

EXPRESSION OF INTEREST (EOI)

For

**Empanelment of IPR Attorneys/Firms for Providing Intellectual
Property Rights (IPR) Facilitation Services**

With

**J.C. Bose University of Science and Technology, YMCA
Faridabad, Haryana
(A Haryana State Government University)**



Description	Empanelment of IPR Attorneys/Firms for Providing Intellectual Property Rights (IPR) Facilitation Services
EOI Submission Start Date	03.06.2026
EOI Submission End Date	24.06.2026 5:00 PM
EOI Opening Date	26-06-2026 2:00 PM
EOI Submission Address	Research & Development Cell J.C. Bose University of Science and Technology, YMCA, Faridabad, NH-2, Sector-6, Delhi- Mathura Road, Faridabad - 121006, Haryana, India Contact:

Table of Content

Sr. No.	Content	Page No.
1	Scope of Services	3-4
2	Eligibility Criteria	4
3	Documents Required	4
4	Fee Structure	4
5	Selection Criteria	5
6	General Information	5
7	How to apply	5-6
8	Application	7
9	Declaration	8
10	Annexure I, II	9-10

J.C. Bose University of Science and Technology, YMCA Faridabad (JCBUST YMCA) is a premier State Government University established under Haryana State Legislative Act No. 21 of 2009 and recognized under Section 2(f) and 12(B) of the UGC Act, 1956. The University is accredited with 'A+' Grade by NAAC and is located at Faridabad, Haryana – 121006.

JCBUST, YMCA invites Expressions of Interest (EOI) from reputed and experienced Patent Attorneys/IPR Firms/Advocates for empanelment with the University for providing Intellectual Property Rights (IPR) related services to faculty members, researchers, students, innovators and startups incubated under the University Innovation and Incubation ecosystem.

The empanelment shall be initially for a period of one year, extendable further based on satisfactory performance and mutual consent.

1. Scope of Services

The empanelled IPR Attorney/Firm shall provide professional services related to:

A. Patent Services

- Prior Art Search
- Drafting and Filing of Patent Applications
- Provisional and Complete Specifications
- Patent Publication
- Examination Request
- Response to Examination Reports
- Hearing Representation
- Patent Renewal
- Amendments and Clerical Corrections
- Change in Applicant/Inventor
- Other related prosecution services

B. Trademark Services

- Trademark Search and Filing
- Objection Reply
- Opposition Handling
- Hearing Representation
- Amendment Services

C. Copyright Services

- Copyright Filing
- Objection Reply and Hearing

D. Design Registration Services

- Design Filing
- Examination Reply
- Hearing Representation

E. Advisory & Consultancy Support

- IPR awareness, guidance and orientation session
- Consultation for startups and innovators
- Assistance in commercialization-related IP matters

2. Eligibility Criteria

Interested Patent Attorneys/Firms should fulfill the following criteria:

- i. Must be a registered Patent Agent/Advocate/Firm authorized to practice IPR matters in India.
- ii. Minimum 3 years of experience in handling Patent/Trademark/Copyright/IPR matters.
- iii. Experience in handling academic/research/startup-related IPR filings shall be preferred.
- iv. Must possess adequate professional and technical manpower for handling IPR prosecution activities.
- v. Should have experience in providing awareness and conducting Training on IPR for Start-ups.
- vi. The firm should not have been blacklisted by any Government organization/Institution.

3. Documents Required

Interested firms/attorneys are required to submit the following documents:

- i. Profile of the Firm/Attorney
- ii. Registration Certificate/Patent Agent Registration
- iii. PAN & GST Registration
- iv. Experience details and client list
- v. Details of key professionals, team members, and details of activities
- vi. Proposed professional fee structure
- vii. Undertaking regarding non-blacklisting
- viii. Any other supporting credentials/documents
- ix. No. of IP filing done in last three years (Annexure I)

4. Fee Structure

The commercial charges must clearly mention the Service wise for pre filing, Filing and Post Filing in the format provided in Annexure-II.

The University reserves the right to negotiate and finalize the rates with shortlisted firms/attorneys.

5. Selection Procedure

The received EOIs shall be evaluated by a duly constituted committee of the University on the basis of:

- Experience and expertise

- Professional capabilities
- Institutional/startup support experience
- Proposed fee structure
- Overall suitability for university requirements

Shortlisted firms may be invited for interaction, if required.

6. General Information

- i. Each organization shall submit only one EOI.
- ii. University reserves its right to withdraw this ‘Expression of Interest’ without assigning any reason.
- iii. The University also reserves the right to accept or reject EOIs without assigning any reason.
- iv. Mere submission of EOI shall not confer any right for empanelment.
- v. The empanelled firm shall maintain confidentiality of all documents and innovations shared by the University/startups/faculty members.
- vi. The empanelment shall be governed by the terms and conditions finalized by the University.
- vii. The University may constitute a committee for evaluation/scrutiny of applications received.

7. How to apply

Interested and eligible IP Firms may submit their Application Form for the empanelment with JCBUST YMCA along with all supporting documents in sealed envelope superscribing “EOI for Empanelment of IPR Attorneys/Firms”.

- i. Submit the duly filled forms to the address mentioned below, by post/courier latest by 5 15.06.2026, 5:00 PM. The application form and all the enclosures should be substantiated with relevant documents and must be signed and sealed by an authorized person of the firm.
- ii. The scanned copy of EoI should also be sent through email on research@jcboseust.ac.in by due date and time with email subject as “EOI for Empanelment of IPR Attorneys/Firms with JCBUST, YMCA”.

Note:

- i. JCBUST YMCA will not be held responsible for any delay in postal/courier service, and you are requested to take care of the acknowledgement receipt.
- ii. The IP Firm has to ensure that they abide by and meets all the above criteria and minimum qualifying requirements, along with the profiles of the Partner, IP(s) and other team members clearly specifying the names of the projects handled.

Address to send EoI & Point of contact for any clarification

Research & Development Cell
J.C. Bose University of Science and Technology, YMCA, Faridabad,
NH-2, Sector-6, Delhi- Mathura Road,
Faridabad - 121006, Haryana, India
Contact

The application is liable to be rejected if:

- i. The proposal is not submitted as per the requirements indicated in the EOI.
- ii. Not in the prescribed format/ tampering with the format.
- iii. Not properly signed and sealed as per requirements.
- iv. Received after the expiry of due date and time.
- v. All relevant supporting documents are not furnished.
- vi. Any misrepresentation, misleading, false, incorrect and/or insufficient information furnished.

8. APPLICATION:

To

The Director,
Research & Development Cell
J C Bose University of Science & Technology, YMCA, Faridabad

Dear Sir,

With reference to the advertisement dated _____ and EOI placed on JCBUST YMCA website, we wish to apply for empanelment as IP Firm. The information sought for empanelment is given below.

- a) Name of the Firm
- b) Registered Address:
- c) Website:
- d) Contact Person:
- e) Contact No(s):
- f) E-Mail

Declaration

I hereby declare that I have verified the details indicated above and also confirm that all the information submitted is true to the best of my knowledge.

We also confirm that our firm has not been black listed or has any litigation or any conflict of interest that may impact on the delivery of services.

(Signature _____)

Name: _____)

(Authorised Signatory)

(With seal)

Annexure I

Year	No of Patents Filed	No of Patents Granted	No of Trademarks Filed	No of Trademarks Registered	No of Copyrights Filed	No of Copyrights Registered	No of Designs filed	No of Designs Registered

Annexure II

Steps	Approved_Rates
Prior Art Search	
Searching, Drafting of the Patent Application	
Patent Filing	
Patent Publication Filing Fee	
Request for Examination (form 18/18A)	
Response to Examination Report	
Attending Hearing & Response to Hearing	
Patent Renewal	
Change in Applicants	
Change in Inventor	
Form 13	
Clerical Error	
Design Registration (Rs.)	
Illustration Filing of the Design Application	
Response to Examination Report	
Attending Hearing & Response to Hearing	
TradeMark Registration (Rs.)	
Trademark Search & Filing of the Trademark	
Application (per mark per class)	
Response to Objection	
Attending Hearing & Response to Hearing	
Trademark	
Copyright Registration (Rs.)	
Filing of the Copyright	
Response to Objections (if any)	
Annexure (Rs.)	
Extra sheets (beyond 30 pages)	
Extra claims (beyond 10 claims)	
Expedited examination	
NBA Certificate (if invention involves a living organism or biological extracts)	
Post-Filing Documentation (Patent/Design)	
Power of Attorney (signed on Govt. issued stamp paper)	
Amendment in trademark application	
Pre-Filing Documentation (Trademark)	
Power of Attorney (Govt. stamp paper)	
Affidavit (Govt. stamp paper, in case of prior use)	