



**CSIR - NATIONAL METALLURGICAL LABORATORY**  
(Council of Scientific & Industrial Research)  
JAMSHEDPUR – 831007



No. CSIR-NML/RPBD/2021/01-01

Dated: 29/01/2021

**NOTICE INVITING TENDERS (NIT)**

CSIR-National Metallurgical Laboratory (NML) is a premier Indian research organization dedicated to various facets of Minerals, Metals and Materials – science, technology. Recently, NML established an Intellectual Property Facilitation Centre (IPFC) to serve local MSME sectors for the management of their IP assets to achieve competitive advantage and technological gains. In this regard, NML-IPFC wishes to select IP firm/institution for providing professional services for **Filing of patents, registration of designs, copyrights, trademarks, Geographical Indications (GI), etc. and its maintenance procedure as per IPR laws.**

In this connection, NML invites offer/quotation in two parts i.e. Part-I: Technical offer and Part-II: Financial/Price offer. Each part of the offer should be submitted separately, envelopes enclosed in one sealed envelope. The closing date for submission of offers/quotations is 17:30 Hrs. (IST) on 19<sup>th</sup> February 2021. All offers/quotations in sealed envelope duly signed by an authorized person of the firm/institution should reach, Head RPBD Division, CSIR-NML, Burma mines, Jamshedpur, Jharkhandh-831007. Email: [skp@nmlindia.org](mailto:skp@nmlindia.org)

The tender document is available on CSIR-NML's website under tenders>>RPBD tenders link <http://www.nmlindia.org>. Prospective bidders are advised to visit the site, download the document go through the instructions of the document meticulously.

Any query/correspondence with regard to the contract/tender submission shall be contacted to Dr. SK Pal, Head-RPBD Division, CSIR-NML. Tel: 06572345205 or [skp@nmlindia.org](mailto:skp@nmlindia.org)/[sudha.kogapu@nmlindia.org](mailto:sudha.kogapu@nmlindia.org)

Director, CSIR-National Metallurgical Laboratory, Jamshedpur reserves the right to accept or reject any or all the tenders received or accept any or all the tenders wholly or partially, without assigning any reason thereof.

**(Head-RPBD)**

## Eligibility Criteria

1. The firms/institutions should have professional experience with at least five years in the business of filing/maintaining IPRs in Engineering, Science & Technology, Chemistry etc. at national and international level, for clients based in India, as on 18th January, 2021.
2. It should have a track record of grant of good number of Indian and International Patents in Engineering, Science and Technology during last five years i.e. from 1st April 2014 to 31st March, 2020.
3. It should have rendered IPR services in Engineering, Science & Technology Disciplines during last five years for Government/Semi-Government/MSMEs/Autonomous institutions & universities and reputed corporate clients.
4. Information on point number 02, 03, and 05 above must be submitted in tabular form with requisite proof in sealed cover super-scribed as “Technical Bid”.
5. The IP firm should have an office located in Kolkata patent jurisdiction.

## Selection Criteria

1. The financial bid of the bidder will be opened only of those bidders who qualified in the evaluation of the technical bid/proposal.
2. NML reserves the right to reject any/all the bids in part/or in full without assigning any reason. The decision of NML in this regard will be final and binding. The same cannot be challenged in any forum thereafter.
3. The Institute will select the lowest quote (including GST) of each of the services quoted by any of the IP Firm.

## Price Bid/Offer

Quotation No.:

Date:

Type of IPR	Job description	Amount in INR including GST
Patent	Drafting and filing of patent application with provisional specification	
	Drafting and filing of complete specification	
	Reporting official action including FER. Amending specification and re-filing, , if necessary in response to FER	
	Discussion/hearing at Patent Office during prosecution of application	
Industrial Design	Application for registration per class based with all essential form including search	
Copyright	Application for registration of copyright	
	Prosecution and obtaining certificate of copyright	
Trademark	Application for registration of trademarks including search	
	Prosecution till issuance of certificate	
Geographical Indication (GI)	Drafting & filing in India in single class	
	Prosecution charges till registration	
	Attending hearing at GI Registry	

Signature with Stamp:  
Name & Designation:  
Stamp & Date:

## Instructions to the tenderers

1. Offers received after the due date and time, are liable to be rejected.
2. NML shall not be responsible for any delay, cost incurred in preparation and delivery of bid, loss or non-receipt of bids by the stipulated date and time.
3. Offers received through Fax/E-mail shall not be accepted.
4. Every page of the tender document including NIT, Instructions to applicants, Scope of work and terms and conditions, declaration of particulars, Technical offer, Price offer, and Formats for submission of relevant information should be duly signed, as a token of acceptance thereof, along with the rubber seal of the IP firm/institute, indicating the name and the status of the signatory.
5. The tenderer should submit the entire documents (Technical bid and Financial Bid) with all the pages of the document duly signed and numbered. The offers should be submitted in two sealed covers, one super-scribed "Technical Bid" and other "Financial Bid". Both covers shall be put in another sealed cover superscribing the envelope with "Application for selection of IP firm/institution and due date".
6. All offers/quotations in sealed envelope duly signed by an authorized person of the firm/institution should reach TO Head-RPBD, CSIR-NML, Burma mines, Jamshedpur, Jharkhandh-831007. Email: [skp@nmlindia.org](mailto:skp@nmlindia.org)
7. NML reserves the right to negotiate with eligible party after opening of the tenders. Non-compliance by the party to such a request for negotiation shall render their tender for rejection.
8. The tenderer should be registered under the Goods and Services Tax Rules. The tenderer should submit a copy of registration certificate to this effect.

## Scope of work and terms & conditions

1. **Scope of work:**  
The IP firm will be responsible for filing and obtaining IPR for MSMEs
2. **Payment Terms**
  - 2.1 NML will make 100% payment to the IP firm after receiving invoice.
  - 2.2 NML will make the payments through Electronic Fund Transfer to the Bank account of the IP Firm.

Signature with Stamp :  
Date :  
Name & Designation :

**Declaration**

We hereby confirm that we are interested to work with CSIR-NML in Handling Intellectual Property and other related work under this NIT/contract and all the information provided herewith is genuine and accurate to the best of our knowledge.

I \_\_\_\_\_ (Name of Bidder) hereby certify that we have not been banned / de-listed/black listed/debarred from business, guidelines on Banning of Business dealings to Integrity Pact, ITB Clause 9.0 of Tender Document.

Authorized Person's Signature:

Name and Designation:

Date of Signature:

Note: This declaration is to be furnished on the letter head of the organization.