

**West Bengal State Council of Science and Technology**  
**Department of Science & Technology and Biotechnology**  
**Govt. of West Bengal**

**26 B, DD Block, Vigyan Chetana Bhavan**

**Salt Lake, Kolkata-700 064**

**Notice Inviting Quotations**

408|WBSCST/F/0559/ 16 (Part-I)

Date: 18.07.2022

Sealed Quotations are invited from bonafied IP professionals/attorney firms for drafting, processing and granting of Indian Patent of the Project jointly owned by this Department and other Research Institute/University of the State in the following format:

**Name of the Firm:**

**Address of the Firm:**

**Branch Office, if any:**

**Date of Registration:**

**No. of Patent applications filed in last five years:**

**No. of Patent granted in the last five years:**

**Schedule of Charges\* (Excluding Govt. Fees):**

Sl.no.	ACTIONS	Charges (Rs.)
1.	<b>FOR FILING OF PATENT APPLICATIONS IN INDIA:</b>	
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 Form 26.	
1.2	Drafting and filing complete specification after filing provisional specification with all necessary forms such as Form 1, Form 2, Form 3, 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 1, Form 2, Form 3, Form 5, Form 8, Form 18/Form 18 A and Form 26.	
1.4	Drafting and filing of patent of addition	
1.5	Drafting and filing of divisional application	
1.6	Taking over already filed application, per case: a. 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. b. Recordal of change of name, address, nationality (Form-13)	
1.7	Seeking permission from National Biodiversity Authority (NBA) for filing IP application under section 6 of The Biological Diversity Act including filing Form-III etc with NBA	
1.8	Typing (original & 4 copies) per page, if any.	

1.9	Preparation of drawings/sequences etc.	
1.10	A-4 size paper/ sheet	
1.11	<b>EXTENSION OF TIME &amp; LATE FILING (PREPARING AND FILING)</b>	
2.	Preparing and filing a form for extension of time (Form 4)	
2.1	Late submission of forms/documents	
2.2	<b>PROSECUTION:</b>	
3.	Obtaining certified copies of patent applications	
3.1	Reporting official action including FER	
3.2	Amending specification and re-filing in response to FER (Form-13)	
3.3	Subsequent report of corresponding application, if any	
3.4	Filing of documents after prescribed period with petition of condonation of delay in filing	
3.5	Discussion at Patent Office during prosecution of application per appearance	
3.6	Post dating of application	
3.7	Filing a request for early publication (Form 9)	
3.8	Reporting of patent in order, obtaining and sending letters patent document	
3.9	Request for withdrawal of application	
3.10	<b>ASSIGNMENT AND LICENCES</b>	
4.	Drafting of MoU regarding Commercialization, Royalty sharing, Licensing (if any) for filing joint patent application with DST-Govt. of West Bengal and University/Research Institute etc.	
4.1	Application for revision of terms and condition of licence	
4.2	<b>OPPOSITION</b>	
5.	Filing pre-grant opposition	
5.1	Drafting statement of opposition form, written statement and affidavit	
5.2	Drafting reply statement and affidavit	
5.3	Attending hearing per day at patent office in the city of the attorney's office	
5.4	Attending hearing per day at patent office not in the city of attorney's office	
5.5	Attending interlocutory petition hearings	
5.6	Request for the grant of patent under section 26 and 52 (Form 12)	
5.7	Charges for making a request for direction of the controller under section 51 (1) and 51(2) [Form 11)	
5.8	<b>MISCELLANEOUS</b>	
6.		

**\*N.B. :** 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 DST to reject such quotes.

**Profile of the firm and its technical competence:**

- a. Number of employees:
- b. Names of all the employees along with their highest qualifications, area of the specialisation and experience in IPR area. Please indicate if an employee is a patent agent or not along with their registration numbers as patent agent.
- c. List of clients:

- d. Countries of operation:  
e. Annual turnover of the last two years:  
f. Any other pertinent information you would like to supply:


**Eligibility criteria:** Firm should be at least five years old in the business of IPR specially in the area of patents.

General terms and conditions:


1. Short listed firms/Companies will be invited to make a presentation before the committee of DSTBT, GoWB.
2. Firms/Companies shall maintain confidentiality of all the cases referred to them and shall not disclose this to any unauthorized person.

The application form, format for submitting schedule charges along with general terms and conditions is available in our website, [www.dstwb-council.gov.in](http://www.dstwb-council.gov.in). The application form and all the enclosures should be signed by an authorized person of the firm. All offers/quotations in sealed envelope duly signed by an authorized person of the firm should reach to Dr. Mahuya Hom Choudhury , Patent Information Centre, WBCST on/before the closing date.

Last Date of submission of quotation: ...28<sup>th</sup> July, 2022.....

  
(Joint Secretary to the Govt. of West Bengal)  
Administrative Officer & D.D.O.  
West Bengal State Council of  
Administrative Officer, WBCST  
Science & Technology

Copy forwarded for display on Website of the Deptt./Office Notice Board:

  
(Joint Secretary to the Govt. of West Bengal)  
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