



National Institute of Food Technology Entrepreneurship and Management, Kundli

An Institution of National Importance (INI) under the Ministry of Food Processing Industries, GOI
Plot No 97, Sector-56, HSIIDC Industrial Estate, Kundli-131028, District- Sonapat, Haryana
Phone No.: 130-2281020

Ref. No.: N/PuS/P/2024/7/24

Dated: 28.03.2024

EXPRESSION OF INTEREST (EOI)

SUBJECT: EOI FOR EMPANELMENT OF AGENCIES FOR FILLING INTELLECTUAL PROPERTY RIGHT (IPR) FROM NIFTEM.

National Institute of Food technology entrepreneurship and management (NIFTEM) was conceptualized by the Government of India on persistent demand of the food industry to have an apex organization as a '**One-Stop Solution Provider**' for various problems of the food sector. The Institute is an autonomous body under the Ministry of Food Processing Industries, Government of India and recently it has been declared as **National Institute of Importance (INI)** by the Govt. of India. The Institute is spreading over of 100 acres at a prime location in close proximity of North Delhi, Kundli at Delhi-Haryana border. The Institute aims to become an International Centre of Excellence which integrates technological, managerial and behavioral aspects of the Indian Food Processing Industry with a clear objective of catapulting the sector to the Numero Uno position in the world. NIFTEM strives to cater to the needs of various stakeholders such as entrepreneurs, industries, exporters, policy makers, government and other existing institutions. Primarily, it aims to produce world-class business leaders, develop competitive processes and technologies recognized globally, and initiate best practices in the area of food technology, entrepreneurship and management. The Institute has also been declared as National Institute of Importance by the Govt. of India.

For and on behalf of NIFTEM-Kundli online EOI (Two bid system) are invited on CPPP e-Procurement website <https://eprocure.gov.in/eprocure/app> from eligible from Attorneys/Firms/Institutions at NIFTEM Campus, Kundli, Distt.- Sonapat, Haryana.

Important Date & Time

S.N.	Particulars	Important Dates	Time	EMD	EOI processing Fees
1.	Issue of EOI documents	28.03.2024	05.00 PM	50,000/-	₹ 590/- (500/- + GST@18%)
2.	Pre-bid Meeting	03.04.2024	11.00 AM		
3.	Bid submission start date and time	08.04.2024	04.00 PM		
4.	Last date & time for submission of EOI	18.04.2024	02.00 PM		
5.	Date & time of opening of Technical Bids	19.04.2024	03.00 PM		
6.	Date & time of opening of Financial Bids	Will be intimated separately to the successful bidders			

1. EMPANELMENT OF IP ATTORNEYS

NIFTEM IPR cell seeks EOI from Law Firms/IP Attorneys/Patent Agents for empanelment for drafting, filing and management of Intellectual Property Rights (IPRs), drafting/vetting of technology licensing and other legal documents for partnerships with other entities and to provide other Techno-Legal assistance in forming on a

case-to-case basis as per institute IPR policy. Legal Firms/IP Attorneys/Patent Agents shall be selected after following the procedure laid down as per the terms and conditions of the Expression of Interest (EOI).

- (i) The law firm/IP Attorneys/Patent Agents can be based anywhere in India along with a suitable performance guarantee. However, Delhi/NCR location is desirable.
- (ii) The EOI shall be based on technical bid along with a financial Bid and security/declaration forms etc.
- (iii) Every Company/Law Firm/IP Attorney/Patent Agent has to submit the technical bid in a sealed envelope. The qualified threshold marks are 40 out of 100 marks. If there is a large number of applicants, the weightage will be given to those who have scored maximum marks.
- (iv) The empanelment of firms/IP Attorneys/Patent Agents (maximum 07) will be made who have scored maximum marks in Technical Bid and lowest financial Bid.
- (v) The selected panel/individual shall be valid initially for three years, extendable up to five years as per the performance of the firm.
- (vi) IPR attorneys or firms having at least five years of experience for filing and prosecuting of all Intellectual property matters including Copyright, Trademark, Patent, Designs applications in all disciplines at national and international level up to grant, maintenance and handling can apply.

The proposal for technical bid with all the prescribed duly attested enclosures/documents shall be submitted in a separate envelope with the superscript "Tender for Empanelment of IP Law firms/IP Attorneys/Patent Agents for IPR Cell, NIFTEM" on or before (18.04.2024 upto 2:00 PM) to:

The Registrar

National Institute of Food technology entrepreneurship and management (NIFTEM)

Plot No 97 sec 56 HSIIDC INJD. AREA

Kundli, Sonapat, Haryana-131028

The EOI Document containing the details of qualification criteria, submission details, brief objective & scope of work and evaluation criteria etc.

1.1. SCOPE OF WORK:

1. The applying Firm/ Attorney should be able to provide services for Drafting, Filing, prosecution, maintenance, opposition, litigation, revocation, restoration and any other proceedings in respect of patent applications and for registration /securing of other forms of IP in India and International patents and other IPR.
2. The concerned firm/attorney should also be eligible to apply for all other forms of IP and related work comprising services for any IP related work, copyright matters, design, trademark, layout design, geographical locations, opposition, litigation, revocation, restoration, representation before Appellate Board in India, ownership of patents, sharing of fees and earnings with respect to commercialization of patents/Technology, miscellaneous actions under the relevant Act and any other proceedings in India
3. Other IP related work comprising of drafting of agreements, negotiations, Memorandum of Understanding. Freedom to operate searches, Landscape searches, Infringement analysis, assistance in licensing and other IP Management matters like IP audit, IP valuation, commercialization strategy and opinion/advice relating to IP matters.

4. The Firm/ Attorney should possess professional expertise both in legal and technical field of Science, Food Technology/Engineering Biotechnology and Engineering.
5. The Firm/ Attorney must have the requisite infrastructure and be financially sound.
6. The Firm/ Attorney should have a local office in India, and an established network of top leading foreign attorney firms worldwide who can handle the assigned work with respect to NIFTEM's patent applications and other forms of IP.
7. Concerned Attorney must coordinate with concerned faculties for the all activities.

A. Rejection Criteria:

The application is liable to be rejected if:

- a. The proposal is not submitted as per the requirements indicated in the EOI.
- b. Not in the prescribed format.
- c. Not properly signed as per requirements.
- d. Received after the expiry of the due date and time.
- e. All relevant supporting documents are not furnished.
- f. The proposal shall be substantially responsive without any material deviation from the terms and conditions of EOI. The proposal should be submitted strictly as per the requirements of Technical of EOI, failing which the proposal shall be summarily rejected.

B. Disclaimer:

- NIFTEM IPR cell shall not be responsible for any late receipt of applications or for any reasons whatsoever.
- NIFTEM IPR cell reserves the right to reject any or all applications without assigning any reasons thereof.

1.2. QUALIFICATION/ELIGIBILITY CRITERIA:

The bidders must fulfill the following eligibility criteria: -

1. The Firm/ Attorney should have at least Relevant a period of 05 years' experience in the field of preparation of all documents/agreements for Transfer of Technology/Intellectual Property Rights (IPR)/Public Private Partnership (PPP) etc. with Government/Central Govt./State Govt./Public Sector industry/public sector R&D or otherwise.
2. The Law Firm should have a valid PAN Number.
3. The Firm/ Attorney must be based in India preferably NCR.
4. The Firm should not have been Blacklisted/ debarred by any Institution of the Central or State Government, Govt. Departments/ PSUs/ Autonomous Bodies or concerned Bar Council in the last Five years and no bankruptcy/ liquidation proceedings have been initiated against it by any entity/ government or quasigovernment agency of PSU.

5. Self-declaration affirming the eligibility by the applicant.
6. The Annual Average Financial Turnover of the bidder should not be less than ₹ 50 lakhs during last 03 financial years, ending 31st March, 2023 (F.Y. 2020-21, 2021-22 & 2022-23). Attach documentary evidence (Audited Balance Sheets/ ITRs for last 03 financial years).
7. The Hard Copy of original instruments in respect of cost of tender document, earnest money must be reached to NIFTEM's Reception Box at this addressed to the "Registrar, National Institute of Food Technology Entrepreneurship and Management, Plot No.-97, Sector-56, HSIIDC Industrial Estate, Kundli-131028, District-Sonepat (Haryana)" on or before bid opening date and time as mentioned in critical date sheet.

Caution: All the bidders are specifically informed that while submitting EOI, must ensure that signed documents as indicated in the EOI document are mandatory, otherwise EOI will be similarly rejected and no second opportunity will be given to submit shortfall documents. In case of less bids, Institute has liberty to invite shortfall documents.

The agencies (registered with MSME /NSIC registration) willing to claim any relaxation/exemption in EOI fee, Turnover and Experience, etc, must submit claim for the same along with the supporting document for consideration, otherwise, the same will not be extended. The relaxation/exemption will only be given, if you are registered for **applied category** of item(s)/services, etc. Upload proper Udyog Adhar Certificate from both sides with specified validity and relevant service category. The bidders who are claiming relaxation/exemption are required to submit undertaking as per **Annexure-V**.

1.3. TERMS AND CONDITIONS FOR EMPANELMENT:

1. It should have rendered IPR services in Engineering, Science and Technology Disciplines during last five years for Government/Semi-Government/Autonomous institutions and Universities and Reputed Corporate Clients.
2. The tenure of engagement (minimum 04 firms/IP Attorneys/Patent Agents) shall be initially for a period of three years, extendable further up to five years on a yearly basis with the same terms and conditions, depending upon the satisfactory performance of the Law Firm.
3. The period of empanelment can be extendable for a further period of two more years on same rate, terms and conditions of the contract, depending upon the satisfactory performance/services during the period of empanelment. The institute has right to discontinuing any agency before the completion of period of contract.
4. The empanelled agency will give an undertaking to the effect that it shall maintain full confidentiality of all the cases referred to it and shall not disclose any data/information to the unauthorized person or agency.
5. EOI received after prescribed closing date and time shall not be accepted under any circumstances. Bids received in the format prescribed in this EOI document shall only be considered. Bidders have to furnish the Technical and Financial Bids, only in the prescribed formats as enclosed. Bids not received in the prescribed format shall be rejected and no correspondence in this regard will be entertained.

2. BIDDING PROCEDURE:

Bids shall be submitted online at CPPP website: <https://eprocure.gov.in/eprocure/app>. Tenderer(s) are advised to follow the instructions "Instructions to Bidder for Online Bid Submission".

Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

Bidding application must be accompanied by the following: -

2.1. Technical Bid (Attached signed and stamped copy of each document) (Annexure II)

The following documents are mandatorily to be furnished by the bidders along with technical bid as per the EOI document (scan copies):

1. EOI Fee of ₹ 590/- (Non-Refundable) and EMD of ₹ 50,000/- (Refundable) in the form of Demand Draft, drawn separately in favour of NIFTEM payable at Delhi from SBI are to be enclosed with the technical bid, failing which the EOI will summarily rejected. The Application Process Fee is non refundable
2. Name of Firm/Attorneys.
3. Permanent Address and Telephone No.
4. Full Postal Address, Telephone/Fax No/E-mail:
5. Details of infrastructure, persons employed and number of offices/branches available.
6. Firms Incorporation certificate or partnership deed or document of registration.
7. Number of years of experience.
8. Number of Trademark and patent applications handled in the last 05 calendar years.
9. Number of International/ Foreign patents handled in the last 05 calendar including PCT.
10. Financial turnover in the last 03 financial years.
11. No. dispute /cases handled related to Patents in the last 05 calendar years.
12. PAN No.
13. TAN/Professional Tax, Sales Tax and Service Tax Registration. Nos.
14. Income Tax Return (last three years).
15. An affidavit duly certified by a Notary that the Partners of the firm or sole Proprietor or Company has never been black listed or changed the name of the firm (in original).
16. An affidavit duly certified by a Notary that the Partners of the firm or sole Proprietor or Company is/are not involved in any Police Case/ Vigilance enquiry pending or ever been punished by any Hon'ble Court (in Original).
17. Acceptance Certificate. (Annexure-III)
18. Letter of Consent.
19. A details of patent applications filed and patents granted in Engineering, Science and Technology, during last five years i.e. 1st April, 2018 to 31st March, 2023 as per following details:

(a) In India S. No. Application No. Applicant/ Client (based in India) Title Patent No. (if granted):

S.N.	Application No	Applicant/Client	Title	Patent No. (If Granted)

(b) Abroad S. No. Country of Filing:

S.N.	Country of Filing	Application No	Applicant/Client	Title	Country	Patent No (If Granted)

2.2. Financial Bid

Price bid format in the form of BOQ_XXXXX.xls.

Opening of EOIs (Technical bids only) will take place as mentioned in critical date sheet online at <https://eprocure.gov.in/eprocure/app> in the "Meeting Hall, National Institute of Food Technology Entrepreneurship and Management, Plot No.-97, Sector-56, HSIIDC Industrial Estate, Kundli-131008, District-Sonepat (Haryana)" in the presence of the representatives of the Firms/Tenderers, who may wish to be present at that time. At the time of EOI opening Firms/Tenderers have to come with bid acknowledgement slip,

that is generated by the system after successfully bid submission. Firms/Tenderers can view their live bid opening at their remote end also. No separate intimation will be sent to the firms/Tenderers in this regard

The EOI not submitted in the prescribed formats or incomplete in detail is liable for rejection. NIFTEM is not responsible for non-receipt of EOI within the specified date and time due to any reasons, including postal holidays or delays.

3. EVALUATION CRITERIA/PRE-QUALIFICATION FOR EMPANELMENT:

The selection of law firm shall be based upon:

- a) Fulfill the Pre-Qualification; Section-I (Part-A and Part-B)
- b) Financial Bid; Section-II.

NIFTEM will evaluate the firms for short listing, inter-alia based on their past experience of handling similar types of work, the strength of man power of the firm. NIFTEM will assign scores to the response of each firm/IP Attorneys/Patent Agents based on weightage assigned to each of the criteria under different categories mentioned in Section-I (Part-A & B). If there is large number of applicants the weightage will be given to those who have scored more marks. No travelling charges or other related charges would be paid by the NIFTEM in case of bidder is required to present before the expert committee.

- i. The technical evaluation of EOI shall be assessed on following parameters:

Section – 1 (Part -A)

S. No	Criteria	Yes/No	Marks Claimed
1.	The proponent shall be a legal entity (in the case of a firm) registered under the statutes of India and should be registered as a patent agent with patent office. (attach relevant document)		NA
2.	The proponent (in case of a firm) must be registered in India with taxation and other administrative authorities. (attach relevant document)		
3.	The proponent should have practiced for at least 05 (years) in the profession in the relevant field. (attach relevant document)		
4.	4. The proponent should not have been black-listed and not involved in major litigation by any Central/State Government/ Public Sector Undertaking, Govt. of India (attach relevant document)		
5.	The Law Firms/IP Attorneys/Patent Agents may be on the panel or providing services to at least one Central or State Govt. organization/PSU/Govt. Autonomous Organization/ Govt. Institution/private university at the time of submitting of EOI. (attach relevant document)		

Section 1 (Part B)

	TECHNICAL BID (Max. Marks – 100) Qualifying Marks 40	Marks claimed
1.	Number of years of experience in Engineering, Applied Sciences, Chemical, food science, Bio technology etc., (Max Marks: 15) (5 - 7 Years: Marks 05) (>7 - 10 Years: Marks 10) (>10 Years: Marks 15)	
2.	Number of patents granted through the firm/ by IP Attorneys/Patent Agents in India and Foreign jurisdictions; (Max Marks: 15) (1 – 100: Marks 05) (101 – 500: Marks 10) (≥501 : Marks 15)	
3.	Number of copyrights, Trademarks, and Designs granted through the firm/ by IP Attorneys/Patent Agents in India and Foreign jurisdictions (Max Marks: 15) (50 – 200: Marks 05) (201 – 500: Marks 10) (≥ 501: Marks 15)	
4.	Number of PCT filed and prosecuted through the firm/ by IP Attorneys/Patent Agents (Max. Marks: 15) (1 – 05: Marks 05) (6 – 50: Marks 10) ≥51 : Marks 15)	
5.	Number of qualified advocates with the firm (applicable only in case of firms) (Max Marks: 15) (1 - 3 : Marks 05) (>3 - 7: Marks 10) (> 7 : Marks 15)	
6.	Number of Technologies transferred (Max Marks: 10) (1 - 10: Marks 05) (11 – 50: Marks 07) ≥51 : Marks 10)	
7.	Law firm/IP Attorneys/Patent Agents providing services to the Central or State Govt. organization /PSU/Govt. Autonomous Organization/ Govt. Institution/private university. (Max marks: 15) (1 -10: Marks 5) (11-25: Marks 10) ≥26 : Marks 15)	

- i. Those agencies, who will qualify in the pre-qualifying eligibility criteria, shall be called for interaction-cum-PPT presentations round on above parameters.
- ii. The financial bids shall be opened of those agencies, which will score minimum 40 marks out of above 100 marks in technical parameters. In case, no agency or only one agency has scored 40 marks out of 100 technical marks, the criteria can be further relaxed to ensure sufficient competition between the parties (minimum 3, in order of merit) and marks obtained up to 30 marks out of 100 marks, will also considered

as technically qualified for the opening of financial bid.

- iii. The scope can be increased/decreased based on Interaction-cum-PPT Presentation, hence, agencies are advised to be in touch for corrigendum/addendum/clarification.
- iv. The interested agencies are required to quote their best rates for the items as mentioned in the Financial Bid **(Annexure-I)**. The same is also available in BoQ format which is required to be uploaded along with technical bid on CPP Portal.
- v. After financial bid opening, the Technical Evaluation Committee will prepare a comparative chart and then arrive at minimum rates (L-1) as quoted by the agencies for different items. Thereafter, the TEC will go through the rates of each item and finalized acceptable rates for different items. "Acceptable rates" means minimum rates as finalized by the TEC.
- vi. These finalized rates will be shared with those agencies which participated in this bid, through email/letter and asked them to communicate their written consent for the said item(s), as indicated in the letter at finalized rates during the period of Contract. Those agencies who accept the finalized rates will be empanelled with the Institute initially for a period of 03 years.
- vii. The rates should be inclusive all charges and taxes.
- viii. If any agency is quoting unreasonable rates, which is not acceptable to other vendors or other vendors object on unreasonable of the rates, the acceptable rates will be decided after negotiation or as the case may be.

4. Allocation of Work:

- i. The allocation of work will be made on lower price basis (case to case) but in case of urgency or any other reason any specific work can be award to any specific agency. If any agency failed to carryout assignment work repeatedly, further work will not given to that agency until satisfactory reply and in case or refusal more than 03 occasion then their contract shall stand cancelled automatically without affording further opportunity.
- ii. If any agencies refused to carry out any assigned work on whatsoever ground, further orders will not be given.

5. GENERAL CONDITIONS:

- i. **In case, after Pre-bid meeting (wherever applicable) any modification(s)/addition(s)/ deletion(s) or any alternation in the requirement(s)/ specification(s) etc. is required, the same will be appended on the CPP Portal, therefore, all the bidders are advised to visit CPP Portal before filling/submitted their EOIs. No separate advertisement/information will be published in this regard in the Newspapers.**
- ii. Acceptance of EOI will be intimated to the successful tenderer through a letter of intent (LOI) duly signed by the authorized signatory of the institution.
- iii. Performance Security of successful bidder may be forfeited, if the bidder withdraws or amends or derogates from the EOI in any respect.
- iv. **Validity of bids should be 180 days from the date of closing of EOI.**
- v. NIFTEM will not compromise with the quality/sub-standard material. At any stage, it is found that supplier has supplied inferior quality or different Payment shall be made for such items after reasonable

deduction(s)/ rejection of the lot and forfeiting of Performance Security, as deemed fit, in the circumstances & decided by Institute.

- vi. **The EMD of ₹ 50,000/-** will be kept as Performance Security and will be refunded/ returned to the agency after satisfactory performance, without any interest after the expiry of contract period. The performance security should also remain valid for a period of sixty days beyond the date of completion of all contract obligation of the supply including guarantee obligation.
- vii. In any case, if EOIs are not opened due to any reason, the EOI documents, processing Fee and EMD shall be returned to all bidders.
- viii. **Conditional EOI will not be accepted.**
- ix. The EMD of the unsuccessful bidder will be returned to them after completion of Technical Evaluation.
- x. EOI without EMD & EOI Fee will be summarily rejected.
- xi. The Institute can ask any clarifications & documents at any stage of the procurement depending upon the circumstances to ascertain quality of material used in manufacturing of items.
- xii. All the documents attached with the technical bid should be properly tagged, numbered, signed and stamped by the competent authority.
- xiii. The NIFTEM-K reserves the right to accept or reject any/all EOIs without assigning any reason(s), whatsoever. EOIs not submitted on the prescribed Performa (attached), without requisite details, without EMD and processing fees received after the closing date/ time of EOIs or EOIs accompanied by any condition will summarily be rejected
- xiv. The EMD/performance security shall be forfeited in case:-
 - a. If the Bidder withdraws or amends, impairs or derogates from the EOI in any respect within the period of validity of this EOI.
 - b. If the bidder having been notified of the acceptance of his EOI by the Buyer during the period of its validity,
 - c. If the Bidder fails to furnish the Performance Security for the due performance of the contract.
 - d. If the Bidder fails to sign the agreement.
 - e. Fails or refuse to execute the contract.
 - f. Fails to respond to queries by the NIFTEM.
- xv. **The successful Bidder has to enter into an agreement with NIFTEM incorporating all clauses of the EOI document and any other as may be agreed to by both the parties on a Non-Judicial Stamp Paper of ₹ 200/-.**
- xvi. The complete EOI document is also available on the NIFTEM-K website at www.niftem.ac.in for the purpose of downloading.

6. PAYMENT:

- i. The payment of dues to the concerned empanelled agency will be made on the basis of invoices submitted on case to case basis or quarterly basis and certification of the IPR Cell that looks after the Patenting and IP matters to the effect of work done and satisfactory performance as per the rates approved. The inventor shall produce the proof to the IPR cell for the payment.
- ii. Tax Deduction at Source (TDS) shall be deducted from each bill/invoice (as applicable) of the agency under the statutory rules of Union Govt. in respect of Income Tax and other Taxes etc., and other applicable laws. The contract shall be interpreted in accordance with the laws of Union of India. For judicial adjudication, the disputes, if any, arising out of the Contract shall be subject to the jurisdiction of the Courts in Sonipat, Haryana only and will be settled accordingly.
- iii. No advance will be given for executing the work.

iv. Counter conditions by the bidders in matters concerning payment of bills shall not be acceptable.

7. ARBITRATION CLAUSE:

All disputes arising out of execution of the contract shall be settled through arbitration. Both the parties shall first try to resolve the disputes amicably by mutual consultation. If they fail to resolve the disputes by such mutual consultation within 21 days, then, depending upon the position of the case, either of the party shall give notice to the other party of its intention to commence arbitration as per the Indian Arbitration and Conciliation Act, 1996. The seat of arbitration shall be Sonapat, Kundli, Haryana and the language of the arbitration shall be English.

- i. The arbitrator shall be appointed by mutual consent of both the parties and in case of any dispute, the same can be appointed as per the Act. The arbitration shall be conducted in accordance with the provisions of the Arbitration & Conciliation Act 1996.
- ii. Notwithstanding any dispute between the parties, the agency shall not be entitled to withhold, delay or defer his obligation under the contract and the same shall be carried out strictly in accordance with the terms & conditions of the contract.

5. WITHHOLDING OF PAYMENT: This clause authorizes Institute to withhold payment till end when the agency fails in its contractual obligation. The standard text of this clause is as under:-

"In the event of the agency's failure to submit the Bonds, Guarantees and Documents, supply the deliverables etc. as specified in the Contract, the Institute may at his discretion, withhold any payment until the completion of the Contract".

8. RIGHT OF ACCEPTANCE OF OFFER:

The Institute reserves the right to accept partly or reject any offer without assigning any reason thereof. The Institute does not pledge itself to accept the lowest or any other Bid and reserves to itself the right of acceptance of the whole or any part of the Bid or portion of the quality offered and the agency shall supply the same at the rate quoted.

9. FORCE MAJEURE:

Timely arrangement of various activities is very essential otherwise suitable penalty shall be imposed, which could be maximum 10% of total value/item value.

Should any force majeure circumstances arise, each of the contracting party shall be excused for the non-fulfillment or for the delayed fulfillment of any of its contractual obligations, if the affected party within 14 days of its occurrence informs in a written form the other party. Force majeure shall mean fires, floods, natural disasters or other acts such as war, turmoil, strikes, sabotage, explosions, and quarantine restriction beyond the control of either party.

10. PENALTY FOR USE OF UNDUE INFLUENCE:

The Seller undertakes that he has not given, offered or promised to give, directly or indirectly any gift, consideration, reward, commission, fees brokerage or inducement to any person in service of the Buyer or otherwise in procuring the Contracts or forbearing to do or for having done or for borne to do any act in relation to the obtaining or execution of the Contract or any other Contract with the Government for showing or forbearing to show favour or disfavour to any person in relation to the Contract or any other Contract with the Government. Any breach of the aforesaid undertaking by the seller or any one employed by him or acting on his

behalf (whether with or without the knowledge of the seller) or the commission of any offers by the seller or anyone employed by him or acting on his behalf, as defined in Chapter IX of the Indian Penal Code, 1860 or the Prevention of Corruption Act, 1988 or any other Act enacted for the prevention of corruption shall entitle the Buyer to cancel the contract and all or any other contracts with the seller and recover from the seller the amount of any loss arising from such cancellation. A decision of the buyer or his nominee to the effect that a breach of the undertaking had been committed shall be final and binding on the Seller.

Giving or offering of any gift, bribe or inducement or any attempt at any such act on behalf of the seller towards any officer/employee of the buyer or to any other person in a position to influence any officer/employee of the Buyer for showing any favour in relation to this or any other contract, shall render the Seller to such liability/penalty as the Buyer may deem proper, including but not limited to termination of the contract, imposition of penal damages, forfeiture of the Bank Guarantee and refund of the amounts paid by the Buyer.

11. RIGHT TO VARIATION CLAUSE:

To take care of any change in the requirement during the period between issue of EOI and conclusion of contract, Buyer reserves the right to increase or decrease the quantity of the required deliverables by 50% without any change in the terms & conditions and prices quoted by the Seller. While concluding the contract, the quantity can be accordingly increased or decreased at the same terms of conditions.

12. CONFIDENTIALITY:

The applicant(s) must not divulge any confidential information and assure that reasonable steps are taken to provide for the safe custody of any confidential information in its possession and to prevent unauthorized access thereto or use thereof. The shortlisted applicant(s) must not, without the prior written consent of NIFTEM, disclose any confidential information of NIFTEM or any government department or relating to any ministry or any other party. In giving written consent to the disclosure of confidential information, NIFTEM may impose such conditions as it thinks fit, and the applicant must comply with these conditions. The confidentiality clause shall survive for a more extended period of one year after the termination of the contract or contract expiry period. The selected applicant(s) must sign a mutually agreed Non-Disclosure Agreement (NDA) with NIFTEM.

13. TERMINATION OF CONTRACT:

13.1. Termination for Insolvency

NIFTEM may at any time terminate the contract by giving written notice without compensation to the service provider if the service provider becomes bankrupt or otherwise insolvent, provided that such termination will not prejudice or affect any right of insolvent, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to NIFTEM.

13.2. Termination for Convenience

NIFTEM may, by written notice sent to the service provider, terminate the contract, in whole or part, at any time for its convenience, by giving 15 days' notice. However, the payment shall be released to the extent to which the performance of work executed as determined by the service provider till the date upon which such termination becomes effective.

The service provider may terminate this contract, or any particular Services, by giving 15 days' written notice to NIFTEM, if the service provider reasonably determines that the service provider can no longer provide the Services under applicable law or professional obligations.

14. MODIFICATION AND WITHDRAWAL OF BIDS:

Bidder can modify his bid any number of times before bid submission closing date and time. Bidder can also withdraw his bid before bid submission closing date and time. Withdrawn is allowed only once in a EOI. If a bidder withdraws his bid, he cannot participate in the particular EOI again.

14.1. Instructions for online bid submission:

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal. More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

14.2. Registration

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link "**Online bidder Enrollment**" on the CPP Portal which is free of charge. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 2) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 3) Upon enrolment, the bidders will be required to register their valid Digital Signature
- 4) Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC"s to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

14.3. Searching for EOI Documents

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active EOIs by several parameters. These parameters could include EOI ID, Organization Name, Location, Date, Value etc. There is also an option of advanced search for EOIs, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a EOI published on the CPP Portal.
- 2) Once the bidders have selected the EOIs they are interested in, they may download the required documents / EOI schedules. These EOIs can be moved to the respective „My Tenders" folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the EOI document.
- 3) The bidder should make a note of the unique EOI ID assigned to each EOI, in case they want to obtain any clarification / help from the Helpdesk.

14.4. Preparation of bids

- 1) Bidder should take into account any corrigendum published on the EOI document before submitting their bids.
- 2) Please go through the EOI advertisement and the EOI document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the EOI document / schedule and generally, they can be in PDF/ XLS/ RAR/ DWF/ JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

14.5. Submission of Bids

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the EOI document.
- 3) Bidder has to select the payment option as "offline" to pay the EOI fee / EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the EOI document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the EOI documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the EOI document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
- 6) The server time (which is displayed on the bidders" dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded EOI documents become readable only after the EOI opening by the authorized bid openers.
- 8) The uploaded EOI documents become readable only after the EOI opening by the authorized bid openers.
- 9) Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

10) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

14.6. Assistance to Bidders

- 1) Any queries relating to the EOI document and the terms and conditions contained therein should be addressed to the EOI Inviting Authority for a EOI or the relevant contact person indicated in the EOI.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.

15. CLARIFICATION ON BID DOCUMENTS:

Bidder requiring any clarification to this RFP shall notify to Buyer in writing who will respond (in writing) to the clarifications sought not later than 14 days prior to the date of opening of the EOIs. The address and contact number for seeking clarification regarding this RFP are given below:-

Queries to be addressed to:

Purchase related queries:

Purchase Section
NIFTEM, Kundli, Sonapat (Haryana) – 131028
Phone No. - 0130-2281057
E-mail ID - purchase.niftem@gmail.com

Technical queries:

Dr. Vinkel Kumar Arora, Associate Professor
NIFTEM, Kundli, Sonapat (Haryana) – 131028
Phone No. - 0130-2281258
E-mail ID – vinkelarora17@gmail.com

Registrar, NIFTEM

FINANCIAL BID FORMAT

Important:

- Please quote item-wise rates inclusive of all taxes.
- Same format is provided along with the tender document in .xls format. Bidders have to download the price bid in that format, quote their rates and upload it along with the bid on to the portal.
- The Rates quoted should be strictly as per format.
- No two rates should be merged in one column
- Any deviation from the given format will entitle NIFTEM to reject such quotes.
- NIFTEM has the right to reject any or all quotations without assigning any reason.

S.N.	Application	Government Fee (INR) For Govt. Institutes	Professional fee (INR) including GST
Section 1:	Patents		
1.1	Drafting and Filing Application with Provisional Specification along with all necessary forms such as Form 1, Form 2 , Form 3, Form 5 , Form 8 and Form26		
1.2	Drafting and Filing Complete Specification thereafter with all necessary forms such as Form1, Form2, Form3, Form 5, Form 8, Form 18 and Form 26		
1.3	Drafting and Filing Application with Complete Specification in the first instant along with all necessary forms such as Form, Form2, Form3, Form5, Form8, Form 18 and Form 26.		
1.4	Drafting and Filing of Patent of Addition		
1.5	Drafting and Filing of Divisional Application		
1.6	Making Request for Filing Patent Application Abroad without filing in India (Form 25)		
1.7	Taking - over already Filed Application, per case		
1.8	Charges towards Filing Various forms if not done earlier at the time of Filing the application such as Form 3, Form 5, Form 8, Form 18 and Form 26.		
1.9	NBA permission		
1.10	Typing (original & 4 copies) per page, if any.		
1.11	Discussion with Inventor per hour at Attorney's Office		
Section 2:	Preparation of Drawings Sequences, etc		
1.2	Preparation of drawings/sequences etc		
2.1	A4 size Paper / Sheet 2.2 In any Other Material Form/ Sheet 3 Extension of Time & Late Filing (Preparing and Filing)		
Section 3:	Extension of Time & Late Filing (Preparing and Filing)		
3.1	Preparing and Filing a Petition for extension of time (Form 4)		
3.2	Late Submission of Forms or Documents		

Section 4:	Prosecution		
4.1	Obtaining Certified Copies of Patent Applications		
4.2	Reporting Official Action including Examination Report		
4.3	Filing a Response or Amending Specification and Refilling, in response to FER, SER etc (Form13)		
4.4	Subsequent Reporting of corresponding application, if Any		
4.5	Filing of Documents after Prescribed Period with Petition of Condonation of Delay in Filing		
4.6	Discussions at Patent Office during Prosecution of Application per appearance		
4.7	Post dating of Application		
4.8	Filing a Request for Early Publication (Form 9)		
4.9	Checking the publication for publication error		
4.10	Reporting of Patent Application in order of Grant, Obtaining and mailing Letter Patent Document		
4.11	Attending to Renewals and Mailing of Renewal Certificate per Year (Block-wise)		
4.12	Attending to Restoration of Lapsed Patent – Filing Petition and Attending to Payment of Fees (Form 15)		
4.13	Reporting Working of Patents per year (Block-wise) under Section 146 (Form 27)		
4.14	Request for Termination of Compulsory License (Form 21)		
4.15	Filing Petition generally for Specific Reliefs or Orders of Controller under Different Rules (Form 24)		
4.16	Request for Withdrawal of Application		
Section 5:	Assignment and Licenses		
5.1	Drafting Deed Documents		
5.2	Filing Application for Registration for Assignment/License (Form 16) (a) One Patent (b) Each Additional Patent included at the same time in the same deed		
5.3	Application for Revision of Terms and Condition of License (Form 20)		
5.4	Charges for Making an Application for Compulsory License (Form 17)		
5.5	Application for Revocation of a Patent for Non Working (Form 19)		
Section 6:	Recordal of Change of Name, Address, Nationality etc. (Form 6 and Form 10)		
6.1	Filing Application in respect of One Patent		
6.2	For Additional Patent included at the same time		
Section 7:	Opposition		
7.1	Filing Pre-grant Opposition		
7.2	Filing Notice of Opposition (Post Grant Opposition) - Form 7		

7.3	Drafting "Statement of Opposition", Written Statement and Affidavit(s)		
7.4	Drafting Reply Statement and Affidavit(s)		
7.5	Attending Hearing/ day at Patent Office in the City of the Attorney's Office		
7.6	Attending Hearing/ day at Patent Office not in the City of Attorney's Office		
7.7	Attending Interlocutory Petition Hearings		
7.8	Notice of Opposition to Amendment/ Restoration/ Surrender of Patent/ Grant of Compulsory License or Revision of Terms thereof or to Correction of Clerical Errors (Form 14)		
7.9	Request for the Grant of Patent u/s 26 and 52 (Form 12)		
7.10	Charges for Making a Request for Direction of the Controller u/s 51 (1) and 51(2) - Form 11		
Section 8:	Visits Outside Office & Discussions		
8.1	Per Visit Charges for Local Visit		
8.2	Per Visit Charges for Outstation		
Section 9:	Patent Revocations/ Infringement, Initialing Revocation/ Infringement, Defending Revocation/ Infringement		
9.1	Drafting of Infringement Suit		
9.2	Drafting of Revocation Suit		
9.3	Representation Charges		
9.4	Any Other Charges, if any (Name the Item of Charge)		
Section 10:	Miscellaneous		
10.1	Consultation Charges/ Hour or a part thereof		
10.2	Conducting Prior Art Search or Novelty Search and Submission of International Search Report thereof		
10.3	Photocopying, Fax, Courier, Postage Charges and other Out of Pocket Expenses, if any		
Section 11:	Filing of Foreign Patent Applications (Excluding Govt Fees)		
11.1	Filing of a Patent Application/ Country through National Route		
11.2	Per Action Charges for Prosecuting Each Application till Grant of Patent		
11.3	Charges for Renewal as and when falls due		
11.4	Any Other Charges		
	(a) Out of Pocket Expenses		
	(b) Offering technical opinion		
	Request for substantive examination		
Section 12:	Filing of PCT application (Excluding Govt. Fees)		

12.1	Preparing and Filing a PCT Application		
12.2	Filing Formal Documents such as POA, Inventorship Declaration as per PCT Format etc		
12.3	Filing "Statement under Article 19" for Amendments		
12.4	Filing Demand for Preliminary Examination		
12.5	Filing Response to Written Opinion/ Preliminary Examination Report and for Filing Amendment under PCT Article 34		
12.6	Filing National Phase Applications including Changes in the Claims if necessary		
Section 13:	Services (Trademarks)		
13.1	Drafting and filing of Trademark (per mark/per class)		
13.2	Response to the trademark		
13.3	Hearing of the trademark		
Section 14:	Services (Copyright)		
14.1	Drafting and filing of Copyright		
14.2	Drafting and filing Response to the Copyright		
14.3	Draft/Undertake legal vetting of all the documents/Agreement for Technology Transfer/Intellectual Property Rights/PPP mode/Work for Hire/Collaborative work etc.		
Section 15:	Services (Design)		
15.1	Drafting and filing of Design		
15.2	Drafting and filing Response of the design		
15.3	Hearing of the Design		

(Note: The comparative statement of bidder shall be prepared separately for patents, Trademarks, designs and copyrights based upon the total amount of the service, any other service not mentioned above shall be negotiated at the institute level at later stage)

I/We hereby declare that the above information provided for empanelment is factually correct.

Date:

Place:

Authorized Signatory
(Representative of the Law Firm/IP Attorneys/Patent Agents)

EOI FORM (TECHNICAL BID)

(To be submitted by the tenderer on their letter head. All Columns should be filled. **Documents prescribed at Sr. No. 2.1 should also be enclosed.**

S.N.	Particulars	Details (must be filled by the bidder)	Page No.
1	EOI Fee of ₹ 590/- (DD No., Amount, Date, Name of Bank)		
2	EMD of ₹ 50,000/- (DD No., Amount, Date, Name of Bank)		
3	MSME/ NSIC Details (Annexure V)		
4	Name of the Firm/Company		
5	Office Address:		
6	Phone No. & Email		
7	Year of establishment, legal status, Registration details, PAN No. etc.:		
8	Phone No. & Contact Person with Designation		
9	Details of Branch Office, if any		
10	Organizational Set up of the firm Number of patent attorneys in Engineering with their name, age, qualification and experience (Please enclose as separate sheet		
11	Details of experience: Provided on the separate sheet		
12	Number of Patent applications filed/granted/sealed in Engineering, Science & Technology so far (Pl. give details separately for Government/ Semi-Government/ Autonomous institutions & Universities and Reputed Corporate Clients, based in India): (a) In India - (b) In Abroad - (Kindly enclose list)		
13	Number of Patent Applications filed/ patents granted in Engineering during last five years i.e. 1 st April, 2018 to 31 st March, 2023 (Pl. give details separately for Government/ Semi- Government/ Autonomous institutions & Universities and Reputed Corporate Clients, based in India): (a) Indian Patent Applications filed: (b) Indian Patents Granted: (c) International Patent Applications Filed: (d) International Granted: Patents Filed /Granted:		
14	Patents Filed /Granted in last 5 years		
15	List of Clients as per S.N. 2.1		

16	Other IPR : Details of experience: Provided on the separate sheet		
17	Trademarks - Number of Trademark so far (Pl. give details separately for Government/ Semi-Government/ Autonomous institutions & Universities and Reputed Corporate Clients, based in India) (a) In India - (b) In Abroad – (Kindly enclose list)		
18	Copyright, Design and other IPR - Number of Trademark so far (Pl. give details separately for Government/ Semi-Government/ Autonomous institutions & Universities and Reputed Corporate Clients, based in India)		
19	Other Details		
20	Countries of Operation		
21	The Annual Average Financial Turnover of the bidder should not be less than ₹ 50 lakhs during last 03 financial years, ending 31 st March, 2023 (F.Y. 2020-21, 2021-22 & 2022-23). Attach documentary evidence (Audited Balance Sheets/ ITRs for last 03 financial years).		
22	Procedures adopted by the firm to maintain security of information related to hard copies and computer based transaction/exchange of information between the clients and the firm		
23	Any other information considered necessary but not included above		

The above documents must be enclosed with proper pagination.

Signature

Name

Address

Mobile

Seal of firm

Dated:

(Note: Please attach separate sheet for furnishing information in case the space in the format is insufficient).

**EOI CONDITIONS ACCEPTANCE LETTER
(To be given on Company Letter Head)**

Dated:

To,

Registrar,
NIFTEM,
HSIIDC Ind. Area, Kundli,
Sonapat, Haryana

Sub: Acceptance of Terms & Conditions of EOI.

EOI Reference No: **N/PuS/P/2024/7/24**

Name of EOI/ Work: - **EOI FOR EMPANELMENT OF AGENCIES FOR FILLING INTELLECTUAL PROPERTY RIGHT (IPR) FROM NIFTEM.**

Dear Sir,

1. I / We have downloaded / obtained the EOI document(s) for the above mentioned „EOI/Work“ from the web site(s) namely: **CPPP e-Procurement website <https://eprocure.gov.in/eprocure/app>** as per your advertisement, given in the above mentioned website(s).
2. I / We hereby certify that I / we have read entire terms and conditions of the EOI documents from Page No. 01 to 24 (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I / we shall abide hereby the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/ organizations too have also been taken into consideration, while submitting this acceptance letter.
4. I / We hereby unconditionally accept the EOI conditions of above mentioned EOI document(s) / corrigendum(s) in its totality / entirety.
5. In case any provisions of this EOI are found violated , your department/ organization shall be at liberty to reject this EOI/bid including the forfeiture of the full said Earnest Money Deposit absolutely and we shall not have any claim/right against Deptt. in satisfaction of this condition.

Yours Faithfully,
(Signature of the Bidder, with Official Seal)

UNDERTAKING

To,
Registrar,
National Institute Of Food Technology Entrepreneurship and Management
Plot no 97, sector-56, HSIIDC industrial estate,
Kundli-131008,
District-Sonepat (Haryana)

Sir,

- 1 I/we the undersigned, certify that I/we have gone through the terms and conditions mentioned in the EOI documents and undertake to comply with them.
2. It is further certified that our firm has not been blacklisted by any agency in India or abroad.
3. We will provide the services in accordance to the specifications of the work order. At any stage, if it is found that the sub standard/deviation from the specifications/ design/quality has been made by us, we shall be liable for penalty and legal action.

Dated:

SIGNATURE OF THE TENDERER
WITH SEAL

NAME OF THE TENDERER
WITH ADDRESS

NOTE: Certificate as per above must be submitted only on non-judicial stamp paper of ₹ 100/- (Rupees One Hundred Only)

CERTIFICATE/UNDERTAKING

This is to certify that our quote is strictly as per given format with no deviation. If any deviation is noticed, we have no objection to NIFTEM rejecting our quote. Our quotation runs into: Total number of pages: Total number of Annexures/Enclosures:

We have no objection to the right of NIFTEM rejecting any or all quotations without any reason/explanation.

We undertake to provide our professional services for three years from the date of NIFTEM work order to the satisfaction of NIFTEM with the provision of annual review of the performance. No advance payment will be made for any work by NIFTEM. While submitting the bill(s) for payment(s), we further undertake to submit necessary documents viz., CBRs issued by IPOs, Associate bills/Debit notes, Proof of foreign remittance, Bank advice indicating the currency conversion rate at the time of remittance in support of and for verification of the bill(s). In case NIFTEM is not satisfied with our services during the effective period of three years, NIFTEM is fully empowered to terminate the work order at any time by giving us one month advance notice at the following address addressed to:

In the event of any dispute or difference between us, we hereby agree and undertake to resolve such dispute or difference amicably by mutual consultation or through the good offices of empowered agencies of the Government. I am fully competent to submit this quotation on behalf of my company.

Place:

Date:

(SIGNATURE AND SEAL OF BIDDER)

Dated:

Undertaking to Claim Exemption/Relaxation under MSME/NSIC/Start up
(to be submitted on Company Letter head with stamp)

I am (.....) is Owner/Director of M/s.....registered with MSME/NSIC/Start UpUnit under.....category.

- 1) Firm Name :
- 2) Udh yog Adhaar No :
- 3) NSIC No :
- 4) Year of Registration :
- 5) Category of Registration (Manufacture/Dealer/Supplier):
- 6) Turnover :

As per the benefits extended to MSEs registered with NSIC under single point registration scheme, we are entitled for:

- 1. Exemption in EOI Fee :
- 2. Exemption in EMD :
- 3. Relaxation in Turnover : How much Relaxation required (please specify)
- 4. Relaxation in Experience : How much Relaxation required (please specify)

(Kindly tick the box(es) for the same)

We are enclosing herewith relevant certificate and documents in support of our claim of exemption/relaxation of the same.

Signature of Authorized signatory

Name:

Designation:

Stamp:

(Note: Undertaking must be submitted on company's letterhead duly signed and stamped)