stipulated in the Tender documents are liable to be “REJECTED”.
- iv. The Bidders are expected to carefully examine all the contents of the Tender documents/NIQ including instructions, conditions, terms, specifications, drawings (if any), shall inspect the Site with prior notice to NATRAX and at Bidders own cost, acquaint himself with all local conditions, means of access to the work, nature of the work and all matters pertaining thereto & take them fully into account before submitting their offer. Failure to comply with the requirements as detailed in these documents shall be at the Bidder’s own risk. Bids which are not responsive to the requirements of the Tender will be rejected.
- v. While all efforts have been made to avoid errors in drafting of the Tender documents, the Bidder is advised to check the same carefully. No claim on account of any errors detected in the Tender documents shall be entertained.
- vi. The Bidder shall carry out all the work strictly in accordance with Specification, Standard Practices and instructions of NATRAX or NATRAX’s representative and deviation on any account will not be permitted. If in the opinion of NATRAX, changes have to be made and it desires the Bidder to carry out the same. The decision of NATRAX in such cases shall be final and shall not be open to arbitration.
- vii. The successful Bidder is bound to carry out associated work necessary for the completion of the job even though such items are not included in the quantities to achieve end results and deemed to be priced in the other items. No claim on this



account shall be entertained.

- viii. Addendum / Corrigendum (if required) to the Tender may be issued prior to the date of opening of the Bid to clarify or to intimate any changes/modifications etc. All such addendum / corrigendum shall be treated as an integral part of the Tender.
- ix. Any effort by a Bidder to influence NATRAX or any of its functionaries in the process of examination, clarification, evaluation and comparison of tenders and in decisions concerning award of contract, may result in rejection of the Bid.
- x. In order to afford prospective bidders, reasonable time for preparing their Quotes after taking into account such amendments, NATRAX may, at its discretion, extend the deadline for submission of Bids.
- xi. Information relating to the examination, clarification, evaluation and comparison of Bids and recommendations concerning the award of Contract shall not be disclosed to Bidders or other persons not officially concerned with such process.
- xii. NATRAX reserves the right to accept / reject or modify any Bids, and to annul the Tender process and reject all Bid(s)/quotation(s), at any time prior to award of Contract, or to divide the Contract between/amongst Bidders without thereby incurring any liability to the affected Bidder or Bidders or any obligations to inform the affected Bidder or Bidders of the grounds for NATRAX's action. Any Bidder not following ITB stands rejected.

1.6. Eligibility/ Qualification Criteria

The bidder should fulfil the following eligibility criteria and shall provide documentary evidence towards the following: -

- i. *The bidder must be a Legal Entity such as Sole Proprietorship/ Private Limited / Public Sector Undertaking / Limited Company / Partnership Firm/LLP and shall be based in India. **Consortium/Joint ventures shall not be allowed.***
- ii. *The bidder must be in the field of Consultancy Services in "IPR/Trade Marking/Copyrighting" for the last three (3) years and must be in continuous operation as on Aug 31, 2025.*
- iii. *Bidder Must have an average annual turnover of Rs. 10 Lakh as in the last three Financial Years (2022-23, 2023-24 & 2024-25).*
- iv. *Bidder Should have carried out consultancy services pertaining to "IPR/Trade Marking/Copyrighting" and file and get certificate at least average 10 nos. of IPR/trademarks/copyrights per year for any Govt/Private Entity in last three years (cutoff date is 31st Aug 2025).*



- v. Bidder Must have at least 3 professional personnels related to IPR/Trade Marking/Copyrighting having at least 5 years experince post qualification, for assisting the NATRAX in the services.
- vi. Bidder Should have engagement for trade marking/IPR with at least 5 different firms having minimum 100 Cr's turnover.
- vii. Bidder Should have filed and get certificate at least 100 nos of IPR/Trademarks/Copyrights during last 3 years ending on 31st Aug 2025.
- viii. The bidder or its alliance should have a local office in Indore, Madhya Pradesh.

1.7. Opening and Evaluation of Bids:

- i. **Opening of Technicial Bid:** the technical bids shall be opened by NATRAX as per the schedule date in the presence of bidder's representatives (if available at the schedule time) however the absence of bidders shall not affect the opening process of technicial bid.
- ii. **Evaluation of Technical Bid:** NATRAX shall follow "Integrated /QCBS evaluation process (70 % weightage to technical score and 30% weightage to Financial Quote)" for this tender. The bids shall be evaluated as per the evaluation/eligibility criteria given in this document; Therefore, bidders are advised to submit the documents to get more and more scores as per the details give in this document. However, if feels/required any clarifications, NATRAX may ask for the same and bidders are expected to provide the same as per the requirement within given time.
- iii. **Marking schedule:**

Sr. No.	Criteria	Minimum/ Maximum Marks	Supporting documents
1	Legal Valid Entity: (Minimum 10 marks/Maximum 10 Marks) Sole Proprietorship/Partnership Firm/ Pvt Company/LLP/Public Limited company/Govt Entity	10/10	Copy of registration certificate, GST Certificate, PAN, MSME, Startups certificates etc
2	The bidder must be having at lest three (3) years experince and must be in continuous operation as on March 31, 2025, in the field of filing "IPR/Trade Marking/Copyrighting".	05/05	Copy of business establishment document/copy of any document showing experince in IPR/Trade Marking/ Copyrighting.
3	Bidder Must have an average annual turnover of Rs. 10 Lakh as in the last three Financial Years (2021-22, 2022-23 & 2023-24). 10 to 25 Lakhs – 10 Marks	10/15	Copy of audited balance sheet/CA Certificate of last 3 FYs with UDIN Number.



	26 to 50 Lakhs – 12 Marks More than 50 Lakhs – 15 Marks		
4	Bidder Should have carried out consultancy services pertaining to “IPR/Trade Marking/Copyrighting” filing and get certificate at least average 10 nos. of IPR/trademarks/copyrights per year for any Govt Entity within the last three Financial Years (2021-22, 2022-23 & 2023-24). 10 to 50 nos of applications/certificates- 15 marks. 51 to 100 nos of applications/certificates- 18 marks. More than 100 nos of applications/certificates- 20 marks.	15/20	Copy of application proof, certificates filed by bidder
5	Bidder must have at least 3 professional personnels related to IPR/Trade Marking/Copyrighting having at least 5 years experince post qualification, for assisting the NATRAX in the services. 3 to 5 nos. – 5 Marks 6 to 10 nos. – 7 Marks More than nos. – 10 Marks	5/10	Copy of resume
6	Should have engagement with at least 5 different firms having minimum 100 Cr’s turnover for similar works. 5 to 10 nos – 10 marks 11 to 20 nos. – 15 marks More than 20 nos. – 20 marks	10/20	Copy of engagement proof with balance sheet of respective clints.
7	Should have filed and get certificate at least 100 nos of IPR/Trademarks/Copyrights during last 3 years ending on 31 st March 2025 100 to 200 nos. 15 marks 201 to 400 nos. 18 marks More than 400 nos. 20 marks	15/20	Listed Details of the certificates got.
	Total	70/100	

The bids who shall get minimum 70 marks as per marking table, shall be marked as “**Qualified**” and those not able to get minimum marks shall be marked as “**Disqualified**”. Only qualified bids shall be considered for further processing.

The marks in technical evaluation of each bidder shall be communicated to all the bidders for information. The bidders shall have rights to seek clarification or submit any representation on the same within 24 hours from the date & time of publishing the



result/marking. After the allowed time of 24 hours no representation shall be entertained by NATRAX.

Note: bidder shall not be permitted to submit any fresh document in the representation if any bidder found to submit any additional or fresh document the bid of respective bidder shall be rejected.

- iv. **Opening of Financial Bids:** After 48 hours of the announcement of technical scores/marking, The Financial bids of only “Qualified bidder during technical evaluation” shall be opened on the schedule time. The time & date for opening of financial bids shall be communicated to all Qualified Bidder (24 hrs before opening), *if any bidders wants to be part of financial bid opening meeting they may visit NATRAX accordingly with the authorization letter from bidder.*

The total quoted amount of all qualified bidders shall be announced at the time of financial bid opening, however if any arithmetical corrections found same shall be taken into consideration during evaluation of financial bid.

- v. **Evaluation of Financial Bids:** on opening of financial bids NATRAX shall perform arithmetical checks of the quoted amount in this process the rates quoted by bidder for each item shall be constant and subtotals & total shall be derived as per the quoted rates. During evaluation process if any correction found in total or subtotals same should be accepted by respective bidder failing which the bid shall be rejected.

- vi. **Combined Evaluation:**

Technical Bid Score: The Technical Bid Score 'St' of the Bidder shall be derived as under:

$$St = (Stm / SH) * 100,$$

where St is the Technical Bid Score

Stm = Score obtained by the concerned bidder

SH = Highest total technical bid marks amongst all qualified bids

Note: The Authority reserves the right to modify the evaluation process at any time during the RFP process, without assigning any reason, whatsoever, and without any requirement of intimating the Bidder of any such change. At any time during the process of evaluation the Authority may seek specific clarifications from any or all Bidder(s).

Formula to determine the scores: for the Financial Bids shall be as follows:

$$Sf = (FL / F) * 100,$$

Where Sf is the Financial Score

FL = is the value of lowest Commercial Bid

SFm = is the price quoted in the bid under consideration,



The Total score of the Bidder will be determined as under

$$\text{Total Score (Ts)} = (0.70 \times \text{St}) + (0.30 \times \text{Sf})$$

The Bid of the Bidder, who obtains the highest Ts value, will be rated as the best Bid (H-1). *In the event of a tie, the bid with the highest technical score (St) will be rated as the best bid.* Beyond that, Authority will decide the matter in its full discretion.

The proposals in the combined technical and financial evaluation were ranked as (H-1, H-2, H-3 ----)

After completion of the above evaluation process the best Bid (H-1) shall be emerged as successful bidder.

- 1.8. **Negotiation:** if NATRAX feels the negotiation shall be done only with H-1 Bidder and bidder should have to justify its rates for whole or item wise. The date & time for negotiation meeting shall be communicated 24 hrs prior to schedule. After negotiation meeting the Successful bidder needs to submit its revised offer within 24 hrs from the date & time of negotiation meeting.
- 1.9. **Award of work:** Prior to expiry of bid validity NATRAX shall issue work order to successful bidder and bidder need to accept the same within 48 hours from the date of this order, failing which it shall be deemed as accepted.
- 1.10. **Final Decision-Making Authority**

NATRAX reserve the right to modify the eligibility criteria, to decide on cut-off date of implementation, to accept or reject any application, to annul the qualification process, to reject all applications or accept new applications at any time, without assigning any reason or incurring any liability to the applicants.

- 1.11. **Other terms and conditions:**
 - i. The bidder shall furnish any additional information which they think is necessary to establish their capabilities to successfully complete the envisaged work. No information shall be entertained after submission of eligibility criteria document unless it is called for by NATRAX.
 - ii. The gross annual turnover should be certified by the Chartered Accountant and UDIN Number should be mentioned on the respective document. In case, if no turnover is shown in any year, it would be considered as no turnover in that particular year, for working out the average.
 - iii. The bidder should have an established office with sufficient manpower in india.



- iv. Even though any bidder may satisfy the above requirements (including eligibility criteria), still they would be liable for disqualification if they have:
- i) Made misleading or false representation or deliberately suppressed the information in the forms, statements and enclosures required in the qualification documents.
 - ii) In case the bidder is already blacklisted/debarred by any government department then the applicant will not be considered for appointment.
 - iii) Any effort on the part of the bidder or their agent/representative to exercise influence or to pressurize the employer (NATRAX) (Canvassing of any kind is prohibited).



2. ANNEXURES

2.1. RFP Submission Letter Format

To,

The Head Procurement & Store

NATRAX, Pithampur

SUB: RFP for Appointment of Consultancy Firm for -----.

Sir,

Having examined the details given in Request for Proposal (RFP) for the above work, I/we hereby submit our qualification and relevant documents.

I/We hereby certify that all the statements made, and information supplied in the enclosed Forms are true and correct.

I/We have furnished all information and details necessary for Empanelment and have no further pertinent information to supply.

I/We hereby confirm that we have read and understood all the stipulations given in this RFP and the decision of NATRAX with regard to our qualification shall be final and binding on us.

(Signature of Authorized Signatory)

Full Name:_____

Designation of Authorized Signatory:_____



2.2. Form A – Structure and Organization

Name and Address of applicant entity	
District for which empanelment application made	
Telephone No.: E-mail id:	
Legal status of the applicant (attach copies of original documents defining the legal status)	a. Proprietorship Firm b. Partnership Firm c. Limited Liability Partnership d. Limited Company (Private or Public)
Name of Partners / Directors/ Chief Promoters with their addresses, Telephone numbers, and Email address	
Designation of individuals authorized to act for the applicant entity	
Details of Registration of Entity (<i>Attach copy of UDYAM/GST registration for Proprietorship Firm, Partnership Deed for Partnership Firm & LLP, Certificate of Incorporation for Companies</i>)	
Does the applicant entity have any pending litigation in the name of the organization? If so, give details	
Has the applicant entity ever been convicted by court of law? If so, give details	
Accreditations/ Certifications, if any. (<i>Copies to be enclosed</i>)	
Any other information considered necessary but not included above	

**2.3. Form B – Financial Information –**

Annual Turnover for last 3 financial years

Sl. No.	Financial Year	Amount (Rs. in Lakhs)	UDIN Number
1	2021-22		
2	2022-23		
3	2023-24		

In addition to the above details, the applicant must submit the following documents/
Information:

1. Copy of Audited Balance Sheet(s) for the last three years (FY 2021-22 , FY 2022-23 & FY 2023-24)
2. Copy of valid GST Number
3. Copy of PAN/ TAN card
4. Details of litigations, if any
5. Other relevant details, if any

(Signature of Authorized Signatory)

(Seal)



2.4. Form C - Work Experience

Details of similar works during the last 7 years

Sl. No.	Name of work	Scope of Services	Cost of Project (Amount in Rs.)	Date of Start	Date of Completion	Name & Address of the Client	Type of work

For all the above quoted works, attach copies of Certificates / Work Orders / Work Completion Certificate issued by Client Department/ Agency. In case of ongoing projects certificates issued by Client or Statutory Auditor /registered Chartered Account to be submitted.

(Signature of Authorized Signatory)

(Seal)



2.5. Form D – Technical Manpower

Details of current manpower of the firm

Sl. No.	Technical Profession	Name	Designation	Qualification	Total years of experience	Employee of the firm (Please tick)	Linked/ Short term hiring (Please tick)	Remarks
1	Expert for IPR Filing							
2	Expert for Trade Marking							
3	Expert for copyrighting							

The CV of all the personnel quoted above shall be submitted along with the application as per the format at Appendix 1.

(Signature of Authorized Signatory)

(Seal)



3. Scope of Work:

- 3.1. 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.
- 3.2. 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.
- 3.3. 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.
- 3.4. 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.
- 3.5. Handling IP infringement cases for the IP applications filed & IPR held by NATRAX.
- 3.6. Interaction with inventors from time to time for successfully creating IPR's for and on behalf of NATRAX.
- 3.7. Obtaining Certificates of granted IPS's and deposit with NATRAX office.
- 3.8. Ensure payment of maintenance fees and completion of renewal formalities within the stipulated time period / before expiry.
- 3.9. 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.
- 3.10. 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.

**4. Prequalification criteria:**

- 4.1. The firm must be registered in India.
- 4.2. The firm should have minimum five years of experience as an Indian entity.
- 4.3. 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.
- 4.4. The firm must have the requisite infrastructure and in-house capability.
- 4.5. The firm should have a local office in Indore, Madhya Pradesh.
- 4.6. The firm should not have been blacklisted by any Central /State Government / Public Sector Undertaking, Govt. of India.
- 4.7. The firm should not be involved in any major litigation that may have an impact of affecting or compromising the delivery of services.
- 4.8. 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.

5. Other 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".

- 5.1. Each page of the application should be signed and stamped by authorized signatory of the firm.
- 5.2. 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 each form of IP should be duly signed.
- 5.3. The firm should provide a detailed schedule of charges and timelines for each activity.
- 5.4. Section I and II of the schedules of charges is compulsory.
- 5.5. 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 considered.**



- 5.6. The evaluation would be done based on the firms achievements for each of the IP, that is Patents, Industrial Designs, Trademarks, Copyright etc.
- 5.7. The envelope should be superscribed with “Application for Expression of Interest for Empanelment of IP Firms”.
- 5.8. Attach a list of major Clients with date of Commencement.
- 5.9. Attach two Letters of Reference of your Clients.
- 5.10. Add a separate sheet on Organisation structure of your firm, with Names, Qualifications years of Service for each of them.



6. Price Schedule Format

(Should be submitted in separate sealed envelope /Password protected file)

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 (a) to be filed by us (b) against objections filed by others and examination report from IP office		



SECTION I: Schedule of Charges and Timelines for Patents (Excluding Govt. Fee)			
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		
5.8	Sending acceptance Notice, copy of Gazette notification, sealing of patent, sending letters of patent document		
5.9	Attending to renewals and sending Renewal certificate per year		
5.1	Attending to Restoration of lapsed patent, filing petition and attending to payment of fees		
5.11	Working of patents: Each report of working under relevant sections		
5.12	Filing petition generally for specific reliefs or orders of Controller under different rules * subject to relief sort		
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	Recordable 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		



SECTION I: Schedule of Charges and Timelines for Patents (Excluding Govt. Fee)			
9	Visits outside office & discussions	Rs.	No .of maximum working days
9.1	Local visit per visit		
9.1	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		
	Sub Total (A)		

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		
	Extension of Design for entire period		
3	Extension of time (indicate period)		
4	Filing a response to the office action		
5	Obtaining expediting and forwarding the design Certificate		
6	Recordal of assignment		
	Sub-Total (B)		



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)		
	Sub Total (C)		

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		
	Sub Total (D)		

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		
	Sub Total (E)		
	Grand Total (A+B+C+D+E)		

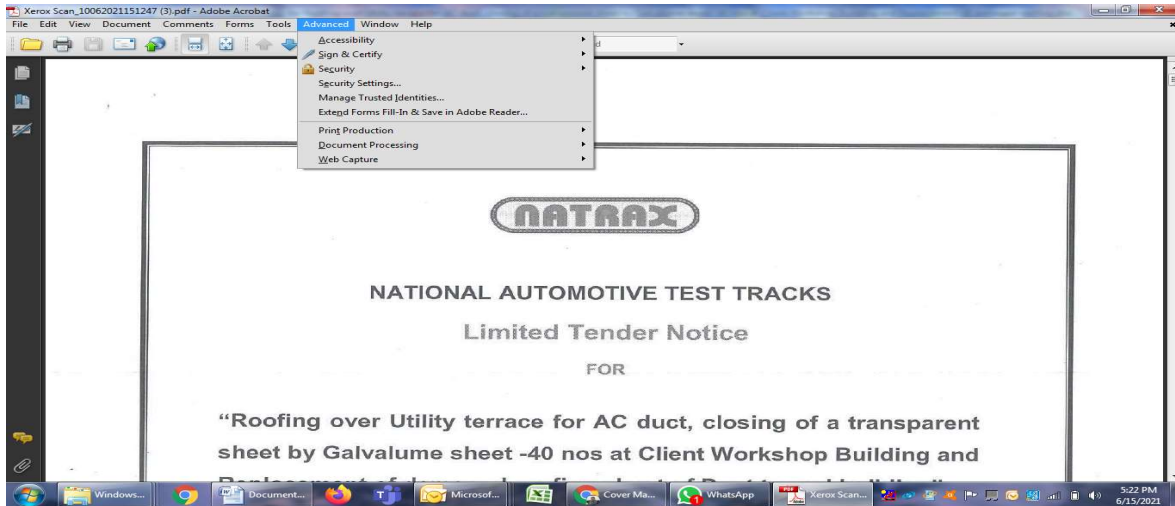
Seal & Sign of Bidder



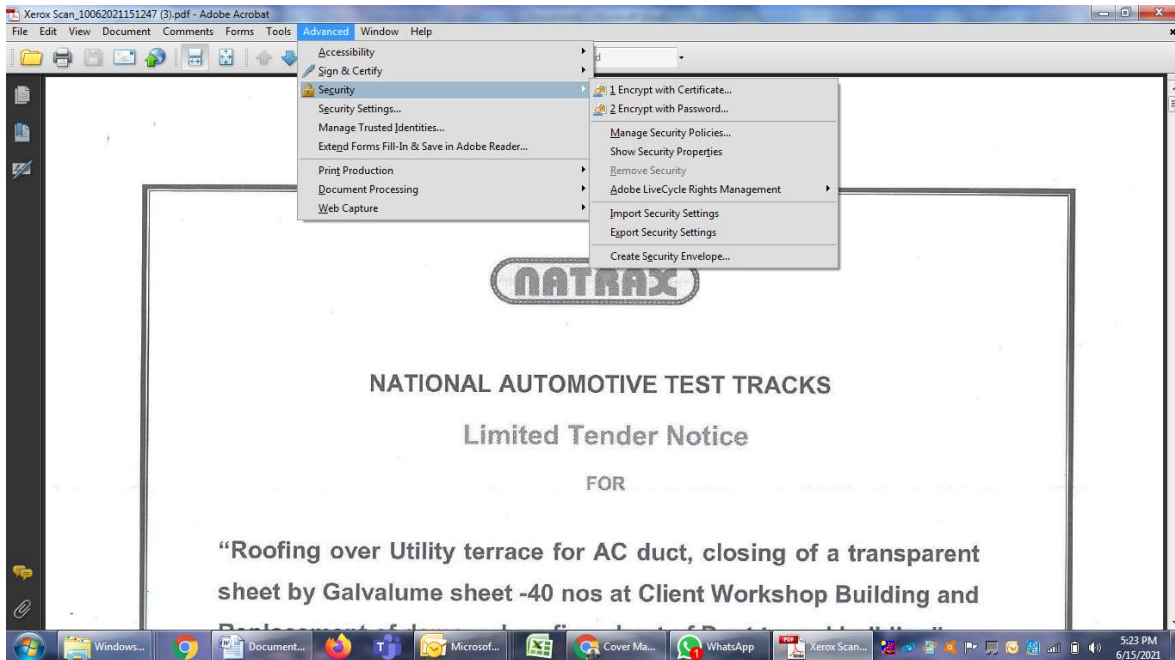
7. Method for submission the bids on email.

Steps for loading passwords in PDF Files-Method I

Step 1- please open PDF file and click on “Advance” tab.

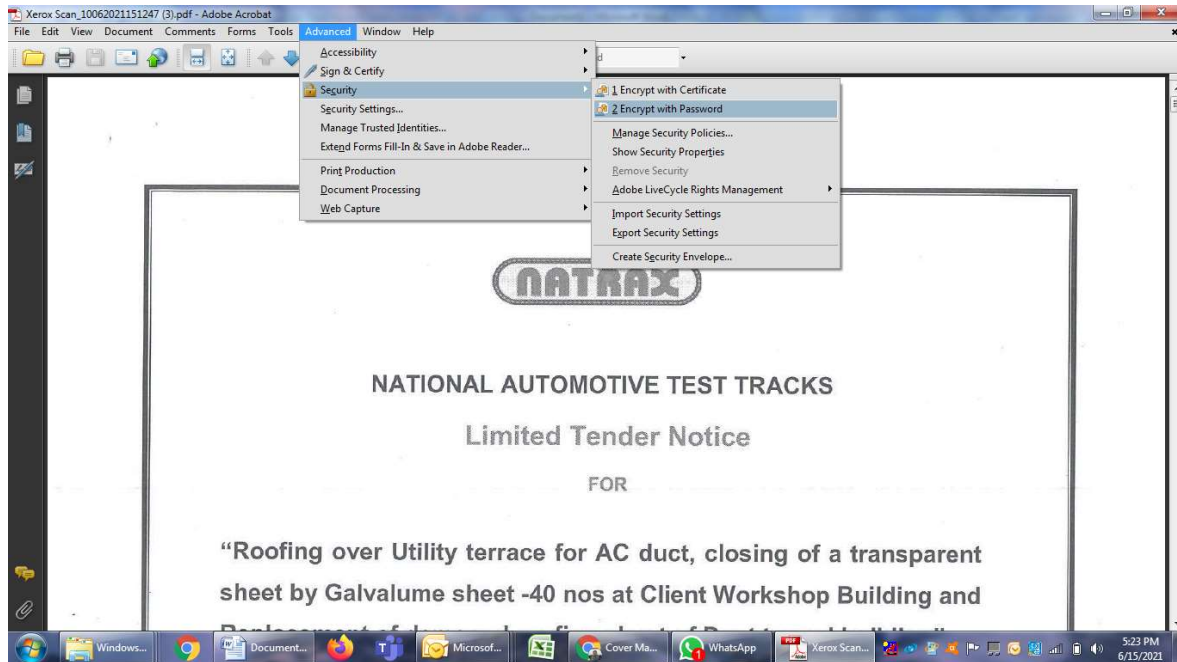


Step 2- in advance tab, please click on “Security” tab.

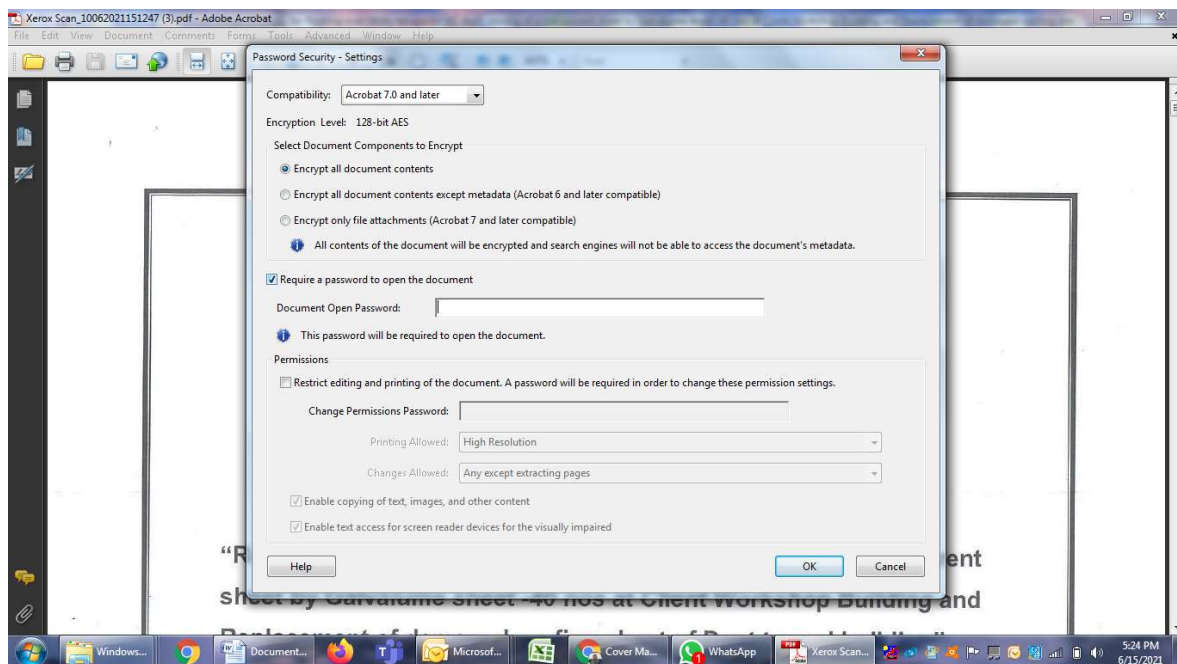




Step 3- in security tab, please click on “2 Encrypt with Password”.



Step 4- after that below window will open, please check in option “Required a password to open the document”. Then please fill password and click “ok”.





Step 5- after that below window will be open, please fill same password again, and click “ok”.

