

Expression of Interest (EOI)
For
Consultancy Service/ Partner
(Intellectual Property Rights)

6th November, 2017

Centre for Development of Imaging Technology, C-DIT
Chithranjali Hills, Thiruvallom,
Thiruvannathapuram – 695027
Tel No: 0471- 2380910/ 912, Fax: 0471- 2380681

Reference No. C-DIT/2017/EOI-IPR/006 dated 06/11/2017

Introduction

Centre for Development of Imaging Technology(C-DIT) is an autonomous society registered under the Travancore Cochin Registration Act, 1955. C-DIT had been working as a total solution provider in government from 1997 onwards. Our major areas include, Knowledge Management, Media & video production, Spatial Information & Big data analysis, Surveillance machine data, IP Encryption, Assistive Technologies, etc.

Over the period of two decades of its commercial operations, C-DIT has harnessed its, state of the art technology through advanced and innovative Operations and Maintenance practices and during time has driven many innovative processes and design improvements to enhance its operational efficiencies.

Objectives

C-DIT invites responses through sealed Expression of Interest (EOI) from reputed and competent Firms/ Consultancy services, having good credentials in IPR.

The EOI Document containing the details of qualification criteria, submission requirement, brief objective & scope of work and evaluation criteria etc. can be downloaded from the website www.cdit.org.

Last date for submission of EOI is on or before **05:00 PM, 14-11-2017**

Sealed envelope mentioning "EOI for Intelligent Property Rights (IPR)" on the top cover should be send by post (no-other means accepted) to the address below,

"The Registrar, Centre for Development of Imaging Technology (C-DIT), Chithranjali Hills, Thiruvallom PO, Thiruvananthapuram, Kerala -695027"

Sd-

Registrar, C-DIT

Note: C-DIT or any of its designates reserves the right to cancel this request for EOI and/or invite a fresh one with or without amendments, without liability or any obligation for accepting any. Information provided at this stage is indicative and C-DIT reserves the right to amend/add further details in the EOI.

The Bidders are expected to examine all instructions, forms, Terms and Conditions and specifications in the EOI. Submission of a Bid not responsive to the EOI Document in every respect will be at the Bidder's risk and may result in the rejection of its Bid without any further reference to the Bidder.

Definition, Acronyms and Abbreviations

"Bid Document" shall mean the document submitted by the bidder, pursuant to understanding and agreeing with the terms and conditions set out in this document.

"Contract" shall mean the agreement to be entered between Centre for Development of Imaging Technology, C-DIT committee and the successful Bidder.

"Evaluation Committee" shall mean the committee constituted by Centre for Development of Imaging Technology, C-DIT for evaluation.

"C-DIT" shall mean Centre for Development of Imaging Technology

"IPR" shall mean Intellectual property rights, is assigning rights by patents, copyrights, trademarks, etc.

Scope of Work

- 1) Evaluation, drafting, filing, prosecution, opposition and maintenance of foreign and Indian patent applications and patents on case to case basis.
- 2) Securing registration, protection and maintenance of copyright, solutions, designs, trademark and layout design on case to case basis.
- 3) Create awareness on IPR related issues in C-DIT
- 4) Identification of innovative works in C-DIT with potential for obtaining IPRs
- 5) Documentation of identified innovative works
- 6) Drafting and Filing of IPRs with concerned agencies
- 7) Coordination and assistance in subsequent activities required for grant and renewal of IPRs
- 8) Attending to any Legal matters etc.
- 9) Interaction with inventors
- 10) Patent prior art search, Freedom to operate (FTO) search and trademark and design search services
- 11) Monitoring of misappropriation of client's proprietary rights
- 12) Branding support for trademark, domain name, etc for websites, which we are handling.
- 13) Infringement of copyright and IP on exquisite spots footage recorded by C-DIT
- 14) IPR for the solution that C-DIT (with partners) proposes
- 15) Identifying IPR components in software development activities, big-data analysis; Internet of Things (IOT) based services, etc;

Prequalification Criteria

- 1) The firm / individual must have offices in Kerala
- 2) The firm / individual should have minimum five years of experience in Indian patent sector.
- 3) The firm / individual should possess professional expertise especially in handling patent applications in the field of IT and its allied sectors.

- 4) The firm / individual should possess experience in similar work with two government departments in India.
- 5) The firm / individual should not have been blacklisted by any Central /State Government / Public Sector Undertaking, Govt. of India.
- 6) The firm / individual should not have been involved in any major litigation that may have an impact of affecting or compromising the delivery of services
- 7) The bidder shall submit copies of certificates of Income Tax, PAN, GST etc.
- 8) The selected agency should execute an agreement with C-DIT for the service.
- 9) Duration of Agreement will be 1 year (12 months) initially and thereafter C-DIT has the privilege to extend the agreement on year to year basis based on mutual agreed terms.

Clarifications of Bid Documents

A prospective bidder requiring any clarification of the EOI may notify C-DIT in writing at C-DIT's address or through email any time prior to the deadline for receiving such queries.

Replies to all the clarifications, modifications received through mail and email will be posted on C-DIT's website. Any modification to the Bid Documents which may become necessary shall be made by C-DIT by issuing an Addendum, which will be hosted on C-DIT's website.

Amendment of EOI Documents

At any time prior to the deadline for submission of bid, C-DIT may, for any reason, whether at its own initiative or in response to a clarification requested by a bidder, amend the EOI Documents.

Amendments will be provided in the form of Addenda / corrigenda to the EOI Documents, which will be posted in C-DIT's website. Addenda with that the amendments contained in such Addenda/corrigenda had been considered by the Consultant in its Bid.

To afford, reasonable time required to take the amendment into account in preparing their Bids, C-DIT may, at its discretion, extend the deadline for the submission of Bid, in which case, the extended deadline will be posted in C-DIT's website.

From the date of issue, the Addenda to the bid shall be deemed to form an integral part of the EOI and it will be binding on Consultants.

EOI Evaluation

The EOI shall be submitted in sealed envelope, duly signed by authorized signatory.

EOI through any other means like e-mail (except post) are not acceptable. The envelope shall bear the details of the EOI reference, due date, bidders address and addressed to C-DIT.

Evaluation will be done by an evaluation committee.

Selection Process

Preliminary Scrutiny: Centre for Development of Imaging Technology, C-DIT will scrutinize the offers to determine whether they are complete, whether any errors have been made in the offer, whether required documentation has been furnished, whether the documents have been properly signed, and whether components are quoted as per the EOI. Centre for Development of Imaging Technology, C-DIT may, at its discretion, waive any minor deviation or any minor irregularity in the offer. This shall be binding on all Bidders and Centre for Development of Imaging Technology, C-DIT reserves the right for such waivers.

Award Criteria: Offers will be evaluated first to check whether all required information and documents as specified in the EOI are submitted and to ascertain whether the Bidder meets all Qualifying Criteria. The Bidders whose Offers are found to be in accordance with EOI document would be short-listed and only their Financial Bids in would be opened.

Other Terms and Conditions

The EOI shall be typed or printed and numbered consecutively and shall be signed on each page by an official duly, having Power of Attorney to sign the bid. Correction of any type in Evaluation Bid proposal is not permissible.

The values are to be quoted in Indian Rupees only and should use English Language only.

CDIT reserves the right to extend the last date of receiving bids from prospective Bidders and the same will be communicated through a notification.

Bidders are not allowed to submit bids in consortium as specified in qualification criteria.

Bidders are not allowed to subcontract in any manner.

Rejection of Bid, if:

- 1) The documents don't bear signature of authorized person.
- 2) It is received after expiry of the due date and time stipulated for Bid submission
- 3) Incomplete/incorrect Bids, including non-submission or non-furnishing of requisite documents/ Conditional Bids/ Bids not conforming to the terms and conditions stipulated in this EOI are liable or rejection by CDIT.

Proposal Document

Firm Details					
Name:					
Address:					
Date of establishment / incorporation as entity:					
Annual Turnover					
PAN					
GST					
Contact Person					
Name					
Designation					
Contact No					
Email ID					
Profile					
No of years in IPR business:					
No. of IPRs filed for clients in last five years:					
Category	2012-13	2013-14	2014-15	2015-16	2016-17
Copyrights					
Patents					
Trademarks					
Others (Please Specify)					
Client Profile					
(List of major clients for IPRs, duration of business relationship, No. of IPRs registered etc.)					
Capability statement					
(not exceeding two A-4 pages) briefly illustrating skills and experience possessed for providing IPR services					
CVs of Key Personnel					

Cost Estimate

	Particulars	Total Charges (Price in Rupees)
1		
2		
3		
4		
5		
	Tax (if any)	
	TOTAL	

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Registrar, C-DIT