

CSIR - NATIONAL CHEMICAL LABORATORY
(Council of Scientific & Industrial Research)
Dr. Homi Bhabha Road, Pune 411 008

**Invitation for Expression of Interest (EoI) for hiring
IP services**

(Through e-tendering)

HIRING OF INTELLECTUAL PROPERTY SERVICES

Bid no: EoI/IPG/2022/01

National Chemical laboratory (NCL), Pune, a constituent unit of Council of Scientific & Industrial Research an Autonomous Organisation under the Ministry of Science & Technology, Govt. of India is a premier R&D laboratory of international repute in the area of Chemical Sciences. It invites applications from reputed and experienced Intellectual Property Service Provider agencies having functional office in Pune. Consultants applying against the EoI will be shortlisted based on the technical and financial capabilities mentioned in the EoI. Only shortlisted consultants will be eligible to participate in the subsequent tendering process for the engagement of IPR consultants.

For further details on EoI, please visit our website www.ncl-india.org, www.nclinnovations.org or <https://etenders.gov.in>. The applications completed in all respects should be submitted online by 5 pm of **19.02.2022**.

The Director, NCL, Pune reserves the right to accept or reject any or all applications in full or part hereof without assigning any reason whatsoever and his decision on all matters in this regard shall be final & binding.

Head, IP Group
CSIR-NCL
Pune

NATIONAL CHEMICAL LABORATORY
(Council of Scientific & Industrial Research)
Dr. Homi Bhabha Road, Pune 411 008

INFORMATION FOR APPLICANTS

HIRING OF INTELLECTUAL PROPERTY SERVICES

Bid no: EO/IPG/2022/01

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Dr. Homi Bhabha Road, Pune 411 008

1. INVITATION FOR EOI

HIRING OF INTELLECTUAL PROPERTY SERVICES

Bid no: EOI/IPG/2022/01

Invitation for bidding (IFB)

NATIONAL CHEMICAL LABORATORY
(Council of Scientific & Industrial Research)
Dr. Homi Bhabha Road, Pune 411 008

2. APPLICATION PROCESS AND TIMELINES

HIRING OF INTELLECTUAL PROPERTY SERVICES

Bid no: EO/IPG/2022/01

Expected Dates	Process
9 th Feb- 19 th Feb 2022	Invitation for Eol published
11 th Feb 2022	Last date for receipt of queries by Applicants, if any.
19 th Feb 2022 at 5 pm	Bid closes
21 th Feb 2022	Bid opening
21 th Feb –25 th Feb 2022	Evaluation of all applications & short-listing based on pre-defined and announced criteria by the Consultancy Evaluation Committee (CEC) based on the information provided by the Applicants in response to request for Eol.
28 th Feb -Mar 2, 2022	Interview of Patent Associate* by the CEC (*candidate designated by the shortlisted Applicant who shall interact with NCL inventors on a daily basis).
3 th Mar 2022, 5pm	Declaration of shortlisted applicants by the Consultancy Evaluation Committee. Announcement via website www.ncl-india.org , https://etenders.gov.in , www.nclinnovations.org/rfp .
4 th Mar 2022	Issue of Request for Proposal (RFP) to shortlisted Applicants for further processing

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3.INSTRUCTIONS TO THE APPLICANTS

HIRING OF INTELLECTUAL PROPERTY SERVICES

Bid no: EO/IPG/2022/01

1. Firms/agencies may download EoI Application form & related documents from www.ncl-india.org, www.nclinnovations.org, <https://etenders.gov.in> .
2. EoI is to be submitted online only through the E-procurement portal until the last date and time of submission of EoI.
3. All parts of application form, Annexures are to be filled completely and provided in the format provided along with signatures and stamp of the signatory on all pages of the application. Firms/ agencies may include annexures with suitable reference to them in the forms.
4. Applications not in the prescribed form shall not be entertained.
5. If any information furnished by the Applicant is found to be incorrect at any stage, it will liable to be debarred from applying further for RFP.
6. The Director, NCL reserves the right to accept or reject any or all the applications in full or part thereof without assigning any reason whatsoever and his decision on all matters in this regard shall be final and binding.
7. The Director, NCL, Pune in public interest reserves to impose/ relax any term and conditions of the EoI.
8. 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.

The Director, NCL reserves the right to accept or reject any or all the applications in full or part thereof without assigning any reason whatsoever and his decision on all matters in this regard shall be final and binding.

The Director, NCL, Pune in public interest reserves the right to alter the planned application process and timelines with due intimation at the website: www.ncl-india.org, www.nclinnovations.org/rfp , <https://etenders.gov.in>

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3. INSTRUCTIONS TO APPLICANTS FOR ONLINE EoI SUBMISSION

HIRING OF INTELLECTUAL PROPERTY SERVICES

Bid no: EoI/IPG/2022/01

This EoI document has been published on the Central Public Procurement Portal. 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 Applicants 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 EoI on the CPP Portal may be obtained at: https://eprocure.gov.in/cppp/hassle_free_bid_submission.pdf & <https://etenders.gov.in/eprocure/app?page=HelpForContractors&service=page> .

REGISTRATION:

1. Bidder should do Online Enrolment in this Portal using the Home Page “enrol here” option. Then the Digital Signature enrollment has to be done with the e-token, after logging into the portal. The e-token may be obtained from one of the authorized Certifying Authorities such as eMudhraCA/GNFC/IDRBT/MtnITrustline/SafeScript/TCS.
2. As part of the enrolment process, the Applicants will be required to choose a unique username and assign a password for their account.
3. Applicants 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.
4. Upon enrolment, the Applicants will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
5. Only one valid DSC should be registered by an Applicant. Please note that the Applicants are responsible to ensure that they do not lend their DSCs 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 / eToken.

7. The CPP Portal also has user manual with detailed guidelines on enrollment and participation in the online bidding process.

Any queries related to process of online bids or queries related to CPP Portal may be directed to the 24x7 CPP Portal Helpdesk.

8. The Institute will not be responsible for any type of technical issue regarding uploading of Tender on website.

SEARCHING FOR TENDER DOCUMENTS:

1. There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, 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 tender published on the CPP Portal.

2. Once the Applicants have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders 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 tender document.

3. The Applicants should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF APPLICATIONS:

1. Applicants should take into account any corrigendum published on the tender document before submitting their EoI Application.

2. Please go through the EoI advertisement and related documents carefully to understand the documents required to be submitted as part of the EoI Application. Any deviations from these may lead to rejection of the EoI Application.

3. Applicants, in advance, should get ready the EoI documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF. Bid documents may be scanned with 100 dpi with black and white option.

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 Applicants. Applicants can use "My Space" 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 Eol Application submission process.

SUBMISSION OF APPLICATIONS:

1. Applicant should log into the site well in advance for Eol submission so that he/she uploads the application in time i.e. on or before the bid submission time. Applicant will be responsible for any delay due to other issues.
2. The Applicant has to digitally sign and upload the required Eol documents one by one as indicated in the tender document.
3. The server time (which is displayed on the Applicant's dashboard) will be considered as the standard time for referencing the deadlines for submission of the Application by the Applicant, opening of Eol Applications etc. The Applicants should follow this time during bid submission.
4. The uploaded Eol documents become readable only after the tender opening by the authorized Eol openers.
5. Upon the successful and timely submission of bids, the portal will give a successful Application submission message & a Application summary will be displayed with the Application no. and the date & time of submission of the Application with all other relevant details.
6. Kindly add scanned PDF of all relevant documents in a single PDF file of compliance sheet

ASSISTANCE TO APPLICATIONS

1. Any queries relating to the Eol document and the terms and conditions contained therein should be addressed to the Eol Inviting Authority or the relevant contact person indicated in the Eol.
2. Any queries relating to the process of online Eol submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk mentioned on the website.

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4. SCOPE OF WORK

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Scope of Work:

Without prejudice to the generality of services, the service to be provided by the IP Service Provider shall include

1. Planning discussion meetings for invention disclosures and working with scientists/inventors in articulating the inventions, defining potential claims and helping scientists plan further data generation/compilation so as to strengthen their patents.
2. Carrying out patentability assessment (and any related prior art searching) for invention disclosures and submitting necessary reports.
3. Drafting provisional patent applications for disclosures requiring urgent provisional filings and handle any related clarifications and queries
4. Drafting short listed invention disclosures into complete patent specifications ready for filing and handle any related clarifications and queries
5. Handling examiner/ attorney queries on already filed patent applications and working with scientists to provide suitable responses
6. Organizing and running training programs and awareness workshops for students and scientists so as to sensitize them to IP and familiarizing them with required processes
7. Tracking (on Patent Office websites) the progress of all patent applications of NCL in prosecution and early intimation of IP Group and inventors of office actions.
8. Providing analytical reports, opinions and agreement drafting services on IP related matters on a need basis (please note that these reports and opinions will be paid for separately and should not be quoted for in the commercial bid)

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**5. CRITERIA FOR QUALIFICATION & SHORTLISTING OF IP
SERVICE PROVIDERS**

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Necessary criteria (Service provider must qualify against these parameters)	
1)	The IP Service Provider must have a permanent office in Pune with at least 1 IP professionals resident in Pune. (An IP Professional is defined as a person with a) a PG Diploma in IPR/ Patent Laws with min 2 years drafting experience, or b) is a registered patent agent with min 2 years drafting experience, or c) has more than 5 years experience in drafting and filing patents)
2)	The IP Service Provider must have substantial experience with inventor facing roles, patent drafting, patentability assessments, filing applications, prosecuting patents and interacting with the patent office.
3)	The IP Service Provider must have resource persons/IP professionals with background as <ul style="list-style-type: none"><input type="checkbox"/> Organic chemists<input type="checkbox"/> Bio-scientists<input type="checkbox"/> Physical scientist and/or engineer<input type="checkbox"/> Lawyer
4)	The IP Service Provider must be in sound financial health and be able to sustain operations in Pune without difficulty.
5)	The company has at least 1 project in the last 3 years with an yearly value of Rs 10 lakhs
6)	The company has worked with publicly funded R&D organizations in an inventor facing role?

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Qualification criteria and their weightages

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Qualification criteria and their weightages

Sl. No	Criteria	Weightage	
	Sub-criteria	Criteria Total	Sub-criteria
1.	Background experience of the Firm	30%	
	<ul style="list-style-type: none"> Numbers of years' relevant experience working with publically funded organization in inventor facing role 		50%
	<ul style="list-style-type: none"> Number of projects in the last 3 years with an yearly value of Rs 10 lakhs 		50%
2.	General profile of qualification, experience and number of key staff in the firm*	20%	
	<ul style="list-style-type: none"> Qualification 		20%
	<ul style="list-style-type: none"> Relevant experience in patent drafting, searching, prosecution & patentability assessment in India and foreign jurisdictions 		80%
3.	General profile of qualification, experience and number of key staff in Pune office	20%	
	<ul style="list-style-type: none"> Qualification 		20%
	<ul style="list-style-type: none"> Relevant experience in inventor facing roles 		80%
4.	Interview of the designated Patent Associate	20%	20%
5.	Overall financial strength of the consultant in terms of turn over, profitability and cash flow situation	10%	
	<ul style="list-style-type: none"> Turnover figure for last three years 		50%
	<ul style="list-style-type: none"> Net profit figure for last 3 years 		50%
	Totals	100%	

*excluding Pune office

Evaluation Criterion: The Applicant's EoI would be evaluated wrt to the criteria and weightages as in Table 1 above, based on a comparative evaluation methodology wherein in any criteria/subcriteria, maximum marks will be given to the Applicant responding with maximum number. Other responses will be graded relatively.

For example:

Applicant X mentions no. of key professionals as 25 which is maximum wrt to other Applicant's inputs, the score given would be 100. Applicant Y with 20 key professionals would be given 80 and so on.

All Applicants getting final score of 75% and above shall be declared qualified.

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Application Form: Bidder Information Form

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EOI/IPG/2022/01

Bidder Information Form

The Bidder shall fill in this Form in accordance with the instructions indicated below. No alterations to its format shall be permitted and no substitutions shall be accepted. This should be done of the letter head of the firm]

Date : *[insert date (as day, month and year) of Bid Submission]*

Tender No .:*[insert number from Invitation for bids]*

01.	Bidder's Legal Name <i>[insert Bidder's legal name]</i>
02.	In case of JV, legal name of each party: <i>[insert legal name of each party in JV]</i>
03.	Bidder's actual or intended Country of Registration: <i>[insert actual or intended Country of Registration]</i>
04.	Bidder's Year of Registration: <i>[insert Bidder's year of registration]</i>
05.	Bidder's Legal Address in Country of Registration: <i>[insert Bidder's legal address in country of registration]</i>
06.	Bidder's Authorized Representative Information Name: <i>[insert Authorized Representative's name]</i> Address: <i>[insert Authorized Representative's Address]</i> Telephone/Fax numbers: <i>[insert Authorized Representative's telephone/fax numbers]</i> Email Address: <i>[insert Authorized Representative's email address]</i>
07.	Attached are copies of original documents of: Articles of Incorporation or Registration of firm named in 1, above.

Authorized signatory of the company/ service provider firm	
Signature	

Date signed and submitted	
----------------------------------	--

General information:

Contact person of the Company/Firm/Agency for this EoI	
Phone number	
Mobile number of contact person listed above	
Email address of contact person listed above	
Address in Pune	
Income tax/professional tax clearance and TAN & PAN Details	
Service Tax Registration No.	

Basic checklist:

Information	Page no. of Application
Background of Applicant Organization	
1. The IP Service Provider must have substantial experience with inventor facing roles, patent drafting, patentability assessments, filing applications, prosecuting patents and interacting with the patent office with publically funded organization.	Provided desired information on experience of the firm on page -----.
2. The company has at least 1 project in the last 3 years with an yearly value of Rs 10 lakhs	Attached details of relevant project (s) on page-----.
General Profile of the key staff of Applicant Organization	
3. Total no of key professionals & relevant experience	Information on number and experience of concerned staff on page (s) -----.
4. The IP Service Provider must have resource persons/IP professionals with background as <input type="checkbox"/> Organic chemists <input type="checkbox"/> Bio-scientists <input type="checkbox"/> Physical scientist and/or engineer <input type="checkbox"/> Lawyer	Information on number and experience of relevant staff on page -----.
General Profile of the key staff of Applicant Organization's Pune Staff	
5. Pune office address	Relevant proof has been provided on

	page-----.
6. No. of Pune office staff resident in Pune	Provided details on page-----.
7. No. of key professionals in Pune office with relevant experience	Provided details and profiles on page -----.
8. No. of key IP professionals in Pune office with relevant experience	Provided duration of overall experience in the field along with profiles of professionals on page-----.
FINANCIAL HEALTH OF APPLICANT ORGANIZATION	
9. Last three years annual turnover of firm/organization	Copy of audited balance sheets attached on page-----
10. Net profit figures for last 3 years	Copy of audited balance sheets attached on page-----
OTHER REQUIREMENTS	
11. Annexure 1 (Bid securing declaration form)	Attached on page-----
12. Annexure 2 (Declaration for code of integrity and Conflict of interest)	Attached on page-----
13. Annexure 3 (Declaration of not having land border with India)	Attached on page-----
14. Annexure 4 (Self certification for Make in India)	Attached on page-----

Date

Signature of Applicant with seal

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Application Form for EoI

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Name of company/ service provider firm (APPLICANT ORGANIZATION)	
Authorized signatory of the company/ service provider firm	
Signature	
Date signed and submitted	

I. BACKGROUND OF THE APPLICANT ORGANIZATION

I.1 Overall relevant experience of the Applicant working with publically funded organization in inventor facing role (in years) <i>Please provide relevant document support</i>				
I.2. Number of projects in the last 3 years with an yearly value of Rs 10 lakhs <i>Please provide relevant document support</i>	Name of Project	Sponsor of the project	Duration of the project (Commencement-end)	Value of the Project

II. GENERAL PROFILE OF THE KEY STAFF OF APPLICANT ORGANIZATION

II.1 Total number of key professionals in the organization with relevant experience *			
II.2. Mention experience of each key IP	Key	Highest Degree	No of years'

professional along with highest degree and no. of years' experience in patent drafting, searching, prosecution and patentability assessments in India and foreign jurisdictions. <i>Please provide profiles of the professionals</i>	professional 1		experience in relevant field
	Further rows can be added in the appended table as required		
II.3. Number of professionals with following background: a. Organic chemists b. Bio-scientists c. Physical scientist and/or engineer d. Lawyer <i>Please provide profiles of the professionals</i>	Background	No of professionals of the field	Total no. of years' experience in relevant field
	Organic chemists		
	Bio-scientists		
	Physical scientist and/or engineer		
	Lawyer		

*excluding Pune staff

III. GENERAL PROFILE OF APPLICANT ORGANIZATION'S PUNE STAFF

III.1. Total no of months since when Pune office has been functioning <i>Please attach relevant proof</i>					
III.2. Total no. of Pune office staff residing in Pune					
III.3. Total number of key IP professionals in Pune office with relevant experience					
III.3. Mention experience of each key professional in Pune along with highest degree and no. of years' experience in inventor facing roles. <i>Please provide profiles of the professionals</i>	Key professional 1	Highest Degree	Patent Agent (Yes/No)	No of years' experience in relevant field	
	Further rows can be added in the appended table as required				

IV. OVERALL FINANCIAL STRENGTH OF APPLICANT ORGANIZATION

IV.1. Turnover figure for last three years <i>Please provide copy of audited balance sheet of relevant years indicating the figures mentioned</i>	Financial Year	Turnover in INR
	2017-2018	
	2018-2019	
	2019-2020	

IV.2 Net profit figure for last 3 years <i>Please provide copy of audited balance sheet of relevant years indicating the figures mentioned</i>	Financial Year	Net profit in INR	
	2017-2018		
	2018-2019		
	2019-2020		

I testify that all information provided aforesaid in response to the requirement of EoI/IPG/2022/01 are true to my knowledge. I understand that if any furnished information is found to be wrong or false at any stage of application process, my Application will stand disqualified for this reason alone and I have no right to contest the disqualification.

All pages of the Application have been signed by me.

Date

Name of Authorised Signatory

Signature with seal

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Application Form for Eol : Annexure 1

HIRING OF INTELLECTUAL PROPERTY SERVICES

Bid no: EO/IPG/2021/01

ANNEXURE-1

Bid Securing Declaration Form

Date: _____

EOI No. _____

To,
The Director,
CSIR-NCL
Dr Homi Bhabha Road,
Pune-8

I/We The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

- a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or
- b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or refuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed: _____ (insert signature of person whose name and capacity are shown)
in the capacity of _____ (insert legal capacity of person signing the Bid Securing Declaration)

Name: _____ (insert complete name of person signing the Bid Securing Declaration)

Duly authorized to sign
the bid for an on behalf of _____ (insert complete name of Bidder)

Dated on _____ day of _____ (insert date of signing)

Corporate Seal (where appropriate)

(Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid)

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Application Form for Eol : Annexure 2

HIRING OF INTELLECTUAL PROPERTY SERVICES

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ANNEXURE -2

Format for declaration by the Bidder for Code of Integrity & conflict
of interest
(On the Letter Head of the Bidder)

Ref.No: _____

Date: _____

To,
The Director,
CSIR-NCL
Dr Homi Bhabha Road,
Pune-8

Sir,

With reference to your EOI No. _____ dated _____ I/We hereby declare that we shall abide by the Code of Integrity for Public Procurement as mentioned under code of Integrity of Tender document and have no conflict of interest.

The details of any previous transgressions of the code of integrity with any entity in any country during the last three years or of being debarred by any other Procuring Entity are as under:

- a.
- b.
- c.

We undertake that we shall be liable for any punitive action in case of transgression/ contravention of this code.

Thanking you,

Yours Sincerely,

Signature
(Name of the Authorized Signatory
Company)

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Application Form for Eol : Annexure 3

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ANNEXURE -3

Certificate with regard to the bidder not having a land border with India

(Ref.- [Govt. of India, Ministry of Finance, Dept. of Expenditure Order No. F.No.6/18/2019-PPD dated 23.07.2020 {Public Procurement No.1}](#) and subsequent orders on the subject)

EOI No: _____

Date _____

To,
The Director,
CSIR-NCL
Dr Homi Bhabha Road,
Pune-8

Sir,

"I have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India; I certify that M/s. _____ is not from such a country.

For and on behalf of

(Name of firm/entity)

Authorized signatory (To be duly authorized by the Board of Director)

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Application Form for Eol : Annexure 4

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ANNEXURE-4

Self-Certification for Make in India

Reference: Order No. [P-45021/2/2017-PP \(BE-II\) dated 04th June, 2020 of Department for Promotion of Industry and Internal Trade \(DPIIT\), Ministry of Commerce & Industry, New Delhi.](#)

EOI No: _____

Date _____

To,
The Director,
CSIR-NCL
Dr Homi Bhabha Road,
Pune-8

We hereby certify that as per the above referred Order based on the _____ percentage (supplier is required to indicate the percentage) of local content in the **goods or services** offered by us against tender No. _____, we are Class ____ (Supplier needs to mention whether Class-I local supplier or Class-II local supplier). (*Details of definition in the link above*)

The details of the location(s) at which the local value addition is made is as below:

Sr. No.	Name of the Location	Full Address of the Location
1.		
2.		

We also certify that if the details are found to be false then it shall be a breach of the Code of Integrity under Rule 175(1)(i)(h) of the General Financial Rules for which a bidder or its successors can be debarred for upto two years as per Rule 151 (iii) of the General Finance Rules along with such other actions as may be permissible under law.

Place:

Date:

Authorised Signatory.

Name:

Company Seal