

STANDARD OFFER LETTER (sample)

To

Sub: Technology Offer On “Mozarella cheese”

Dear Sir,

Please refer to your e-mail letter dated - -----, showing interest in -----
----- technology developed at National Dairy Research Institute, Karnal .

In view of the technology licensing we are pleased to inform you that we have decided to grant you a licence for the commercial development of the above processes developed at National Dairy Research Institute(NDRI), Karnal. on the following terms and conditions :

LICENSING TERMS FOR MOZARELLA CHEESE

Lumpsum Premium	:	Rs.1,00,000 (one lakh)
Recurring Royalty	:	2 % on ex-factory sale price
Period of Licence	:	10 years
Nature of Licence	:	Non-exclusive.

In addition to the above a service tax @ ----- will be charged on lumpsum premium and recurring royalty payable.

The process is being offered to you on the basis of laboratory investigations and it is understood that you are satisfied with the workability of the process in all respect. The research institute and we will, however, render such assistance as we can, to help you to expeditiously implement the project.

Please note that the agreement that you have to enter into with us will be for the right to utilise the process. NDRI, would demonstrate the process on the scale on which they have developed and would generally advise you on the equipment required for manufacture the product. However, if you require any further assistance for up-scaling of the process, design engineering, installation of the equipment, etc. you will have to engage a firm of consulting engineers. The licence agreement will be in terms of Corporation's standard agreement. Portions not applicable in your case will be suitably modified.

You are requested to remit licence fee of Rs1,00,000/- (Rupees one lakh) towards lumpsum premium along with service tax of 12.24% by demand draft in favour of National Research Development Corporation payable at New Delhi.

You are also requested to provide the following information :

For Limited Companies

Please send us Memorandum and Articles of Association of the Company together with a copy of latest Annual Report. Also kindly indicate the names of persons who will sign the agreement on behalf of your company with a resolution to the effect duly certified by the Chairman of the meeting or other authority.

For Partnership Firm

Please forward copy of the partnership deed of your firm duly certified by a Notary or a Gazetted Officer. The partnership deed should clearly indicate full name, parentage and complete residential address of the partners. Also please intimate whether your firm is registered under the Partnership Act, 1932.

For Proprietorship Firm

Please indicate full name, father's name and complete residential address of the proprietor along with the proof of the residential address like photocopy of Passport, Ration Card, Driving Licence, etc.

Please also send us the enclosed application form duly filled in along with necessary details of your firm for our consideration. On receipt of these, we will get the licence agreement typed on stamp papers and forward the same to you for execution.

The technical details based on laboratory investigations will be made available to you only after the payment of the lumpsum premium and the signing of licence agreement with this Corporation. Demonstration will be given to you at the time of transfer of technology (Know-how).

The offer contained herewith is valid for a period of thirty days from the date of issue of this letter.

Thanking you

Yours faithfully

(-----)

Encl: As above.
Copy for information to NRDC

I AM ENCLOSING LICENSING TERMS OF THE FOLLWING TECHNOLOGIES:

1.Long shelf life paneer	Lumpsum premium	Rs. 2 lakhs
	R.royalty	2%
	Period of licensing	10 yrs
	Nature of licensing	Non exclusive
2.Low cholesterol Ghee	Lumpsum premium	Rs. 3 lakhs (one plant)
	R.royalty	2%
	Period of licensing	10 yrs
	Nature of licensing	Non exclusive
	Lumpsum premium for two different plants	Rs. 5lakhs, other conditions same
4. Herbal ghee	Lumpsum premium	Rs. 1 lakh
	R.royalty	2%
	Period of licensing	10 yrs
	Nature of licensing	Non exclusive
5.Probiotic dahi	Lumpsum premium	Rs. 3lakhs
	R.royalty	2%
	Period of licensing	10 yrs
	Nature of licensing	Non exclusive
6.Acido whey	Consolidate one time payment	
	Rs. 25,000/-	

