

### Call for Quotation

**Task:** Patent Application Processing

**Place of Supply:** Patiala

Sealed quotations are invited either through post/ by email only in the name of Dr. Vishal Goyal, Professor, Department of Computer Sc, Punjabi University Patiala or at his official email id ([vishal\\_cs@pbi.ac.in](mailto:vishal_cs@pbi.ac.in)) for the processing of single Patent application which includes responsibilities viz. reviewing Invention thoroughly, clearing doubts, and taking answers from inventor/applicant towards queries regarding invention to discuss standing out features of invention through online/offline meetings. Drafting Complete Specification of Patent Application (Form 2) and preparing Form 1, Form 26 (Power of Attorney or POA), and Form 3 with details of Applicant and Inventor provided in the IDF provided, Filing of Form 1, Form 2, Form 3, Form 9, Form 18A (Expedited Examination) Form 26 and Form 31 with IPO (Indian Patent Office) and informing the applicant/inventor about the filing of Patent application and providing applicant/inventor with a Patent Application number allotted by the IPO, First Examination Report (FER) response reply after Examination of Patent application, Attending Hearing and preparing and filing of post hearing written Submission, Filing of Form 3 on demand of Controller, Objection raised by Controller in FER or Hearing, Receiving and sending applicant/inventor the patent certificate and also communicating applicant/inventor the final decision of the Controller in respect to the Patent Application. If any objections/requirements raised by the Controller attracting further charges, those charges will also be part of this quote. Once advance payment (quoted through this quotation) will be done, no any other charges will be paid.

**Please quote lumpsum fees inclusive of GST** covering all the above tasks (including professional fees and official fees). No TA/DA or extra honorarium will be paid for any kind of meeting required in any office for the processing of this application.

#### **Terms and Conditions:**

1. The lowest quote will be calculated on gross total amount and not on individual items.
2. This task is being done under the project sanctioned under RUSA2 grant.
3. Payment will be done by Punjab Govt. RUSA Office directly through Sparsh Portal directly in the Vendor account. No advance amount will be paid.
4. All the services will be F.O.R.
5. If the services will not be satisfactory, amount has to be refunded to University.
6. Last date to receive quotations : 21-01-2026 10:00 AM. Quotations received after this date will not be considered.
7. Purchase committee reserves the right to cancel particular/all quotations without assigning any reason.
8. In case of any query – Feel free to contact Prof. Vishal Goyal at 9501096111 and email at [vishal\\_cs@pbi.ac.in](mailto:vishal_cs@pbi.ac.in)

Sd/-

**(Vishal Goyal)**