

Department of Biotechnology
Ministry of Science & Technology
Government of India

Expression of Interest (EOI) For

Academic Institutions/ Universities/Research Institutions/Scientific Organizations/ Section 8
Companies to setup new / to upgrade the existing Technology Transfer Offices

Ministry of Science & Technology
Department of Biotechnology
Room No. 708, 7th Floor
Block II, CGO Complex
New Delhi 110003

November 2018

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Text of Advertisement:

INVITATION FOR EXPRESSION OF INTEREST

The Department of Biotechnology invites sealed Expression of Interest (EOI) from Indian Academic Institutions/Universities /Research Institutions/Scientific Organizations/ Section 8 not for profit Companies for upgrading of Technology Transfer Offices. The Department intends to implement this program by supporting 6-8 Leads and invites EOI from the organizations having minimum 10 years of experience in the area of technology transfer. The EOI Document containing the details of qualification criteria, submission requirement, brief objective & scope of work and evaluation criteria etc. can be downloaded from the website www.dbtindia.nic.in and <https://eprocure.gov.in>. Further details, if any, may be obtained from Dr. Nitin K. Jain, Scientist- E, Department of Biotechnology, Room No 708, Block-II, CGO Complex, Lodhi Road, New Delhi 110003 up to 20.12.2018 during working hours. Last date for submission of EOI is 7th January, 2019 upto 17.30 hrs. Sealed envelope separately for technical and financial bids respectively marked to the captioned address, containing EOI along with all necessary annexures may be submitted mentioning “EOI for setting up new (as per prequalification criteria mentioned in advertisement) / upgrading Technology Transfers Offices” on the top cover to **Dr. Nitin K. Jain**, Scientist- E, Department of Biotechnology, Room No 708, Block-II, CGO Complex, Lodhi Road, New Delhi 110003. Applicants meeting the pre-qualification criteria may be invited for presentation of proposal before the Selection Committee of DBT. The Department reserves the right to cancel this request for EOI and/or invite afresh with or without amendments, without liability or any obligation for such request for EOI and without assigning any reason. Information provided at this stage is indicative and DBT reserves the right to amend/add further details at final stage of selection.

Invitation of EOI for upgrading of Technology Transfer Offices

1.0 Objectives:

To strengthen industry-academia collaboration and facilitating process of transfer of research leads and technologies developed at research organizations and academic institutions to relevant industries for further product development and commercialization.

2.0 Background:

The Department of Biotechnology is mandated to promote research and development and translation research in the area of Biotechnology. During the initial years of its establishment the focus was on the capacity building and knowledge generation. In the Biotechnology Technology Development Strategy 2015-2020, the Department targeted creation of Technology Transfer Offices across the country to promote the translational research and for converting research leads into useful products for society.

The Government of India has initiated two major programs during last four years i. e. Startup India and Make in India initiatives. It is expected that creation of Technology Transfer Offices at this stage will complement Startup India and Make in India initiatives and will contribute in the nurturing the industry-academia collaborations and economy at large. The Department intends to support upscaling of leading Technology Transfer Organizations to facilitate translation research and commercialization of technologies emerging from the R&D organization and Universities. In the first phase, it is decided to support 6-8 leading Technology Transfer Organizations.

3.0 Objectives of the EOI:

The objectives of inviting EoI are following:

- To select lead organizations having well-structured mechanisms and experience in field of technology transfer for facilitating technology transfer activities in the area of biotechnology and life sciences and for providing mentoring to other naive TTOs.

4.0 Eligibility:

Entities such as Academic Institutions/ Universities/Research Institutions/Scientific Organizations which are willing to create a section 8 company or society for implementation are eligible to apply. The section 8 companies registered under Company Act, 2013 and society registered under the Society Act are also eligible.

Pre-qualification Criteria: Following will be the minimum pre-qualification criteria. Each eligible applicant should possess all the following pre-qualification criteria. Responses not meeting the minimum pre-qualification criteria will be rejected and will not be evaluated.

S. No.	Pre-qualification criteria	Supporting compliance documents
1	The applicants shall be a section 8 not for profit firm/ company registered under the Indian Companies Act, 2013 or society registered	The certificate of registration

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	<p>under Society Act and who have their registered offices in India. In case of Academic institutions / universities / research institutions / scientific organizations an undertaking should be given that in case of award of EOI, a separate section 8 company / society will be created to implement the proposal.</p>	
2	<p>The applicant submitting EoI for lead should have:</p> <ul style="list-style-type: none"> ➤ At least 10+ years of existence ➤ Preferably an Autonomous body with strong national presence and international network ➤ Have majority of these: - IP Policy, IP Cell, Incubator in place Permanent Staff of more than 5 ➤ Considerable amount of experience in technology commercialization, hand-holding start-ups, and other TTO activities ➤ Financial Statements of last 3 years showing self-sustenance 	<p>Certificate of incorporation, balance sheet and other relevant documents</p>

6.0 Roles and Responsibilities(TOR):

Following are the broader roles and responsibilities:

TTO Type	Roles and responsibility
Lead	<p>To mentor naive TTOs present in other institutions To provide the required resources for IP protection and commercialization To strengthen the TTO Ecosystem of India To conduct capacity building program To enhance internal capacity and mobiles resources for effective functioning</p>

The organizations selected for support are expected to provide all round support in the area of technology transfer and licensing to scientists, entrepreneurs and startups.

7.0 Expected Deliverables:

The following are anticipated deliverables considered in addition to the performance indicators:

- Submission of Annual Update report to DBT of the current status of the TTOs/Mentored TTOs detailing the milestones achieved and capacities built
- New process implemented or adopted to make the TTOs sustainable and self-sufficient

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- Impact outcome of the TTO w.r.t. building capacities of institutions/ human resource/ research output
- List of entities to mentored and details of mentoring extended
- Performance indicators may include no of technology transferred, IP filed, licensing activities supported, training & mentoring support provided, revenue generated and other related parameters as decided by the Department time to time.

8.0 Financial support:

The Department of Biotechnology will provide a Grant-in-Aid of upto 5 Crores for a maximum period of five years. The Terms of Reference of Grant-in-Aid will be shared with successful applicants. The proposed budgeting may be submitted under following heads with the application:

- A. Equipment and furniture: computer/laptops, printers and other accessories
- B. Manpower: please provide designation, qualification and experience and proposed salary
(Patent Agent, Licensing Officer, Business Development Manager etc)
- C. Software: licensing/ database
- D. Travel
- E. Legal expenses
- F. Contingencies
- G. Consumables with description
- H. Workshops, training and capacity building
- I. Other (please specify)

9.0 Time Frame: The project support will be for 5 years with annual evaluation or assessment from the date of MoU

10.0 EOI Processing Fees:

The EoI processing fee is NIL

11.0 Validity of Offer:

The offer for EOI as per this document shall be valid for a period of three (3) months initially which may be extended further, if required by DBT.

12.0 Instructions to applicant:

The Expression of Interest is to be submitted in the manner prescribed below:

All information as detailed below is to be submitted in duly signed hard copy in sealed envelopes and one soft copy to e-mail: nitink.jain@nic.in:-

- a) Applicant's Expression of Interest as per Format-1.
- b) Organizational Contact Details as per Format-2.
- c) The proposal as per below format:

- Understanding of the ToR
- Approach & methodology
- Work plan and schedule

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- Manpower, skill set, team composition & deployment
- Applicant's profile*:
 - Brief profile
 - Year of incorporation:
 - Type of the entity (Private/Public/Autonomous)
 - Registered underAct:
 - Network:
 - National:
 - International:
 - Tick the active options:
 - IP Policy,
 - IP Cell,
 - TTO,
 - Incubator
 - Enumerate the research disciplines (broad field of technology):
 - Staffing and other resources
 - Experienced Staff with expertise in IP and Licensing Researchers
 - Administrative Staff
 - Year-wise (for last three year and current year) Profiling of:
 - National research papers published
 - International research papers published
 - Poster presentation:
 - Technologies patented (National)
 - Technologies patented (International)
 - Add other fields as applicable:
 - Quantify Experience ((for last three year and current year, detail if required) in:
 - Technology licensing National and/or International (year-wise)
 - Letter of Intent received National and/or International (year-wise)
 - Representing technologies at different international forums/platforms/ invention shows, etc.
 - Capacity building programs conducted
 - Number of industries working with
 - Industry consulting projects (year wise number)
 - Applying and securing various grants/subsidies/funds
 - Start-up Profile:
 - Total no. of start-ups incubated (physical)
 - No. of startups graduated (successful exits) during last three years and current years
 - Total Exits during last three years and current years
 - Financial Status
 - Statements of last 3 years showing self-sustenance
 - Details of revenue generated from technology licensing

Details of revenue generated from industry consulting projects

- **Financial requirement may be given as Para 8.0 above in a separate sealed envelope.**

13.0 Evaluation Criteria and Method of Evaluation:

- Screening of EOIs shall be carried out as per eligibility conditions mentioned in this document and based on verification of testimonials submitted.
- EOI will be evaluated for short listing inter alia based on their past experience of handling similar type of work/project, strength of the area of work / project, strength of their man power, financial strength of applicant and presentation of proposal to the Selection Committee whose decision will be final.
- Condition under which EOI is issued: The EOI is not an offer and is issued with no commitment. DBT reserves the right to withdraw EOI and or vary any part thereof at any stage. DBT further reserves the right to disqualify any applicant, should it be so necessary at any stage.
- The suggestive evaluation criteria is given below:

The applications would be evaluated by an Expert Committee duly constituted for this purpose. The evaluation can be further substantiated based on below mentioned break-up score assigned against each evaluation criteria. Intending to provide further clarity, each criterion is described in detail as below in table:

Table: Evaluation of proposal - scoring against criteria

Sr. No	Description of evaluation Criteria	Maximum marks with Break-up
1	Understanding of TOR, Methodology and Work Plan Understanding and adherence of TOR - 15 marks Approach and Methodology – 25 marks Work plan and time schedule – 10 marks	50 Marks
2	Enumerate & detail the existing resources, infrastructural facilities, manpower, policies, systems and process, experience related Technology Transfer Office. (Specify the details including the version no. changed, active since no. of years, etc.)	20 marks
3	Network- National and International: Detail & type of agreement entered with various stakeholders	10 marks
4	Profile of applicant & past experience of similar nature as detailed in operational history as elaborated in the below table	20 Marks
Total		100

**Financial bids of those applicants who will secure 50 or above marks in technical evaluation of proposal will only be considered further.*

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The bidders could be called for presentation on its proposal covering experience/technical competencies including implementation methodology, resources, work schedule and activity schedule etc.

Evaluation parameters and weightages of each parameter of operational history (Sr. No. 4 of the above table)

Name of the Institution:

Location:

Sr. No.	Parameters	Tick for presence	Year of onset
1	IP Policy		
2	IP Cell		
3	TTO		
4	Incubator		

Parameters	Weightage
IP Policy Yes	2
Age of IP cell/TTO more than 10 years	2
Age of IP cell/TTO more than 5 years	1
Age of incubator more than 10 years	2
Age of incubator more than 5 years	1

Sr. No	Particulars	2015-16	2016-17	2017-18	2018-19
1	Start-ups Incubated				
2	Consultancy Projects/Contract R&D				
3	Patents Filed				
4	Technologies Commercialization (total of 4.1 to 4.4)				
4.1	Letter of intents Received (National)				
4.2	Letter of intents Received (international)				
4.3	Technologies Transferred (National)				
4.4	Technologies Transferred (International)				

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Operational History Input	
Number	Weightage
1 to 50	1
51 to 100	2
101 and above	3

14.0 In the evaluation of EOI relative importance of quality criteria vis-à-vis cost aspects will be 70:30 and the proposals with highest weightage combined score will be given preference.

15.0 Last date of submission of EOI:

The last date of submission of EOI is 07.01.2019 (17.30 hrs.).

EOI Documents have been hosted on the websites www.dbtindia.nic.in and <https://eprocure.gov.in> and may be downloaded from the websites. The applicants are expected to examine all instructions, forms, terms and other details in the EOI document carefully. Failure to furnish complete information as mentioned in the EOI document or submission of a proposal not substantially responsive to the EOI documents in every respect will be at the applicant's risk and may result in rejection of the proposal.

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FORMAT – 1 APPLICANT’S EXPRESSION OF INTEREST

To,

Room No. 708,
Department of Biotechnology
Block-II, CGO Complex, Lodhi Road,
New Delhi-110003

Sub: Submission of Expression of Interest for upgrading of Technology Transfer Offices

Dear.....

In response to the Invitation for Expressions of Interest (EOI) published on xx.xx.xxxx for the above purpose, we would like to express interest for upgrading our Technology Transfer Office in the form of Lead TTO. As instructed, we attach the following documents in sealed envelopes and one soft copy:

1. Organizational Details (Format-2)
2. Details of activities as per Para 12 and Para 13
3. Financial requirement (head wise) as per Para 8.0 in a separate sealed envelope.

Sincerely Yours,
Signature of the applicant [Full name of applicant]
Stamp..... Date:

Encl.: As above.

Note: This is to be furnished on the letter head of the organization.

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FORMAT – 2

S. No.	Organizational Contact Details	
1	Name of Organization	
2	Main areas of business	
3	For profit/Not for profit	
3	Type of Organization Firm/ Company/ partnership firm registered under the Indian Companies Act, 2013/ the partnership Act, 1932	
4	Whether the firm has been blacklisted by any Central Govt. / State Govt./PSU/ Govt. Bodies / Autonomous? If yes, details thereof	
5	Address of registered office with telephone no. & fax	
6	Address of offices in i) National Capital Region of Delhi ii) All other State/UT's	
7	Contact Person with telephone no. & e-mail ID	

Encl: Undertaking in respect of 4 above

Signature of the applicant Full name of the applicant Stamp & Date