

**INTELLECTUAL PROPERTY(IP) MANAGEMENT CELL**  
**INTERNAL QUALITY ASSURANCE CELL (IQAC)**  
**JAMIA HAMDARD, NEW DELHI – 110062**

02 Aug., 2021

**Subject: EMPANELMENT OF PATENT FACILITATING AGENT/PATENT ATTORNEY**

Jamia Hamdard wishes to set up a panel of attorneys to undertake Intellectual Property protection activities on their behalf. Interested attorney firms should have good experience in handling patent cases and may submit their quotations.

Eligibility criteria

1. Firm should be at least five years old in the business of IPR on 01 Aug., 2021; especially in the area of patents
2. A firm should good experience in handling cases in different areas of IPR
3. Firm should have filed good number of patent applications in the last five years

The duly filled application form along with the quotations for the following sealed in envelope should reach the following address by 30 Aug., 2021.

Envelope may be super scribed as "Quotations for Patent Attorney Empanelment" and addressed to

**The Director IQAC**  
**Jamia Hamdard**  
**Hamdard Nagar**  
**New Delhi-110062.**

## Application form

### (Empanelment of IPR Attorney firm for Jamia Hamdard)

- 1) Name of the firm:
- 2) Address of the firm:
- 3) Offices of the firm in India:
- 4) E. Mails & Landline nos. of the firm:
- 5) Mobile Nos. of the contact persons:
- 6) Date of registration of the firm:
3. Number of IP applications handled in the last five years

Intellectual property form	Applications filed	Applications prosecuted	Granted
Patent a. Indian b. Foreign			
Trademarks			
Copyrights			
Designs			
New plant variety			
Geographical indications			
IC – layout design			

- 8). Any other pertinent information you would like to supply
- 9). Quotations for Professional/Financial charges for the period of 03 years (Excluding Govt. Fee)
  - I. **Prior art search report** for novelty, inventiveness and utility (from paid databases include the details of such databases)
  - II. **Indian Patents**  
**Filing Stage**
    - a. Drafting and filing application with Provisional specification along with all necessary forms (Inclusive of Patentability searching, Drafting Specification, making drawings/illustrations, preparing and filing forms)

- b. Drafting and filing complete specification after filing provisional specification with all necessary forms (Inclusive of Patentability searching, Drafting Specification, making drawings/illustrations, preparing and filing forms)
- c. Drafting and filing application with complete specification in the first instant along with all necessary forms (Inclusive of Patentability searching, Drafting Specification, making drawings/illustrations, preparing and filing forms)
- d. Filing early publication request

#### Examination Stage

- e. Filing examination request for patent application
- f. F. Drafting response to FER
- g. In case of Hearing
- h. Renewal/Annuity Stage

#### Declaration

We as IPR attorney firm; wish to be on the panel of IPR attorneys of Jamia Hamdard. We are enclosing the quotations in envelope along with this application.

Information provided in application and quotation is true/correct to best of our knowledge.

Signature with seal and date