



10-03-2021

Pre-bid Meeting (ONLINE Mode) held on 05-03-2021 at 1500 hours

Tender No.: IITPKD/ICSR/SM/67/2020-21 dated 26-02-2021

EMPANELMENT OF INTELLECTUAL PROPERTY (IP) FIRMS

Table-A indicates the Authorized Representatives of the Firms participated in the Pre-bid Meeting.

Table-A

| S. No. | Names of the Authorized Representative(s) and details of the Firms participated |
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| 1. | Mr. Himanshu Chawla and Ms. Sonal Mewar, M/s. K&S Partners, Gurgaon |
| 2. | Mr. Mudassir Abbaas, M/s. United Overseas Patent Firm, New Delhi |
| 3. | Ms. Sneha Pawar, M/s. Khurana and Khurana, Advocates and IP Attorneys, Noida |
| 4. | Ms. Suvarna Pandey, M/s. RNA Technology and IP Attorneys, Gurgaon |

Table-B indicates the queries raised by the bidders and the clarifications provided by the institute.

Table-B

| M/s. K & S Partners, Gurgaon | | |
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| S. No. | Query | Clarification |
| 1. | We understand that Annexure II (Self certification under preference to make in India) and Annexure V (Fall Clause notice certificate) are not relevant for law firms providing IPR services. Please confirm. | Please refer to the order No P-45021/2/2017-PP (B.E.-II) dated 15.06.2017 (subsequently revised vide orders dated 28.05.2018, 29.05.2019 and 04.06.2020). |
| 2. | Regarding clause 5 h (1), please confirm if feedback/performance certificates from other IITs are applicable. If not, please confirm if feedback/performance certificates from other bodies such as IISC, NII, NIPER, ICMR, IISER, etc are applicable. | Any documentary evidence/ feedback/testimonial from any Centrally Funded Institutes may be submitted. |
| 3. | Regarding Clause 6, please confirm the following: <ul style="list-style-type: none">• Deadline for submitting EMD;• Amount of EMD; and Is EMD required to be submitted online. | Please refer to the order No F.9/4/2020-PPD dated 12 th November 2020. Please refer the clause no 6 (a) in tender document. |
| 4. | Regarding Clause 7, please confirm the following: <ul style="list-style-type: none">• Deadline for submitting performance security• Amount of performance security. It is indicated in the tender 3% of order/contract value. Please clarify how the order/contract value would be decided; and Validity of the performance security. | Will be intimated at the time of issuance of Work Order. |

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| 5. | <p>Tax:</p> <p>a) IPR services are covered under reverse charge mechanism. Accordingly, the supplier (Indian law firm) shall calculate 18% GST on the professional charges and indicate the same in the invoice to the receiver (IIT-PKD). Under reverse charge mechanism, the receiver of the goods has the liability to pay GST. The receiver may claim it back from the Govt. of India.</p> <p>b) In case of import of services i.e. where a foreign law firm is involved, tax liability (18% GST on the professional charges of the foreign law firm) is on the supplier (Indian law firm). The supplier (Indian law firm) will however add this amount (18% GST on the professional charges of the foreign law firm) in the invoice to the receiver of the goods (IIT-PKD).</p> | <p>a) Yes</p> <p>b) Yes</p> |
| 6. | In the commercial bid given along with the tender document does not contain the types of services. Kindly clarify. | Revised BoQ Commercial has been uploaded for the use of the prospective bidders. |
| 7. | <p>In BOQ Commercial kindly clarify</p> <p>a) Point No.3 Concessional GST@ 5% will be paid extra against GOI Notification No. 45 & 47/2017, dated 14.11.2017 against Proforma Invoice.</p> <p>b) Point No 4: TDS @ 2% will be deducted as per CBEC Circular No.65/39/2018-DOR dated 14.09.2018.</p> | <p>a) Concessional GST is not applicable for IPR Services.</p> <p>b) TDS @ 2% on GST is applicable.</p> |
| M/s. United Overseas Patent Firm, New Delhi | | |
| 8. | If there are any other fees involved besides processing fee mentioned as 885 INR. | Please check with M/s ITI Limited, Bengaluru |
| 9. | As on paragraph 7 of terms and conditions it is mentioned that the successful bidder shall furnish the Performance security equal to 3% of the order/contract value. May I know the order/contract value to know the exact performance security amount to be submitted later? | This will be known only after the opening of commercial bid |
| 10. | The alternative of performance security is bank guarantee, the format includes company incorporation details as per company act, however our firm is a proprietorship. Can we change the format accordingly? | Yes |
| 11. | Clarification on class of local supplier. Our firm is a proprietorship firm, situated in New Delhi, India and provides Intellectual property services pan India and abroad. | Please refer to the order No. P-45021/2/2017-PP (B.E.-II) dated 15.06.2017 (subsequently revised vide orders dated 28.05.2018, 29.05.2019 and 04.06.2020) |
| 12. | Annexures I to V have general information about the services; do we not need to submit the quotation of services at this stage? if yes, when we need to submit it? | Quotation should be uploaded only during the bidding in COVER ONE along with other documents. For uploading quotation BOQ Commercial excel document is available. |
| 13. | Clarify if we can only access the uploading page with DSC login. | Yes. For more details, please contact M/s ITI Limited, Bengaluru. |
| 14. | For more questions at later stage or in case of any issue, how we can contact you? | No queries will be entertained after the Prebid meeting. However, in case of |

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| | | technical submission of tenders, M/s ITI Limited, Bengaluru. may be contacted. |
| M/s. Khurana and Khurana, Advocates and IP Attorneys, Noida | | |
| 15. | The Financial Bid document or BOQ is not mentioned in the Tender Document. Please confirm where we have to Quote the Prices. | Revised BOQ Commercial document is available with the tender document. |
| 16. | Please confirm if it is mandatory that our branch office is located in Palakkad/Coimbatore. | It is desirable to have a branch office located in Palakkad / Coimbatore. |
| 17. | We are legal and service provider, please confirm if the "Format for Self-certification under preference to Make in India" is not applicable for us. | Please refer to the order No. P-45021/2/2017-PP (B.E.-II) dated 15.06.2017 (subsequently revised vide orders dated 28.05.2018, 29.05.2019 and 04.06.2020) |
| 18. | In the last stage of Registration Payment, please confirm if the fees of INR 2,360.00 is mandatory to Pay for uploading the tender documents or any exemption for registered Bidders under MSME. | Please check with M/s ITI Limited, Bengaluru |
| 19. | In the technical specification, is it necessary to upload any documents along with a short description of the service | Yes. Necessary supporting documents shall be uploaded along with the description of the service |

It is hereby conveyed that the Closing Date and Time for the submission of Bids for the Tender cited above has been extended till 22-03-2021, 1500 hours.

Note:

Empanelment of the agencies would be done based on L1 identified for each of the Six Sections in the BoQ Commercial.

REGISTRAR