


EXPRESSION OF INTEREST, MARCH 2017

**EMPANELMENT OF ADVOCATE/LAW FIRM FOR
PROVIDING LEGAL ADVISORY SERVICES TO NRDA**



NAYA RAIPUR, CHHATTISGARH

Press Note

<h3 style="margin: 0;">EXPRESSION OF INTEREST</h3>	 nayaraiipur नया रायपुर
<h2 style="margin: 0;">Empanelment of Advocate/Law Firm for providing Legal Advisory services to NRDA.</h2>	
EOI No. 1447/1/4/Legal/NRDA/2016, Naya Raipur Date:09/03/2017	
NRDA invites tender from qualified and experienced firms, who fulfill the Qualification criteria, for the Selection .	
Application Due Date	11/04/2017 up to 15.00 Hours
Opening of Application	11/04/2017 after 15.30 Hours
The Qualification criteria and other details could be seen in the EOI Document. The EOI documents can be downloaded from www.nayaraipur.gov.in . Modification/Amendment/Corrigendum, if any, shall not be advertised in the newspapers but shall be published in the website only.	
Naya Raipur Development Authority Utility Block, Capitol Complex, Sector – 19, Naya Raipur, 492 002, Chhattisgarh T: +91.771.251.1500	
NAYA RAIPUR - MERA RAIPUR	Chief Executive Officer

Important Information

S. No.	Event	Date	Time & Venue
1.	Issue of EOI	09/03/2017	
2.	Last date for receiving queries/requests for clarifications	23/03/2017	up to 17:00 Hours
3.	Last Date for Sale of EOI Document	10/04/2017	up to 17:00 Hours
4.	Last Date of Submission of EOI (Application Due Date)	11/04/2017	up to 15:00 Hours
5.	Opening of Applications	11/04/2017	after 15:30 Hours
6.	Cost of EOI Document (non-refundable)	INR 2,000, (Two Thousand only)	Purchased directly from NRDA OR Demand Draft of any scheduled bank in favour of CEO, Naya Raipur Development Authority, payable at Raipur
8.	Place of Application Submission		Chief Executive Officer Naya Raipur Development Authority (NRDA), Second Floor, Paryavas Bhawan, North Block, Sector -19, Naya Raipur - 492002 (C.G.) Phone: (0771) – 2512500 E-mail: - ceo@nayaraipur.com

ABOUT NAYA RAIPUR

Government of Chhattisgarh (GoCG) is developing the first planned city of 21st century named "Naya Raipur" near the present day Capital City of Raipur for the State Capital functions supported by all other function required for sustainable city such as physical and social infrastructure, residential, institutional, commercial and industrial developments.

Naya Raipur Development Authority (NRDA) is a special area development authority established by GoCG under the Chhattisgarh Nagar Tatha Gram Nivesh Adhiniyam, 1973 for development and administration of Naya Raipur.

The city, spread over 237 Sq km, will be developed as a destination for a catchment area comprising a population of over 1 crore (within Chhattisgarh state) and shall have a resident base capped at 5.5 lakh. The city is spread over 40 sectors (21 residential, 9 public /semi-public, 5 recreational, 2 industrial, 2 commercial and 1 transport).

DISCLAIMER

- I The information contained in this Expression of Interest document ("EOI") or subsequently provided to Applicants, whether verbally or in documentary or any other form by or on behalf of the NRDA or any of their employees or advisers, is provided to Applicants on the terms and conditions set out in this EOI and such other terms and conditions subject to which such information is provided.
- II. Though adequate care has been taken in the preparation of the EOI, the Applicant should satisfy himself that the Document is complete in all respects. Intimation of discrepancy, if any, should be given to the Chief Executive Office, Naya Raipur Development NRDA (NRDA) immediately before the Application due date. If no intimation is received by the NRDA within the date, it shall be deemed that the EOI is satisfied that the Document is complete in all respects.
- III The EOI is not an agreement or an offer by the NRDA to the prospective Applicants or any other person. The purpose of the EOI is to provide interested parties with information that may be useful to them in the formulation of their Applications pursuant to this EOI. The EOI includes statements, which reflect various assumptions and assessments arrived at by the NRDA in relation to the services. Such assumptions, assessments and statements do not purport to contain all the information that each Applicant may require. The EOI may not be appropriate for all persons, and it is not possible for the NRDA, its employees or advisers to consider the objectives, technical expertise and particular needs of each party who reads or uses the EOI. The assumptions, assessments, statements and information contained in the EOI Document, may not be complete, accurate, adequate or correct. Each Applicant should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in the EOI Document and obtain independent advice from appropriate sources.

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- IV. Information provided in the EOI to the Applicants is on a wide range of matters, some of which depends upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The NRDA accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.
- V The NRDA, its employees and advisers make no representation or warranty and shall have no liability to any person including any Applicant under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense, which may arise from or be incurred or suffered on account of anything contained in the EOI or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the EOI and any assessment, assumption, statement or information contained therein or deemed to form part of the EOI or arising in any way in this Empanelment Process.
- VI The NRDA also accepts no liability of any nature whether resulting from negligence or otherwise, however caused arising from reliance of any Applicant upon the statements contained in the EOI.
- VII The NRDA may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in the EOI.
- VIII The issue of this EOI does not imply that the NRDA is bound to empanel an Applicant or to appoint the eligible Applicant and the NRDA reserves the right to reject all or any of the Applications without assigning any reasons whatsoever.
- IX The Applicant shall bear all its costs associated with or relating to the preparation and submission of its Application including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the NRDA or any other costs incurred in connection with or relating to its Application. All such costs and expenses will remain with the Applicant and the NRDA shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by an Applicant in preparation or submission of the Application, regardless of the conduct or outcome of the Empanelment Process.

Expression of Interest
For
Empanelment of Advocate/Law Firm for providing legal advisory services to NRDA

1. INTRODUCTION

1.1. Assignment

Naya Raipur Development Authority ("NRDA" or the "Authority") intends to empanel Advocate/Law Firm for Legal Advisory Services; providing legal opinion on matters related to litigation, arbitration, PPP or non PPP agreements, vetting of legal documents/contract etc. to NRDA ("the Assignment") for the period of three years. However, on completion of the term and on satisfactory performance of the Empanelled Advocate/Law Firm, the empanelment may be renewed for a further period as the Authority may decide. The Authority reserves the right to terminate the empanelment of any Advocate(s)/Law Firm(s) at any time.

1.2. Expression of Interest

NRDA invites Applications on fixed rates provided by NRDA, through this Expression of Interest (EOI) (the "Applications") for empanelment of Advocate/Law Firm.

1.3. Due diligence by Applicants

An Advocate or single entity (the "**Applicants**") are advised to inform themselves fully about the Assignment and the local conditions before submitting the Application.

1.4. Procurement of EOI Document

The EOI document can be purchased directly from NRDA during the working hours on working days or can be downloaded from the official website www.nayaraipur.gov.in.

1.5. Validity of the EOI

The Applications shall be valid for a period of not less than 120 days from the Application Due Date set out in Clause 1.7(the "**ADD**").

1.5.1. Brief description of the Empanelment Process

The Authority has adopted a single stage empanelment process with technical eligibility based method of empanelment having one step of evaluation (collectively the "Empanelment Process") in evaluating the Applications. Evaluation of Eligibility will be carried out as specified in this EOI. Based on this evaluation, a list of category wise eligible applicants shall be prepared for empanelment.

1.6. Schedule of Empanelment Process

The Authority would endeavour to adhere to the following schedule:

Event Description	Scheduled Date
Last date for receiving queries/clarifications	23/03/2017
Last Date of Sale of EOI Document	10/04/2017
Application Due Date (ADD) (i.e. last date of receiving Applications)	11/04/2017 up to 15.00 Hours
Opening of Application	11/04/2017 after 15.30 Hours
Validity of Application	120 days of Application Due Date

1.7. Nodal Officer for Information about the Assignment

For any additional information pertaining to the Assignment, **the Manager Administration, NRDA (Ph.: 0771-2512077)** may be contacted.

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1.8. Communications

- i. All communications, including the envelope and the Application, should contain the following information, to be written at the top in bold letters:

"Empanelment of Advocate/Law Firm for proving legal advisory services to NRDA"
and should be addressed to:

Chief Executive Officer

Naya Raipur Development Authority (NRDA),
Second Floor, Paryavas Bhawan,
North Block, Sector -19,
Naya Raipur - 492002 (C.G.)
Phone: (0771) – 2512500
E-mail: - ceo@nayaripur.com

- ii. The Official Website of the Authority : <http://www.nayaripur.gov.in>

2. ELIGIBILITY CRITERIA

The eligibility criteria for empanelment of Advocate(s)/Law Firm(s) shall be as under:-

- i. The Applicant may be an individual Advocate registered with Bar Council or a company registered under Companies Act, 2013 or a Partnership Firm registered under Partnership Firm Act 1932 or Limited Liability Partnership Firm registered under Limited Liability Act, 2008 in India with license to practice law and provide legal advice in India;
- ii. The Advocates/Law Firms should have minimum 5 (five) years of experience and should have worked on and completed 3 assignments as legal advisor in any area of the below:
 - Company Law, Service Laws, Labour Laws, Taxation Laws, Public Premises Eviction Laws and other Acts, Arbitration & Conciliation Act, PPP or Non PPP contract management, litigation management;
 - Any Applicant may apply for any one or multiple areas mentioned above;
 - In case Applicant is applying for multiple areas, it shall fulfil the eligibility criteria for each area as mentioned in this clause.
- iii. Any entity which has been barred by the Central / State Government in India, or any entity controlled by them, from participating in any project, and the bar subsists as on the date of Application, would not be eligible to submit the Application.
- iv. An Applicant should have, during the last three years, neither failed to perform on any agreement, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award against the Applicant, nor been expelled from any project or agreement nor have had any agreement terminated for breach of contract by such Applicant.
- v. An applicant should not have any court cases/ arbitration cases/ or any other cases pending against him/her.

Supporting Documents for Eligibility Criterion:

For Individual Advocates:

- Registration with Bar Council
- Identity card issued by Bar Association/ Bar Council
- Certificate/work order in support of working as legal advisor in areas defined above in clause 2 (ii) and as per detail of work provided in Annexure-3
- Detailed Resume as per format provided at Annexure-5
- Certificates in support of educational qualifications
- Income Tax return certificate for last 3 years

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For Law Firms:

- Copy of Certificate of Incorporation or partnership deed or other equivalent documents;
- Detail of work undertaken in accordance with clause 2 (ii) as per format provided at Annexure-3
- Law Firm must submit a copy of the appointment letters from the client organisations in support of working as legal advisor in areas defined above in clause 2 (ii)
- Income Tax return certificate for last 3 years
- Detailed Resume of key Personnel in each area for which firm is applying as per format provided at Annexure-5. The firm shall provide at least one resume in each area for which it is applying.

3. COST OF EOI DOCUMENT

The EOI document can be purchased directly from NRDA during the working hours on working days or can be downloaded from the web site www.nayaraipur.com and be used for submitting the Application. In the event, the EOI document is downloaded from website it shall be accompanied with a demand draft of INR 2000/- in favour of the CEO, Naya Raipur Development Authority, payable on par, at Raipur. In the event the EOI document is purchased directly from NRDA, it shall be accompanied with payment slip. The Application without the cost of the document will not be considered for evaluation.

4. SUBMISSION OF APPLICATION

In addition to above mentioned supporting documents, the Applicant shall also submit the below documents:

- i. Covering letter in the format specified in Annexure 1;
- ii. In case of Law Firm, Profile of the Law Firm in the format specified in Annexure 2;
- iii. In case of individual Advocate/Law Firm, Technical experience in the formats specified in Annexure 3;
- iv. In case of Law Firm, Power of Attorney for signing of Application as per Annexure 4;
- v. In case of individual Advocate/ Law Firm, Resume as per Annexure-5;
- vi. A self-certification from authorized signatory that the applicant has not been blacklisted as per Clause 2(iii) and 2(iv);
- vii. Details of any court cases/arbitration cases/ or any other case pending against the Applicant as per Clause 2(v).
- viii. The Applicant should ensure that the Application is properly spiral bound, sealed and numbered before submitting;
- ix. The spiral bound Application along DD for Cost of EOI shall be sealed in the envelope and the envelope must be super-scribed with the following information:
 - Name and Address of the Applicant
 - Contact person and phone/Fax numbers/email id
 - Subject of the EOI is " Empanelment of Advocate/Law Firm for providing legal advisory Services to NRDA, Naya Raipur"

The envelope shall be addressed to:

Chief Executive Officer

Naya Raipur Development Authority (NRDA),
Second Floor, Paryavas Bhawan,
North Block, Sector -19,
Naya Raipur - 492002 (C.G.)
Phone: (0771) – 2512500
E-mail: - ceo@nayaraipur.com

5. EMPANELMENT PROCESS

The individual Advocate or Law Firm shall be empanelled after fulfilling the eligibility criteria provided in clause 2. NRDA will consider the bio-data/profile of firm for empanelment only on

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merit after due notice in this regard is published on the website of the NRDA. While considering the request from the applicants, following points shall be considered:

- (i) Length of practice/experience and specialization in the area of law concerning NRDA;
- (ii) Length of practice/experience in the area of law concerning NRDA with Government agencies/bodies/departments;
- (iii) Annual income-tax return filed with the Tax Authorities;
- (iv) Track record and integrity;
- (v) If considered necessary, an enquiry in the respective Bar Council/ Bar Association about the claims and conduct of the advocate to be empanelled can also be made, and credentials verified;
- (vi) If the advocate/firm is empanelled by other regulators/ organizations, opinion of those organizations may be obtained;
- (vii) Preference shall be given to Advocates/Law firms having key personnel with Post Graduation Degree in law;
- (viii) NRDA may empanel the Advocate/Law Firm in multiple areas of law concerning NRDA after fulfilling the eligibility criteria for each area provided in clause 2.

The above list is illustrative and not exhaustive. The Competent Authority may also consider any other factor relevant for empanelment. Empanelment doesn't bound NRDA to assign work to empanelled Advocates or Law Firms. NRDA shall assign the work as and when required and as per the expertise of empanelled Advocate or Law Firm.

6. SCOPE OF SERVICES

The Authority shall avail services of the empanelled Legal Advisors as and when required and as per their expertise. The brief of the services required is as below:

- To provide opinion/ advice on various legal issues arising out of the functions of the Authority;
- Provide legal advice for the implementation of ongoing and upcoming projects;
- Legal Vetting of Contracts, Concessions, Agreements, Lease Deeds, MoUs, Partnership Deeds, Notices, Letters, Petition reply etc.;
- Review / Concur and support/draft other legal documents and services which NRDA may require from time to time to carry out its operations;
- Provide legal advice/ opinion on issues raised by NRDA relating to structuring of various PPP and non PPP projects of NRDA;
- Advice on matters ranging from litigation, regulatory review to execution and enforcement of project contracts, work or goods or services related contracts;
- Provide legal advice/ opinion on issues raised by NRDA relating to Act, Rules, Regulation of various Indian and/ or state Act or any policy related issues as proposed by NRDA time to time;
- Provide any other legal assistance as may be directed by NRDA;
- To prepare draft of various legal documents pertaining to the Authority to be submitted before Courts Tribunal/Forums and other Authorities;

7. TERMS OF PAYMENT

- i. The Advocate/Law Firm shall be empanelled after fulfilling the eligibility criteria provided at clause 2 and The empanelled Advocate/Law Firm shall submit the legal opinion, documents within 7 working days or as stipulated by Authority from the date of assigning of the work;
- ii. The empanelled Advocate/Law Firm shall be paid a fixed fee of INR 10,000/- for every opinion/advice/legal vetting of documents of any project/drafting of legal documents or any other legal assistance availed by NRDA;
- iii. No retainer fee shall be paid to any Advocate/law firm merely because such advocate/firm has been empanelled.

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Annexure 1: Format for Covering Letter

Date:

To,
CEO
Naya Raipur Development Authority (NRDA),
Second Floor, Paryavas Bhawan,
North Block, Sector -19,
Naya Raipur - 492002 (C.G.)
Phone: (0771) – 2512500
E-mail: - ceo@nayaipur.com

Sub: "Empanelment of Advocate/Law Firm for proving legal advisory services to NRDA"

Dear Sir,

1. With reference to your EOI document No. _____ I/we, having examined the EOI document and understood its contents, hereby submit my/our Application for the aforesaid project. The Application is unconditional and unqualified.
2. All information provided in the Application and in the Annexures is true and correct and all documents accompanying such Application are true copies of their respective originals.
3. This statement is made for the express purpose of qualifying as an Applicant of the aforesaid Project.
4. I/ We shall make available to the Authority any additional information it may find necessary or require to supplement or authenticate the Application.
5. I/ We acknowledge the right of the Authority to reject our Application without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.
6. We certify that in the last 3 (three) years, we have neither failed to perform on any contract, as evidenced by imposition of a penalty or a judicial pronouncement or arbitration award, nor been expelled from any project or contract nor have had any contract terminated for breach on our part.
7. I/ We declare that:
 - a) I/ We have examined and have no reservations to the EOI document, including any Addendum issued by the Authority;
 - b) I/ We do not have any conflict of interest in accordance with the EOI document
 - c) I/ We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice in respect of any tender or request for proposal issued by or any agreement entered into with the Authority or any other public sector enterprise or any government, Central or State; and
 - d) I/ We hereby certify that we have taken steps to ensure that in conformity with the provisions of this EOI, no person acting for us or on our behalf has engaged or will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.
8. I/ We understand that you may cancel the Empanelment Process at any time and that you are neither bound to accept any Application that you may receive nor to invite the Applicants to apply for the Assignment, without incurring any liability to the Applicants.
9. I/ We declare that we/ are/ is not a Member of any other firm submitting an Application for the Assignment.
10. I/ We certify that in regard to matters other than security and integrity of the country, we have not been convicted by a Court of Law or indicted or adverse orders passed by a regulatory authority which could cast a doubt on our ability to undertake the Project or which relates to a grave offence that outrages the moral sense of the community.
11. I/ We further certify that in regard to matters relating to security and integrity of the country, we have not been charge-sheeted by any agency of the Government or convicted by a Court of Law for any offence committed by us or by any of our Associates.
12. I/ We further certify that no investigation by a regulatory authority is pending either against us or against our Associates or against our CEO or any of our Directors.

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13. I/ We undertake that in case due to any change in facts or circumstances during the Empanelment Process, we are attracted by the provisions of disqualification in terms of the guidelines referred to above, we shall intimate the Authority of the same immediately.
14. In the event of my/ our being declared as the Empanelled Applicant, I/We agree to enter into an Agreement. We agree not to seek any changes in the aforesaid draft and agree to abide by the same.
15. I/We have studied all the EOI Document carefully.
16. The power of attorney for signing of Application is as per format provided in the EOI enclosed.
17. I/we agree and undertake to abide by all the terms and conditions of the EOI document.
18. I/We agree and undertake to be liable for all the obligations of the Agreement.

In witness thereof, I/We submit this Application under and in accordance with the terms of the EOI document.

Yours faithfully,
(Signature of the Authorised Signatory)
(Name and designation of the Authorised signatory)

Date:

Place:

Empanelment of Advocate/Law Firm for providing legal advisory services to NRDA

Annexure 2: Profile of the Firm

A. Details of Lead Member

S. No.	Particulars	Details
1.	Name of the Firm (in Capital Letters)	
2.	Constitution of Firm	
3.	Address of the Head Office (incl. Tel Number)	
4.	PAN of the Firm	
5.	Service tax registration No.	
6.	Whether there any court cases/arbitration/any other legal case against the Firm (If yes, please provide details in separate annexure)	
7.	Contact Person (Mobile No: Email address:)	

Name of the Authorised Signatory

Signature of Authorised Signatory

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Annexure 3: Technical Capacity

Details of the work under taken, as required in Clause 2, the Eligibility Criteria

Sl. No.	Name of the Assignment	Brief of the Service provided	Name of the Client	Professional Fee Charged (INR)	Start and Completion Date of Assignment
1					Start Date: Completion Date:
2					Start Date: Completion Date:
3					Start Date: Completion Date:

Note:

1. For above experience, the Advocate/Law Firm must submit a copy of the appointment letters from the client organisations.
2. The above Experience shall not be considered for evaluation if certificate from client detailing the name of assignment, nature of work, professional fees and date of start and completion of service is not furnished by the Applicant.
3. In case of Private Client, the Advocate/Law Firm shall also submit the CA certificate attesting the fee received against the services provided.

Annexure 4: Power of Attorney for Signing of Application

(On a Non-Judicial Stamp Paper of INR 100 duly attested by notary public)

Know all men by these presents, We, _____ (name of the firm and address of the registered office) do hereby irrevocably constitute, nominate, appoint and authorise Mr. / Ms(Name), son/daughter/wife of and presently residing at _____, who is presently employed with us and holding the position of _____ for " **Empanelment of Advocate/Law Firm for providing legal advisory Services to NRDA**" as our true and lawful attorney (hereinafter referred to as the "Attorney") to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our Application for the proposed or being developed by Naya Raipur Development Authority (the "Authority") including but not limited to signing and submission of all Applications, Applications and other documents and writings, participate in Applicants' and other conferences and providing information / responses to the Authority, representing us in all matters before the Authority, signing and execution of all contracts including the Agreement and undertakings consequent to acceptance of our Application, and generally dealing with the Authority in all matters in connection with or relating to or arising out of our Application for the said Project and/or upon award thereof to us and/or till the entering into of the Agreement with the Authority.

AND we hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things lawfully done or caused to be done by our said Attorney pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Attorney in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

In witness whereof we, the above named principal have executed this power of attorney on this _____ day of _____, 20**.

For

(Signature, name, designation and address)

Witnesses:

- 1.
- 2.

(Notarised)
(Accepted)
(Signature)

(Name, Title and Address of the Attorney)

Note:

1. Also, wherever required, the Applicant should submit for verification the extract of the charter documents and documents such as a resolution/power of attorney in favour of the Person executing this Power of Attorney for the delegation of power hereunder on behalf of the Applicant.
2. A certified copy of the appropriate resolution/ document conveying Client to the person signing this Power of Attorney shall be enclosed in lieu of the Power of Attorney.
3. In case of partnership firm: name and address of principal office of the partnership firm to be provided.

Annexure 4 - Format of Resume for Advocate/Key Personnel of Law Firm

1. Name of the Advocate
2. Date of Birth
3. Educational Qualifications
(Enclose certificate in support of educational qualification)
4. Date of Enrolment and name of the Bar Council
(Enclose copy of enrolment/registration certificate and Identity card issued by Bar Association/ Bar Council)
5. Area of Experience/Practice as required in clause 2, the Eligibility Criteria
6. Details of Experience/Practice
7. Assignments/Work undertaken, as required in clause 2, the Eligibility Criteria
8. Brief list of clients, (for e.g., Govt./PSUs/ Commissions/ Autonomous Authorities)
9. PAN Number

Declaration

I declare that all the information provided above is true to the best of my knowledge, I have never been penalized by any Bar Council in any disciplinary proceedings. I also undertake to maintain absolute secrecy about the work Assigned by the Authority.

Signature of Advocate
Name
Address (Office/Residence)
Mobile No.
Fax No.
E-mail: