



संशोधन संचालनालय
Directorate of Research
महाराष्ट्र पशु व मत्स्य विज्ञान विद्यापीठ

फुटाळा तलाव मार्ग, नागपूर-४४०००१
MAHARASHTRA ANIMAL AND FISHERY SCIENCES UNIVERSITY

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No. MAFSU/DR/ 285 / 2025

Date : 17/11/2025

Quotation

To,

M/s

Subject: - Quotation for Intellectual Property Registration and other IP related work for MAFSU, Nagpur

MAFSU, Nagpur invites sealed competitive quotations to empanel a firm to handle the Intellectual Property Registrations of MAFSU, Nagpur. The Scope of work which includes Searching, drafting, filing, hearing, and any other services required to obtain the IP registration and also for other related forms of IP in India. The selection and empanelment of the IP firm will be based on an internal evaluation process. The firms are requested to send their quotations (as per the format given in Annexure I) in sealed envelope to the MAFSU, Nagpur.

Terms and conditions

1. The quotation in prescribed format (Annexure -I) may please be submitted in the name of 'The Director of Research, Maharashtra Animal and Fishery Sciences University, Futala Lake Road, Nagpur - 440 001' on or before 26/11/2025.
2. The rates and the various taxes applicable on it should be mentioned separately.
3. Attach a copy of GST Certificate or Declaration of GST Non enrolment and Pan card certificate.
4. Enclose firm registration certificate. The Firm must be registered in India with a minimum of three years of experience in the relevant field (enclose documentary evidence).
5. The Firm shall provide undertaking/ declaration confirming the absence of any conflict of interest (Annexure-II)
6. The firm should not have been blacklisted by any Central/State Government/Public Sector undertaking, Govt. of India and should not be involved in any major litigation that may have an impact of affecting or compromising the delivery of services.
7. The empanelment of firm shall be initially for one year from the date of supply order and it may be extended for another one year after satisfactory performance with the same terms, conditions and rates.
8. Mode of payment to the empanelled firm shall be as follows: 30% after filing; 30% after examination of reports and 40% after final grant of patent.
9. The University reserves the right to cancel quotation process at any given point of time.


Director of Research

Copy to:

The Notice Boards: MAFSU Head Quarter and Nagpur Veterinary College, Nagpur

Annexure –I

The applicant firms are requested to send their quotations as per following format in sealed envelope to the MAFSU, Nagpur.

Schedule of Charges for filling and prosecuting IPR Applications for Patent/ Design for Students and faculty of MAFSU, Nagpur		
1	Section I : Patent Applications	Amount in ₹
	Drafting and filling of patent application with provisional specification. complete specification, divisional application or patent of addition. This includes filing of all necessary forms irrespective of time of filling.	
	Drafting and filing of complete specification after filing provisional specification with all necessary forms.	
	Making request for filling patent outside India (Form 25)	
	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 and related action till NBA permission is obtained.	
	Discussion with inventor per hour at attorney's office	
	Extension of time where Government Fees is also applicable	
	Prosecution	
	Reporting official action including FER, SER, etc, Amending specification and re-filing in response to FER, SER, etc (one-time billing irrespective of iterations) including reporting and providing certificate of Patens.	
	Discussion/hearing at Patent Office during prosecution of application	
	Attending to renewals and sending renewal certificate	
	Attending to restoration of lapsed patent, filing petition and attending to payment of fees (Form 15)	
	Working of Patents: each report of working under section 146 (Form 27)	
	Assignment and Licences	
	Drafting assignment deed form	
	Filing application for registration for assignment/license (Form 16)	
	(a) One patent	
	(b) Each additional patent included at the same time in the same deed	
	Opposition	
	Drafting and Filing pre-grant opposition	
	Drafting Filing and prosecuting Post Grant opposition (for or against)	
	Attending hearing per day at patent office in the city of the attorney's office	
	Attending hearing per day at patent office not in the city of the attorney's office	
	Patent revocation/infringement	

	Drafting of infringement/revocation suit (initiating revocation/ infringement or defending revocation/infringement one-time billing other than hearing)	
	Representation charges (In Court)	
	Any other charges, if any (like legal opinion etc)	
	Consultation charges each hour or part	
	Prior art search report for novelty, inventiveness and utility	
	Total Section I : Patents (Incl. of all taxes)	
2	Section II : Designs	
	Application	
	Application for registration per class based with all essential form including (Form 1, Form 2 and Form 21)	
	Prosecution of design application till registration certificate is provided to applicant	
	Restoration of lapsed design (Form 4)	
	Notice of opposition (Form 19)	
	Request for any Action such as correction of clerical errors (Form 14)	
	Request for any Action such as certified copies (Form 15 and Form 16)	
	Appearance before patent office	
	Any Action such as inspection of registered design (Form 5)	
	Filing of foreign design applications	
	Charges for prosecuting each application till registration of design (can be as a percentage of foreign associates bills)	
	Charges for renewal each year	
	Total Section II : Designs (Incl. of all taxes)	
	Grand Total (Section I : Patents + Section II : Designs) (Incl. of all taxes)	

Note:

The rates for two items have been requested in the above mentioned quotation. The firm submitting the lowest rate (L1) will be determined by comparing the total evaluation of both the rates and if the rates for any of the items submitted by the said firm are higher, the firm whose rates for other items are lower will be bound to carry out the work. The said L1 firm fulfilling above mentioned terms and conditions shall be selected for Intellectual Property Registration and other IP related work for MAFSU, Nagpur.

**For
Name:**

Signature with Official Seal

Annexure-II

Declaration confirming the absence of any conflict of interest

I, the undersigned _____

(Name of firm) submitting a quotation for in respect of call for quotation reference

number _____ confirm:

That I do not have any conflict of interest with purchase office in connection to the contract.

That I have submitted only one (Single) quotation under this contract.

Signature

Name/Seal of Firm