

University Center for Incubation-cum-Technology Commercialization
(UCITC)
Guru Gobind Singh Indraprastha University, Sector-16C, Dwarka New Delhi – 110 078
www.ipu.ac.in

Date: 26th October, 2021
Ref.: GGSIPU/UCITC/Patent/01

Call for empanelment of patent firm

Guru Gobind Singh Indraprastha University having a following schools actively engaged in research and teaching in Engineering, Sciences, Humanities, Law, Management, Media studies and pharmaceutical sciences:

1. University School of Information, Communication & Technology
2. University School of Bio-Technology
3. University School of Chemical Technology
4. University School of Basic & Applied Science
5. University School of Environment Management
6. University School of Law & Legal Studies
7. University School of Humanities and Social Science
8. University School of Education
9. University School of Management Studies
10. University School of Media Studies
11. University School of Architecture & Planning
12. University School of Automation & Robotics
13. University School of Design and Innovation
14. University Center of Pharmaceutical Sciences
15. University Center of Disaster Management Studies

University wishes to empanel a patent firm to facilitate faculty working at university as a regular employee for providing support in the process of filling patent at national and international patent office.

In this regard, Quotation are invited from a firm working in the domain of Intellectual Property for developing innovation and research initiatives or streamlining existing IP process and filing IP, if any with the following primary objectives:

1. Facilitate in protecting innovations with all the services mentioned in the proposal and mutually agreed (Annexure 1)
2. Facilitate in the patent drafting, filing and prosecution cycle including patent searching and patent filing to post-grant procedures.
3. Provide complete IP management support.
4. Provide other IP filings (Trademark, Design, Copyright, etc.), the time taken to do each task mentioned clearly in Annexure 2

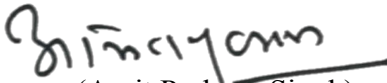
Firm interested to provide above services on behalf of the University are requested to submit their quote as per format provided in annexure 1 & 2 and submit quote alongwith following document:

1. Registration detail of the firm
2. List of client in the area of educational and research institution
3. Submit copy of work order of last 3 years

4. CA audited balance sheet of last 3 years
5. Evidence of successful patent filing at domestic and International level

Interested firm may submit their quoted in provided format (annexure-1 & 2) along with above document to following address before 10th November 2021 in a sealed envelope:

University Center for Incubation-cum-Technology Commercialization
c/o Room No. ETL-412 (Block – E)
Guru Gobind Singh Indraprastha University
Sector-16C, Dwarka
New Delhi – 110 078
Email: incubation@ipu.ac.in


(Amit Prakash Singh)
Professor, USICT

Copy to:

1. Registrar for kind information
2. CoF for kind information
3. AR to VC office
4. Incharge, UITS with a request to upload on university website
5. Guard file

Annexure 1: Domestic Filing Fee Structure

1. Patent Applications

Description	Government Fee (in INR)		Professional Fees (in INR)	Total Fees (in INR) University
	Applicant			
	Organization	Individual		
STAGE 1 - PREPARATION				
Non-Disclosure Agreement (NDA)				
Invention Disclosure Form (IDF)				
Prior Art Search (PAS)				
STAGE 2 - FILING OF PATENT				
Patent Application Drafting (CPA)				
STAGE 3 - POST-FILING PROCEDURES				
Early Publication Request (Optional)				
Request For Examination (Mandatory)				
STAGE 4 – POST-EXAMINATION PROCEDURES				
Office action response				
Hearing response, if required				
Forwarding of Registration Certificate				

1. Other IP Filings

Description (Applicant – Company)	Govt Fee (in INR)	Professional Fees(in INR)	Total Fees (in INR)
STAGE 1 – PREPARATION			
Prior Art Search (Copyright, or Trademark)			
Prior Art Search (Design)			
STAGE 2 - FILING OF OTHER IP			
Copyright (Basic Protection for Written Text)			
Trademark (Symbol or Brand Name Protection)			

Design (Protects the structure, not application)			
STAGE 4 – POST-EXAMINATION PROCEDURES			
Office action response			
Hearing response, if required			
Forwarding of Registration Certificate			

Annexure-II

S. No.	Services	Timeframe Required to Complete Task (Working Days)
1	Prior Art Search	
2	Provisional Drafting	
3	Complete Drafting after Provisional	
4	Invalidation/Validity Search	
5	Freedom to Operate	
6	Infringement Analysis	
7	State of Art Search	
8	Landscape Analysis	

(Authorised Signature and Seal)