

National Institute of Technology, Delhi

Plot Number FA 7, Zone P1, GT Karnal Road, Delhi – 110036

Website:- www.nitdelhi.ac.in

IPR Firm Empanelment Application

1. Name of the Organization/Firm/Company: _____

2. Registered address of the Organization/firm/Company: (Attach Copy of Certificate):

3. Registration details of the Organization/firm/Company: (Attach Copy of Certificate):

4. Name of the Lead Patent Agent and other patent agents along with their areas of specialization:

5. Registration Number of Lead Patent Agent: _____

Date of registration of Lead Patent Agent: _____

6. Qualification of the Lead Patent Agent: _____

7. Whether Lead patent Agent has first degree in Science / Engineering as per Section 126 of the Patents Act 1970 (Yes/No): _____

Please specify the name of degree (Attach a copy of degree certificate and duly signed detailed biodata of lead patent agent): _____

8. Intellectual Property Professional Service CHARGES for filing and maintaining patents –

The payment of professional charges will be as per the approved rates of the institute vide office order Number NITD/patents & IPR/ 02, dated 18/10/2023 (copy attached) and all types of Govt. fee will be paid as per actual.

Following items shall not be included in the above schedule of rates.

a). The Govt. / Statutory fee as per the (applicable) Schedule 1 of the Patents Act 1970;

b). Taxes as per applicable rates.

No visiting charges or any other charges will be paid to the company/firm/agent except above said fee. All documents attached with application should be duly signed.

Tender application fee Rupees 2000/- should be paid through ONLINE mode and UTR number and other transaction details should be attached with this tender application.

The registration fees for EOI shall be paid in the following account through NEFT:

Account number: 30320100016540

IFSC : BARB0NARELA

Account Name : Director NIT Delhi General AC

Attached all relevant certificates.

Dated: _____

Authorized Signatory with stamp
(Name and signature)

Name and details of the attachments along with the attachment number:-

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Expression of Interest (EOI) for Empanelment of Intellectual Property Firms for Handling of IP Applications and Other IP Related Work of NIT Delhi

NIT Delhi wishes to empanel IPR **Organization/Firm/Company** to predominantly handle its patent applications and also for other forms of IP in India and invites expression of interest. The selection and empanelment of the IP firm will be based on an internal evaluation process. **NIT Delhi** reserves the right to shortlist firms at any point of assessment of their credentials for the empanelment. The advertisement does not constitute and will not be deemed to constitute any commitment on the part of **NIT Delhi** for the empanelment. **NIT Delhi** reserves the right to reject any EOI if it is not in the given format, at any time, a material misrepresentation is made or uncovered, or the firm does not respond promptly and thoroughly to requests for supplementary information required for the evaluation of the EOI. The other terms and conditions are as follows.

- 1. The responding IP firm must be registered under Indian Law and should have good standing for at least a period of 1 years or more as on 01-01-2025.**
- Firm must have experience to file of patent applications for clients based in India.
- The Indian IP firm should possess professional expertise specially in handling patent applications in the field of engineering, Science related inventions/ technologies. (**Organization/Firm/Company** should submit the certificates or the documentary evidences for it)
- The applying firms should be able to provide services for Filing, prosecution, maintenance, opposition, litigation, revocation, restoration and any other proceedings in respect of patents and all other forms of IP related work comprising services for copyright matters, design, trademark , layout design etc. (**Organization/Firm/Company** should submit the duly signed under taking on their letter head)
- The applying firms should be able to provide services for other IP related work comprising drafting of agreements, MOU, Freedom to operate searches, assistance in licensing and other IP management matters like IP audit, IP valuation, commercialization strategy and opinion/advice relating to IP matters. . (**Organization/Firm/Company** should submit the duly signed under taking on their letter head)
- It is desired that applying firm has an established network of foreign attorneys to handle the assigned work with respect to NIT Delhi patent applications and other forms of IPs.
- NIT Delhi** reserves the right to reject any EOI without assigning any reason. **NIT Delhi** reserves the right to ask for any other information required for the evaluation of the EOI.
- Applying firms are required to provide undertaking that they fulfil all the requirements of this EOI.
- After empanelment of the firms, the institute administration is free to allot any patent or IPR related work to any firm. No **Organization/Firm/Company** can raise any objection in this regard. The empanelment does not guarantee to the **Organization/Firm/Company** that they will be given any work. The institute is free to give any or all work to any empanelled **Organization/Firm/Company**.

10. The institute may remove any **Organization/Firm/Company** or all **Organization/Firm/Company** from empanelment at any point of time without assigning any reason.
11. Institute may cancel the process of empanelment without assigning any reason.
12. Any terms and conditions may be modified or added before finalization of the empanelment process on recommendation of the committee.
13. Please mention following on the top of the envelop **“Application for the empanelment of IPR firm at NIT Delhi”**.
14. In case of any query in this regard write email to ukkalla@nitdelhi.ac.in at least 7 days before the last date of submission of application.
15. **Last date of application is 15 December 2025.**
16. The professional fee will be paid as per the rates approved vide order number office order Number NITD/patents & IPR/ 02, dated 18/10/2023 (copy attached). The empanelled firm will be responsible to forward all the communications received from the patent office (and the responses submitted by your firm along with all the documents) to the inventors and the In-charge of the patent office of the institute, during the process till and after the grant of the patent application.
17. The empanelled firm will be responsible for completing the process of filing the Indian Patent Application (or Design Application) assigned to your firm. The empanelled firm will also be responsible for completing the process of the assigned application including all steps till grant and maintaining patent, even if your empanelment with the NIT Delhi is terminated as per terms and conditions of EOI at any point of time. If your firm will not complete all the steps as per the scheduled dates, the remaining work of that application will be transferred to another firm and your firm will be responsible to pay the charges for the remaining work to that firm as per actual. All other terms and conditions will be applicable as per the EOI and as per the undertakings submitted by your firm.
18. All Government fee of patent office for all steps of filing Indian patent application including provisional application filing fee, complete application filing fee, early publication fee, request for examination fee / expedite examination fee, name inclusion of inventor fee, fee for mentioning of inventors names on grant certificate, hearing notice fee, patent maintenance fee, assignment change fee paid, fee for any corrections and any other fee paid to patent office of Government of India will be paid as per actual to your firm.
19. In case of any query, please contact at email id (queries received till 10 December 2025 will be responded only) – email id - ukkalla@nitdelhi.ac.in

The hard copy of complete filed EOI should be sent to:

Dean Startup and IPR,

National Institute of Technology, Delhi

R48J+6V, Plot No. FA7, Zone, P1, GT Karnal Rd, Delhi, 110036