

Ref No. IIT/SIIC/PS/BV/07.08.2015

## **Tender for Patent Filing Automation Software**

The Indian Institute of Technology Kanpur is a hub of research & innovation and SIDBI Incubation and Innovation Centre (SIIC) plays a vital role in preserving this knowledge in the form of Intellectual Property. It acts as a technology transfer office of the Institute and provides professional aid to the IITK faculty and students for filing patents and copyrights.

To make the Patent filling fast SIIC plan to implement a user-friendly, secure, fast, and robust automation system that will connect Dean R&D, SIIC Office and faculty & students. We plan to automate the patent processes.

### **A. Major Features:**

1. Complete lifestyle management of patent filing from inception/concept to renewal.
2. Customizable workflow through GUI- without programming.
3. The solution shall preferably be based on open source technologies.
4. Tracking tasks and time taken to complete task to optimize the process (in future).
5. Compatible with latest security standards.

### **B. Additional Features:**

1. The automation system shall run efficiently and seamlessly and be deployable on all platforms (Windows, Linux, Mac, etc.). For users, UI shall work on all common browsers like Internet Explorer, Firefox, Chrome, Safari, etc.
2. The number of students, faculty, and staff could double over the years. The software shall be scalable for such expansion.
3. Automation software shall provide seamless services on mobile devices.
4. The vendor shall provide complete database schema and access to raw data, so that in the event IITK decides to change the automation software in part or whole, the existing data can be easily updated and seamlessly ported to the new software to allow for future maintenance and updates in case of any eventuality (since the patent process are long running processes).
5. The vendor shall preferably share the source code of application software (please quote any additional cost / reasons for inability to do so)
6. Data flow from various modules shall be seamless and the updated data must be visible to all the concerned personnel
7. Data security, Data integrity and Information security: only the concerned authority or user shall see the relevant data; access -4- permission at all levels; role based authentication and access at various level such as application, module, form and fields.

8. We would need to port our relevant existing information to the new system. The porting to the new system shall be smooth and error free and included in the quotation.
9. The solution shall be accessible (through security) from outside the IITK campus
10. Feedback/acknowledgments through Email.
11. Allow for regular backup and recovery of the complete database and application software.
12. The support mechanism shall be available 24x7.

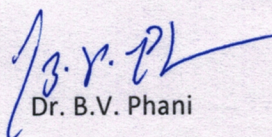
### **C. Model of Engagement**

1. SIIC would need the vendor to use a managed services model for the above systems for a period of three weeks from the date of go-live. In particular, the vendor must provide automation software installation, commissioning and regular security patches after go-live. Managed services will also include providing software licenses, bug fixing and functional training of SIIC personnel.
2. Bug fixing and higher-level support may be provided through offsite backend.
3. SIIC expects the complete automation to go live with 3-6 weeks after the order has been awarded.
4. The vendor will take the end-to-end ownership as a single point contact to ensure smooth functioning of the IT operations by providing requisite resources.
5. Please also quote for the AMC beyond the first year of warranty support.
6. Taxes should be mentioned separately

### **General Terms and Conditions**

1. Last Date and time of receipt of bid: **Aug 17th, 2015, 17:00 Hrs.**
2. Place of receiving the bid: Dr.B.V.Phani , SIIC, IIT Kanpur, Kanpur 208016.
3. Eligibility/Qualification Criteria: The bidder should have undertaken similar services for educational institutions and should have an annual turnover of at least Rs.10 Lakh on these services. Turnover in similar services will be self-declared and details shall be provided if requested.
4. Period of validity of bid: The bid shall remain valid for 60 days after the date of bid opening
5. Clarification of Bids: To assist the examination, evaluation and comparison of bids IIT Kanpur may, at its discretion, ask the bidder for clarification of its bid. The request for clarification and the response shall be in writing.

SIIC reserves the right to make any changes deemed suitable in the above process depending on the need.



Dr. B.V. Phani

SIIC Coordinator