NO: VSSUT/IPR/2171 Date:- 30/10/2026

VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY
Burla, Sambalpur, Odisha-768018, India
Website: https://www.vssut.ac.in

EXPRESSION OF INTEREST (EOI)

For Empanelment / Selection of Agency for Patent Filing Support Services

Purpose of this EOI

The University invites simple applications from agencies, consultants, firms, patent agents, or IPR service providers for providing patent search, drafting, filing, documentation, and prosecution support for faculty, researchers, students, and institutional innovations.

Particulars	Details
EOI No.	
Date of Publication	[30/10/2026]
Name of Institution	Veer Surendra Sai University of Technology
Website	https://www.vssut.ac.in
Last Date for Submission	[14/11/2026, 5.00 PM]
Submission Mode	**Hard Copy only**
Mailing Address	The Registrar, VSSUT Burla, Burla-768018, Dist: Sambalpur, Odisha
Email ID:	registrar@vssut.ac.in

1. Background

The University is encouraging innovation, research commercialization, and protection of intellectual property generated by its faculty members, researchers, students, incubation/startup teams, and institutional projects. For this purpose, the University proposes to invite Expression of Interest from capable agencies/service providers for patent filing and allied IPR support services.

2. Objective

- To identify experienced and reliable agencies/consultants for patent-related services.
- To provide end-to-end support from idea disclosure to patent filing and follow-up.
- To create an easy and transparent process for faculty/student patent filing support.

3. Scope of Work

- Collection and review of invention disclosure forms from inventors.
- Patentability / novelty / prior-art search using suitable patent and non-patent databases.
- Advice on suitable filing route: provisional, complete, ordinary, convention, PCT, design, copyright, etc., wherever applicable.
- Drafting of provisional or complete specification, claims, abstract, drawings/flowcharts, and required forms.
- Filing support for applicable patent forms such as Form 1, Form 2, Form 3, Form 5, Form 9, Form 18, Form 26, and other forms as required.
- Coordination with inventors for technical clarification and document completion.
- Status tracking, publication/examination updates, FER response support, amendment support, and hearing support where required.
- Awareness sessions/workshops on patent filing may be conducted if requested by the University.
- Maintaining confidentiality of all inventions and documents shared by the University/inventors.

4. Simple Eligibility Criteria

Note for University

The following criteria are intentionally simple so that genuine agencies, consultants, startups, patent agents, and IPR service providers can apply without unnecessary tender barriers.

Sr.	Criteria	Simple Requirement
1	Applicant Type	Agency / company / LLP / partnership / proprietorship / trust / society / individual consultant / patent agent / IPR service provider may apply.
2	Experience	Minimum 1 year of experience in patent/IPR support OR at least 3 patent/IPR-related assignments completed or ongoing.
3	Team Requirement	Applicant should have in-house or associated patent drafting experts / technical experts / patent agent / legal professional for patent filing support.
4	Basic Documents	PAN, registration certificate if applicable, GST if applicable, address proof, profile, and bank details.
5	Confidentiality	Applicant must agree to sign NDA / confidentiality undertaking before receiving invention details.
6	No Blacklisting	Applicant should not be blacklisted by any government/educational institution as on submission date.

5. Documents to be Submitted by Agency

- Covering letter as per Annexure A.
- Agency/consultant profile as per Annexure B.
- Copy of PAN and registration certificate, if applicable.
- GST certificate, if applicable. Non-GST applicants may mention "Not Applicable".
- Financial quotation as per Annexure C.
- Declaration as per Annexure D.

6. Financial Quote Format

Government fees/statutory fees shall be charged at actuals as applicable. Agency service charges should be quoted separately.

Sr.	Service	Unit	Service Charge
1	Patentability / Prior-Art Search Report	Per invention	₹_____
2	Provisional Patent Drafting + Filing Support	Per application	₹_____
3	Complete Specification Drafting + Filing Support	Per application	₹_____
4	Form 9 / Early Publication Support	Per application	₹_____
5	Form 18 / Examination Request Support	Per application	₹_____
6	FER Response / Amendment Support	Per response	₹_____
7	Hearing Support	Per hearing	₹_____
8	IPR Awareness Session / Workshop	Per session	₹_____
9	Design / Copyright / Trademark Support, if offered	Per case	₹_____

7. Important Terms and Conditions

1. Submission of EOI does not guarantee selection or empanelment.
2. The University reserves the right to accept, reject, modify, cancel, or extend this EOI without assigning any reason.
3. No EMD or tender fee is prescribed for this EOI unless separately notified by the University.
4. All invention disclosures and documents shall remain confidential and shall not be shared with any third party without written permission.
5. Patent grant/acceptance is subject to statutory examination and decision of the Patent Office; no agency shall claim or promise guaranteed grant.
6. Government fees, official fees, and third-party charges, if any, shall be payable at actuals as approved by the University.
7. Selected agency shall coordinate with the University nodal officer and inventors for timely completion of documents.

8. Any dispute shall be subject to the jurisdiction of Sambalpur, Odisha courts unless otherwise decided by the University.

8. Submission Instructions

- Interested agencies may submit their EOI application with all required documents on or before the last date.
- Applications may be submitted by email / online form / sealed envelope as decided by the University.
- Subject line/email title: "EOI for Patent Filing Support Agency".
- Incomplete applications may be rejected at the discretion of the University.

Email ID: _____

Postal Address: Veer Surendra Sai University of Technology, Burla, Sambalpur, Odisha-768018, India

Contact Person: _____

Contact Number: _____

ANNEXURE A - COVERING LETTER

To,
The Registrar,
Veer Surendra Sai University of Technology,
Burla, Sambalpur, Odisha-768018, India

Subject: Submission of Expression of Interest for Patent Filing Support Services

Respected Sir/Madam,

With reference to the EOI published on your website, we hereby submit our Expression of Interest for providing patent filing support services to your institution. We confirm that we have understood the scope of work, eligibility requirements, and terms and conditions mentioned in the EOI.

We request you to consider our application for empanelment/selection. The required documents and financial quotation are enclosed herewith.

Name of Applicant/Agency: _____

Authorized Person: _____

Designation: _____

Mobile Number: _____

Email ID: _____

Date: _____

Signature and Seal: _____

ANNEXURE B - AGENCY / CONSULTANT PROFILE

Sr.	Particulars	Details
1	Name of Agency / Consultant	
2	Constitution	Company / LLP / Partnership / Proprietorship / Trust / Society / Individual / Other
3	Year of Establishment / Start of Practice	
4	Registered Address	
5	Contact Person	
6	Mobile Number	
7	Email ID	
8	Website, if any	
9	PAN Number	
10	GST Number, if applicable	

Sr.	Particulars	Details
11	Patent Agent / Associate Details, if any	
12	Key Technical Domains Handled	Engineering / IT / AI / Mechanical / Electronics / Pharmacy / Biotechnology / Others

ANNEXURE C - FINANCIAL QUOTATION

Sr.	Service	Unit	Quoted Service Charge
1	Patentability / Prior-Art Search Report	Per invention	
2	Provisional Drafting + Filing Support	Per application	
3	Complete Specification Drafting + Filing Support	Per application	
4	Form 9 / Early Publication Support	Per application	
5	Form 18 / Examination Request Support	Per application	
6	FER Response Support	Per response	
7	Hearing Support	Per hearing	
8	Workshop / Awareness Session	Per session	
9	Other IPR Service, if any	Mention unit	

ANNEXURE D - DECLARATION

I/We hereby declare that:

1. The information submitted in this EOI application is true and correct to the best of my/our knowledge.
2. I/We agree to maintain complete confidentiality of all inventions, documents, and data shared by the University or inventors.
3. I/We understand that patent grant is subject to statutory examination and decision of the Patent Office, and no guaranteed grant shall be promised.
4. I/We are not blacklisted by any government, semi-government, educational institution, or public sector organization as on the date of submission.
5. I/We agree to provide services as per the scope and quoted terms if selected/empanelled.

Name of Applicant/Agency: _____

Authorized Signatory: _____

Designation: _____

Date: _____

Place: _____

Signature and Seal: _____