

**eNotice Inviting Tender (NIT)**

The Director, International Centre for Automotive Technology (ICAT), a division of National Automotive Board (NAB), Govt. of India, hereby invites sealed techno-commercial bid for **“Hiring IP Agency for Filing Patent for Vehicle Lifting Device and Field Displacement Sensor Calibrator”**, Manesar as per following details:

**Tender Activity Schedule**

<b>Job Description</b>	<b>Hiring IP Agency for Filing Patent for Vehicle Lifting Device and Field Displacement Sensor Calibrator.</b>
<b>Scope of Work/Services</b>	<b>As Per Annexure “B”</b>
<b>Eligibility &amp; Evaluation Criteria</b>	<b>As Per Annexure “A”</b>
<b>Payment Terms</b>	100% Payment after Completion of work & Submission of invoice.
<b>Completion Period</b>	<b>120 Days from the date of release PO.</b>
<b>Liquidity Damages</b>	<b>0.5% of the final Contract Price Per Week</b> beyond the completion date up to a maximum of <b>10% of the total contract price.</b>
<b>Bid Validity</b>	<b>1 Year (365 Days)</b>
<b>Delivery Terms</b>	Services will be provided at ICAT Centres -1
<b>Project Site</b>	International Centre For Automotive Technology (Centre – 1), Plot No. 26, Sector – 3, Near HSIIDC, IMT Manesar, Gurgaon 122050 GST No. 06AABAN9435G2ZI
<b>Billing Address</b>	International Centre For Automotive Technology (Centre – 1), Plot No. 26, Sector – 3, Near HSIIDC, IMT Manesar, Gurgaon 122050 GST No. 06AABAN9435G2ZI
<b>Last Date of submission of Sealed Techno-Commercial Bid</b>	<b>Up to 1700 Hrs. on 20<sup>th</sup> November' 2023 at ICAT Centre – I, Manesar, Gurugram, India.</b>
<ul style="list-style-type: none"> <li>Bidders to comply with Rule 144 (xi) of GFR 2017 (refer Office Memorandum of Department of Expenditure dated 23<sup>rd</sup> July 2020 <a href="https://doe.gov.in/sites/default/files/OM%20dated%2023.07.2020.pdf">https://doe.gov.in/sites/default/files/OM%20dated%2023.07.2020.pdf</a></li> <li><b>Preference to Make in India:</b> As per the revised order issued by Department of Industrial Policy and Promotion (DIPP) vide No. P-45021/2/2017-PP (BE-II) dated 04.06.2020. The purchaser reserves the right to give preference to the local supplier. <a href="https://dpiit.gov.in/sites/default/files/PPP%20MII%20Order%20dated%204th%20June%202020.pdf">https://dpiit.gov.in/sites/default/files/PPP%20MII%20Order%20dated%204th%20June%202020.pdf</a></li> </ul>	

Sealed Envelope should be marked with **“Hiring IP Agency for Filing Patent for Vehicle Lifting Device and Field Displacement Sensor Calibrator”**

Interested suppliers/service providers who meet our requirements should submit no regret techno commercial proposal along with product catalogue in a **sealed envelope latest 20<sup>th</sup> November, 2023 by 17:00 Hrs..** at below given address

**To,  
The Purchase Department,  
International Centre For Automotive Technology  
Plot N. 26, Sector-3, HSIIDC, IMT Manesar  
Gurgaon 122050 (Haryana)  
Contact No. +91 9582360110**

**Note: ICAT reserves the right to reject/modify/cancel the tender without assigning any reason thereof.**

## **Annexure A**

### **Eligibility & Evaluation Criteria:**

- The bidder shall be legal. The bidder shall necessarily be a legal valid entity either in the form of Proprietary Firm, Partnership Firm, Private Limited Company.
- Bidder should be comply with the complete scope of work given in the **Annexure "B"**.
- The IP Service Provider must have a permanent office in Delhi/NCR with at least 1 IP Professionals resident in Delhi/NCR. An IP Professional is defined as a person with a
  1. PG Diploma in IPR/Patent Laws with minimum 2 Years drafting experience,

**Or**

  2. Is a registered patent agent with minimum 2 Years drafting experience, **Or**
  3. Has more than **5** Years experience in drafting and filling patent
- The bidder should be a registered IPR firm, duly registered with the relevant licensing authorities of the Government of India, as mandated under law of the land to provide complete IPR services viz. filing, prosecution, maintenance, opposition, restoration and infringement for Patents, Design, Trademark, Copyright, through its certified/licensed IPR agents, attorneys, lawyers etc. in India.
- The bidder must be of good standing and must have minimum 3 Years operational experience in providing IPR services to Govt./Semi Govt. Departments, Autonomous Bodies, Public Sector Undertaking, Universities, Higher Education Institutions, Reputed Private Sector Organizations etc. (Certified of registration of the firm with concerned licensing authority Govt. to carry out the business of Intellectual Property Rights in India should be attached).
- The bidder should possess professional expertise in handling all forms of intellectual property protections measures viz., patents, industrial designs, trademarks, copyrights, plant varieties and geographical indications (Please enclose the relevant documents).
- The bidder must have the requisite infrastructure and in-house capability.
- The bidder firm should not have been blacklisted by any Central/State Government/Public Sector Undertaking/Universities/Higher Education Institutions/ Reputed Private Sector Organizations etc. The bidder must give an undertaking to that effect on letter head of the firm, duly signed and stamped.
- The bidder firm should not be involved in any major litigation that may have an impact of affecting or compromising the delivery of services.
- The bidder has successfully completed at least 3 projects in the last 3 Years.
- The bidder must be having profits in the last 3 Financial Years (Please enclose the audited financial statement for the Year FY 2020-21, 2021-22 & 2022-23 or a CA Certificate).
- Agency/Firm/Company should have an average annual turnover of at least INR 10,00,000/- (INR 10 Lakhs) for the last 3 Financial Years (Please enclose the audited financial statement for the Year FY 2020-21, 2021-22 & 2022-23 or valid certificate from the Chartered Accountant must be enclosed with the technical bid).

## Annexure B

### ICAT Terms & Conditions

1. **Payment:** 100% Payment after completion of work & Submission of invoice
2. **Proposal Validity Period:** Bids validity should be of at least **365 days (1 Year)** from the last date of submission of Bids. Any Bid having validity lower than that specified above shall be rejected by ICAT as being nonresponsive. However, ICAT may request the Bidders to extend the Bid unconditionally beyond the Bid validity period up to an additional period of thirty (30) days without any modification and without giving any reason thereof. Conditional extension of bid validity shall not be accepted and ICAT reserves right to reject such bid/s and proceed with the bidding process with the remaining bidders.
3. **Completion Period: 120 Days from the date of release PO.**
4. **Liquidity Damages/Penalty for Delay:** The servicing & testing work shall be completed strictly as per time limits specified in the work contract/agreement failure to complete the work within the stipulated time will make you liable to an unconditional penalty of ½% (Half Percent) of the value of work per week subjected to a maximum of 10% (Ten Percent) of the work contract.
5. **Qualification Criteria:** The bidder whose bid meets the requirement given in Annexure A & C would only be considered (As per conditions mentioned in Evaluation Criteria "Annexure A").
6. **Billing Address:** International Centre for Automotive Technology, Plot No. 26, Sector - 3, HSIIDC, IMT Manesar, Gurugram 122050, GST No. 06AABAN9435G2ZI.
7. **Location of Service:** ICAT Centre-1, Manesar (Haryana).
8. All other statutory deductions applicable such as GST & TDS (if any applicable) will be deducted at source.
9. The bidder must obtain for himself on his own responsibility and at his own expenses all the information which may be necessary for the purpose of preparation and submission of the Bid, must inspect the sites of the Works, acquaint himself with all local conditions, means of access to the sites, nature of the Works and all matters pertaining thereto.
10. ICAT reserve the right to reject any or all the tender in part or full without assigning any reason thereof.
11. The comparison of the bids shall be on basis of total price (Inclusive of all taxes etc) quoted by the bidder. No comparison of individual item will be made the individual item charge is only for reference purpose of this office.
12. **Conflict of Interest:** Any bidder having a conflict of interest, which substantially affects fair competition, shall not be eligible to bid in this tender. Bids found to have a conflict of interest shall be rejected as nonresponsive. Bidder shall be required to declare the absence of such conflict of interest in **Form III – Declaration In Respect of Conflict of Interest**. A bidder in this Tender Process shall be considered to have a conflict of interest if the bidder:
  - directly or indirectly controls, is controlled by or is under common control with another Bidder; **or**
  - receives or have received any direct or indirect subsidy/ financial stake from another bidder; **or**

- has the same legal representative/ agent as another bidder for purposes of this bid. A Principal can authorise only one agent, and an agent also should not represent or quote on behalf of more than one Principals. However, this shall not debar more than one Authorised distributor from quoting equipment manufactured by an Original Equipment Manufacturer (OEM), in procurements under Proprietary Article Certificate; **or**
- has a relationship with another bidder, directly or through common third parties, that puts it in a position to have access to information about or influence the bid of another Bidder or influence the decisions of the Procuring Entity regarding this Tender process; **or**
- participates in more than one bid in this tender process. Participation in any capacity by a Bidder (including the participation of a Bidder as sub-contractor in another bid or vice-versa) in more than one bid shall result in the disqualification of all bids in which he is a party. However, this does not limit the participation of a non-bidder firm as a sub-contractor in more than one bid; **or**
- would be providing goods, works, or non-consulting services resulting from or directly related to consulting services that it provided (or were provided by any affiliate that directly or indirectly controls, is controlled by, or is under common control with that firm), for the procurement planning (inter-alia preparation of feasibility/ cost estimates/ Detailed Project Report (DPR), design/ technical specifications, terms of reference (ToR)/ Activity Schedule/ schedule of requirements or the Tender Document etc) of this Tender process; **or**
- has a close business or family relationship with a staff of the Procuring Organisation who: (i) are directly or indirectly involved in the preparation of the Tender document or specifications of the Tender Process, and/or the evaluation of bids; or (ii) would be involved in the implementation or supervision of resulting Contract unless the conflict stemming from such relationship has been resolved in a manner acceptable to the Procuring Entity throughout the Tender process and execution of the Contract.

### **Annexure-C**

**Scope of Work:** "Hiring IP Agency for Filling Patent of Vehicle Lefting Device and On Field Displacement Sensor Calibrator".

- Novelty search: Conduct a novelty search to identify any prior patents or publications that may be relevant to the invention. Provide a report on the findings of the novelty search, including an assessment of the patentability of the invention.
- Review of patent draft: Review the draft patent application prepared by the ICAT to ensure that it is accurate, complete, and meets the requirements of the patent office. Provide suggestions for improvement, if necessary.
- Filing the request for examination: Once the patent application is ready, the patent filing agency will file it with the patent office. The patent office will then examine the application to determine whether it meets the requirements for a patent.
- Receiving the first examination report, preparing and filing the response: If the patent office finds any problems with the patent application, they will issue a first examination report. The patent filing agency will then work with ICAT to prepare and file a response to the examination report. Correspond with the patent office on behalf of the ICAT in response to any examination reports or other communications.
- Following up with the IP agency: The patent filing agency will follow up with the patent office to ensure that your patent application is processed promptly and efficiently.
- Prosecution of patent application: Prosecute the patent application through the patent office until a Initial patent Number is granted or the application is abandoned.
- Handling examiner/attorney queries on filed patent application and working with ICAT to provide suitable responses.
- Tracking (On Patent Office Websites) the progress of all patent applications of ICAT in prosecution and early intimation of IP Group and Inventors of Office Actions.
- Providing analytical reports, opinions and agreement drafting services on IP related matters on a need basis.

**Note:-** In case of any query related with technical aspect, please be feel free to contact to the undersigned:

**Contact Person: Mr. Vinayak Kamble**

**Contact No: +91- 7339990778**

**Mail Id : [vinayak.kamble@icat.in](mailto:vinayak.kamble@icat.in)**

#### **International Centre for Automotive Technology (ICAT)**

Plot No. - 26, Sector-3, HSIIDC, IMT Manesar, Gurgaon-122050, Haryana, India  
Phone: +91-124-4586-111, FAX: +91-124-2290005, Email: [purchase@icat.in](mailto:purchase@icat.in),  
Website [www.icat.in](http://www.icat.in)

**Annexure-D**

**Financial Bid - Hiring IP Agency for Filling Patent of “Vehicle Lefting Device and On Field Displacement Sensor Calibrator”.**

<b>Financial Bid</b>					
<b>SI No.</b>	<b>Scope of Work</b>	<b>Quantity</b>	<b>Unit</b>	<b>Unit Rate (INR)</b>	<b>Total Value (INR)</b>
1	Hiring IP Agency for Filling Patent of Vehicle Lefting Device and On Field Displacement Sensor Calibrator (As Per Scope of Work Given In Annexure “C”	2	Patents		
<b>Sub Total Value (INR)</b>					
<b>GST(%)</b>					
<b>Grand Total Inclusive of GST (INR)</b>					

**Note:** Government Fee Payable At Actual as per Notificationg from Patent Office.

In case of any query related with financial aspect, please be feel free to contact to the undersigned:

**Contact Person: Mr. Bikash Singh**

**Contact No: +91- 9748243776**

**Email Address: [bikash.singh@icat.in](mailto:bikash.singh@icat.in)**

**International Centre for Automotive Technology (ICAT)**

Plot No. - 26, Sector-3, HSIIDC, IMT Manesar, Gurgaon-122050, Haryana, India

Phone: +91-124-4586-111, FAX: +91-124-2290005, Email: [purchase@icat.in](mailto:purchase@icat.in),

Website [www.icat.in](http://www.icat.in)

**Form I**

**Undertaking Regarding Blacklisting/Non-Debrment**

(Format of Undertaking, to be furnished in Company Letter Head With Regard to Blacklisting/Non-Debarment, By Organization)

To,  
Director ICAT,  
International Centre For Automotive Technology  
Plot No. 26, Sector – 3, Near HSIIDC Office  
IMT Manesar, Gurgaon 122051 (Haryana – India)

We here by confirm and declare that we, M/s----- is not blacklisted/De-registered/debarred by any Government department/ Public Sector Undertaking/ Private Sector/ or any other agency for which we have executed/undertaken the works/services during the last 3 Years.

For.....

Authorised Signatory

Date:



**Form II**  
**Checklist (Information/Documents to be submitted along with the Bid)**

<b>1</b>	<b>Name of the Bidder</b>	
<b>2</b>	<b>Address of the Bidder</b>	
<b>3</b>	<b>Contact Details of the Bidder</b>	
	<b>Telephone No. With STD Code</b>	
	<b>Fax No.</b>	
	<b>Moble No.</b>	
	<b>E-mail ID</b>	
	<b>Website, if any</b>	
<b>4</b>	<b>Name of Proprietor/Partners/Directors of Firm/Agency</b>	
<b>5</b>	<b>Bidder Bank Details:</b>	
	<b>Name of Account Holder</b>	
	<b>Complete A/c No. (Current/Savings)</b>	
	<b>Name of Bank</b>	
	<b>Name of the Branch with Complete Address</b>	
	<b>IFS Code of the Branch</b>	
	<b>9 Digit MICR Code of the Branch</b>	
<b>6</b>	<b>Registration and Incorporation Particulars of the bidder indicating legal status such as Company, partnership/proprietorship concern, etc (Please attached copies of the relevant documents/certificates)</b>	
<b>7</b>	<b>GST Registration Details</b>	
<b>8</b>	<b>Copies of Permanent Income Tax Number (PAN)/Income Tax Circle</b>	
<b>9</b>	<b>Copies of Income Tax Returns Filed for the Last Three Financial Years should be attached</b>	
<b>10</b>	<b>Annual Turnover for the Last Three Years (Audited A/c Statements such as Profit &amp; Loss A/c, Balance Sheets, etc for the last three financial years should be attached)</b>	

11	<b>Original Copy of Authorisation From Manufacturer (OEM) Against this Tender Valid Throughout the Contract Period, in case the firm is not a manufacturer of the ítem.</b>	<b>Not Applicable</b>
12	<b>Proof of experience in providing same services to State/Government Departments/PSUs/Autonomous Bodies/Reputed Private Institutions (two copies of Purchase/Work Orders received from Central/State Departments/Ministries of the Government of India/PSUs/Autonomous Bodies/Reputed Private Institutions during the last three years should be enclosed).</b>	
13	<b>Declaration regarding blacklisting or otherwise by the government departments as given in "Form I"</b>	
14	<b>Declaration regarding Conflict of Interest as given in "Form III"</b>	
15	<b>Any other information document: Please specify</b>	

**Form III  
Declaration In Respect of Conflict of Interest**

**Tender No. ICAT/T/FTL/PFC/2023-24/115**

**Tender Detail: Hiring IP Agency for Filling Patent of Vehicle Lefting Device and An On Field Displacement Sensor Calibrator.**

Sr. No.	Particulars		
1	Name of Firm		
2	Office Address Phone No. Fax No. Email ID		
3	Works Address as per Vendor Registration Phone No. Fax No. Email ID		
4	Type of Firm	Private Limited Company / Public Limited Company / Limited Liability Partnership (LLP) / Partnership Firm / Proprietor Firm <i>(Tick whichever is applicable)</i>	
5	CIN / LLPIN of Firm		
6	GST No. of Firm		
7	<b>Names of all Directors/LLP Partners/ Partners / Proprietors of Bidder Firm with DIN (if any) and full address (as on the bid submission date)</b>		
	Full Name	DIN	Full Residential Address

The details of Legal Representative / Agent of the Bidder Firm are as under:

Full Name of Legal Representative / Agent	
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Whether employee of Bidder-Firm or not? (Yes/No)	
Designation	
Office Address	
Office Land-Line Nos.	
Mobile No.	
Email ID	
Whether acting as Legal Representative / Agent in any other Private Limited Company or Public Limited Company or Limited Liability Partnership (LLP) or Partnership Firm or Proprietor Firm? If yes, give names.	

**WE HEREBY DECLARE AND CONFIRM THAT** no bid has been submitted for the quoted item by any other Private Limited Company or Public Limited Company or Limited Liability Partnership (LLP) or Partnership Firm or Proprietor Firm in which any relative of any Director or Partner or Proprietor of Bidder Firm is a Director, Partner or Proprietor. The word “relative” is defined as under:

*The Companies Act, 2013 Sec 2(77) “relative”, with reference to any person, means anyone who is related to another, if—*

- (1) *they are members of a Hindu Undivided Family;*
- (2) *they are husband and wife; or*
- (3) *A person shall be deemed to be the relative of another, if he or she is related to another in the following manner, namely:-*
  - a. *Father including step-father,*
  - b. *Mother including step-mother,*
  - c. *Son including step-son,*
  - d. *Son’s wife,*
  - e. *Daughter,*
  - f. *Daughter’s husband,*
  - g. *Brother including step-brother,*
  - h. *Sister including step-sister.*

**WE FURTHER DECLARE THAT** we have carefully read and understood the clause relating to ‘Conflict of Interest’ of Tender No. \_\_\_\_\_. The detailed Clause is as under:

“A bidder shall not have conflict of interest with other bidders for particular quoted item. Such conflict of interest can lead to anti-competitive practices to the detriment of Procuring Entity’s interests. The bidder found to have a conflict of interest shall be disqualified. A bidder may be considered to have a conflict of interest with one or more parties in this bidding process for particular quoted item, if:

- a) *they have proprietor/ partner(s)/ Director(s) in common; or*
- b) *they receive or have received any direct or indirect subsidy/ financial stake from any of them;*  
*or*
- c) *they have the same legal representative/ agent for purposes of this bid; or*
- d) *they have relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the bid of another bidder; or*
- e) *bidder participates in more than one bid in this bidding process. Participation by a bidder in more than one Bid will result in the disqualification of all bids in which the parties are involved.*

*However, this does not limit the inclusion of the components/ sub-assembly/ assemblies from one bidding manufacturer in more than one bid.*

- f) in cases of agents quoting in offshore procurements, on behalf of their principal manufacturers, one agent cannot represent two manufacturers or quote on their behalf in a particular tender enquiry. One manufacturer can also authorize only one agent/ dealer. There can be only one bid from the following:*
- 1. The principal manufacturer directly or through one Indian agent on his behalf; and*
  - 2. Indian/ foreign agent on behalf of only one principal.*
- g) a Bidder or any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the contract that is the subject of the Bid;*
- h) In case of a holding company having more than one independently manufacturing units or more than one unit having common business ownership / management, only one unit should quote. Similar restrictions would apply to closely related sister companies. Bidders must proactively declare such sister/ common business/ management units in same/ similar line of business.*
- i) Bidder shall not act in contravention/ violation to the provisions of competition act, as amended from time to time.”*

We hereby certify that our Firm M/s. \_\_\_\_\_ do not have any conflict of interest with other bidders for this tender.

We hereby declare and confirm that the above information and particulars are true and correct.

For (Firm Name)

Signature of Director/Partner/Proprietor/Authorised Signatory

Authorised Signatory Name:

Place:

Date:

Stamp / Seal of Firm

