

Date: 30.4.2016

INVITATION OF BIDS

FOR

APPOINTMENT OF LEGAL RETAINER

AT

**Agricultural and Processed Food Products
Export Development Authority
3rd Floor, NCUI Building,
3, Siri Institutional Area, Hauz Khas
New Delhi**

Web Site: www.apeda.gov.in

Cost of bid document :- FREE

2. INDEX

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3. NOTICE

Agricultural and Processed Food Products Export Development Authority a statutory organization of the Govt. of India located at 3rd Floor, NCUI Building, 3, Siri Institutional Area, Hauz Khas, New Delhi – 110016 invites bids from Advocates/Legal firms for engagement as Legal Retainer for getting legal opinion on different issues pertaining to staff matters, RTI, international trade and other matter relating to export trade. The retainer will also be required to appear on behalf of APEDA in cases instituted by APEDA as well as cases instituted against it.

2. The Bid document may be down loaded from APEDA website www.apeda.gov.in . The bid (duly filled in, signed and stamped on each page), containing two envelopes i.e. Technical bid & price bid separately in sealed covers must be dropped in the tender box placed at 3rd Floor of this office up to 3.00 P.M. on 20th May-2016. The price bid of only those firms shall be opened whose Technical bid are found to be acceptable as per eligibility criteria as stipulated in the bid document. The time and date of opening of price bid shall be fixed and intimated to the eligible advocates/firms separately through Speed Post/FAX/e-mail. The offers are to be submitted on the prescribed bid document. The APEDA reserves the right to accept any or reject all the bids without assigning any reasons thereof.

(N avneesh Sharma)
General Manager (P & A)

3. TECHNICAL BID

3.1- Format for Technical Bid

1.	Name of the firm/Advocate	:-	
2.	Office address	:-	
3.	Year of commencement of business in case of firm and date of Birth in case of Advocate	:-	
4.	Telephone No.	:-	
5.	Mobile phone No.	:-	
6.	E-Mail	:-	
7.	Fax No	:-	
8.	Date of Enrolment & Name of the Bar Council (please enclose copy of enrolment certificate)		
9.	Years of Experience/practice with area		
a			
b			
c			
d			
10.	Whether Central Govt. counsel/pleader		
11.	Brief list of clients in Govt. and public sector		
12.	PAN number		
13	Service Tax registration number		
14.	Whether penalized by any bar council		

Signatures _____

Name & Address _____

of the firm _____

with seal _____

4. ELIGIBILITY CRITERIA

- 4.1** The firm/advocate must be registered with Bar Council of India.
- 4.2** The firm/advocate must have minimum 10 years of practice in the area quoted in Technical bid (Annexure I).
- 4.3** The firm/advocate must be on the panel of Govt./Public Sector organization.
- 4.4** The advocate/legal firm must not have been penalized by any bar council.

5 TERMS & CONDITIONS. :

5.1 The bids should be submitted in separate covers for Technical and Price bids.

The two bids (Technical & Price) should be enclosed in a larger cover and sealed. The bids super scribed with “Engagement of Legal Retainer in APEDA” may be addressed and submitted to The General Manager (P & A), Agricultural and Processed Food Products Export Development Authority, 3rd Floor, NCUI Building, 3, Siri Institutional Area, Hauz Khas, New Delhi – 110016.

5.2 Rate should be quoted both in figures & in words in English in the Rate Sheet.

Corrections, if any, shall be made by crossing out, initialing, dating and re writing. The rates quoted for services should be as per the items given at Annexure II.

5.3 The bids will be sealed and rates quoted shall be inclusive of all charges.

5.4 The Conditional bids will not be accepted and will be summarily rejected. The bids other than in the prescribed form shall also be rejected.

5.5 Submission of two price bids or in any other format will lead to rejection of bids.

5.6 The validity of the bids shall be twelve months from the closing date of tender.

5.7 The payment will be made by cheque on submission of the bill after providing service as per APEDA’s work order. Payment will be made after deducting service tax & other tax as prescribed under law.

5.8 The bid shall be duly filled in and signed on each page and submitted along with the attested /Photo copy of PAN, Service Tax Registration etc. issued by appropriate authority.

5.9 All pages of the bid document are to be signed and stamped by the tendering firm.

5.10 The APEDA reserves the right to appoint one retainer for all work or separate retainer for different fields as per area of experience.

- 5.11** The retainer shall not delegate the work assigned and shall deal with it themselves.
- 5.12** The retainer shall maintain absolute secrecy and confidentiality about the cases assigned or referred to them.
- 5.13** The APEDA reserves the right to reject any or all the bids without assigning any reasons.

6. PRICE BID

Annexure-II

6.1 Schedule of rates (in INR inclusive of all expenses)

1.	Providing Legal opinion in Establishment (for each case referred) in personnel/ establishment matters	:-	
2.	Providing Legal opinion in Establishment (for each case referred) in commercial/tax matters	:-	
3.	Providing Legal opinion in Establishment (for each case referred) in export trade matters	:-	
4.	Providing Legal opinion in Establishment (for each case referred) in international trade matters	:-	
5.	Vetting of MoUs	:-	
6.	Vetting of lease deeds.	:-	
7.	Filing of Applications/Petitions in Supreme Court	:-	
8.	Filing of Applications/Petitions in High Court	:-	
9.	Filing of Applications/Petitions in Other Court	:-	
10.	Drafting of reply/counter reply	:-	
11.	Vetting of reply/counter reply	:-	
12.	Appearance for arguing the case in Supreme Court	:-	
13.	Appearance for arguing the case in High Court	:-	
14.	Appearance for arguing the case in Other Court		
11.	Conference fees		
12.	Clerkage		
13	Any other charges please specify		
a.			
b.			
c.			

No fees will be paid to the retainer if the case is adjourned without hearing.

Signatures _____

Name & Address _____

of the firm _____

with seal _____