

I/160139/2021



**WEST BENGAL STATE FOOD PROCESSING
&
HORTICULTURE DEVELOPMENT CORPORATION LIMITED
(A GOVT. OF WEST BENGAL ENTERPRISE)**

**BENFISH TOWER (6th Floor)
31, G.N. Block, Sector-V
KOLKATA - 700091**

No. 65/WBSFPHDCL/1770/2021-22

Date: 18.11.2021

NOTICE INVITING TENDER

1. Invitation

Sealed Tender are hereby invited for empanelment of Law Firms/ Advocate from the reputed, registered & bonafide professional legal Practitioner/ Firm having specialization in different civil matter, Arbitration, land matter, money matter and also having experience to conduct civil case in Hon'ble Kolkata High Court both original and appellate site, Hon'ble NCLT Court, District Court to appear before those Courts on behalf of West Bengal State Food Processing and Horticulture Corporation Limited in the above matter

2. Scope of Work

The Ld. Advocate shall take up the following works in accordance with this tender. Also the rights and obligation of the Ld. Advocate shall include the following-

- To appear and conduct the cases on behalf of the WBSFPHDCL assigned to him from time to times in different Court as the case may be.
- To study the petition, case matter and submit draft and final petition/Statement of facts/ Affidavit etc. to the MD, WBSFP&HDCL.
- Critical Analysis of the merits/ demerits of the concerned case and advise the M.D., WBSFP&HDCL from time to time.
- To prepare draft on Notice, Petition, Affidavits in apposition and other related matter of the concerned case and to submit to the MD, WBSFP&HDCL.

3.Date and Time Schedule

Sl.No.	PARTICULARS	DATE & TIME
1.	<i>Date of uploading</i>	22.11.2021
3.	<i>Bid proposal submission start date</i>	22.11.2021
6.	<i>Bid proposal Submission end date</i>	29.11.2021 upto 2 P.M
7.	<i>Date & Time of opening of technical bids</i>	29.11.2021 at 3 P.M.

4.Eligibility criteria for participation in the Tender

- **Technical Criteria**

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- i. The prospective Bidders should be a professional Advocate/ Firm duly registered with West Bengal Bar-Council.
- ii. The prospective Bidders must have Professional Tax enrolment No., PAN,
- **Financial Criteria**
- i. The Firm must have conducted pleading on any civil case in any of the Courts mentioned above on behalf of State/Central Government Organization or State/Central Govt. Undertaking or Statutory Body or Local Body or Parastatal within the last two completed financial years

5.Mandatory documents requirement

A. For Technical Proposal

The technical proposal shall contain the signed and scanned copies of the following-

- i. **Tender** Document
- ii. Proof in respect of Financial Criteria as mentioned in clause 4
- iii. PAN Card
- iv. Copy of challan for payment of Professional Tax for the year 2020-21
- v. Registration Certificate of Bar- Council of West Bengal.

B. For Financial Proposal

The Financial proposal should contain-

The Bidder is to quote at least the following items in his letter . The rate is to be quoted in figure as well as in words.

- i. Fees for drafting of Writ Petition/ Plaint/ Counter Affidavit/ Written Statement / Replication/ Rejoinder etc.
- ii. Fee for drafting Misc. Applications/ Interlocutory Applications etc.
- iii. Fees for appearing in Court/ Arbitration per day
 - a. For Effective Hearing
 - b. For Non-Effective Hearing
- iv. Fee for conference discussion upon one hour or part thereof
- v. Fee for written opinion inclusive of conference
- vi. Fee for drafting Agreements, Deed, other similar legal documents etc. (including conference)
- vii. Fee for drafting Legal Notice/ Reply

6. Collection of Bid Documents

The tenderer can search and download NIT and Tender Documents electronically from the Computer once he logs on to the **website of the Corporation (www.ipshabengal.com)** as well as the **website of the Department of FPI & H (www.wbfpih.gov.in)** ,. This is the only mode of collection of Tender Documents.

7. Submission of Tender

Tenders are to be submitted to the office of the W.B.S.F.P.&H.D.C.Ltd before the scheduled date and time and to be dropped in the **Tender box to be kept at the General Section of the Office of the Corporation.**

8. Empaneled Validity

Empanelment would be for a period of two years from the date of issuance of empanelment letter/agreement subject to satisfactory services and yearly review. If services provided by the Firm is

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found to be unsatisfactory or at any time it is found that the information provided for empanelment or any tender is false or irregular while applying for the tenders WBSFPHDCL shall reserve the right to remove such Firms from the empaneled list without giving any notice to the Firms in advance.

Managing Director