

भारत सरकार/GOVERNMENT OF INDIA
अंतरिक्ष विभाग, इसरो/DEPARTMENT OF SPACE, ISRO
इसरो मुख्यालय/ISRO HEAD QUARTERS
क्रय एवं भंडार प्रभाग/PURCHASE & STORES DIVISION
दूरभाष/Tel: (080) 2217 2248/2249/2142
ई-मेल/email: spso_isrohq@isro.gov.in, pso_isrohq@isro.gov.in

अभिरुचि की अभिव्यक्ति/EXPRESSION OF INTEREST

संदर्भ सं. एच.क्यू.एच.पी. 2026004249
Ref. No. HQHP 2026004249

दिनांक/Date: 23/06/2026

“भारतीय अंतरिक्ष अनुसंधान संगठन (इसरो) के साथ “बौद्धिक संपत्ति अधिकारों (आई.पी.आर.) फर्मों को सूचीबद्ध करने हेतु” अभिरुचि की अभिव्यक्ति

EXPRESSION-OF-INTEREST “FOR EMPANELMENT OF INTELLECTUAL PROPERTY RIGHTS (IPR) FIRMS WITH INDIAN SPACE RESEARCH ORGANIZATION (ISRO)”

इसरो मु. भारतीय अंतरिक्ष अनुसंधान संगठन (इसरो) के साथ बौद्धिक संपत्ति अधिकारों (आई.पी.आर.) फर्मों को सूचीबद्ध करने हेतु अभिरुचि की अभिव्यक्ति आमंत्रित करता है। इच्छुक पक्षकार, मुहरबंद लिफाफे पर हमारी संदर्भ सं. एच.क्यू.एच.पी. 2026004249 का उल्लेख करते हुए, अपनी अभिरुचि की अभिव्यक्ति निम्नलिखित पते पर दिनांक 14.07.2026 [16:00 बजे] तक या उससे पहले प्रस्तुत कर सकते हैं:-

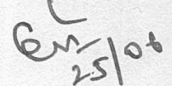
ISRO HQ invites EOI for Empanelment of Intellectual Property Rights (IPR) firms with Indian Space Research Organization (ISRO). Interested parties may furnish their **Expression of Interest in Sealed Envelope** quoting our **Reference No. HQHP 2026004249 on or before 15.07.2026 [16:00 Hrs]** to the following address: -

प्रधान, क्रय एवं भंडार /Head Purchase and stores,
क्रय अनुभाग, इसरो मुख्यालय/Purchase Section, ISRO Headquarters,
अंतरिक्ष भवन, न्यू बी.ई.एल. रोड/Antariksh Bhavan, New BEL Road,
बेंगलूरु/Bengaluru – 560 094
दूरभाष/Ph: 080-2217 2248/2249/2142 /2048

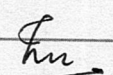
नोट:- मेक इन इंडिया नीति के अनुसार केवल श्रेणी-I तथा श्रेणी-II के स्थानीय आपूर्तिकर्ता इस ई.ओ.आई. में भाग लेने हेतु पात्र हैं।

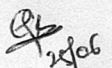
Note:- Only Class-I and Class-II Local suppliers as per Make in India policy are eligible to participate in the EOI.

हस्ताक्षर/Sd/-



प्रधान, क्रय एवं भंडार
Head Purchase and stores


23/6/26



Expression of Interest (EOI)
for
Empanelment of Intellectual Property Rights (IPR)
Firms
with
Indian Space Research Organization (ISRO)



Department of Space
Indian Space Research Organization
Government of India
Antariksh Bhavan, New BEL Road
Bengaluru – 560094

June 2026

EOI FOR EMPANELMENT OF IPR FIRMS WITH ISRO

Expression of Interest (EOI) is invited from competent IP attorneys/agents for providing IPR pre-filing, filing, and post-filing services up to grant, including IP searches, drafting, filing submission, responses to objections and oppositions, arbitration, follow-up actions up to registration, IP due diligence, and other related services as per requirements, for rendering these services to ISRO.

1. Introduction

Indian Space Research Organization (ISRO) under Department of Space, Govt. of India has the primary responsibility of promoting the development of space science, technology and applications and facilitating in all round development of the nation. During the course of research, large number of inventions/developments emerge in various disciplines across ISRO centres which are to be safeguarded through appropriate IPR protection.

Since 1970's, ISRO has been obtaining IPR protection for the innovative development and technologies developed in-house at various ISRO Centres through filing of patents, copyrights and trademarks. The IPR service are being carried out through the services of professional IPR attorneys. ISRO intends to establish a panel of patent attorneys for its IPR services by entering into a Rate Contract with the technically qualified IPR firms. Rate Contract shall include necessary terms & conditions, schedule of charges, etc., with a valid term of five years, extendable to one more year on the same terms and conditions.

Service providers may submit their proposal for providing IPR services, along with their credentials as per the details provided in this EOI. Through this EOI, ISRO invites proposals from IPR firms for providing IPR services, as further detailed herein.

2. Documents Comprising the Bid

Bids shall comprise the following attachments:

- Signed, stamped copy of EOI document, annexures and formats as a token of acceptance of all the terms and conditions.
- Copy of the Registration/ Incorporation Certificate of the firm.
- Certified copies of valid PAN Card of the agency and not of any individual.
- Copy of the GST registration certificate.
- Copy of the Income Tax return filed, P&L statements and Balance Sheets for FY 2022-23, 2023-24, 2024-25.
- Duly filled formats - 1, 2, 3, 4.

- Duly filled annexures enclosed with the EOI.
- Any additional information that the bidder may think fit but not included elsewhere in the proposal, which will help the Competent Authority to assess the capabilities of the Agency.

3. Scope of Work

Without prejudice to the generality of services, the services to be provided by the IP Service Provider shall include, but not limited to the following:

3.1 Indian Patent Filing and Prosecution

- Conducting patent search appreciating the possibility of patenting the invention in accordance with all criteria of patentability – novelty, inventive level and industrial applicability.
- Patent drafting in consultation with inventors bringing out the salient features safeguarding the organisation's interests.
- Preparation of all related patent documents, required applications and filing at the patent office.
- Preparation and filing of provisional patent applications, on a need basis.
- Preparation and filing of application for request for examination.
- Providing comments/advise on examination report, preparing responses to examination reports including suitable amendments in consultation with inventors and filing of responses at patent office.
- Planning discussion meetings for invention disclosures and working with scientists/ inventors in articulating the inventions, defining potential claims and helping scientists plan further data generation/compilation so as to strengthen their patents.
- Carrying out patentability assessment (and any related prior art searching) for invention disclosures and submitting necessary reports.
- Drafting provisional patent applications for disclosures requiring urgent provisional filings and handle any related clarifications and queries.
- Drafting short listed invention disclosures into complete patent specifications ready for filing and handle any related clarifications and queries.
- Handling examiner/ attorney queries on already filed patent applications and working with scientists to provide suitable responses.

- Processing for monetization and commercialization of patents.
- Tracking (on Patent Office websites) the progress of all patent applications of ISRO in prosecution and early intimation of office actions. The objective is to provide information on the following:
 - publication
 - grants
 - office actions etc using most updated databases.
- Renewal of patents including intimation of renewal and payment of renewal fees at patent Office.
- Preparation and filing of Annual Commercial Working Statement
- Intimation of registration/grant of IPR, obtaining and forwarding registration certificates/ Letter Patent Documents.
- Pursuing cases of opposition of grant of patents at Patent Office protecting the interests of ISRO.
- Any other activities/services related to Patents as required from time to time.

3.2 Indian Copyright Registration and Protection

- File applications for copyright registration with the Indian Copyright Office and prepare and submit all necessary documentation.
- File applications to record changes in particulars in the Register of Copyrights and update records with ISRO's revised information and details.
- File applications under Section 53 of the Copyright Act to restrict importation of infringing copies and take action against unauthorized imports.
- File notices for relinquishment of copyright, as required.
- File applications for translation licences (one work in one language), licences for public performance and translation, and submit notices for termination of licences when required.
- Address objections raised by the Registrar of Copyrights, respond to queries, and draft required documents such as No Objection Certificates (NOCs).
- Track application status, provide timely updates to ISRO, monitor office actions, and advise on the appropriate course of action.
- Any other activities/services related to Copyrights as required from time to time.

3.3 Indian Trademark Registration and Protection

- File trademark applications, including certification trademarks, and prepare and submit all required documentation and forms.
- Conduct trademark searches prior to filing to ensure availability and avoid infringement.
- File notices of opposition, handle opposition proceedings, respond to objections, and defend ISRO's trademarks.
- Manage trademark renewals, ensure timely filing before expiry, and handle renewal deadlines and fee payments
- Conduct searches and obtain search and registration certificates from the Registrar of Trademarks.
- File requests for corrections, amendments, assignments, transmissions, and record licensing/assignment transactions
- Handle restoration and renewal of abandoned trademarks, including procedures and payment of applicable fees.
- File applications for review of the Registrar's decisions and seek reconsideration of rejected or opposed applications.
- Track applications and registrations, provide timely updates on publication, registration, and grant, and monitor office actions with advisory support.
- Facilitate trademark commercialization through licensing and assignments, and manage related agreements and documentation.
- Any other activities/services related to Trademarks as required from time to time.

3.4 Indian Design Registration and Protection

- File applications for design registration in a single class and additional classes as required, including preparation and submission of all necessary forms and documentation, and filing claims under Section 8(1)
- Take over and manage already filed design applications, including end-to-end prosecution before the Indian Design Office
- File responses to office actions, handle objections and queries, and obtain, expedite, and forward design registration certificates
- File applications for extension of copyright protection for registered designs as permitted under law

- Draft assignment, licence, and mortgage deeds; file and record assignments and licences in the Register of Designs
- Conduct design searches; file petitions for cancellation; file notices of opposition; and defend ISRO's designs in opposition proceedings
- File requests for correction of clerical errors and obtain certified copies of design documents and certificates
- Provide representation before the Design Office and conduct inspection of registered designs as required
- File miscellaneous notices including exhibition/publication of unregistered designs, change of name/address, and address for service entries
- Track applications and registrations, provide timely status updates and advice, handle restoration of lapsed designs, and support commercialization through licensing and assignments
- Any other activities/services related to Designs as required from time to time

3.5 International Patent Filing and Prosecution

- Preparation and filing of PCT (Patent Cooperation Treaty) applications as per international filing requirements and procedures.
- Filing of formal documents including Power of Attorney (POA), priority documents, and other required documentation for international patent applications.
- Filing of amendments under PCT Article 19 to modify claims and specifications during the international phase.
- Filing of demand for preliminary examination under the PCT procedure to obtain examination reports before national phase entry.
- Filing of responses to written opinions and preliminary examination reports, including amendments under PCT Article 34 for international applications.
- Filing of national phase applications in designated countries, including necessary modifications to claims and specifications to comply with national patent office requirements.
- Preparation and submission of all documentation required for entry into the national phase of ISRO's PCT cases in various countries.
- Coordination and liaison with international patent offices and local patent agents/attorneys in designated countries for prosecution of national phase applications.

- Tracking and monitoring progress of international patent applications and PCT cases on patent office websites, using updated international patent databases.
- Early intimation to ISRO's IP Group and inventors regarding office actions, publication notices, and grant notifications received from international patent offices.
- Obtaining International Search Reports (ISR) for PCT applications as required under international patent procedures.
- Processing for monetization and commercialization of granted international patents, including licensing and assignment documentation.
- Renewal of granted international patents including intimation of renewal deadlines and payment of renewal fees to respective international patent offices.
- Handling of oppositions against granted international patents and protecting ISRO's interests in international patent proceedings.
- Any other international patent-related services and activities as required by ISRO from time to time.

3.6 Protection of Integrated Circuit (IC) Layout Designs

- Application for registration along with necessary forms
- Notice for opposition
- Request for statement of grounds of decision
- Application for correction of errors or amendment

The IPR Service Provider shall maintain a comprehensive monitoring and tracking system for all Intellectual Property Rights, including patents, copyrights, designs, trademarks, and international patents. A detailed monthly status report shall be submitted along with the corresponding invoice, clearly indicating the current status, upcoming milestones, and all critical deadlines with specific dates, along with the implications of any non-compliance.

4. Responsibility of ISRO

- a. Pursuant to the evaluation and shortlisting of the firms, RFP will be issued to the selected firms.

- b. Pursuant to finalization and empanelment of firm, ISRO shall issue the work order/ formal communication to the firm detailing the scope of work.
- c. ISRO shall provide the firm with all necessary executed documents and forms required for filing at patent offices.
- d. ISRO shall facilitate discussions between IPR firms/attorneys and the inventors.
- e. ISRO shall make payment to the IPR firms for providing the services as per the schedule of charges and terms of payment.
- f. ISRO reserves the right to accept or reject any or all the Quotations in full or part thereof without assigning any reason whatsoever and ISRO's decision on all matters in this regard shall be final and binding.

5. Responsibility of Service Provider

- a. The IPR firm, based on the rate contract released from ISRO, shall provide the IPR services to ISRO.
- b. The firms shall provide end to end services to ISRO, and shall ensure continuous /uninterrupted handling of the entrusted IPR cases and subsequent office actions, before and after the grant of patent etc.,
- c. The IPR firm on behalf of ISRO shall coordinate and interface with patent offices for filing of IPR and subsequent office actions involved.
- d. The IPR firms shall keep ISRO informed on the various requirements/ notices from patent office and advise on the further course of action
- e. IPR firms shall consult ISRO and the inventors while drafting the specifications and further actions
- f. To ensure continuity of service, the fixed charges agreed upon by IPR firms under the rate contract shall remain valid even after the contract period expires. These charges will continue to apply to any subsequent actions or services required for the specific IPR cases already being handled by the firm.
- g. As time is the essence of this activity, IPR firms shall respond to actions requested by ISRO on an immediate basis, as specified from time to time.
- h. IPR firm shall provide any other IPR services, as required by ISRO, from time to time.

6. Minimum Eligibility Criteria

The IPR firms willing to be empanelled shall fulfil the following MINIMUM criteria & shall provide documentary proof regarding the same:

- 6.1 The bidder should have registered as Company/LLP/Firm with Govt. of India or respective State Govts. Copy of the Registration/ Incorporation Certificate shall be provided.
- 6.2 The bidder shall be a reputed IPR firm with minimum 10 years of experience in IP litigation, IP commercialization, and handling IP-related legal proceedings for clients based in India and abroad. Bidder shall submit documentary evidence of similar purchase orders/ contracts along with the offer and duly completed Format-1 & 2.
- 6.3 The IPR firm should possess minimum 25 professional manpower in permanent rolls of the firm as on 31st March 2026 with expertise in handling all forms of intellectual property protection measures viz., patents, copyrights, industrial designs, trademarks. Bidder shall submit documentary evidence such as EPF/ESI challans for supporting the details and duly completed Format-3.
- 6.4 The IPR firm should have an average annual turnover not less than Rs. 380 Lakhs in the last three financial years (2022-23, 2023-24, 2024-25).

Bidder should not have incurred losses in more than one year in last three financial years (2022-23, 2023-24, 2024-25).

P&L statements and Balance sheets shall be provided as a documentary proof.

- 6.5 The bidder should not have been blacklisted by any State Government/ Central Government or any other Public Sector undertaking or a corporation as on the date of Tender opening.

The bidder should not have any insolvency case or petition or any criminal cases pending at the time of bid submission.

An undertaking to this effect shall be submitted by the bidder on its letter head.

- 6.6 Bidder shall submit a duly completed Format-4. Failure to comply with any of the services listed in Format-4 shall result in disqualification, and no further technical evaluation will be carried out.

The minimum eligibility criteria outlined in this Section will serve as the primary basis for further evaluation and applications of firms not meeting the minimum eligibility will not be further evaluated. Suppression of any relevant

information or lack of adherence to any of the above will lead to disqualification of the bid.

7. Technical Evaluation Criteria

Selection of Bidders will be carried out based on following evaluation criteria.

S.No.	Evaluation Criteria	Guidelines for Scoring/Evaluation	Max Score
1.	Number of IP filings (Patent, Copyrights Trademarks, Design) in India in the last five years	<ul style="list-style-type: none"> • Minimum 500 Filings = 5 Marks • Beyond 500, for every additional 25 Filings = 0.25 Marks 	10
2.	Number of Patents/ Copyrights/ Trademarks/ Designs granted in India during the last five years	<ul style="list-style-type: none"> • Minimum 100 grants = 5 Marks • Beyond 100, for every additional 10 grants = 0.5 Marks 	15
3.	Number of IP filings (Patents, Copyrights, Trademarks, Designs) facilitated outside India in the last five years	<ul style="list-style-type: none"> • Minimum 160 Filings = 8 Marks • Beyond 160, for every additional 10 filings = 0.5 Marks 	15
4.	Number of Patents/ Copyrights/ Trademarks/ Designs granted abroad during the last five years	<ul style="list-style-type: none"> • Minimum 100 grants = 5 Marks • Beyond 100, for every additional 10 grants = 0.5 Marks 	10
5.	Patent Prosecution Support Work in India (Preparation of Form 3 / Section 8 Compliance, Responses to Examination Reports, etc.) during the last five years.	<ul style="list-style-type: none"> • Minimum 500 = 2.5 Marks • Beyond 500, for every additional 50 nos = 0.25 Marks 	5
6.	Available paid Search Tools	<ul style="list-style-type: none"> • 3 database = 2.5 Marks • Above 3 = Additional 2.5 Marks 	5

7.	Number of Technical Personnel Available in the Firm	<ul style="list-style-type: none"> • Above 25 technical personnel: 4 Marks • For every additional 5 technical personnel: 1 Mark 	7
8.	Percentage of Personnel Specialized in IPR Law within the Total Technical Manpower	<ul style="list-style-type: none"> • Above 50% and up to 60% of technical personnel specialized in IPR law: 1 Marks • Above 60% and up to 75%: 2 Marks • Above 75%: 3 Marks 	3
9.	Patent Attorney expert available in firm <ol style="list-style-type: none"> i. Aerospace / Aeronautical Engineering ii. Propulsion Systems iii. Materials Science & Metallurgy iv. Electronics & Microelectronics v. Mechanical / Mechatronics Engineering vi. Chemical Engineering & Polymer Chemistry vii. Control Systems & Avionics viii. Communication Systems ix. Cryogenic & Thermal Engineering x. Software & Computing xi. Electrical Engineering xii. Others 	<ul style="list-style-type: none"> • Minimum Five (5) Domains = 5 Marks • Beyond 5, for every additional domain = 1 mark each 	10
10.	Number of Clients served in the last 10 Years (In India & Abroad)	<u>Patents Related</u> <ul style="list-style-type: none"> ○ Minimum 30 Clients = 5 Marks ○ Beyond 30, for every additional client = 0.5 Marks 	10

		<u>Copyrights Related</u>	5
		<ul style="list-style-type: none"> ○ Minimum 10 Clients = 4 Marks ○ Beyond 10, for every additional client = 0.25 Marks 	
		<u>Trademarks Related</u>	5
		<ul style="list-style-type: none"> ○ Minimum 5 Clients = 3 Marks ○ Beyond 5, for every additional client = 0.25 Marks 	
TOTAL MARKS			100

8. Empanelment Process

- Bidders shall meet the minimum eligibility criteria outlined in this EOI. Only those bidders who satisfy the minimum eligibility criteria shall be considered for further evaluation under the technical evaluation criteria.
- The bidder shall secure a minimum of 70% marks in the technical evaluation. The RFP shall be issued only to those bidders who achieve a minimum score of 70% in the technical evaluation.
- Offers received in response to the RFP shall be evaluated based on the lowest professional charges (L1) for each of the services specified in the RFP. The mandatory fees payable to the Patent Office shall not be considered for determining L1. The lowest professional charges quoted for each service across all bids shall be treated as the L1 rate, and the same shall be counter-offered to all shortlisted bidders.
- Service providers who accept the counter-offer shall be considered for empanelment and shall enter into a rate contract. ISRO/DoS reserves the right to award the rate contract to more than one service provider at the agreed L1 rates, subject to acceptance of the counter-offer.

Preference/weightage shall be accorded to the initial overall L1 bidder, followed by subsequent bidders in order as mentioned in RFP.

9. Period of Contract

The rate contract shall be valid for a period of five years and extendable by one more year subject to satisfactory performance.

10. General Terms & Conditions

- Submission of an application, even if it satisfies all minimum eligibility criteria, does not guarantee issuance of the RFP for the further empanelment process with ISRO. Final selection shall be determined through a comprehensive evaluation of the application, the firm's capabilities, and its strategic alignment with ISRO's IP objectives.
- ISRO reserves the right to cancel the EOI at its sole discretion.
- ISRO reserves the right to summarily reject the Applications at its sole discretion without assigning any reason.
- ISRO reserves the right to verify/cross check the information furnished/ submitted by the applicant.
- Based upon the services and experience in the subject areas of the empanelled firms, the quantum of work awarded to the empanelled agencies will be decided by the ISRO and an effort will be made to distribute work among bidders who have agreed for counter offered L1 rate.
- The contract cannot be transferred or assigned by the Agency to any other person/ firm.
- The agency shall pay GST, at the rates as applicable from time to time.

11. LANGUAGE

- The Proposal should be filled by the bidders in English language only. If any supporting documents submitted are in any language other than English, translation of the same in English language is to be duly attested by the Bidders. For purposes of interpretation of the documents, the English translation shall govern. All correspondence and documents relating to the Proposal exchanged by the Bidders and ISRO shall also be written in the English language.

EOI document can be downloaded from website www.isro.gov.in and the same also shall be submitted within the due date and time. "Expression of Interest" with all essential information shall reach the Head Purchase and Stores, Purchase Section, ISRO Head Quarters, Antariksh Bhavan, New BEL Road, Bengaluru, 560 094, **on or before 15.07.2026 16:00 Hrs.** This EOI is issued

as a "Pre-Bid Qualification". Inadequate or incomplete information will result in rejection of the offer. ISRO HQ reserves the right to accept or reject all or any of the EOI. Mere compliance to the EOI terms does not guarantee further consideration for qualification. Also, ISRO HQ reserves the right to hold pre-bid meeting/seek clarifications with all the parties or with some of the parties, on need basis.

Addendum, if any, to this EOI shall be hosted in our website www.isro.gov.in.

Annexure 1 - Minimum Eligibility Criteria

The bidder should meet the following minimum eligibility criteria requirements and shall submit relevant documents along with the bid to establish firm's credentials.

S.No	Criteria/Requirement	Reply/ Eligibility details of bidder	Supporting documents attached (Yes/No)
1.	<p>The bidder should have registered as Company/LLP/Firm with Govt. of India or respective State Govts.</p> <p><i>Documents to be submitted</i> - Copy of the Registration/ Incorporation Certificate shall be provided.</p>		
2.	<p>The bidder shall be a reputed IPR firm with minimum 10 years of experience in IP litigation, IP commercialization, and handling IP-related legal proceedings for clients based in India and abroad.</p> <p><i>Documents to be submitted:</i> Bidder shall submit documentary evidence of similar purchase orders/ contracts along with the offer and duly completed Format-1 & 2.</p>		
3.	<p>The IPR firm should possess minimum 25 professional manpower in permanent rolls of the firm as on 31st March 2026 with expertise in handling all forms of intellectual property protection measures viz., patents, copyrights, industrial designs, trademarks.</p> <p><i>Documents to be submitted:</i> Bidder shall submit documentary evidence such as EPF/ESI challans for supporting the details and duly completed Format-3.</p>		

4.	<p>The IPR firm should have an average annual turnover not less than Rs. 380 Lakhs in the last three financial years (2022-23, 2023-24, 2024-25). Bidder should not have incurred losses in more than one year in last three financial years (2022-23, 2023-24, 2024-25).</p> <p><i>Documents to be submitted:</i> P&L statements and Balance sheets shall be provided as a documentary proof.</p>	<p><u>Annual Turnover Details</u> 2022-23: 2023-24: 2024-25:</p> <p><u>Profit & Loss Details</u> 2022-23: 2023-24: 2024-25:</p>	
5.	<p>The bidder should not have been blacklisted by any State Government/ Central Government or any other Public Sector undertaking or a corporation as on the date of Tender opening.</p> <p>The bidder should not have any insolvency case or petition or any criminal cases pending at the time of bid submission.</p> <p><i>Documents to be submitted:</i> An undertaking to this effect shall be submitted by the bidder on its letter head.</p>		
6.	<p>Bidder shall submit a duly completed Format-4. Failure to comply with any of the services listed in Format-4 shall result in disqualification, and no further technical evaluation will be carried out.</p> <p><i>Documents to be submitted:</i> Filled in Format-4</p>		

Annexure 2 - Technical Evaluation Criteria

Bidder shall furnish the details against each of the criteria listed in the table below, based on the documentary evidence submitted in support of technical evaluation.

S.No.	Evaluation Criteria	Number of IPRs/ Search Tools/ Personnel/ Clients etc.,	Document Submitted (Yes/No)
1.	Number of IP filings (Patent, Copyrights Trademarks, Design) in India in the last five years		
2.	Number of Patents/ Copyrights/ Trademarks/ Designs granted in India during the last five years		
3.	Number of IP filings (Patents, Copyrights, Trademarks, Designs) facilitated outside India in the last five years		
4.	Number of Patents/ Copyrights/ Trademarks/ Designs granted abroad during the last five years		
5.	Patent Prosecution Support Work in India (Preparation of Form 3 / Section 8 Compliance, Responses to Examination Reports, etc.) during the last five years.		
6.	Available paid Search Tools		
7.	Number of Technical Personnel Available in the Firm		
8.	Percentage of Personnel Specialized in IPR Law within the Total Technical Manpower		
9.	Patent Attorney expert available in firm <ul style="list-style-type: none"> i. Aerospace / Aeronautical Engineering ii. Propulsion Systems 		

	iii. Materials Science & Metallurgy iv. Electronics & Microelectronics v. Mechanical / Mechatronics Engineering vi. Chemical Engineering & Polymer Chemistry vii. Control Systems & Avionics viii. Communication Systems ix. Cryogenic & Thermal Engineering x. Software & Computing xi. Electrical Engineering		
10.	Number of Clients served in the last 10 Years (In India & Abroad)		
	<u>Patents Related</u>		
	<u>Copyrights Related</u>		
	<u>Trademarks Related</u>		

Following documentary evidence shall be submitted in support of the above criteria for evaluation.

S.No.	Documentary Proofs	Criteria No
a.	<p>Bidder shall submit a self-certified statement with year-wise and category-wise details of IP filings (which are under examination/ granted), including application numbers, filing dates, and type of IP for all claimed filings. A Chartered Accountant or Statutory Auditor certificate confirming the total number of IP filings handled during the last five (5) years shall also be provided.</p> <p>Additionally, client certificates confirming that the specified patents have been handled by the bidder shall be provided.</p>	1, 2, 5
b.	<p>Bidders shall submit a self-certified statement with year-wise and category-wise details of IP filings (which are under examination/ granted) facilitated outside India in the last five (5) years, including application numbers, filing dates, country/jurisdiction, and type of IP for all claimed filings.</p>	3, 4

	<p>A Chartered Accountant or Statutory Auditor certificate confirming the total number of such filings shall also be provided.</p> <p>Additionally, client certificates confirming that the specified patents have been handled by the bidder shall be provided.</p>	
c.	<p>Bidder shall submit documentary proof of valid subscription/ licence/ access to paid IP search databases, such as subscription certificates, invoices, licence agreements, screenshots of active access, or any other documentary evidence evidencing current availability of such paid tools with the bidder.</p>	6
d.	<p>Bidder shall submit details of in-house patent attorneys, agents, and technical experts, including their names, qualifications, experience, domain specialization with list of IPRs handled.</p> <p>Relevant supporting documents, such as CVs, and proof of association with the bidder, shall also be provided.</p> <p>In addition, for professionals specializing in IPR law, supporting documents such as law degree certificates and Bar Council enrolment/registration certificates shall be submitted.</p>	7, 8, 9
e.	<p>Bidder shall submit a self-certified list of clients served in the last ten (10) years for Patents, Copyrights, and Trademarks (in India and abroad), along with supporting documentary evidence such as work orders, agreements, invoices, or completion certificates.</p>	10

Profile of the Bidder

S.No.	Particulars	Reply from Bidder
1.	Firm Name	
2.	Contact Person Name	
3.	Contact Number	
4.	Email	
5.	Agency's Registered Address	
6.	Date of Establishment	
7.	Total number of employees	
8.	Copy of the Registration/ Incorporation Certificate of the firm (attach a copy of same)	
9.	Firm PAN Card Number (attach a copy of same)	
10.	Firm GST Number (attach a copy of same)	

Date:

(Signature of authorized signatory with seal)

Place:

Name in full:

Details of Present and Past Contracts

Details mentioned in the following table shall be submitted along with supporting documents such as purchase orders, contract copies, etc.

S.No.	Contract/ PO Description	Name & Address of Client(s) (Do not use abbreviations)	Period (From - To) (DD/MM/YYYY)
1.			
2.			
3.			
4.			
5.			

Date: (Signature of authorized signatory with seal)

Place: Name in full:

Details of Professional Manpower

Number of professionals (Partners/Associates) presently employed with the firm for patent related IP work in various fields and their profiles:

S.No.	Name of the Professional	Qualification	Area of expertise	Experience (No of years)	Number of cases handled (Specify whether it is for Copyright, Trademark or Patent or Any other IP form, Litigation/ Opposition)
1.					
2.					
3.					
4.					
5.					

Date: (Signature of authorized signatory with seal)

Place: Name in full:

**Compliance/ Non-Compliance for Hiring of Intellectual Property Rights
(IPR) Services**

S.No.	Item	Bidder's Compliance (Yes/NO)
	SECTION 1: PATENTS	
1.	Application	
	1.1 Drafting and filing application with provisional specification along with all necessary forms	
	1.2 Drafting and filing complete specification after filing provisional specification with all necessary forms	
	1.3 Drafting and filing application with complete specification in the first instant along with all necessary forms	
	1.4 Drafting and filing of patent addition	
	1.5 Drafting and filing of divisional application	
	1.6 Making request for filing patent outside India	
	1.7 Taking over already filed application, per case	
	1.8 Charges towards filing various forms if not done earlier at the time of filing the application	
	1.9 Discussion with inventor per hour at attorney's office	
2.	Extension of time & late filing (preparing and filing)	
	2.1 Preparing and filing a form for extension of time	
	2.2 Late submission of forms/documents	
3.	Prosecution	
	3.1 Obtaining certified copies of patent applications	
	3.2 Reporting official action including FER, SER etc.	
	3.3 Amending specification and re-filing in response to FER, SER, etc.,	
	3.4 Subsequent report of corresponding application, if any	
	3.5 Filing of documents after prescribed period with petition of condonation of delay in filing	
	3.6 Discussion at patent office during prosecution of application, per appearance	

S.No.	Item	Bidder's Compliance (Yes/NO)
3.7	Postdating of application	
3.8	Filing a request for early publication	
3.9	Reporting of patent in order, obtaining and sending letters patent document	
3.10	Attending to renewals and sending renewal certificate per year	
3.11	Attending to restoration of lapsed patent, filing petition and attending to payment of fees	
3.12	Working of patents: each report of working under section 146	
3.13	Request for termination of compulsory licence	
3.14	Filing petition generally for specific reliefs or orders of Controller under different rules	
3.15	Request for withdrawal of application	
4.	Assignment and Licences	
4.1	Drafting deed form	
4.2	Filing application for registration for assignment/licence a. One patent b. Each additional patent included at the same time in the same deed	
4.3	Application for revision of terms and condition of licence	
4.4	Charges for making an application for compulsory licence	
4.5	Application for revocation of a patent for non-working	
5.	Record of change of names, address, nationality, etc.	
5.1	Filing of application in respect of one patent	
5.2	For additional patent included at the same time	
6.	Opposition	
6.1	Filing pre-grant opposition	
6.2	Filing notice of opposition (Post grant application)	
6.3	Drafting statement of opposition from, written statement and affidavit	
6.4	Drafting reply statement and affidavit	
6.5	Attending hearing per day at patent office in	

S.No.	Item	Bidder's Compliance (Yes/NO)
	the city of the attorney's office	
6.6	Attending hearing per day at patent office not in the city of attorney's office	
6.7	Attending interlocutory petition hearings	
6.8	Notice of opposition to amendment/restoration/ surrender of patent/grant of compulsory licence or revision of terms thereof or to correction of clerical errors	
6.9	errors	
6.10	Request for the grant of patent under Section 26 and 52	
6.11	Charges for making a request for direction of the controller under section 51 and 52	
7.	Visits outside office & discussion	
7.1	Per visit of charges for local visit	
7.2	Per visit of charges for outstation	
8.	Patent revocation/ infringement, initialing revocation/ infringement, defending revocation/ infringement	
8.1	Drafting of infringement suit	
8.2	Drafting revocation suit	
8.3	Representation charges	
8.4	Any other charges, if any (like legal opinion etc.,)	
9.	Miscellaneous	
9.1	Consultation charges each hour or part	
9.2	Prior art search report for novelty, inventiveness and utility	
SECTION 2: COPYRIGHTS		
1.	Application of registration of copyright	
2.	Application of registration of changes in the particulars of copyrights entered in the Register of Copyrights	
3.	Application of restricting importation of infringing copies under Section 53 of the Act	
4.	Filing notice for relinquishment of copyright	
5.	Filing application for a licence for translation (of one work in one language)	
6.	Filing application for a licence for public/translation	
7.	Filing notice for termination of licence	
8.	Meeting objections from the Registrar, Copyright	

S.No.	Item	Bidder's Compliance (Yes/NO)
9.	Drafting of any specific forms such as NOC, etc.,	
SECTION 3: TRADEMARKS		
1.	Application for registration of trademark including certification trademark	
2.	Notice of opposition and related actions	
3.	Application for renewal of trademark	
4.	Request for search and issuance of certificate	
5.	Restoration & renewal of trademark	
6.	Request for correction of clerical error or for amendment	
7.	Request for assignment or transmission of trademark	
8.	Request for certificate of the Registrar	
9.	Application for review of Registrar's decision	
10.	Answering objections from the trademark office	
11.	Application filing in other countries (should be shown as percentage of the associates charges)	
SECTION 4: DESIGNS		
1.	Application	
	1.1 Application for registration in a single class with all essential forms	
	1.2 Application for same designs in additional classes on per class basis	
	1.3 Claim under section 8(1) to proceed as an applicant or joint applicant	
	1.4 Application to extend copyright	
	1.5 Taking over already filed application for registration of design	
2.	Restoration of lapsed design	
3.	Filing a response to the office action	
4.	Obtaining, expediting and forwarding the design certificate	
5.	Drafting assignment/licence/mortgage deed and registration of same	
6.	Recordal of assignment	
7.	Design search through patent office	
8.	Petition of cancellation of design	
9.	Notice of opposition	
10.	Request for correction of clerical errors	
11.	Request for certified copies	

S.No.	Item	Bidder's Compliance (Yes/NO)
12.	Appearance charges as per appearance before patent office	
13.	Inspection of registered design	
14.	Notice of intended exhibition of publication of an unregistered design	
15.	Notice of alteration of address or name or an address for service in the Register of Designs	
16.	Entry of two addresses for service in Register of Designs	
SECTION 5: INTERNATIONAL PATENTS FILING AND PROSECUTION		
1.	PCT Application Filing and Preparation	
	1.1 Preparation and filing of a new PCT application	
	1.2 Filing formal documents such as POA, priority documents etc.,	
	1.3 Filing amendments under Article 19	
	1.4 Filing demand for preliminary examination	
	1.5 Filing response to written opinions/preliminary examination report and for filing amendment under PCT Article 34	
2.	National Phase Entry, Prosecution, and International Patent Office Proceedings	
	2.1 Filing national phase applications in designated countries within prescribed timelines	
	2.2 Filing translations of PCT specifications and related documents in non-English speaking countries	
	2.3 Filing amendments to align with national requirements in each designated country	
	2.4 Responding to office actions from international patent offices	
	2.5 Managing and defending international patents in opposition proceedings	
	2.6 Filing requests for revocation proceedings if required	
3.	International Patent Monitoring, Renewal, and Maintenance Services	
	3.1 Providing early intimation regarding International Search Reports, International Preliminary Examination Reports, publication of PCT applications, and national phase entry deadlines	
	3.2 Managing renewal fees, deadlines, and payments	

S.No.	Item	Bidder's Compliance (Yes/NO)
	for PCT applications before grant and renewal of granted international patents	
	SECTION 6: PROTECTION OF IC LAYOUT DESIGNS	
1.	Application for registration along with necessary forms	
2.	Notice for opposition	
3.	Request for statement of grounds of decision	
4.	Application for correction of errors or amendment	

Date: (Signature of authorized signatory with seal)

Place: Name in full: