



नौएडा विशेष आर्थिक क्षेत्र प्राधिकरण
(अधीनस्थ भारत सरकार)
वाणिज्य एवं उद्योग मंत्रालय, वाणिज्य विभाग
नौएडा दादरी रोड, फेस. 2, नौएडा.201305, जिला गौतम बुद्ध नगर (उ०प्र०)
NOIDA SPECIAL ECONOMIC ZONE AUTHORITY
(Under Government of India)
Min. of Commerce & Industry, Deptt. of Commerce,
Office of the Development Commissioner
Noida Dadri Road, Phase-II, NOIDA-201305, Distt. Gautam Budh Nagar (UP)

F. No. NSEZA/2/2014

Date: 16.05.2017

NOTICE INVITING 'EXPRESSION OF INTEREST'

Sub:-Engagement of a legal firm having at least 15 years' experience in the matters relating to Land issues, DRT, BIFR, AAIFR, Labour related matters, Foreign Trade Policy and SEZ Act/Rules etc. Reg.

Noida SEZ Authority invites online 'Expression of Interest' from experienced legal firms having at least 15 years' experience preferably on the above mentioned works in Noida Special Economic Zone. The EOI should reach to this office on or before **08.06.2017 up to 3.00 P.M.**

No document has been prescribed for submitting EOI. Interested firms may submit their EOI on their letter head along with Firm profile, details of empanelment in other similar organizations, if any. Copy of registration and details of advocates working in the firm with their expertise and experience and other related documents as terms of condition mentioned in the tender

Scope of work:-

1. The firm shall provide necessary legal services of all nature in consonance with the business of NSEZ.
2. The services to be performed by you shall comprise of general and commercial advice, legal opinion and advice rendered to the Authority including review of all relevant agreements, documents, preparing Affidavits and presenting of Cases before various courts across the country.
3. The firm shall go through the files of NSEZ Authority and shall ensure saving of interest of the Authority.
4. The firm shall hold all information concerning the business in confidence and shall not disclose without prior consent of the CEO of Authority/DC, NSEZ.
5. Representative of firm shall visit NSEZ Service center once in a week compulsorily for perusal of files, preparing legal opinion, Counter affidavits, suits etc. for which NSEZ Authority shall pay monthly retainer ship.
6. To visit and participate in meetings/ conferences with NSEZ representatives and render legal advice/opinion(s) on documents executed and other legal formalities entered into by NSEZ during the period of retainership.
7. To peruse all legal documents furnished by lessee(s) for execution of lease documents and legal compliance pertaining to the various formalities associated with such lease agreements and other affairs of NSEZ.

City Office : State Trading Corporation of India Ltd. 4th Floor, Jawahar Vyapar Bhawan, Tolstoy Marg, New Delhi-110001
Tel. Zone Office : [Code- from outside 0120 / from Delhi 120- 2567270, 3021444-46, Fax : 2562314, 2567276
Tel. City Office : 011-23701096 E-mail : <dc@nsez.gov.in> : Website: < www.nsez.gov.in >



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ELIGIBILITY CRITERIA:

1. The Bidder should possess the requisite experience, resources and capabilities in providing the services necessary to meet the requirements, as described in the tender document. The Bid must be complete in all respects and should cover the entire scope of work as stipulated in the document. Bidders not meeting the Eligibility Criteria will not be considered for further evaluation.
2. The invitation to bid is open to all Bidders who qualify the Eligibility Criteria as given below:
 - a. The Law Firms should be having established network and offices in Delhi/NCR. (Signed and scanned copy of evidence to be furnished)
 - b. The Law Firm should have completed operation for a minimum of 15 (fifteen) years since its inception in rendering legal services. (Signed and scanned copy of evidence to be furnished)
 - c. The Law Firm should be on the panel of at least 8 (eight) Public Sector Undertaking (PSU). In support of this, firm shall submit Signed and Scanned copy of Engagement letter indicating the details of assignment, client, value of assignment etc.
 - d. Only law firms are eligible to apply.
3. Weekly visit in the Noida office of SEZ and shall increase depending upon the requirement.

Parameters for selection of legal firm

1. Experience and legal abilities including credentials and back ground of the partners
2. Fulfillment of all conditions mentioned in the tender
3. Fulfillment of other eligibility criteria mentioned in the Tender.
4. Personal presentation during interview
5. Willingness to sit in NSEZ twice in a week
6. Willingness to attend all court matters pending before various courts in India
7. Registration with various Courts.
8. Firm which will quote lowest rates shall be selected subject to fulfilment of other conditions.



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Other Terms & Conditions:-

1. The selected Law Firm shall enter into an Agreement. The contract shall be initially for one year **extendable for a further period of two years** at the same rate, terms & conditions, at the option of CEO, NSEZA after evaluation of their services, if found satisfactory and such extension shall be binding on the law firm. Notice of intention for extending the contract will however; be given 30 days before expiry of the contract. Chairman & CEO, NSEZ Authority reserves the right to terminate the full contract or a part at any time without assigning any reason *therefore* by giving 30 days' notice in writing. The law firm shall not be entitled for any compensation on account of such termination.
2. The retainership charges will be paid on monthly basis subject to condition that assigned work performed in satisfactory manner.
3. All the information/details to be supported by authentic documents duly certified by the authorized signatory.
4. CEO, NSEZ Authority reserves the right to reject any or all Bids without assigning any reason thereof as well as the right to add/delete/modify any one or more of the terms and conditions.
5. CEO, NSEZ Authority reserves the right to discontinue the services of the appointed Law Firm(s) at any point of time on account of force-majure or non-satisfactory performance by the Law Firm(s).
6. The Bidder shall fully familiarize themselves about the rates applicable to Domestic taxes (such as: value added or sales tax service tax or income taxes, duties, fees, levies) on amounts payable by the Employer under the Contract. All such taxes must be inclusive in the financial bid.

***Note:** Change in the Applicable Law Related to Taxes and Duties: If, after the date of this Contract, there is any change in the Applicable Laws of India with respect to taxes and duties, which are directly payable by the consultant for providing the services i.e., service tax or any such applicable tax from time to time, which increases the cost incurred by the Consultant in performing the Services, then additional costs would be borne by the Consultant within the quoted price*

EARNEST MONEY DEPOSIT:-

EMD amounting to Rs. 10,000/-(Rupees ten thousand only) in the shape of Bank Draft in favour of 'NSEZ AUTHORITY' payable at Noida. Copy of DD may be uploaded in the website and unit produce original copy before Tender Opening Committee.



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OPENING OF ONLINE EOI RESPONSES:-

The online EIO responses will be opened as per schedule mention: in the presence of Law Firm's representatives (one per firm). The EOI/representative not accompanying with valid draft towards EMD would be rejected / returned.

SUBMISSION OF BIDS:-

1. Bidder should log into the NSEZ website www.nsez.gov.in well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
2. The bidder has to upload the required bid documents one by one as indicated in the tender document.
3. Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
4. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable.
5. Once the details have been completed, the bidder should save it and submit it online, without changing the filename.
6. The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.

ASSISTANCE TO BIDDERS

1. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
2. For any queries regarding e-Tendering process, the bidders may contact at address as provided in the tender document. Parallely for any further queries, the bidders are advised to contact over phone: 0120-3021444 Ext. 51 or send an email to – rpverma@nsez.gov.in

(R.P. Verma)
Asstt. Development Commissioner

To,

1. All Notice Board at NSEZ,
2. NSEZ Website