



STATE COUNCIL OF SCIENCE, TECHNOLOGY & ENVIRONMENT MEGHALAYA

(An Autonomous Body of the Government of Meghalaya for Promotion of Science & Technology)

Meghalaya State Housing Financing Cooperative Society Ltd., Nongrim Hills,
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REQUEST FOR PROPOSAL (RFP)

E-File No: PLN/SCSTE/0333/2023/NF/ 125

Dated Shillong, the 20th March, 2025

The State Council of Science, Technology and Environment (SCSTE), Meghalaya, is actively working towards promoting innovation, intellectual property rights (IPR), and fostering innovation and protecting intellectual property (IP) in the state.

As part of this initiative, SCSTE aims to engage consultants with expertise in Intellectual Property Rights (IPR) to assist in the filing of applications for Geographical Indication (GI) and Patents, which are essential for protecting the unique products and innovations of Meghalaya.

This initiative aims to safeguard the unique cultural and technological heritage of Meghalaya while also promoting the economic potential of its innovations through IPR protection. We look forward to engaging qualified consultants to support this important mission. This Request for Proposal (RFP) invites eligible consultants to submit their proposals for the provision of these consultancy services.

For detailed information regarding the scope of work, deliverables, and other relevant details, please visit the SCSTE website at <https://scste.org>

Date of Issue of RFP: 20th March 2025

Last date and time of submission: 30th April 2025

**Joint Secretary to the Govt. of Meghalaya,
Planning, Investment Promotion &
Sustainable Development Department
and Member Secretary,
State Council of Science, Technology
Environment (SCSTE), Meghalaya**

Terms of Reference (TOR) for engagement of Consultant in PIC State Council of Science, Technology and Environment (SCSTE), Meghalaya

Introduction

The State Council of Science, Technology and Environment (SCSTE), Meghalaya, is actively working towards promoting innovation, intellectual property rights (IPR), and fostering innovation and protecting intellectual property (IP) in the state.

As part of this initiative, SCSTE aims to engage consultants with expertise in Intellectual Property Rights (IPR) to assist in the filing of applications for Geographical Indication (GI) and Patents, which are essential for protecting the unique products and innovations of Meghalaya.

This initiative aims to safeguard the unique cultural and technological heritage of Meghalaya while also promoting the economic potential of its innovations through IPR protection. We look forward to engaging qualified consultants to support this important mission.

Objective: The primary objective is to engage experienced consultants who can assist in the filing and prosecution of GI and Patent applications for eligible products and inventions originating from the state. This will contribute to preserving Meghalaya's traditional knowledge, culture, and innovations while also creating opportunities for commercialization.

Scope of Work: The consultants will be responsible for the following activities:

1. Advisory and Guidance:

- Provide expert advice and guidance to SCSTE on matters related to IPR, including patents, trademarks, copyrights, and geographical indications.

2. Geographical Indication (GI) Application Filing:

- Identifying products in Meghalaya that qualify for GI registration (e.g., traditional handicrafts, agricultural products, etc.).
- Conducting necessary research and documentation to support the GI application.
- Preparing and filing GI applications with the concerned authorities.
- Assisting in the promotion of the GI registered products to ensure their protection and commercialization.

3. Patent Application Filing:

- Identifying inventions and technologies developed in Meghalaya that are eligible for patent protection.
- Conduct patent searches and prior art searches to determine the novelty of the inventions.
- Prepare and file patent applications with the Indian Patent Office.
- Assist in the prosecution of the patent applications, including responding to objections or queries from the Patent Office.
- Guide the applicants through the process of patent grants and commercialization.

4. Capacity Building and Awareness:

- Conduct training and awareness sessions on GI and Patent processes for local innovators, businesses, and institutions.
- Organize workshops to educate stakeholders on the importance of IPR protection and the benefits of GI and Patent registration.

Eligibility Criteria

Interested consultants must meet the following eligibility criteria:

Qualifications and Expertise:

- The consultants should possess a strong background in IPR, innovation management, and technology transfer.
- Minimum of 5 years of professional experience in the field of IPR consultancy or related fields.
- Proven track record of working with government bodies, research institutions, or technology commercialization.
- Knowledge of national and international IPR laws and regulations.
- Experience in training and capacity building on IPR-related matters.

Duration of Engagement: The engagement will initially be for a period of 12 months, with the possibility of extension based on performance and project requirements.

Payment Terms: Consultants will be compensated based on the milestones achieved, deliverables provided, and a mutually agreed payment schedule. The compensation will cover professional fees, filing costs, and any other relevant expenses incurred during the engagement.

Application Process: Interested consultants are invited to submit their Request for Proposal, (RFP) along with the following:

1. **Technical Proposal:**

- Cover Letter.
- Consultant's Profile (including relevant experience and qualifications).
- Approach and methodology for executing the assignment.
- Work plan and timelines.

2. **Financial Proposal:**

- Detailed cost breakdown (professional fees, travel expenses, etc.).

3. **Supporting Documents:**

- Copies of academic and professional certifications.
- References and contact details of previous clients.
- Any other relevant documents.

Evaluation Criteria

The evaluation of proposals will be based on the following criteria:

Criteria	Weightage (%)
Technical Expertise	40%
Relevant Experience	30%
Financial Proposal	20%
Approach and Methodology	10%

Submission Details

- Proposals must be submitted via online clearly marked as "**Proposal for Engagement of Consultant in PIC SCSTE** " as a subject line and sent to the following email ID;
- Email Address: stcouncil-megh@meghalaya.gov.in
- **Submission Deadline: 30th April 2025**

Contact Information: For further details or clarifications, please contact: State Council of Science, Technology and Environment (SCSTE), Meghalaya

Terms and Conditions

- SCSTE Meghalaya reserves the right to accept or reject any or all proposals without assigning any reason.
- The consultant will be engaged on a contractual basis initially for a period of one year.

Confidentiality Clause

All information shared by SCSTE during the course of the consultancy will remain confidential and should not be disclosed without prior written consent.



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