



The Institution of Engineers (India)

AN ISO 9001 : 2015 CERTIFIED ORGANISATION
(ESTABLISHED 1920, INCORPORATED BY ROYAL CHARTER 1935)
8 Gokhale Road, Kolkata-700 020

A Century of Service to the Nation

SP/ T-1823

Dated: 26.04.2024

Tender for fixing Scale of Charges for the legal cases of IEI

Quotation is invited for fixing Scale of Charges from the Law Firms having pan India presence for the legal cases of IEI as per the attached format.

1. The tender is to be submitted in prescribed format duly stamped, signed and dated on each page of the tender document as their unconditional acceptance to the terms & conditions prescribed by the Institution of Engineers (India). Details/supporting documents wherever applicable is to be attached with the tender should be duly authenticated by the vendor/s. No over-writings shall be accepted unless authenticated with full signature of the vendor/s. For details please visit our website: www.ieindia.org
2. The bidder participating the tender process must satisfy the eligible criteria as mentioned in the tender document. The bidder has to submit the documentary evidences wherever required.
3. The tender shall be in two parts viz. Technical Part – (Envelope – 'A') and Financial bids (Envelope 'B') (Envelope 'A' and 'B' with the content shall be clearly marked on the top of the envelopes separately). **Technical Part (Envelope – 'A')** shall comprise of compliance documents against Qualification Requirement, GST Registration certificate any other document in support of technical capability. The Technical bid should not contain any financial indication, violation of which will invite disqualification. Financial bid shall comprise of quoted price only in the format provided with the tender document in Envelope – 'B'. Both Envelope – A & B shall be put in a third envelope, sealed and submitted within the prescribed date & time and with signature of the tender applicant over it.
4. The quotation to be submitted through sealed tender envelope duly superscribed, **"Fixing Scale of Charges for the ongoing legal cases of IEI"** with Tender No. should be addressed to Deputy Director (NT/IT) sent at the Institution's address **"The Institution of Engineers (India), 8 Gokhale Road, Kolkata-700020"** either by registered post/speed post/or by hand. Postal / couriered tender must reach to this office within time and date i.e. upto 4:00 PM of 10.05.2024.
5. Tenders received after the stipulated date and time shall not be entertained. The Institution shall not be liable for any postal delays what so ever and tender received after the stipulated time/date are liable to be rejected summarily without giving any reason and any correspondence.

Deputy Director
Deputy Director (NT/IT & Admin) 26/4/24

Eligibility Criteria of Bidder:

- Bidder firm must have expertise in handling the cases of multiple categories e.g. Civil, Corporate, Criminal, Intellectual Property, Cyber law, Taxation, Disputes etc. A self declaration in the letter head to be given by the Vendor.
- Bidder firm must be a registered entity complying with all relevant laws and regulations. Copy of the Certificate of Incorporation must be submitted by the vendor.
- Photocopy PAN card and GST certificate of the organization to be submitted
- Bidder firm must have at least 10 years experience. Photocopy of the relevant documents to be attached.
- Bidder should be capable of representing IEI in pan India basis.
- Bidder must disclose any potential conflicts of interest that may arise during the execution of the work with IEI.
- The Bidder must have an annual turnover of at least 10 crores. Documentary proof to be enclosed.

Signature of the Bidder with date & seal

Scale of Charges

Sl. No	Particulars	Scale of Charges (in Rs.)
01.	Drafting Settling of pleadings such as Plaint/Petition/Affidavit/Memo of Appeal/ Charge Sheet/Reply to Charge Sheet etc.	
02.	Drafting procedural pleading such as Vakalatnama/Affidavit of Competency/ Affidavit of Service etc.	
03.	(a)Attending hearing of any suit/application/writ/Appeal in High Court/ Arbitration proceeding at Kolkata. (i) Where hearing is held (ii) Where Case is adjourned	
	(b)Attending hearing of any suit/application/writ/Appeal in Supreme Court (out of Kolkata) when returning on same day. (i) Where hearing is held (ii) Where Case is adjourned	
	(c)Attending hearing of any suit/application/writ/Appeal in Supreme Court (out of Kolkata) where night stay is required. (i) Where hearing is held (ii) Where Case is adjourned	
	(d)Attending hearing of any suit/application/writ/Appeal in High Court/ Arbitration proceeding out of Kolkata when returning on same day. (i) Where hearing is held (ii) Where Case is adjourned	
	(e)Attending hearing of any suit/application/writ/Appeal in High Court/ Arbitration proceeding out of Kolkata where night stay is required. (i) Where hearing is held (ii) Where Case is adjourned	
04.	(a)Attending hearing of any suit/application/Appeal/proceeding in City Civil Court/ District Court/ Tribunal/Forum or other Authority at Kolkata. (i) Where hearing is held (ii) Where Case is adjourned	
	(b)Attending hearing of any suit/application/Appeal/proceeding in City Civil Court/ District Court/Tribunal/Forum or other Authority out of Kolkata when returning on same day. (i) Where hearing is held (ii) Where Case is adjourned	
	(c)Attending hearing of any suit/application/Appeal/proceeding in City Civil Court/ District Court/Tribunal/Forum or other Authority out of Kolkata where night stay is required. (i) Where hearing is held (ii) Where Case is adjourned	

Sl. No	Particulars	Scale of Charges (in Rs.)
05.	Holding discussion (per 30 minutes or part thereof).	
06.	Preparing and filing Caveat including all charges for (i) Single Court (ii) Courts more than Single Court	
07.	Drafting/approving/settling/any letter replying letter/notices/disciplinary letter/ charge sheet etc. other than Pleading (per draft).	
08.	Issuing any letter to any one (per addressee).	
09.	For serving any legal notice/process of Court/Tribunal/Forum etc.	
10.	Advising/giving legal opinion orally.	
11.	Giving legal opinion/advice in Writing.	
12.	Tracking/Checking status of the Cases.	
13.	Acting fees/Clerkage.	

Name of the Company:

Address:

Contact No.:

E-mail:

Signature with date and seal