



**NATIONAL INSTITUTE FOR THE EMPOWERMENT OF PERSONS WITH  
INTELLECTUAL DISABILITIES (DIVYANGJAN), SECUNDERABAD**  
(Department of Empowerment of Persons with Disabilities (Divyangjan),  
Ministry of Social Justice & Empowerment, Govt. of India)  
Manovikasagar, Secunderabad 500 009, Telangana, INDIA  
*(An ISO 9001:2015 Institution)*

**TENDER DOCUMENT  
For  
Patenting/Copy Right of NIEPID  
Publications/Books/Tools**

**Tender No:-**

1. Last Date & Time for submission of Tender	: 17.03.2023 1500 hrs
2. Last Date & Time of Opening of Tender Documents (only Technical Bid)	: 17.03.2023 1500 hrs
3. Earnest Money Deposit	: Rs.20,000/-

**NATIONAL INSTITUTE FOR THE EMPOWERMENT OF PERSONS WITH  
INTELLECTUAL DISABILITIES (DIVYANGJAN)  
(Formerly National Institute for the Mentally Handicapped)  
Manovikas Nagar, Secunderabad – 500 009  
Web Site: [www.niepid.nic.in](http://www.niepid.nic.in)  
Mail Id: [purchase.nimh2011@gmail.com](mailto:purchase.nimh2011@gmail.com)**

**NOTICE INVITING TENDER FOR Patenting/Copy Right of NIEPID Publications/Books/Tools**

**TENDER NO. NIEPID/PUR 10(04) /2022-23**

- Name of the Item : “ **Patenting/Copy Right of NIEPID Publications/Books/Tools**  
(as per the Details/ Description  
mentioned in Price Bid).
- Earnest Money Deposit : Rs.20,000/- through RTGS
- Date & time for submission of  
Tender/Quotation : 17.03.2023 at 3.00 PM
- Date & Time for opening of  
Tender / Quotation : 17.03.2023 at 3.00 PM  
(Technical Bid – A )
- Address for submission of tender : National Institute for the Empowerment of  
Persons with Intellectual Disabilities (Divyangjan),  
Manovikas Nagar,  
Secunderabad – 500 009
- Place of opening of the tender: National Institute for the Empowerment of Persons  
with Intellectual Disabilities (Divyangjan), Manovikas  
Nagar,  
Secunderabad – 500 009

**Note:**

1. Please go through the conditions of the tender document and ensure all the conditions are complied with. Incomplete tenders will be rejected at the discretion of the competent authority of NIEPID.

**TECHNICAL BID - A**

**QUESTIONNAIRE TO BE FILLED UP BY THE AGENCY APPLYING  
FOR TENDER FOR PATENTING/COPY RIGHT OF NIEPID PUBLICATIONS/BOOKS/TOOLS**

1. (a) Name of the Firm / Agency :  
(Full Address with Tel. No)
- (b) Status of Agency :  
Including Partners
2. Details of any Tie – ups :  
(Please attach)
2. The bidder should have annual turnover :  
of 20 lakhs for the past 3 financial years  
(2019-20, 20-21 & 21-22)  
duly authenticated by Chartered Accountant.  
Submit Profit and Loss account and Balance  
Sheet (please enclose copies)
4. Name of 3 clients wherein similar :  
products have been provided.  
Attach copies of work orders  
of value of Rs.5 lakhs and above for  
each year in the  
preceding 3 years
5. Registration No. of the Firms / Agency :  
under State Govt. or any other  
Act. (enclose copy)
6. Income Tax No. / PAN No. :  
(enclose copy)
7. GST Registration No (Attach copy) :
8. The bidder must submit a self certificate :  
that it has not been blacklisted by any  
Govt./Other Agency since its inception.
10. Details of EMD submitted. :  
(RTGS details to be uploaded)  
:
11. Area(s) of Specialization: (Patents / Trademarks /  
Copyright / Designs / Geographical Indications /  
Litigation / Opposition / Contracts / Other IP related  
activities).

Date:

Signature of the Bidder or his Authorized  
Signatory with Seal of the Agency / Firm.

Place:

## GENERAL CONDITION OF THE TENDER

1. The tender shall be opened on **17.03.2023** at 3.00 pm. or on such later date, as may be notified by NIEPID. If the said date is declared as holiday at a later date, the tender will be opened on the next working day.
2. The tender shall remain open for acceptance for One hundred & twenty (120) days from the date of opening of tenders by National Institute for the Empowerment of Purchase with Intellectual Disabilities (NIEPID). The time limit for acceptance may be extended by NIEPID at its discretion for such further period, as it may notify.
3. The tender document should be submitted online through [www.eprocure.gov.in](http://www.eprocure.gov.in) select tenders by organization and select National Institute for the Mentally Handicapped.
4. The invitation to tender calls for bid proposals in two parts viz., Technical Bid and Price Bid.

Technical Bid shall consist of EMD for the required amount as per the tender documents and technical details which is required to be submitted online

- (a) The cost of the Earnest Money Deposit of Rs.20,000/- (Rupees Twenty Thousand Only) and the amount to be transferred through RTGS to "NIEPID Institution, A/c No. 3631010100000025, IFSC Code – PUNB0453800, Punjab National Bank, Manovikasnagar, Secunderabad – 500 009 on or before opening of the tender. The details of UTR No. is required to be submitted online.
  - (b) Price Bids shall consist of item-wise price details in the given proforma as per the BOQ chart available in the financial bid of the tender document online.
  - (c) The technical bid and the price bid are to be submitted online separately.
  - (d) At the time and date of opening of tender, only technical bids shall be opened online.
  - (e) The time and date of opening of price bids shall be intimated to the technically qualified bidders through online.
  - (f) Tender not complying with the above conditions are liable to be rejected without any further reference.
  - (g) This tender document is not transferable. The tendered work if awarded, is not transferable.
  - (h) The Institute reserves the right to accept or reject any or all the tenders without assigning any reasons thereof and also relax the conditions of the tender at the discretion of the competent authority.
9. All tenderer should quote his / her rates in terms of Indian Rupees inclusive of all taxes and duties.
  10. The specification submitted should match with the specification mentioned in the Tender Schedule.

11. If any tenderer violates or fails to fulfill any one of the above mentioned requirements, his or her tender may be liable to be rejected.
12. Once the rate is accepted by the NIEPID and communicated to the successful tenderer, the same shall remain. Any reduction in prices in the market during the contract period, the successful agencies should charge the reduced price.
13. A successful tenderer will have to **Patenting/Copy Right of NIEPID Publications/Books/Tools** within 30 days after issuing the order. Also the demurrage charges will be applied to the delayed supply @ 0.5% per week. If the delay is for 01 or 02 days, complete 01 week demurrage charges will apply. In case of non-supply complete Security Deposit will be forfeited.
14. The NIEPID reserves the right to accept or reject any tender without assigning any reason thereof and relax the conditions of the tender as per the approval of the competent authority.
15. Payments will be made only after the completion of work in full and good condition to be certified by the Indentor and after completion of satisfactorily supply. There shall not be any advance payment and no such request shall be entertained.
16. Any attempts of negotiation / campaign, direct or indirect, on the part of a tenderer with the authority to whom he has submitted the Tender or the authority who is competent finally to accept, shall render such Tender liable to be excluded from consideration.
17. Late / delayed tenders shall not be accepted by e-procure portal. Any other / further clarifications in connection with submission of the tender may be made from the purchase department during office hours on all working days.
18. Exemption from tender fee cost and EMD will be applicable only to the bidders who attach valid documents as per public procurement policy for MSEs, Govt of India.
19. The bidder must submit a self certificate that it has not been blacklisted by any Govt./Other Agency since its inception.
20. If a firm quotes 0/NIL charges in e-procurement, the bid shall be treated as unresponsive and the particular item will not be considered for that firm. Since, 0 (Zero) is automatically taken as L1 by e-procurement, the Institute will take the next lowest value for consideration.
21. For any tender query, you may contact through email at [niepid.purchase@gmail.com](mailto:niepid.purchase@gmail.com), [nimh.dda@gmail.com](mailto:nimh.dda@gmail.com) or through telephone at 040-27751741 Extn..258 during working hours

## Scope of Work

1. The IP Firm should be of good standing and have an experience of at least 3 years, servicing client based in India and abroad.
2. The IP firm should have minimum three years of existence as an Indian entity.
3. The IP firm should possess professional expertise in handling all forms of intellectual property protection measures viz., patents, industrial designs, trademarks, copyrights, plant varieties and geographical indications.
4. The IP firm must have the requisite infrastructure and in-house capability.
5. The IP firm must be having profits in the last three years.
6. The IP firm should have an office located in Pune/Mumbai region.
7. The IP firm should not have been blacklisted by any Central /State Government / Public Sector Undertaking, Govt. of India.
8. The IP firm should not be involved in any major litigation that may have an impact of affecting or compromising the delivery of services.
9. IP management including drafting, filing, prosecution, opposition and maintenance of Intellectual Property in India and Abroad.
10. Patent searches such as patentability search, FTO, patent landscape, Invalidity / validity & State of the Art Search.
11. Representing before the Appellate Board in India, miscellaneous actions under the relevant Act, etc.
12. Securing registration and maintenance of copyright, design, trademark and layout design, Plant Varieties and Others.
13. Handling IP infringement cases and Interaction with inventors.
14. Brand protection through trademarks, copyright etc.

**TERMS & CONDITIONS FOR PRICE BID**

1. The rates shall be on F.O.R. at NIEPID, Secunderabad.
2. The rates to be quoted strictly as per format in the financial bid online only.
3. Prices shall be firm until the completion of work or supply and no enhancements of rates will be done / is permitted because of any escalation.
4. Once the rate is accepted by the NIEPID and communicated to the successful tenderer, the same shall remain valid.
5. The successful bidder should submit performance security @3% in the form of Bank Guarantee/Demand Draft in favour of Director, NIEPID on award of the rate contract.
6. The statutory deductions like GST, Income Tax, WCT, etc., as per standard norms will be made from the bills.
7. The taxes should be separately quoted and shall be payable as per existing Govt norms. Any increase or decrease will accordingly be regulated as per Govt norms.
8. NIEPID reserves the right to accept or reject any or part of offers without assigning any reasons.
9. Any increase or decrease in books, publications and tools will be intimated later. However the payment will be made as per actuals
10. The offers once received will not be returned to the agencies.
11. The Patenting/Copy Right of NIEPID Publications/Books/Tools should be done within 30 days after approval of final proof. In case of any delay, penalty will be charged as per rules.
12. The agency should do each book/publication copy right/patent registration. The proof of the same to be submitted for the above work for releasing the payment.
13. The supply shall be made strictly in accordance with the terms and conditions and description stipulated in the agreement, and as per standard practice.
14. In case of any dispute, the decision of Director NIEPID shall be final.

**ACCEPTANCE CERTIFICATE**  
**(FOR TECHNICAL BID)**

I.....(designation).  
..... of (Name of the Company)  
..... hereby accept the above-mentioned  
Terms & Conditions for procurement of **Patenting/Copy Right of NIEPID**  
**Publications/Books/Tools** at NIEPID, Secunderabad.

Signature &  
Company Seal

Date: .....



**ACCEPTANCE CERTIFICATE**  
**(FOR PRICE BID)**

I.....(designation).  
..... of (Name of the Company)  
..... hereby accept the above-mentioned  
Terms & Conditions for procurement of **Patenting/Copy Right of NIEPID**  
**Publications/Books/Tools** at NIEPID, Secunderabad.

Signature &  
Company Seal

Date: .....

**The price bid to be quoted in BOQ Format Only separately in  
Financial bid online and the price not to be quote here**

Validate

Print

Help

[Item Wise BoQ](#)

Tender Inviting Authority: &lt; Director NIEPID &gt;

Name of Work: &lt; &gt;

Contract No: &lt; &gt;

Name of the Bidder/ Bidding Firm / Company :														
Sl. No.	Item Description	Item Code / Make	Quantity	Units	Estimated Rate in Rs. P	BASIC RATE In Rs. P	Excise Duty Amount in INR Rs. P	GST Amount in INR Rs. P	Freight Charges ( Unloading & Stacking) in Rs. P	Any Other Taxes in Rs. P	Any Other Duties/Levies in Rs. P	TOTAL AMOUNT Without Taxes	TOTAL AMOUNT With Taxes	TOTAL AMOUNT In Words
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
1														
<b>Total in Figures</b>												<b>0.00</b>	<b>0.00</b>	INR Zero Only
<b>Quoted Rate in Words</b>														INR Zero Only