



INDIAN INSTITUTE OF TECHNOLOGY BOMBAY MATERIALS MANAGEMENT DIVISION

Invitation of Expression of Interest for Empanelment of Law Firms/ Legal Counsel at IIT Bombay

Expression of Interest (Eoi) are invited from interested & experienced Law Firms /Legal Counsel having the required eligibility and expertise in the relevant field for empanelment with IIT Bombay for a period of 3 years on case to case basis. The empanelment shall be to handle cases related to Service matters, RTI matters, Arbitration matters, corporate laws, banking laws, other statutes, Rules and Regulations, Land matters, Labour related matters and matters related to Govt. Guidelines applicable to the Autonomous Institute in various courts i.e. Mumbai High Court, City Civil Session Court, Metropolitan Magistrate Court, Industrial/ Labour Court across the country and also in the honorable Supreme Court of India, whenever required.

Brief Introduction:

Indian Institute of Technology Bombay (IIT Bombay) is an Institute of National Importance established under the Institutes of Technology Act, 1961 and has been declared as an Institution of Eminence by the Ministry of Education, Government of India.

IIT Bombay wishes to engage Law Firms / Legal Counsel by inviting bids/quotations to carry out due diligence, drafting & finalizing the relevant documentation related to Legal affairs pertaining to matters cited above.

I. Instruction to Bidders:

1. The bidder shall bear all costs during the preparation and submission of the proposal, attending pre-indent meetings, etc.,
2. IIT Bombay may seek for clarification or further information to evaluate the submitted proposals.
3. IIT Bombay reserves all the right to accept or reject any application without assigning any reasons whatsoever.
4. An undertaking (self-certificate) is to be submitted that the organization has not been blacklisted by any Central/State Government Department /Organization.
5. All the pages of the EOI document should be duly signed with date and seal by the competent authority.
6. All the documents should be submitted on the bidder's letterhead, along with the proposal.
7. Canvassing in any form would disqualify the bidder from further participation. Timely submission of the proposals is the responsibility of the bidders. Bidders should submit their proposals before the closing of the EOI date and time.

II. Eligibility criteria:

1. The Law Firm / Legal Counsel should have completed operation for a minimum of 10 (years) since its inception/formation, in rendering services as lenders' legal counsel in connection with matters of Service, RTI, Arbitration, Land, Labour related matters, arbitration/ patents related matters in various courts. (copy of Incorporation certificate to be enclosed)
2. The Law Firm / Legal Counsel should have an established network and offices in Mumbai and Delhi.
3. The Law firm should have experience in rendering services as lenders' legal counsel in connection with matters of Service, RTI, Arbitration, Land, Labour-related matters, arbitration/patents-related matters in various courts.
4. The Law firm / Legal Counsel should have successfully handled at least five cases every year during last three years for Government, PSU/Educational Institutes. The Law firm should be on the panel of reputed Govt. Institute/ Banks/ Educational Institute for at least two years. The names of the said clients are to be provided,

along with copies of empanelment letters and experience certificates as proof of the same.

5. The Law firm should have an annual turnover of not less than Rs.2.00 Crore per year for the past 3 (three) consecutive years (Copy of Audited Balance Sheet of the firm to be enclosed).
6. The Law firm should have sufficient legal professionals based in Mumbai & Delhi to form a dedicated team consisting of one partner supported by 4-5 Senior Associates/ Associates who have experience in the relevant field. (List of Associates to be attached)
7. The Law firm / Legal Counsel should hold a valid PAN and GST Number. (Copy of PAN and GST certificate to be enclosed)
8. The Law firms/ Legal Counsel must also submit the ITR certificate for the last two years and Bidders Information as per format.
9. The Law Firm/Legal Counsel should not have represented against IIT Bombay for the ongoing cases in any court of law.

III. Scope of Work (Duties of the Law Firms/ Legal Counsel /Advisor)

1. Rendering legal services as and when referred, especially pertaining to Service Matters of Employees, Admission, Attendance, Promotion, Sexual Harassment, Reservation, A.C.R. Estate/Arbitration matters, RTI matter at CIC, Employees retirement benefits and Disciplinary proceedings, Civil, Criminal matter etc. besides other litigation matters.
2. To represent IIT Bombay before any Court of Law or Tribunal or Statutory Body or Quasi-judicial authority or Arbitrators /Arbitral Tribunals under the relevant act(s) and any other proceedings, as and when referred.
3. To vet draft notices, agreements, bidding documents, Agreements, MoUs and tender documents etc.
4. To prepare draft of various legal documents pertaining to the Institute to be submitted before Courts Tribunal/Forums and other Authorities.
5. To visit the Institute Head Office at least once in a week and tender advice on issues referred.

6. To appear and defend the interest of the Institute in Courts/Tribunals/Consumer Forum and other Forum/Statutory Authorities located in Mumbai or authorities located elsewhere in India on cases assigned by IIT Bombay.
7. Keep the Legal Cell of IIT Bombay informed of the important developments in cases from time to time, particularly with regard to settling of drafts, filing of papers, dates of hearing of cases, supplying copies of judgments etc.
8. The Legal Counsel should have excellent communication skills and knowledge of legal practice acquired over a period in Service Matters, Contractual and Temporary Employment etc.
9. The Legal Counsel shall receive the notice(s) meant for the IIT Bombay and its Officers/Officials from the courts, and ensure that no 'ex-parte' order is passed against IIT Bombay.
10. Any matter incidental to the above broad functions.

IV. Terms and Conditions:

1. The empanelment of Legal Counsel shall be temporary and liable to be terminated by giving one month's notice on either side. At its discretion, IIT Bombay may assign the Court Cases / Matters to any one of the Law Firms / Legal Counsel in the panel and shall have no right to claim for the assignment of Court Case/Matter.
2. IIT Bombay reserves the right the selection of law firm / the number of advocate/s for empanelment or none of them without assigning any reason.
3. The initial term of appointment of the Law Firms/Legal Counsel will be for one year, extendable for two years subject to performance being found satisfactory during Annual Performance Review by IIT Bombay.
4. At any time before the due date for submission of the Notice, IIT Bombay may, for any reason, modify/cancel the notice inviting application for empanelment of /Law Firms/Legal Counsel.
5. IIT Bombay may, at its discretion, extend the due date for submission of Notice inviting applications.
6. In the event of any clarification or doubt regarding the terms and conditions of empanelment, kindly mail to drmm@iitb.ac.in / purchase.mmd@iitb.ac.in.

V. Clarification:

Contact Person:

Deputy Registrar

Materials Management Division, IIT Bombay

Contact Number: 022-21592803

E-mail: drmm@iitb.ac.in / purchase.mmd@iitb.ac.in

VI. Submission of EOI :

1. The bidder has to submit all the response documents as per eligibility criteria along with the proposal.

2. The completed EOI document shall be submitted in a sealed envelope duly superscribed as “Expression of Interest for the Empanelment of Law Firms/Legal Counsel in IIT Bombay” on or before 13/11/2024 till 1.00 p.m. at the following address:

**Deputy Registrar
Materials Management Division
Indian Institute of Technology Bombay
Powai, Mumbai – 400076.**

3. EOI should be dropped in the tender box kept in the office of the concerned department at the address stated above. No EOI is to be handed over to our staff personally unless otherwise specified. All communications are to be addressed to the undersigned only. In case the due date happens to be a holiday the EOI will be accepted and opened on the next working day.

V. Pre-Indent Conference :

A Pre-Indent Conference will be held on 06.11.2024 at 3.00 p.m. in the office of Materials Management Division, IIT Bombay, Powai, Mumbai – 400 076.

VI. Evaluation :

1. Evaluation will be concluded by a committee constituted by the Competent Authority of IIT Bombay.
2. The basis of the evaluation will be as per the eligibility criteria (Section II). A Limited Tender will be floated after shortlisting and only the qualified vendors will be invited to participate in the same.

3. After submission of EOI, the selected bidder/s may be called to present their proposal at the Materials Management Division, IIT Bombay.

VII. Bidder Information Format

The following information has to be provided on a separate letterhead of the bidding firm.

1. Name of the bidder :
2. Address of the bidder :
3. Authorized Representatives details :
 - a. Name:
 - b. Address:
 - c. Telephone/Fax No:
 - d. Email ID:
4. Date of enrolment with the Bar Council with Name:
5. PAN Card No. & GST No.:
6. i) Date of Registration of Law Firm:
ii) Years of practice in various Courts/Tribunals/Other Forums:
[Details to be furnished & if necessary separate Sheets can be attached]
7. Area (s) of practice with specialization:
8. Experience in handling Legal Issues/Litigation on behalf Government/Government Agencies/Bodies:
[Details to be furnished & photocopies of documents to be attached]:
9. Brief list of clients :

10. Any other facts which you consider relevant in the context of your suitability:

Date:

Place:

Signature (with seal)