

**EoI No. ICMR/EOI/SoS/Online IP Management – ICMR/MDMS/2023,  
Dated June 26, 2023**

## **Expression of Interest (EoI)**

**Indian Council of Medical Research, New Delhi invites EoI**

**for**

**Procurement**

**of**

**Online Intellectual Property (IP) Management Software**

**Indian Council of Medical Research**

V. Ramalingaswami Bhawan,  
P.O. Box No. 4911, Ansari Nagar,  
New Delhi - 110029, India

## CONTENTS

<b>S. No</b>	<b>Section</b>	<b>Page No.</b>
1	Letter of Invitation	3
2	Background	3
3	Objective	4
4	Broad Scope of Work	4
5	Term of the Subscription	5
6	Eligibility criteria	5
7	Evaluation Methodology	7
8	Pre-Qualification Criteria (PQC)	7
9	Disclaimer	8
11	Contacts	8
	ANNEXURE 'A' <ul style="list-style-type: none"><li>• Authorization Letter (Format – 1)</li><li>• Expression of Interest (Format – 2)</li><li>• Undertaking with regard to Blacklisting (Format-3)</li><li>• Undertaking with regard to Non-Litigation (Format – 4)</li></ul> ANNEXURE 'B' <ul style="list-style-type: none"><li>• Details of Similar works (Format-5)</li><li>• Details Applicant's Operations and business (Format-6)</li></ul>	9-12

## 1. Letter of Invitation

### INVITATION OF EXPRESSION OF INTEREST

Indian Council of Medical Research, New Delhi, invites Expression of Interest (EoI) from experienced IP Management Software Companies for subscription-based 'Online Intellectual Property (IP) Management Software' for effectively managing the complete life cycle of the Intellectual Property (IP), right from invention disclosure to filing and licensing of the IP.

Schedule for the Proponents is as under:

EoI Document Number	EoI No. ICMR/EOI/SoS/Online IP Management – ICMR/MDMS/2023, Dated June 26, 2023
Date of Publication	June 27, 2023
Last date/Time of submission	July 27, 2023

The EoI may be submitted at:

Room no 402 Indian Council of Medical Research, V. Ramalingaswami Bhawan, P.O. Box No. 4911, Ansari Nagar, New Delhi - 110029, India

The interested applicants are requested to apply in two separate envelopes Technical Bid (Annexure A) and Financial Bid (Annexure B) as per the Format given in the EoI Document. The envelope shall also bear the EoI reference number.

Mention on the top of the envelope, the following details:

1. CONFIDENTIAL – Technical Bid for Procurement (XXX)
2. CONFIDENTIAL – Financial Bid for Procurement (XXX)

Shortlisted companies shall only be contacted for the Online IP Management Software. ICMR reserves the right to cancel this EoI and/ or invite afresh with or without amendments, without liability or any obligation for such EoI and without assigning any reason. Information provided at this stage is indicative and ICMR reserves the right to amend/add further details in the EoI, as it deems fit.

## 2. Background

The Indian Council of Medical Research (ICMR), New Delhi, the apex body in India for the formulation, coordination and promotion of biomedical research, is one of the oldest medical

research bodies in the world. The ICMR has always attempted to address the growing demands of scientific advances in biomedical research on the one hand and to the need of finding practical solutions to the health problems of the country, on the other.

### 3. **Objective**

As part of mandate of IP Management under “ICMR-Strategic Intellectual Property (IP) and Techno-Legal Management Systems Development”, the IP filings of ICMR are exponentially growing every year with around 500 IP filings and multiple technologies are being developed every year. Considering the huge scope of activities regarding patents and other forms of IP (with stringent timelines) to be managed by ICMR, including enormous IP filings, technology transfer monitoring activities to start-ups and third parties, it is proposed to procure a subscription of an online software system for timeline management of any IP coming out from ICMR supported Companies/projects.

### 4. **Broad Scope of Work**

The Agreement with the selected proponent, following EoI is proposed to be executed on a “Subscription” basis for a period of 3 years, if selected following this EoI.

Key requirements of the Online Intellectual Property Management software may include but not limited to the following:

1. **Invention Disclosure Management** – It shall help in converting full work process of IP pre-filing with storage of Invention Disclosure Forms (IDF) submitted by the inventors, submission of documents related to the invention, prior art search and work-flow of storing search reports and complete work-flow processing.
2. **Timeline Management of IP Application Filings and Prosecution** – It shall maintain and generate prompts for all upcoming IP related deadlines such as filing of Complete Application, request for examination, office action responses, annuity payments etc.
3. **ICMR Collaborations/ Technology Transfer and post Licensing Management** – A centralized repository of documents and details along with analytical reporting of the available technologies to be licensed and shall store details of the IP titles, Licensor, Licensees, Royalty amount, Geographical regions, contact person and expiry date of the issued Licenses and other collaborative agreements etc.
4. **Expense Invoice Management** – It shall store expenses incurred with regards to professional and government fees and record of payments of invoices due to the

empanelled IP Attorneys for their timely settlement. In addition, this module shall assist in mapping the prior incurred IP filing expenses and shall provide an edge of understanding of net expenses.

Additional desirable requirements:

1. Online IP Management Software for effective IP management and develop robust docketing system.
2. Dashboards for better data insights for Admin, Finance, Data Admin, IP cell and ICMR staff and Inventors.
3. Regular updating and back-end support including providing training to ICMR staff and resolving issues faced if any, to be provided by the Software provider.
4. The selected Company is expected to maintain data confidentiality and the Software shall be hosted on the ICMR server.
5. A security audit is a prerequisite for the selected IP management software Company. Post selection, a security audit shall be obtained post by the empanelled team of Computer Emergency Response Team (CERT) under the Ministry of Electronics and Information Technology, if required.
6. The Software should be optimizable to tablets, mobile phones (android and iOS), desktops and laptops (Windows and Mac).
7. Audit trails for each change at different time point by user hierarchy.

**5. Term of the Subscription**

The term of the subscription shall be for a period of 3 years.

**6. Eligibility criteria:**

- Bidder should have a minimum 5 (five) years of experience of Development and Maintenance of Software in a reputed organization including Central / State Government / PSUs / Autonomous Bodies etc. Name, address/contact details of the present and past satisfactory clients to be provided.
- The bidder must have minimum annual average turnover of INR 20 lakhs during the three financial years. All bidders should submit copies of audited statement of accounts for the last three years duly certified by a Chartered Accountant along with the EoI.

- Solvency Certificate for minimum Rupees 5 (Five) lakh is required to be submitted from any scheduled bank.
- A certificate (Affidavit) signed by appropriate authority stating that the organization / firm / company has not been debarred or blacklisted by any organizations or state / central Government and no criminal case is pending or contemplated against them.

### **Instructions to Proponents**

#### **Documents to furnish**

Proponents are requested to go through all pre-qualification requirements, scope of work for execution & requirements with respect to technical / financial capabilities for acceptance and submission of documents for verification by ICMR. Documents to be furnished are:

- i. Authorization Letter (Format – 1)
- ii. Declaration - Expression of Interest (Format – 2)
- iii. Undertaking with regard to Blacklisting (Format-3)
- iv. Undertaking with regard to Non-Litigation (Format – 4)
- v. EoI document with each page duly stamped and signed by the Authorized signatory.
- vi. Supporting documents, as mentioned in Format-2
- vii. MSME Certificate (if applicable)
- viii. Details of similar works (Format-5)
- ix. Details of Applicant's Operations and Business (Format-6)
- x. Any other information which proponent may like to provide.

ICMR reserves the right to call for any clarifications confined in the broad scope, wherever such a clarification become necessary for proper judgment in evaluation.

#### **Rejection Criteria**

The application is liable to be rejected if:

- The proposal is not submitted as per the requirements indicated in the EoI.
- Not in the prescribed format.
- Not properly stamped and signed as per requirements.
- Received after the expiry of due date and time.
- All relevant supporting documents are not furnished with the Pre-Qualification Criteria (PQC).
- The proposal shall be substantially responsive without any material deviation, failing which the proposal shall be summarily rejected.

## 7. Evaluation Methodology

Screening of EoIs shall be carried out as per Pre-Qualification Criteria mentioned in the EoI document and based on verification of documents submitted. Shortlisted proponents shall be sent an Agreement, approved by the competent authority, ICMR for execution.

The evaluation of the EoI shall be carried out in two distinct stages-

**Stage 1:** Technical stage where technical aspects will be evaluated.

**Stage II:** Financial Stage where eligible Stage I applicants will be evaluated on the basis of their quoted upfront fee and proposed royalty percentage.

## 8. Pre-Qualification Criteria (PQC)

The following will be the minimum Pre-Qualification Criteria (PQC). Responses not meeting the minimum PQC will be summarily rejected and will not be evaluated further:

<b>S. No.</b>	<b>Pre-Qualification Criteria</b>	<b>Supporting copy of documents required</b> (All documents must be self-attested by the authorized person of the proponent)
1	The proponent shall be a legal entity, registered as a Company/ LLP/ Society/ partnership firm/ proprietorship firm under	Company Incorporation Certificate from ROC/Partnership deed etc.
2	The proponent must be registered in India with taxation and other administrative authorities.	GST Registration or GST exemption certificate/ PAN Card.
3	The proponent should have prior experience in development of an Online IP Management Software and must have marketed such software's in three (3) immediate preceding years.	Pamphlet / brochure of the offering Softwares/ brochure of the Company
4	The proponent has to be profitable and should not have incurred overall loss in past three (3) years.	Certificate from the Chartered Accountant of the Organization/ Audited Balance sheets for last three financial years or Income Tax return.
5	The proponent should not have been black-listed by any Central	Undertaking on the Letter Head of the Proponent duly signed & Stamped by

	/State Government / Public Sector Undertaking, Govt. of India, at least in three (3) immediate preceding years.	Authorized Signatory (As per format – 3).
6	The proponent should have a registered office and a manufacturing Unit in India.	Registration copy
7	The proponent should not be involved in any major litigation that may have an impact of affecting or compromising the conditions required under this EoI and in the Agreement.	Undertaking on Proponent's Letter Head, duly signed and stamped by the Authorized Signatory (As per format – 4)

9. Proponent understands that all Intellectual property (IP) being managed by software shall be managed by ICMR.

Proponent agrees to keep all the data and IP managed by the usage of software as confidential for 10 years.

#### 10. Disclaimer

- ICMR shall not be responsible for any late receipt of applications for any reasons whatsoever.
- ICMR reserves the right to reject all applications without assigning any reasons thereof.
- ICMR may relax or waive any of the conditions stipulated in this document as deemed necessary in the best interest of the ICMR without assigning any reasons thereof.
- ICMR reserves all rights to include/ delete any other item in the Scope of work at any time after consultation with proponents or otherwise, as per ICMR requirements.

#### 11. Contacts

In case of any clarification required, please contact:

Dr. Suchita Markan

Scientist 'E', ICMR

Email: suchita.markan@icmr.gov.in



# Annexure A

(TECHNICAL BID- To be submitted in a sealed Envelope)

Format-1

## Authorization Letter

(To be submitted on Agency's Letter Head)

To,  
The Director General,  
Indian Council of Medical Research,  
Ansari Nagar, New Delhi.

**Subject: Letter for Authorized Signatory**

**Ref: EoI No. ICMR/EOI/SoS/Online IP Management-ICMR/MDMS/2022, dated May 5, 2022**

Sir,  
This has reference to your above-mentioned Expression of Interest (EoI) for procurement 'Online IP Management Software' on subscription basis for a period of 3 years.

Mr./Ms./Mrs./Dr.....is hereby authorized to submit the EoI documents and participate in the processing on behalf of M/s..... (Agency Name)....., who's signature is below.

(Specimen Signature of Representative)

Date:

Place:

Yours faithfully,

(Signature of the Authorized signatory)

Name:.....

Designation:.....

Seal:.....

**Expression of Interest**  
(To be submitted on Agency's Letter Head)

To,  
The Director General,  
Indian Council of Medical Research,  
Ansari Nagar, New Delhi.

**Subject: Submission of Expression of Interest (EoI) for procurement on subscription basis of 'Online IP Management Software'.**

**Ref: EoI No. ICMR/EOI/SoS/Online IP Management-.....**

Sir,  
The undersigned having read and examined in detail all the EoI documents pertaining to IP Management Software, and do hereby express the interest to offer 'IP Online Management Software' on a subscription bases as mentioned in the EoI document. The details of the Company and contact person are given below:

Name of the Proponent	
Address of the Proponent	
Name, designation & address of the person (to whom all communications shall be made)	
Telephone No. (with STD code)	
Mobile No. of the contact person	
Email ID of the contact person	

The following documents are enclosed:

S. No.	Documents required	Type of document attached	Page No.
1.	Company Incorporation Certificate from ROC/Partnership deed etc.		
2.	GST Registration or GST exemption certificate/ PAN Card.		
3.	Pamphlet or Brochure of similar software's developed earlier		
4.	Certificate from the Chartered Accountant of the Organization/ Audited Balance sheets and Income Tax return for last three financial years.		
5.	Proof of a registered office in India.		
6.	Authorization Letter	As per format – 1	
7.	Expression of Interest	As per format – 2	
8.	Undertaking with regard to blacklisting on the Letter Head of the Proponent duly signed & Stamped by Authorized Signatory	As per format – 3	
9.	Undertaking with regard to non-litigation on Proponent's Letter Head, duly signed and stamped by the Authorized Signatory	As per format – 4	
10	MSME Certificate (if have any)		
11	Details of similar works executed	As per format – 5	
12	Details of applicant's operations and business	As per format – 6	

I/we hereby declare that my/our EoI is made in good faith and the information contained is true and correct to the best of my/our knowledge and belief.

Thanking you,

Yours faithfully,

(Signature of the Authorized signatory)

Name:

Designation:

Seal:

Place:

**Undertaking with regard to blacklisting**  
(To be submitted on Agency's Letter Head)

To,  
The Director General,  
Indian Council of Medical Research,  
Ansari Nagar, New Delhi.

**Subject: Undertaking regarding Blacklisting / Non-Debarment.**

**Ref: EoI No. ICMR/EOI/SoS/Online IP Management-ICMR/MDMS/2022, .....**

Sir,

It is hereby confirmed and declared that M/s.....has not been blacklisted /  
debarred by any Government Department / Public Sector Undertaking / or any other agency  
for which works/assignments/services have been executed / undertaken.

Yours faithfully,

(Signature of the Authorized signatory)

Name:

Designation:

Seal:

Place:

**Undertaking with regard to Non-Litigation**  
(To be submitted on Agency's Letter Head)

To,  
The Director General,  
Indian Council of Medical Research,  
Ansari Nagar, New Delhi.

**Subject: Undertaking regarding Litigation.**

**Ref: EoI No. ICMR/EOI/SoS/Online IP Management-ICMR/MDMS/2023,.....**

Sir,

It is hereby confirmed and declared that M/s..... and owner of the firm /  
board of directors, do not have any litigation / arbitration pending/under trial in court.

Yours faithfully,

(Signature of the Authorized signatory)

Name:

Designation:

Seal:

Place:

**Details of similar works**

<b>S No.</b>	<b>Name of work/project &amp; location</b>	<b>Cost o project</b>	<b>Client organization</b>	<b>Date of commencement as per contract</b>	<b>Stipulated date of completion</b>	<b>Actual date of completion</b>	<b>Pending Litigation / arbitration/details</b>	<b>Contact details of Officer</b>
<b>1.</b>								
<b>2.</b>								
<b>3.</b>								
<b>4.</b>								
<b>5.</b>								
<b>6.</b>								

(Signature of the Authorized signatory)

Name:

Designation:

Seal:

Place:

**Details of Applicant's Operations and Business**

<b>S. No.</b>	<b>Applicant's details</b>	<b>Details</b>
<b>1.</b>	Name/address	
<b>2.</b>	Incorporation status	
<b>3.</b>	Year of establishment	
<b>4.</b>	ROC ref No.	
<b>5.</b>	Years of active operation	
<b>6.</b>	PAN number	
<b>7.</b>	GSTN	
<b>8.</b>	Number of Employees	
<b>9.</b>	List of major online applications/ software developed	
<b>10.</b>	List of major client	

(Signature of the Authorized signatory)

Name:

Designation:

Seal:

Place:

# ANNEXURE B

(FINANCIAL BID- To be submitted in a separate Envelope)

Format-7

**Estimated Cost of the proposed IP Portal**  
(To be submitted on Company's Letter Head)

To,

**The Director General,**  
Indian Council of Medical Research,  
Ansari Nagar, New Delhi.

**Subject:** Proposed charges for subscription of online IP management software

**Ref:** ICMR/EoI/..... /202X dated

Sir,

It is hereby confirmed that M/s ....., agrees to provide a customized online IP management software as described in the technical bid in accordance with the terms and conditions elaborated in the EoI.

<b>Scope of Work</b>	<b>Bidding Price (INR) inclusive of GST as applicable</b>	<b>Bidding Price (INR) inclusive of GST as applicable</b>
	<b>Annual Subscription</b>	<b>3 year Subscription</b>
Online IP Management Software		

Yours faithfully,

(Signature of the Authorized signatory)

Name:

Designation:

Seal:

Place: