

Expression of Interest for setting up a Technology Transfer Office (TTO) at NIFTEM Campus



National Institute of Food Technology Entrepreneurship and Management

(An Autonomous Institution under Ministry of Food Processing Industries)

Plot No. 97, Sector 56, HSIIDC Industrial Estate

Kundli, Sonapat - 131028

Tel: +91-130-2281057

NIFTEM intends to implement setting up a TTO and invites EOI from the organizations having minimum 3 years of experience in the area of technology transfer. 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.niftem.ac.in

Last date for submission of EOI is **17.12.20 upto 17.30 hrs.** Sealed envelope with application form and annexures, marked to the captioned address, containing EOI along with all necessary annexures may be submitted mentioning “EOI for setting up Technology Transfers Office” on the top cover to “Head IPR cell, NIFTEM Plot no 97 sector-56, HSIIDC Industrial Estate, Kundli, Sonapat, Haryana-131028”

The pre-qualification criteria may be invited for presentation of proposal before the Selection Committee of NIFTEM. NIFTEM reserves the right to cancel this request for EOI and/or invite afresh with or without amendments, without liability or any obligation for such request for EOI and without assigning any reason. Information provided at this stage is indicative and NIFTEM reserves the right to amend/add further details at final stage of selection.

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1. Introduction

National Institute of Food Technology Entrepreneurship and Management is the brainchild of the Ministry of Food Processing Industries (MoFPI) Government of India. MoFPI in its Vision document-2015, envisaged creation of a world-class institution to cater to the various stakeholders such as entrepreneurs, food processing industry, exporters, policy makers, government and existing institution. NIFTEM will work actively for assisting in setting up food standards, businesses incubation and can also include knowledge sharing. It would also be an apex institution in the field of food technology and management, networking and coordinating with other institutions in the same field in India and Abroad. Keeping in line with its mission NIFTEM have been carrying out R&D in frontier areas of food processing and developing world class innovative technologies. The IPR cell of the institute is in the process of protecting the innovation in an effective manner through the timely filing of patents.

Promotion of Innovation entails two activities –

1. Pre-Competitive Research, where commercialization of knowhow or patents is essential to convert the R&D output into useful products and services for society.

2. Applied Research, where research is carried out on the problems or the opportunities identified by the industry. This may lead to improved products or services, or entirely new products or services from the labs, which may involve a knowledge generation with or without IP generation, however benefitting the industry and society as a whole. Apart from research, the Institute has various avenues like Technology Consulting, Technology Evaluation, Adaptation, Piloting, Trainings and Further Education, which benefits the industry directly or indirectly.

2. Objectives of the EOI:

The objective of inviting EoI is following:

- To select lead organizations having well-structured mechanisms and experience in field of technology transfer for facilitating technology transfer activities in the areas of Food Technology, Food processing, Food Engineering and allied sectors.

3. Technology transfer office (TTO)

One of the globally acknowledged and most effective mode of commercialization of the Institute's knowhow is through setting up of Technology Transfer Office (TTO). The TTO along with income generation for the Institute will also facilitate exchange of knowledge for society's benefit. A TTO with the potential to create many benefits for the Institute, Industry, and the surrounding community requires carefully planned and consistent long-term technical and administrative support.

4. Roles and responsibilities of NIFTEM & Service Provider

4.1 NIFTEM

1. Establish the TTO – NIFTEM will provide an office space in its campus.
2. Provide web space and support for all website related activities.
3. No financial support will be provided by NIFTEM for operating TTO.
4. TTO will generate own revenues and cover the cost of programs and Projects.

4.2 Scope of work of service provider

1. Drafting a comprehensive list of standard operating procedures for invention disclosures and agreements
2. Provide IP strategy (types of IP protection to be provided, when to apply trademarks and copyright, how much to rely on trade secrets)
3. Provide manpower for manning the TTO.
4. Prepare the Business Plan for the TTO.

5. Training the people involved in the TTO and other faculty and staff of the institute.
6. Training of faculty/students/staff/scientists in Technology commercialization and packaging approach
7. If required, to source additional trainers for the training programs and consulting assignments
8. Training of Scientists / Experts on Technical Standards and Certifications in India and its harmonization with global standards
9. Help in Training Program / Projects Design
10. Identifying and writing proposals for Domestic / International Tenders / Proposals of relevance for the TTO (in agreement with NIFTEM)

– ***Providing services like*** –

- Technology Landscaping, Packaging, pricing
- Pre-filing Novelty Search
- Marketing – Making Technology Collatorals, Digital Marketing, Branding and Communication Strategy, Identification and participation in relevant seminars, conferences, exhibitions, doing on seminars and workshops in industry clusters, digital marketing and establishing a Technology Transfer Portal of the Institute
- Patent Landscape Analysis
- FTO/Clearance Search and Analysis
- Infringement Analysis and Reports
- Litigation support

5. Expected Deliverables

The following are anticipated deliverables considered in addition to the performance indicators:

- Impact outcome of the TTO w.r.t. building capacities of institutions/ human resource/research output
- List of entities to mentored and details of mentoring extended
- Performance indicators may include no of technology transferred, IP filed, licensing Activities supported, training & mentoring support provided, revenue generated and other related parameters as decided by the NIFTEM time to time.

6. Time Frame:

The association will be for 5 years initially with annual evaluation or assessment from the date of signing of MoU.

7. EOI Processing Fees:

The EoI processing fee is NIL

8. Instructions to applicant:

The Expression of Interest is to be submitted in the manner prescribed below:

All information as detailed below is to be submitted in duly signed hard copy in sealed Envelopes and one soft copy to e-mail: _____

a) Applicant's Expression of Interest as per Annexure 1 (Format 1).

b) Organizational Contact Details as per Annexure 2 (Format 2).

c) The proposal as per below format:

- Understanding of the ToR
- Approach & methodology
- Work plan and schedule
- Manpower, skill set, team composition & deployment
- Applicant's profile*:

- Brief profile
- Year of incorporation:
- Type of the entity (Private/Public/Autonomous)
- Registered underAct:
- Network:

National:

International:

- Tick the active options:

IP Policy,

IP Cell,

TTO,

Incubator

- Enumerate the research disciplines (broad field of technology):

- Staffing and other resources

Experienced Staff with expertise in IP and Licensing

Researchers

Administrative Staff

- Year-wise (for last two year and current year) Profiling of:

Technologies Transferred (National)

Technologies Transferred (International)

Add other fields as applicable:

➤ Quantify Experience ((for last three year and current year, detail if Required) in:

Technology licensing National and/or International (year-wise)

Letter of Intent received National and/or International (year-wise)

9. Evaluation criteria

Screening of EOIs shall be carried out as per eligibility conditions mentioned in this Document and based on verification of testimonials submitted. However minimum 3 years 'experience of relevant work is mandatory for applying for TTO.

➤ EOI will be evaluated for short listing inter alia based on their past experience of Handling similar type of work/project, strength of the area of work / project, strength of their man power, financial strength of applicant and presentation of proposal to the Selection Committee whose decision will be final.

➤ Condition under which EOI is issued: The EOI is not an offer and is issued with no Commitment. NIFTEM reserves the right to withdraw EOI and or vary any part thereof at any stage. NIFTEM further reserves the right to disqualify any applicant, should it be so necessary at any stage.

➤ The suggestive evaluation criteria is given below:

The applications would be evaluated by an Expert Committee duly constituted for this purpose. The evaluation can be further substantiated based on below mentioned break-up score assigned against each evaluation criteria. Intending to provide further clarity, each criterion is described in detail as below in table:

Sr No	Description	Marks
1.	Understanding of TOR, Methodology and Work Plan Understanding and adherence of TOR - 10 marks Approach and Methodology – 20 marks Work plan and time schedule – 10 marks	40

2.	Experience related to Technology transfer office at institutes-30marks	30
3.	Network- National and International: Detail & type of agreement entered with various stakeholders	10
4.	Profile of applicant & past experience of similar nature as detailed in operational history	20
Total Marks		100

10. Last date of submission of EOI:

The last date of submission of EOI is **17.12.2020 (17.30 hrs.)**.

EOI Documents have been hosted on the websites www.niftem.ac.in and may be downloaded from the websites. The applicants are expected to examine all instructions, forms, terms and other details in the EOI document carefully. Failure to furnish complete information as mentioned in the EOI document or submission of a proposal not substantially responsive to the EOI documents in every respect will be at the applicant's risk and may result in rejection of the proposal.

11. General Terms & Conditions

An expert committee will scrutinize the applications for follow-up action.

- ii. The applicants may be called for a presentation regarding their strengths and business proposals.
- iii. All incidental expenditure incurred in preparation/ submission or presentation of the EoI shall be borne by the participating agency
- iv. Participation in this EoI does not guarantee any association with NIFTEM unless notified by NIFTEM in writing.
- v. NIFTEM reserves the right of rejecting any offer without assigning reasons.
- vi. Any offer received after due date and time will not be accepted.
- vii. There is neither a business guarantee nor any commitment for funding support from NIFTEM to the appointed/ empanelled agencies.
- viii. A Committee of experts constituted by NIFTEM will assess capabilities and strengths of the industry before finalizing the technology partners. The decision by the committee will be final & binding.

Annexure I

FORMAT – 1 APPLICANT’S EXPRESSION OF INTEREST

To,

Head IPR Cell
Plot NO 97 sec-56
HSIIDC Industrial Estate
Kundli

Sub: Submission of Expression of Interest for setting up of Technology Transfer Office

Dear.....

In response to the Invitation for Expressions of Interest (EOI) published on _____ for the above purpose, we would like to express interest for setting up, a Technology Transfer Office at NIFTEM. As instructed, we attach the following documents in sealed envelopes and one soft copy:

1. Organizational Details (Format-2)
2. Details of activities as per Para 12 and Para 13

Sincerely Yours,

Signature of the applicant [Full name of applicant]

Stamp..... Date:

Encl.: As above.

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

Annexure II
FORMAT – 2

S. No.	Organizational Contact Details	
1	Name of Organization	
2	Main areas of business	
3	For profit/Not for profit	
3	Type of Organization Firm/ Company/ partnership firm registered under the Indian Companies Act, 2013/ the partnership Act, 1932	
4	Whether the firm has been blacklisted by any Central Govt. / State Govt./PSU/ Govt. Bodies / Autonomous? If yes, details thereof	
5	Address of registered office with telephone no. & fax	
6	Address of offices in i) National Capital Region of Delhi ii) All other State/UT's	
7	Contact Person with telephone no. & e-mail ID	

Signature of the applicant Full name of the applicant Stamp & Date