



संत लौगोवाल अभियांत्रिकी एवं प्रौद्योगिकी संस्थान,
लौगोवाल, संगरूर, पंजाब - १४८ १०६

(शिक्षा मंत्रालय के अधीन समविश्वविद्यालय)

Sant Longowal Institute of Engineering and Technology

Longowal, Dist. Sangrur, Punjab - 148106

(Deemed to be University under Ministry of Education (MoE))

Ref No. SLIET/PUR/ 68/23/ 19 - 37

Date: 05/04/2024

M/s _____

Subject: Notice Inviting Expression of Interest (EOI) for Empanelment of Law firms(s) for Handling Intellectual Property and Other Related Works –reg.

Sant Longowal Institute of Engineering and Technology Sangrur seeks EOI from Law Firms for empanelment for filing and management of Intellectual Property Rights (IPRs), drafting /vetting of technology licensing and other legal documents for partnerships with other entities and to provide other Techno-Legal assistance in forming on a case-to-case basis as per institute IPR policy. Legal Firms shall be selected after following the procedure laid down as per the terms & conditions of the Expression of Interest (EOI).

- i. The law firm can be based anywhere in India along with suitable performance guarantee.
- ii. The EOI shall be based on technical bid along with financial Bid and security/declaration forms etc.
- iii. Every Company/Law Firm must submit the technical bid and financial bid in separate sealed envelope.
- iv. The empanelment of firm (01) will be made on lowest financial Bid basis i.e. L-1.
- v. The selected panel shall be valid for initially for **two years**, extendable up to **four years** as per the performance of the firm.
- vi. Financial bid of only those parties will be opened who are technically qualified.

The law firm must have minimum 05 (Five) years working experience in the field of preparation of all documents/agreements for Transfer of Technology/Intellectual Property Rights (IPR)/Public Private Partnership (PPP) etc. with Government/Central Govt./State Govt./Public Sector industry/public sector R&D. The proposal with all the prescribed duly attested enclosures/documents shall be submitted in a sealed envelope with the superscript "Tender for Empanelment of IP Law firms for Sant Longowal Institute of Engineering and Technology, Sangrur" on or before **(26/04/2024)up to 3:00 PM) through Regd./speed post/courier to:**

Kind attention: Dean Research and Consultancy

The Registrar

Sant Longowal Institute of Engineering and Technology Longowal

Sangrur, 148106, Punjab

The EOI Document containing the details of qualification criteria, submission details, brief objective & scope of work and evaluation criteria, Term and Conditions etc. can be downloaded from <https://www.sliet.ac.in>


Schedule for the Proponents is as under:

EOI Document Number	DRC/IP/01/2024
Date of Publication	05/04/2024
Last date/Time of submission	26/04/2024 UP TO 3.00 P.M.
Opening time and date of EOI	30/04/2024

Note: It may be noted that quotation received only through REGISTERED/SPEED POST/Courier only shall be considered. The institute is located in remote area and it takes 5 to 7 days to reach the mail, therefore, quotation be dispatched well in time to avoid any sort of delay.

Terms & Conditions are as under:

1. Rate of GST, if extra must be mentioned clearly.
2. Quotation other than those addressed to **Registrar, Sant Longowal Institute of Engineering and Technology Longowal -148106 Sangrur** will not be entertained.
3. Price quoted must be FOR SLIET.
4. Quotation received later than due date are liable to be rejected.
5. Duly signed EOI, document attached herewith must be submitted along-with bid and other Annexure(s).
6. As per instructions, if subject of quotation is not super scribed on envelope and quotation is opened by mistake, then it will be rejected.
7. Quotation must be valid for a period of 3 months.
8. Security Deposit ; All the bidders are required to deposit a security amount of Rs.25000/- in the shape of DD, FDR or Bank Guarantee in the name, of Director SLIET, payable at Longowal/Sangrur. The Security amount of successful bidder shall be retained till successful completion of contract period valid for a period of 90 days beyond the final bid validity period is required to be submitted along with quotation.
9. All other terms and condition for submitting the quotation are given in the EOI document, which must be read carefully before submitting the quotation.


Assistant Registrar
(Store & Purchase)

Copy is forwarded to;

1. Registrar-with request to direct your staff to receive the quotations/EOI please.
2. Dean R&C- for information please.
3. FI-ACSS –with request for uploading the EOI document on Institute web-site.



Sant Longowal Institute of Engineering and Technology, Sangrur Expression of Interest (EOI)

For Empanelment of Law Firm(S) for Handling Intellectual Property and Other Related Works

Sant Longowal Institute of Engineering and Technology Sangrur seeks EOI from Law Firms for empanelment for filing and management of Intellectual Property Rights (IPRs), drafting /vetting of technology licensing and other legal documents for partnerships with other entities and to provide other Techno-Legal assistance in forming on a case-to-case basis as per institute IPR policy. Legal Firms shall be selected after following the procedure laid down as per the terms & conditions of the Expression of Interest (EOI).

- i. The law firm can be based anywhere in India along with suitable performance guarantee.
- ii. The EOI shall be based on technical bid along with financial Bid and security/declaration forms etc.
- iii. Every Company/Law Firm must submit the technical bid and financial bid in separate sealed envelope.
- iv. The empanelment of firm (01) will be made on lowest financial Bid basis *i.e.* L-1.
- v. The selected panel shall be valid for initially for **two years**, extendable up to **four years** as per the performance of the firm.
- vi. Financial bid of only those parties will be opened who are technically qualified.

The law firm must have minimum 05 (Five) years working experience in the field of preparation of all documents/agreements for Transfer of Technology/Intellectual Property Rights (IPR)/Public Private Partnership (PPP) etc. with Government/Central Govt./State Govt./Public Sector industry/public sector R&D. The proposal with all the prescribed duly attested enclosures/documents shall be submitted in a sealed envelopewith the superscript "Tender for Empanelment of IP Law firms for Sant Longowal Institute of Engineering and Technology, Sangrur" on or before **(26/04/2024 up to 3:00 PM)** through Regd./speed post/courier to:

Kind attention: Dean Research and Consultancy

The Registrar

Sant Longowal Institute of Engineering and Technology
Sangrur, 148106, Punjab

The EOI Document containing the details of qualification criteria, submission details, brief objective & scope of work and evaluation criteria, Term and Conditions etc. can be downloaded from <https://www.sliet.ac.in>

Schedule for the Proponents is as under:

EOI Document Number	DRC/IP/01/2024
Date of Publication	05/04/2024
Last date/Time of submission	26/04/2024 UP OT 3.00 P.M.
Opening time and date of EOI	30/04/2024

Sant Longowal Institute of Engineering and Technology, Sangrur reserves the right to cancel this request for EOI and/or invite afresh with or without amendments, without liability or any obligation for such request for EOI and without assigning any reason. Information provided at this stage is indicative and Sant Longowal Institute of Engineering and Technology, Sangrur reserves the right to amend/add further details in the EOI.

Introduction

Consequent upon the decision, taken by Govt. of India in 1985, to tender a valuable, yet humble tribute to the everlasting memory of the revered saint, Sant Longowal Institute of Engineering and Technology took its shape. The institute was established by Ministry of Human Resource and Development (MHRD), Govt. of India in the year 1989 and was formally inaugurated on 20th December 1991.

Accepting the new challenge of new education policy, Sant Longowal Institute of Engineering & Technology (SLIET) was established, with a vision to act as an international podium for the development and transfer of technical competence in academics. It is committed to provide best possible technical education and to cater to the technical manpower requirements with emphasis on practical training in industry.

The institute is an autonomous body, fully funded by Govt. of India and controlled by SLIET society, registered under Societies Registration Act, 1860. The institute awards its own Certificates, Diplomas, Undergraduate and Postgraduate approved and recognized by AICTE, New Delhi. Ph.D. programmes have also been started after it attaining status of Deemed to be University.

It was formulated that the institute, besides catering to the needs of formal education would undertake an arduous task to prepare the skilled and qualified manpower for self-employment. Further, the institute would take up a strategic research and development activities which along with entrepreneurship will help in extending the efforts of the institute in imparting education to the unemployed and working population by updating and upgrading their technical skills.

The institute has a sprawling area of 451 acres of land provided by Punjab Government. Surrounded by lush green land, the campus of the institute extends a beautiful and well developed area with many topographically featured picturesque landscape, numerous buildings of various nature and stature and metal road network. The campus presents a spectacle of harmony and natural beauty. It is embedded with all the amenities required for a complete township.

1. Broad Scope of Work:

Subject to the terms and conditions of an Agreement, SLIET seeks EOI from Law Firm(s) for empanelment for:

- 1.1. Filing and management of Intellectual Property Rights including drafting, filing, prosecution, opposition and maintenance of IP in India and Abroad.
- 1.2. The Law Firm shall be responsible for drafting/vetting of all kinds of documents/Agreements whatsoever required, in consultation with the Sant Longowal Institute of Engineering and Technology and maintenance of records of patents, industrial designs, trademarks, copyrights and Semiconductor Integrated Circuits Layout Design etc.
- 1.3. Law firm shall provide Patent Searches, Invalidity/validity and State of the Art Search.
- 1.4. Handling aspects such as renewal, opposition, revocation and restoration of IP and any other proceeding under relevant IP Act/Law including IP management matters in India and Abroad.
- 1.5. Maintenance and handling of foreign patent application (including PCT) for filing/IP securing.
- 1.6. Interaction (if required) with inventors/ principal investigators (PIs) and applicants.
- 1.7. IP infringement cases, representation in India and miscellaneous actions under the relevant Act.
- 1.8. To draft/ undertake legal vetting of all documents/Agreements for Transfer of Technology /Intellectual Property Rights (IPR)/Public Private Partnership (PPP) etc.

2. Tenure of Engagement:

The tenure of engagement of panel (minimum 01 firm) shall be initially for a period of two years, extendable further up to four years on yearly basis with same terms and conditions, depending upon the satisfactory performance of the Law Firm.

3. Eligibility Criteria:

The firms should fulfill the following criteria and should produce documentary evidence wherever applicable, including the experience projected etc.:

- Firms should be a legal entity registered under statutes of India and should registered patent agent with Indian patent office.
- Firm should be of good standing with minimum experience of 05 years with some working experience with public sector R & D entities/organizations dealing with all types of IP including services for Patents, Designs, Copyrights, Integrated circuits layouts, Trademarks & Service Marks etc.
- The firm should not be blacklisted by any Central/State Government/ Public Sector Undertaking, Govt. of India and should not have litigation that may have an impact on the delivery of services.

4. Documents Required:

Proponents are requested to go through all pre-qualification requirements, scope of work for execution & requirements w.r.t. Technical/Financial capabilities and to submit all relevant documents. Sant Longowal Institute of Engineering and Technology, reserves the right to call for any clarifications as required to assess the company for eligibility.

5. RejectionCriteria:

The application is liable to be rejected if:

- a. The proposal is not submitted as per the requirements indicated in the EOI.
- b. Not in the prescribed format.
- c. Not properly signed as per requirements.
- d. Received after the expiry of due date and time.
- e. All relevant supporting documents are not furnished.
- f. The proposal shall be substantially responsive without any material deviation from the terms and conditions of EOI. The proposal should be submitted strictly as per the requirements of Technical of EOI, failing which the proposal shall be summarily rejected.

6. Disclaimer:

- a. SLIET shall not be responsible for any late receipt of applications or for any reasons whatsoever.
- b. SLIET reserves the right to reject any or all applications without assigning any reasons thereof.
- c. SLIET may relax or waive-off any of the conditions stipulated in this document as deemed necessary in the best interest of the SLIET, without assigning any reasons thereof.
- d. To include any other item in the scope of work at any time, in consultation with proponents or otherwise.

7. Evaluation Methodology / Pre-Qualification Criteria:

The selection of law firm shall be based upon:

- a. Fulfill the Pre-Qualification; Section-I (Part-A and Part-B)
- b. Lowest Financial Bid; Section-II.

Sant Longowal Institute of Engineering and Technology will evaluate the firms for short listing, inter-alia based on their experience of handling similar types of work, strength of manpower of the firm. Sant Longowal Institute of Engineering and Technology will assign scores to the response of each firm based on weightage assigned to each of the criteria under different categories mentioned in Section-I (Part-B). **If there is large number of applicants, the weightage will be given to those who have scored more marks.**

No travelling charges or other related charges would be paid by Sant Longowal Institute of Engineering and Technology in case of bidder required to present before the expert committee.

8. Conflict of Interest:

- a. Where there is any indication that a conflict of interest exists or may arise, it shall be the responsibility of the bidder to inform Sant Longowal Institute of Engineering and Technology, detailing the conflict in writing as an attachment to this Bid.
- b. Sant Longowal Institute of Engineering and Technology will be the final arbitrator in cases of potential conflicts of interest. Failure to notify Sant Longowal Institute of Engineering and Technology of any potential conflict of interest will invalidate any verbal or written agreement.
- c. A Conflict of Interest is where a person who is involved in the procurement has or may be perceived to have a personal interest in ensuring that a particular Bidder is successful. Actual and potential conflicts of interest must be declared by a person involved in a Bid process.

9. General Terms and Conditions:

1. Agency must fulfill all the requirements given in the Technical Bid and terms and conditions of the tender.
2. The successful tenderer shall be required to execute an Agreement Deed on the format approved and supplied by this Institute on stamp papers of appropriate value. The cost of the stamp paper shall be borne by the successful tenderer.
3. The Director, SLIET Longowal shall have absolute right and authority for the suspension/ revocation of security/bank guarantee in case of breach of any clause of the Agreement by giving prior notice.
4. A penalty @ 1% of the monthly value of contract maximum upto 10% of contract value shall be imposed for non-commencement of work within the stipulated period after the issue of award letter for every week or part thereof for the delay in the commencement of the contract.
5. The decision of the Director, SLIET Longowal with regard to the determining of quality of work/services done by the contractor or his employees shall be final and acceptable to the contractor. The Director, SLIET Longowal reserves the right to get the work/services so rejected done/replaced at his own level at the risk and cost of the contractor after giving him a notice in writing and the expenditure incurred on this count shall be recovered from the contractor from his outstanding dues or by revocation of any or all parts of the security/bank guarantee, as he may think proper.
6. The contract cannot be transferred/assigned/subcontracted/subletting by the contractor to any other person/ firm.
7. Contractor shall pay GST, at the rates as applicable from time to time.
8. SLIET Longowal Right to vary Quantities by $\pm 25\%$ at the time of Award.

9. The Director, SLIET Longowal reserves the right at the time of Contract award to increase or decrease the area quantity of services originally specified in the tender document without any change in unit price or other terms and conditions. Further, at the discretion of the Director, SLIET Longowal, the area/ quantities in the contract may be enhanced by 25% within the contract period.
10. *Fraud and Corruption*: The SLIET Longowal requires that bidders, suppliers, and contractors, if any, observe the highest standard of ethics during the execution of such contracts. In pursuit of this policy,
- (a) The terms set forth below are defined as follows:
- (iii) "Corrupt practice" means the offering, giving, receiving, or soliciting, directly or in directly, of anything of value to influence the action of a public official in the procurement process or in contract execution.
- (iv) "Fraudulent practice" means a misrepresentation or omission of facts in order to influence a procurement process or the execution of a contract.
- (v) "Collusive practice" means a scheme or arrangement between two or more bidders, designed to establish bid prices at artificial, noncompetitive levels; and
- (vi) "Coercive practice" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the procurement process or affect the execution of a contract; 1
- (b) SLIET Longowal will reject a proposal for award if it determines that Bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent collusive or coercive practices in competing for the Contract in question.

11. *Interpretation of the clauses in the Tender Document / Contract Document*

In case of any ambiguity / dispute in the interpretation of any of the clauses in this Tender Document, Director, SLIET Longowal interpretation of the clauses shall be final and binding on all parties.

- The Contractor shall conform to the provisions of various Central/State Act(s) or the Regulations on the subject as well as terms and conditions of the contract. He will be liable for the deduction of TDS on the total bill as per provision of the Income Tax Act, or GST as applicable from time to time.
- The Institute shall have further right to adjust or readjust or deduct any of the amounts as aforesaid from the payment to be made to the Contractor under this Contract or out of the security deposits of the Contractor.

12. *TERMINATION OF THE CONTRACT*: - The contract may be terminated in any of the following contingencies: -

- i. On giving one-month notice by SLIET Longowal. OR
- ii. On the expiry of the contract, without any notice. OR
- iii. On giving one-month notice by SLIET Longowal at any time during the tenancy of contract, in case the services rendered by the contractor are not found satisfactory and in conformity with the terms and conditions of the contract and the standard prescribed for these services. OR
- iv. On assigning of the contract or any part thereof or any benefit or interest therein or there under by the contractor to any third party for sub-letting the whole or a part of the contract to any third party. OR
- v. On contractor being declared insolvent by the competent Court of Law without any notice.
- vi. The contract can be terminated at any point of time without assigning any reason in between, if it is found that the services rendered by the agency are not satisfactory.

In case of termination of contract on the grounds mentioned at Sr. No iii & iv above OR in case of contractor decides to conclude the contract before the expiry of initial

twelve months contract period, the Institute shall forfeit the Bank guarantee and the contractor shall not have any claim/right against the Institute.

In case of extension beyond initial period of one year, contractor will have an option to conclude the contract by giving three months' notice in writing during the contract period.

Provided that during the notice period for termination of the contract, in the situation stated above, the contractor shall keep on discharging his duties as before till the expiry of notice period on existing terms conditions.

13. LAST PAYMENT: The last payment of the contractor will be cleared only after obtaining clearance of any liabilities not pending.
14. JURISDICTION: The contract will be subject to Chandigarh Jurisdiction, In case of any dispute, only Chandigarh Court will have jurisdiction.
15. After empanelment of the firms, the institute administration is free to allot any patent or IPR related work to any firm. No Organization/Firm/Company can raise any objection in this regard. The empanelment does not guarantee to the Organization/Firm/Company that they will be given any work. The institute is free to give any or all work to any empanelled Organization/Firm/Company.
16. The institute may remove any Organization /Firm/Company or all Organization/Firm/Company from empanelment at any point of time without assigning any reason.
17. SECURITY DEPOSIT: All the bidders are required to deposit a security amount of Rs. 25000 in the shape of demand draft/fixed deposit/bank guarantee in the name of Director, SLIET payable at Longowal/Sangrur. The security amount of successful bidder shall be retained till successful completion of contract period.

10. Technical Bid Criteria:

Proponents are required to submit their proposals in writing providing their credentials and requests for empanelment. Details are to be given as per the formats and Annexures given below. In case of any clarification required, please contact:

Dean R&C office

Sant Longowal Institute of Engineering and Technology

Longowal, Sangrur,

Punjab-148106

Contact no: +91-1672532108

Annexure-7

Section-I(Part-A)

Pre-Qualification for Technical Bid

S. No.	Criteria	Yes/No	Remarks
1.	The proponent shall be a legal entity registered under statutes of India and should have registered as patent agent with patent office. (Attach Format-1)		If yes, please provide documentary evidence
2.	The proponent must be registered in India with taxation and other administrative authorities. (Attach Format 2)		
3.	The proponent should have practiced for at least 05 (years) in the profession in the relevant field. (Attach Format 3)		
4.	The proponent should not have been black-listed and not involved in major litigation by any Central /State Government / Public Sector Undertaking, Govt. of India. (Attach Format 4)		
5.	The Law Firms shall be on the panel or providing services to at least one Central or State Govt. organization /PSU/Govt. Autonomous Organization/ Govt. Institution/private university at the time of submitting of EOI. (Attach Format 5)		

I/We hereby declare that the above information provided for empanelment is factually correct.

Date:

Place:

**Authorized Signatory
(Representative of Law Firm)**

Annexure-8

Section-I (Part-B)

S. No.	TECHNICAL BID	Compliance
1.	05 years or more of experience in handling IPR cases in Engineering, Applied Sciences, Chemical, Food, Mechanical and Electronic devices etc.	
2.	Number of patents granted through the firm in India 50 in foreign jurisdictions, including PCT 10	
3.	Number of copyrights, Trademarks, Designs granted through the firm in in India 25 in foreign jurisdictions, including PCT 5	
4.	03 or more number of qualified patent attorneys	
5.	05 years or more of experience in providing services to the Central or State Govt. organization /PSU/Govt. Autonomous Organization/ Govt. Institution/private university.	

I/We hereby declare that the above information provided for empanelment is factually correct.

Date:

Place:

**Authorized Signatory
(Representative of Law Firm)**

Annexure-9

**Section-II
Financial Bid (Quotation)**

Total bid value to be quoted ('X') excluding GST for the service detailed below	Amount (in Rs.)

*Govt fee as per actual in addition to (X) as production of receipt.

Payment Terms/conditions: -

	Services (Patents)	Government Fee (INR)	Percentage share to be paid by SLIET (% of 'X')
01.	Patentability verified search report	As per the Govt. Rules for Educational Institute	1
02.	Provisional specifications drafting & filing		2.5
03.	Complete specifications of drafting & filing (up-to 30 pages and 10 claims) (including name of inventors)		20
04.	Complete specifications of drafting & filing (each extra page beyond 30 and each extra claim beyond 10) (including name of inventors)		2.5
05.	Submission of Request of Examination		1
06.	Filing Request for early publication		1
07.	Drafting and Filing Response to (FER)		5
08.	Hearing Charges		5
09.	Maintenance Charges submission		1
10.	Drafting and filing of patent of addition		2
11.	Drafting and filing of divisional application		2
12.	Taking over already filed application per case		1
13.	Charges towards filing various form if not done earlier at the time of filing the application such as Form 3, Form 8, Form 18, Form 26.		2
14.	Seeking permission from National Biodiversity Authority (NBA) for filing IP application under section 6 of the Biological Diversity Act		1
15.	Discussion with inventors at SLIET premises		3
Total INR (excluding GST) (A):			

	Services (Trademark)	Government Fee (INR)	Percentage share (% of 'X')
1.	Drafting and Filing of Trademark	As per the Govt. Rules for Educational Institute	5
2.	Response of the Trademark		2.5
3.	Hearing of the Trademark		2.5
Total INR (excluding GST) (B):			

	Services (Design)	Government Fee (INR)	Percentage share (% of 'X')
1.	Drafting and Filing of Design	As per the Govt. Rules for Educational Institute	20
2.	Drafting and filing Response of the Design		5
3.	Hearing of the Design		5
Total INR (excluding GST) (C):			

	Services (Copyright)	Government Fee (INR)	Percentage share (% of 'X')
1.	Drafting and Filing of Copyright	As per the Govt. Rules for Educational Institute	5
2.	Drafting and Filing Response of the Copyright		5
Total INR (excluding GST) (D):			
Total INR for all services (excluding GST) (A+B+C+D) to be quoted:			

(Note: Only 'X' to be quoted by the bidding firm for a composite service comprising of 01 patent, 01 Trademark, 01 Design, and 01 copyright. Payment for each individual service to be made as per the percentage share mentioned in the table. Any other service not mentioned above shall be negotiated at the institute level at later stage)

Date:

Place:

**Authorized Signatory
(Representative of Law Firm)**

Annexure IV

COVER LETTER

Expression of Interest

(To be Submitted on Agency's Letter Head)

To

The Registrar

Sant Longowal Institute of Engineering and Technology, Longowal

Subject: Submission of Expression of Interest (EOI) for engagement of Legal Firm.

Ref.:

Sir

The undersigned have read and examined in detail all the EOI documents pertaining to the engagement of legal Firm, do hereby express the interest to undertake the assignment/scope of work as mentioned in the EOI document. The details of the Legal Firm and contact person are given below:

1.	Name of the Proponent	
2.	Address	
3.	Telephone No. (with STD code)	
4.	Mobile No. of the contact person	
5.	Email ID of the contact person	

The following documents are enclosed:

- i. Pre-qualification Documents (Part-A and Part-B)
- ii. Financial Bid (in separate sealed envelope)

I/we hereby declare that the information furnished is true and correct to the best of my/our knowledge and belief.

Thanking you,
Yours faithfully,

(Signature of the Authorized Signatory)

Format-1
Undertaking for Registered Patent Agent
(To be submitted on Agency's Letter Head)

To

The Registrar

Sant Longowal Institute of Engineering and Technology, Longowal

Subject: Undertaking for Registered Patent Agent

Ref. No.:

Sir

It is hereby confirmed and declared that firm is legal entity registered under statutes of India and registered as patent agent with patent office with following:

- i. Registered legal entity number. (Copy to be enclosed)
- ii. Registered patent agent no. (Copy to be enclosed)

(Signature of the Authorized Signatory)

Name:

Designation:

Seal with date

Form-2
Declaration of PAN and GST registration number
(To be submitted on Agency's Letter Head)

To

The Registrar

Sant Longowal Institute of Engineering and Technology, Longowal

Subject: Declaration of PAN and GST registration number

Ref. No.:

Sir

It is hereby confirmed and declared that firm is legal entity registered under statutes of India following are the PAN and GST registration number.

- i. PAN Number (Copy to be enclosed)
- ii. Registered GST no. (Copy to be enclosed)

(Signature of the Authorized Signatory)

Name:

Designation:

Seal with date

Format-3

Undertaking regarding working of the firm for minimum five years

(To be submitted on Agency's Letter Head)

To

The Registrar

Sant Longowal Institute of Engineering and Technology, Longowal

Subject: Undertaking regarding working of firm for last five years

Ref. No.:

Sir

It is hereby confirmed and declared that firm has been providing legal services in the field of Intellectual Property Rights since..... (Total experience..... Years)

(Signature of the Authorized Signatory)

Name:

Designation:

Seal with date

Format-4

Undertaking with regard to blacklisting and not major litigation

(To be submitted on Agency's Letter Head)

To

The Registrar

Sant Longowal Institute of Engineering and Technology, Longowal

Subject: Undertaking regarding Blacklisting and major litigation

Ref. No

Sir,

It is hereby confirmed and declared that is not blacklisted/debarred and also not have any major litigation with any Government Department/Public Sector Undertaking/Private Sector/or any other agency for which works/assignments/services have been executed / undertaken.

(Signature of the Authorized Signatory)

Name:

Designation:

Seal with date

Format-5
Undertaking with regard services to the other entities
(To be submitted on Agency's Letter Head)

To

The Registrar
Sant Longowal Institute of Engineering and Technology, Longowal

Subject: Undertaking regarding Blacklisting and major litigation

Ref. No

Sir,

It is hereby confirmed and declared that firm is a panel member or providing legal services regarding IPR to the following Central or State Govt. organization /PSU/Govt. Autonomous Organization/ Govt. Institution/private university at the time of submitting of EOI.

List of entities

- 1.
- 2.
- 3.

(Signature of the Authorized Signatory)

Name:

Designation:

Seal with date