

INDIAN INSTITUTE OF TECHNOLOGY(INDIAN SCHOOL OF MINES), DHANBAD



EXPRESSION OF INTEREST (EOI)

for

‘Empanelment of Intellectual Property Law Firms’

EOI No.: CI-INS-097-26-27

Date: 17-Aug-2026

Particulars	Date & Time
Date of publication of EOI	17.08.2026 at 17:30 P.M
Document Download Date	17.08.2026 at 18:00 P.M
Pre-EOI submission meeting	25.08.2026 at 11:00 A.M
EOI submission start date	26.08.2026 at 18:00 P.M
EOI submission end date	16.09.2026 at 17:00 P.M
Date and time of opening of EOI	16.09.2026 at 17:30 P.M

Place of Pre-EOI Submission Meeting	Conference Hall, Administrative Building, IIT (ISM), Dhanbad-826004
Address for submission of EOI (through post/courier/by hand)	Assistant Registrar (Purchase & Stores), Purchase & Store Section, IIT (ISM), Dhanbad-826004 (Jharkhand)
Place of opening of EOI	Purchase & Store Section, IIT (ISM), Dhanbad-826004

ASSISTANT REGISTRAR (PURCHASE & STORES)
Indian Institute of Technology (Indian School of Mines), Dhanbad
DHANBAD –826004

Contact No. : +91 326-223-5678, 5612

Website: www.iitism.ac.in, Email: purchase@iitism.ac.in,

GSTIN : 20AAAI0686D1ZA

Expression of Interest (EOI) for Empanelment of Intellectual Property (IP) Law Firms

EOI No.:

Indian Institute of Technology (Indian School of Mines) Dhanbad invites expression of interest from firms dealing in filing and prosecution of Intellectual Property for empanelment to handle registration of its IP applications initially for 01 year extended up to 05 years based on current year performance.

The proposals should include the details mentioned in the format which may be downloaded from the IIT (ISM) website <.....url.....>

IIT (ISM) Dhanbad, reserves the right not 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 IIT (ISM) Dhanbad. IIT (ISM) Dhanbad 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.

Interested firms may submit the EOI in the given format in a sealed envelope in the favor of or mail at on or before the date.....

Scope of Work:

Evaluation, drafting, filing, prosecution, opposition, and maintenance of Indian patent applications and other IPs as mentioned in Annexure D.

Prequalification Criteria:

The prospective bidder should meet the following qualifying criteria:

1. The firm must be registered in India.
2. The firm should have minimum **three years** of experience as an Indian entity.
3. The firm should possess professional expertise, especially in handling patent applications in the field of sciences and engineering/technology (all branches). Please refer to the [area of expertise mentioned](#) on page no. 03.
4. The firm must have the requisite infrastructure and in-house capability.
5. The firm should not have been blacklisted by any Central/State Government/Public Sector Undertaking, Govt. of India.

6. The firm should not be involved in any major litigation that may have an impact of affecting or compromising the delivery of services.

Evaluation process:

1. The EOI shall be evaluated by a Committee constituted by IIT (ISM) Dhanbad. **Only those applicants who unconditionally accept the rates specified in Annexure-D, shall be considered for evaluation based on the following technical criteria.**

S. No	Technical Criteria (for sl. No. 1.1 to 1.4, please refer to table no. C and for sl. no. 1.5, please refer to table no. A.4)	Weightage (in %)	Criteria for evaluation
1.1	Number of complete specifications drafted and filed at Indian Patent Office in last 3 financial years.	15	The applicant having the highest eligible value under the respective criterion shall be awarded full marks for that criterion. Marks for other applicants shall be awarded on a proportionate basis with reference to the highest eligible value, subject to verification by IIT (ISM) Dhanbad.
1.2	Number of patent applications for which substantive FER responses/prosecution were handled before the Indian Patent Office during the last 3 financial years.	15	
1.3	Number of Indian patent applications granted during the last 3 financial years where substantive FER prosecution was handled by the firm.	25	
1.4	Number of Indian trademarks, design, copyright, SICLD, or other IP registrations/grants obtained in last 3 financial years.	10	
1.5	In-house full-time Manpower Structure & Professional Competence of the team members. No. of full-time Registered Patent Agents (The applicant shall provide details only of those full-time Registered Patent Agents of India who are proposed to directly handle IIT (ISM) Dhanbad matters. Personnel from other branches/offices not proposed for the engagement shall not be included.)	30	
1.6	Reference Letters from clients, at least one should be from Institute of National Importance (INI)	5	
	Total	100	

2. The shortlisted applicants may be invited to make an online presentation before the Committee constituted by IIT (ISM) Dhanbad.

3. Only applicants securing a minimum of 50 marks out of 100 shall be considered technically qualified.
4. IIT (ISM) Dhanbad may empanel up to five (5) technically qualified firms based on the evaluation results and institutional requirements. The Institute reserves the right to empanel fewer than five firms or not to empanel any firm.
5. Empanelment shall not guarantee any minimum volume of work, assignment of specific matters, or exclusivity of engagement and shall not confer any right to claim award of work.
6. IIT (ISM) Dhanbad reserves the right to verify any information or supporting documents submitted by the applicants and to seek clarifications or additional information at any stage of the evaluation process.
7. The decision of IIT (ISM) Dhanbad regarding evaluation, technical qualification, empanelment, allocation of work, interpretation of the EOI conditions, and all related matters shall be final and binding on all applicants.

Information and Instructions for Firm

1. All information called for should be furnished against the relevant items in the prescribed forms as per Annexure-A, B, C and D. 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".
2. Each page of the application should be signed and stamped by competent authority of the firm.
3. **Two References from at least two reputed Academic/R&D based clients with whom the firm has been working for two years, certifying suitability and capability of the applicant for each form of IP, especially patents, should be duly signed.**
4. The institute reserves the right to accept or reject any or all EOI without assigning any reasons. Further, the institute reserves the right to cancel the empanelment without assigning any reason.
5. All matters and disputes under this EOI shall be subject to the jurisdiction of Dhanbad District Courts only.
6. All information regarding the manpower, clients, patent filings should be given for applicant only (only data from the branch that will handle the filing). Information including the data of sister concerns in India/abroad shall not be considered.
7. The envelope should be super-scribed with **"Application for Expression of Interest for Empanelment of IP Law Firms"**.

Area of Expertise:

1. Earth Sciences and Engineering:

- Applied Geology
- Applied Geophysics
- Mining Engineering

2. Chemical Sciences and Engineering:

- Chemical Engineering
- Chemistry and Chemical Biology

- Fuel Minerals and Metallurgical Engineering
- 3. Civil and Environmental Engineering:**
 - Civil Engineering
 - Environmental Science and Engineering
- 4. Electrical, Electronics, and Computer Engineering:**
 - Electrical Engineering
 - Electronics Engineering
 - Computer Science and Engineering
- 5. Mechanical and Industrial Engineering:**
 - Mechanical Engineering
 - Management Studies and Industrial Engineering
- 6. Physical Sciences:**
 - Physics and Applied Physics
 - Mathematics and Computing
- 7. Humanities and Social Sciences:**
 - Humanities and Social Sciences
- 8. Management and Industrial Studies:**
 - Management Studies and Industrial Engineering

Format for submitting proposal

From:

(Firm's Name and Address)

To:

Subject: Submission of EOI for "*Empanelment of IP Law Firms*"

Sir,

Having examined the details given in the Terms and conditions of the EOI for the above work, we hereby submit the EOI.

1. I/We hereby certify that all the statements made and information is true and correct.
2. I/We have furnished all information as required in "Proposal" which is necessary for EOI and have no further pertinent information to supply.
3. I/We also authorize IIT (ISM) Dhanbad to approach individuals, employees, firms and corporations to verify our competence and general reputation.
4. I/We submit the following documents in support of our suitability, technical knowhow and capability for having successfully completed the following assignments.

Seal of the applicant

Signature of competent authority of the firm

Date of submission

Enclosures:

A. Applicant and Firm Details

A.1 Basic Information about the Applicant							
Name of the registered firm							
Address							
Phone number and email							
Name of the contact person for this proposal							
Mobile number and email of the contact person							
A.2 Particulars of the firm							
Date of establishment/incorporation of the firm							
Registered office address							
Office/branch proposed to handle IIT (ISM) Dhanbad matters							
Nature/legal status of the firm (Proprietorship/Partnership/LLP/Company etc.)							
PAN, TAN, GSTIN, CIN/LLPIN, & other registration details							
Areas of IP specialization (Patents/Trademarks/Designs/Copyrights/SICLD/Litigation/Technology Transfer etc.)							
Areas of technical expertise in patents (as per Institute domains)							
Whether the firm uses any IP docketing/portfolio management software/system							
Copies of Income Tax Returns/Audited Financial Statements for the last 3 financial years							
A.3 Particulars of Partners / Directors / Key Management Personnel							
S. No.	Name	Designation	Qualification	Patent Agent Registration No. (if applicable)	Years of experience	Office Location	Contact No and Email
<Add row(s) as required>							
A.4 Particulars about the full-time Patent Agents in the firm (only the details of professionals who will handle the filings)							
S. No.	Name of Professional	Designation	Qualification & Technical Domain	Patent Agent Registration No.	Years of IP Experience	Proposed Role in IIT (ISM) Matters	Office Location
<Add row(s) as required>							

B. Prequalification eligibility check				
S. No	Criteria	Response Yes/No / Details	Supporting Documents	Attached/not attached
1	Whether the firm is legally registered/incorporated in India		Certificate of Incorporation / Registration Certificate	Attached/not attached
2	Number of years of operation as an Indian IP law firm/entity		Registration proof indicating date of incorporation	Attached/not attached
3	Whether the applicant qualifies as a Startup under DPIIT		DPIIT Startup Recognition Certificate	Attached/not attached
4	Number of Registered Patent Agents associated with the firm on full-time basis		Patent Agent Registration details/certificates	Attached/not attached
5	Highest qualification of the Registered Patent Agents provided above (B.Tech/M.Tech/PhD etc.) and their subject of technical expertise <i>Refer to Table A.4.</i>		CVs/Profile details	Attached/not attached
6	Whether the firm possesses adequate office infrastructure, IP management systems, secure communication systems, and in-house prosecution capability		Self-certification / Infrastructure details	Attached/not attached
7	Whether the firm has experience in handling matters for IITs, NITs, CSIR labs, DRDO, ICAR, AIIMS, Universities, PSUs, or other Government institutions		Work orders / empanelment letters / client certificates	Attached/not attached
8	Whether the firm or any partner/director has been blacklisted/debarred by any Central		Self-declaration on letterhead	Attached/not attached

	Government, State Government, PSU, statutory authority, or public institution in India			
9	Whether any criminal proceedings, professional misconduct proceedings, insolvency proceedings, or material civil litigation are pending against the firm or its key personnel which may adversely affect service delivery		Self-declaration with details, if any	Attached/not attached
10	Whether the firm agrees to maintain confidentiality of unpublished patent applications, invention disclosures, research data, and related documents		Undertaking/Declaration	Attached/not attached
11	Whether the firm agrees to disclose any actual or potential conflict of interest involving competing or adverse parties		Conflict of Interest Declaration	Attached/not attached
12	Whether the firm agrees to comply with timelines, reporting obligations, and institutional requirements prescribed by IIT (ISM) Dhanbad		Undertaking/Declaration	Attached/not attached

C. Details of IP Drafting, Filing, Grants, and Registrations				
Parameters	F.Y 2023–24	FY 2024–25	FY 2025–26	Total
Number of complete patent specifications drafted and filed before the Indian Patent Office (Criteria 1.1)				

Number of Patent Applications for which Substantive FER Prosecution was Handled (Criteria1.2)				
Number of Indian patent applications granted where substantive FER prosecution was handled by the firm (Criteria1.3)				
Number of SICLD registrations obtained (Criteria1.4)				
Number of design registrations obtained (Criteria1.4)				
Number of copyright registrations obtained (Criteria1.4)				
Number of other IP registrations/grants obtained (specify) (Criteria1.4)				

Supporting application numbers, publication numbers, grant numbers, registration numbers, and relevant subject/domain details shall be submitted as separate annexures.

D. Confidentiality and Information Security

Procedures adopted by the firm in regard to maintaining confidentiality and security of information related to hard copies and computer-based transaction exchange of information between the clients and the firm.

E. Testimonials/references from the present clients

Please attach 02 testimonials from at least 02 clients with whom the applicant has been working for the last two years. At least one of these testimonials should be from an INI. Mark these as annex I1 and I2.

F. Other questions

1. Was the firm ever required to suspend the works for a period of more than six months continuously after award of work? If so, give the reasons for suspension of work.
2. Has the firm or any constituent partner in case of partnership firm, ever abandoned the awarded work before its completion? If so, reasons for abandonment.
3. Has the firm or any constituent partner in case of partnership firm, ever been convicted by a court of law? If so, give details.
4. Any other information considered necessary but not included above.

Signature & Seal:

Date:

**SELF-CERTIFIED DECLARATION & UNDERTAKING BY THE APPLICANT FIRM
FOR PARTICIPATING IN EOI**

We, M/s _____, a firm duly registered under the laws of India and having our registered office at _____, hereby solemnly affirm and declare as under:

1. Capacity to Handle Assigned Work

We hereby declare and undertake that the firm possesses adequate professional manpower, technical expertise, and requisite infrastructure to **draft, file, prosecute, and manage IP applications**, if so entrusted by IIT (ISM) Dhanbad, in accordance with applicable laws, rules, and professional standards.

2. Timely Execution of Assignments

We hereby declare and undertake that the firm shall **initiate drafting and filing of Intellectual Property applications within a fair, reasonable, and industry-acceptable timeframe** upon receipt of a complete Invention Disclosure Form (IDF), instructions, and requisite documents from IIT (ISM) Dhanbad, and shall exercise due professional skill, care, and diligence in the execution of all assigned work.

3. Right of Termination

We acknowledge and accept that **IIT (ISM) Dhanbad reserves the absolute right to terminate the empanelment**, wholly or partly, **at any time**, without assigning any reason, by giving written notice, in accordance with applicable rules and institutional policies, including but not limited to cases of:

- unsatisfactory performance;
- breach of any term or condition of the EOI or empanelment;
- misrepresentation or suppression of material facts; or
- circumstances where continuation of empanelment is not considered to be in the best interest of the Institute.

We further agree that such termination shall not entitle the firm to claim any compensation, damages, or loss of prospective business from IIT (ISM) Dhanbad.

4. Binding Nature of Declaration

We understand and agree that this declaration shall form an **integral part of the Expression of Interest and empanelment process** and shall be binding on the firm. Any false or misleading statement made herein may result in rejection of the EOI and/or termination of empanelment, without prejudice to any other rights or remedies available to IIT (ISM) Dhanbad under law.

For and on behalf of the Firm

Signature: _____

Name: _____

Designation: _____

Date: _____

Place: _____

Seal / Stamp of the Firm

Annexure-C

**DECLARATION REGARDING INSOLVENCY AND BLACKLISTING /
DEBARMENT**

1. I/We.....(Tenderer) hereby declare that the firm, namely M/s..... has not been declared as **insolvent** by the Central/State Government or any other organization.

AND

2. I/We.....(Tenderer) hereby declare that the firm, namely M/s..... has not been blacklisted or debarred in the past by the Central/State Government or any other organization from taking part in government tenders in India.

OR

I/We.....(Tenderer) hereby declare that the firm, namely M/s..... was blacklisted or debarred by(Name of the organization) from taking part in Government tenders for a period ofyears w.e.f. to..... The period has expired and now the firm is entitled to take part in Government tenders.

In case the above information is found to be false at any point of time, I/We am/are fully aware that IIT(ISM) Dhanbad can cancel the empanelment. Further, I/We will not claim any payment for any services provided against the cancelled empanelment.

Signature:

Date:

Name:

Place:

Address:

Stamp:

Services	Professional fee (Rs.)	Govt fee (in Rs.)
PATENT		
Patentability Search		
Search based on the Applicant's name	3000	NA
Search based on the subject matter(Patentability search)	5000	NA
PATENT ILLUSTRATION		
Preparing Flowchart Drawings	NIL	NA
Preparing Schematic Drawings	NIL	NA
Application with provisional specification	5000	At actuals
Complete after provisional specification	7000	At actuals
Application patent with complete specification	12000	At actuals
Subsequent fling of documents/information (without petition) (per document)	500	NA
Subsequent filing of documents/information (with petition)	1500	NA
Filing of Request for Examination		
(a) for ordinary application (Form 18)	1500	At actuals
(b) Filing of Request for Expedited Examination (Form 18A)	1500	At actuals
Subsequent filings		
Request for early Publication (Form 9)	1000	At Actuals
Adjournment of Hearing	1000	At Actuals
Request for rectification of clerical error	1200	At Actuals
Submitting details of corresponding applications (Form – 3)	750	At Actuals
Submitting copies of foreign search/examination reports	750	At Actuals
Request for a duplicate Patent Certificate	1500	At Actuals
Preparing a Petition not otherwise provided for	1500	At Actuals
Checking and reporting of Publications	Nil	NA
Application for Post Dating	1500	At Actuals
Request for Obtaining Certified Priority Document upto 30 pages	Nil	At Actuals
Request for Obtaining Certified Priority Document beyond 30 pages	Nil	At Actuals

Request for certifying office copies	1000	At Actuals
Notarization of documents	1000	At Actuals
Executing abandonment instructions	Nil	NA
Request for issuance of Patent certificate with the name(s) of inventors (Form 8)	1500	At Actuals
Request for issuance of certificate of Inventorship (Form 8A)	1500 / inventor	
Application for claiming benefit of grace period (Form 31)	1500	
Application to amend		
Before grant	1500	At actuals
After grant	1500	At actuals
Drafting Affidavit	2000	
Prosecution		
Reporting official action with our comments and filing an amendment in response to an official action	5500	NA
Attending hearing and filing written submission	6000	NA
Filing extension beyond 6 months from FER date (Form 4)		
1/2/3 months	500	At Actuals
Assignment and Licenses		
Drafting Assignment	2000	NA
Filing application for recordal of assignment for each Patent (Form 16)	1400	At actuals
For each additional Patent	800	At actuals
Filing application in respect of each Patent application (Form 6)	1000	At actuals
Recordal of change of name, address, nationality or address for services (Form 13)	1600	At actuals
Before the expiration of the 2nd year from the date of Patent in respect of Maintenance and Renewal:		
Year	Our charges (Rs.)	Government Fee (Rs.)
3rd Year	800	At actuals
4th Year	800	At actuals
5th Year	800	At actuals

6th Year	800	At actuals
7th Year	800	At actuals
8th Year	800	At actuals
9th Year	800	At actuals
10th Year	800	At actuals
11th Year	900	At actuals
12th Year	900	At actuals
13th Year	900	At actuals
14th Year	900	At actuals
15th Year	900	At actuals
16th Year	900	At actuals
17th Year	900	At actuals
18th Year	900	At actuals
19th Year	900	At actuals
20th Year	900	At actuals
RESTORATION		
Application for restoration of a Patent	3000	At actuals
Attending to payment of Additional fee for restoration	1000	At actuals
COMMERCIAL WORKING (Form 27)		
Our fee for filing Form-27 (once in a year for each application)	500	NA
Filing Foreign applications	5000	At Actuals
CONTENTIOUS MATTERS (OPPOSITION/REVOCATION/INFRINGEMENT)		
Opinion/legal advice on IPR-related contractual issues, including Vetting of documents such as NOA, MoU etc.	2000	NA
Draft of legal documents (Contractual Agreements, Assignments, Licensing and technology transfer agreements etc.)	5500	At actuals
Preparing & Filing Representation for pre-grant / post grant Opposition and Evidence	9000	
Preparing and Filing Reply Statement and Evidence	9000	
Preparing and Filing Reply Evidence by Opponent	9000	

Preparation of Evidence/Affidavit	4000	
Attending Hearing (Oppositions)	7000	
APPEAL		
Preparing and Filing an Appeal	9000	Counsel's fees at actuals
Attending Hearing (Appeal / Revocation)	6000	Counsel's fee at actuals
Interaction with Inventors	NIL	Ac actuals (Transport, accomodation expenses for visit to IIT, ISM)
Courier charges for forwarding documents	NIL	At actuals
NATIONAL BIODIVERSITY AUTHORITY (NBA) REQUIREMENTS		
Filing a request for NBA Registration	3000	
Filing and Procuring NBA approval	4000	
(B) TRADE MARK		
(a)A single class Search	NIL	NA
(b)Subsequent classes Search	NIL	NA
Filing of Trademark Application	3000	At actuals
Examination and fling response	2500	NA
Attending Hearing	2500	NA
Trademark Certificate Including advertisement articles	500	NA
Renewal of Trademark registration	2000	At actuals
DESIGN REGISTRATION:		
(C) DESIGN (Search)		
Search	1000	At actuals

Filing of application for Design Registration	3500	At actuals
Examination report and filing response	2500	NA
Final Design Registration	1200	NA
COPYRIGHTS:		
Filing of Copyright application	3000	At actuals
Acknowledgement from Copyright Office indicating Diary No.	NIL	NA
Registration of copyright	1000	NA
Attending Examination Report	3000	NA