

Advocate on retainership basis:

- 1. Description of Assignment:** Advocate on retainership basis will dealing all the legal matters/issues of SEEPZ-SEZ Authority.
- 2. Procuring Entity's Organization Background:** The SEEPZ-SEZ Authority was established in 2009 an autonomous organization under the Ministry of Commerce, Government of India. The Authority is acting as Developer as per the role defined in the Special Economic Zone Act 2005.
- 3. Assignment Background:** The Authority is involved in development of infrastructure in the SEEPZ Special Economic Zone for promoting exports. Approx. 300 companies are working presently in the SEZ zone premises. To resolve the legal issues that arising time to time, SEEPZ-SEZ Authority is required a Advocate (on retainership basis) to advice & managing the matters arising on day to day basis on the issues related with legal.
- 4. Statement of Purpose/Objectives:** The Authority is involved in development of infrastructure in the SEEPZ Special Economic Zone for promoting exports. Approx. 300 companies are working presently in the SEZ zone premises. To resolve the legal issues that arising time to time, SEEPZ-SEZ Authority is required a Advocate (on retainership basis) to advice & managing the matters arising on day to day basis on the issues related with legal.
- 5. Statement of Assignments Outcomes :**

The Advocate shall be deployed on lump-sum (fixed price Contract purely on retainership basis) during the contract period of One year. The Advocate (on retainership basis) shall perform the assigned duties/Tasks as given below.

6. Detailed Scope of Work:

a. Tasks, Activities, dependencies, bar chart and Gantt Chart, Milestones

- Provide consultations, advices and opinion (Oral & Written) on all sort of affairs having legal implications as and when required/demanded by the Office of the Development Commissioner including the issues pertaining to SEEPZ Administration as well as SEEPZ SEZ Authority from time to time.
- Settling of letters/ reply having legal implications on the matters related to SEEPZ administration and SEEPZ authority
- Vetting of pleadings, counter affidavits, replies etc to be filed by Office of the Development commissioner and the SEEPZ authority in the litigation cases before various judicial forum as and when required.

- Rendering the legal advice in respect of further course of action the litigation cases pending and/or disposed off by the various Judicial forum
- Briefing and attending the meeting with the counsels including Ld. ASG nominated in the litigation cases including the Arbitration proceedings pertaining to the office of the Development Commissioner and /or SEEPZ SEZ Authority
- Vetting of all types of Agreements/ MOU's/ Tender Notices/Show Cause Notices/ Order In original pertaining to SEEPZ Administration and SEEPZ authority
- Briefing the counsels nominated in the litigation cases pertaining to the office of the Development Commissioner and or SEEPZ SEZ authority
- Vetting the drafts of sublease agreements and render the advice in case of any modification in the point of legal implications.
- Attend the meeting called for by the office of the Development Commissioner with MIDC on the issues having legal implication pertaining to the land of SEEPZ
- Any other work of legal nature assigned from time to time mutually agreed upon.
- The empanelled advocate on retainership basis, shall be required to visit the office of the Development Commissioner, SEEPZ minimum 3 days in a week to handle day to day activities allocated to him
- Proficiency of Computers in MS word is optional.

b. Place of Assignment and Touring Requirements if any

SEEPZ SEZ, Andheri (E), Mumbai. No Outstation Touring.

c. Length and Duration of assignments

One Year on retainership basis which may be extended on mutual agreement based on the requirement and performance at the sole discretion of the Chairperson SEEPZ-SEZ Authority. The contract period can be terminated at any point of time due to failure to execute the assigned work or breach of contract.

7. Qualification Requirements for the Advocate (on retainership basis) (and any other requirements which will be used for evaluating the key experts under the Bid data sheet):

One Advocate (on retainership basis) with following qualifications and experience:

- (a) Law Graduate preferably LLM from recognized University or equivalent.
- (b) Min. 10 years experience in tendering advice in any of the fields including litigation, arbitration, convincing cyber-law infrastructure agreements.
- (c) Age- Not more than 45 years

8. Deliverables, Reporting Requirements and Time Schedule for Deliverables [If no reports are to be submitted, state here "Not applicable.": As indicated at Sl. No. 6 above.

As indicated in the scope of work will be the deliverables considered for performance evaluation.

9. Background material, Data, reports, records of previous surveys and so on, to be provided to the Advocate on retainer basis (Mention a caveat about reliability of material provided and need for the consultant to verify and crosscheck vital aspects): As per scope of work.

10. Facilities such as local conveyance, office space, office machines, secretarial assistance, utilities, local services, etc., which would be provided to the Advocate on retainer basis by the Procuring Entity (Specifically mention, what facility/utilities would not be provided and also, charges if any for facilities offered):

- Remuneration : A Lump-sum (fixed price) monthly package of Rs.50,000/- which includes fixed and variable components without any other benefits which are applicable to regular employees of the SEEPZ Authority.
- No Accommodation either owned or leased will be provided
- No local conveyance will be allowed, however Outstation travelling allowance will be admissible with the approval of the Competent Authority only for official purpose.
- Suitable Office Space, Office equipment and secretarial assistance commensurate to the level/position of the consultant will be provided free of cost.

11. Institutional and organizational arrangement

a. Counterpart Project Manager and Team

He will be dealing the all legal cases of SEEPZ SEZ Authority.

b. Chain of Command for reporting

He/she will report to the Competent Authority, SEEPZ-SEZ

13. Procedure for review of the work of consultant after award of contract

The performance of the candidate will be evaluated on monthly basis on the following parameter vis-à-vis the scope of work as indicated at Sl. No. 6 above:-

- a) Leadership quality
- b) Knowledge of subject assigned.
- c) Quality & Timely execution of the project/work.
- d) Achievement of targets assigned
- e) Integrity, Punctuality, discipline & honesty
