

**No. 10(54)/2009-NICSI
NATIONAL INFORMATICS CENTRE SERVICES INCORPORATED (NICSI)
Department of Information Technology
Ministry of Communications & Information Technology
Government of India**

EXPRESSION OF INTEREST (EOI) No. NICSI/EOI-Legal Assistance/2009/42

For empanelment of a Law Firm for legal assistance to NICSI

I. Introduction

1. NICSI, a section 25 company under the National Informatics Centre (NIC), Department of Information Technology, Government of India, offers total ICT solutions in the government domain across the country. NICSI customers are the central and state government departments, UT and district administrations. To service the computing needs of its customers, NICSI empanels OEM suppliers of computer hardware, networking and VC equipments, through the process of open tendering. For supply of certain network items, system software etc., NICSI enters into strategic alliances with the OEMs. NICSI has strategic alliances with foreign OEMs too.

2. Whereas all precautions are taken in NICSI tenders and strategic alliances for smooth and hassle free supply within the prescribed delivery schedules, implementation of hardware and software at NICSI's customer sites, payment and issues related with penalty due to delayed or lack of performance, sometimes NICSI vendors, feeling dissatisfied, go to the courts for settlement. NICSI though, in its existence of a decade and a half, hasn't gone to court for any settlements.

3. In order to avail legal assistance on the court cases and day to day advice on the corporate affairs of legal implications, it is proposed to empanel a law firm initially for a period of three years, which can be extended for one year on mutually agreed terms. However, the rates finalized would remain unchanged for the period of empanelment/extended empanelment.

4. The empanelment will be a two phase process. In the first phase the agencies will be shortlisted based on their eligibility and technical details as per Annexure-I. The second phase would constitute evaluation of financial bids called from the technically shortlisted agencies.

II. Eligibility Criteria

1. The bidder should be a Delhi based law firm having 10 years experience in dealing cases upto the level of High Court and should be registered with the Bar Council of India.

2. The bidder should have annual turnover of Rs. Twenty Five lakhs from legal services in each of the past three years viz. 2006-07, 2007-08 and 2008-09. Please submit documents supporting legal services turnover.

3. Should produce Articles of Association (in case of registered firms), Bye laws and certificates for registration (in case of registered co-operative societies), Partnership deed (in case of partnership firm).
4. The bidder should hold a PAN and service tax registration. Attach Xerox copies.
5. The bidder should have handled and won at least five government cases.
6. The bidder shouldn't have been black listed/debarred by any institution of the Central or State Government. Attach a self certificate.

III Suggestion, if any

The participating bidders can submit their constructive suggestions, if any, leading to the selection and empanelment of a law firm with NICS I for handling its legal cases.

VI Submission of Responses to the EOI

1. The responses to the EOI can be submitted through a sealed envelope superscripted "NICS I EOI for empanelment of LAW FIRM". The envelope should contain:
 - a. Demand draft of Rs. 25500/- drawn from a scheduled commercial bank in favour of NICS I, N. Delhi towards EMD and tender fee.
 - b. Documents to support the eligibility criteria and
 - c. Details as sought in Annexure-I.
2. The sealed envelope may be addressed to the Managing Director NICS I and submitted by **23.12.2009 at 11:00 Hrs** at the following address:
Managing Director
NICS I
6th Floor, Hall No: 2 & 3, 15 NBCC Tower,
Bhikaji Cama Place, N. Delhi - 110066
3. Bids in response to this EOI would be received by the above date and time, beyond which the bids will not be received. However, in case the said date is declared a holiday, the bids will be received on the next working day by the time mentioned above.

VII. Opening of Bids:

The bids will be opened on **23.12.2009 at 11:30 Hrs** in the presence of bidders' representatives (one per bidder). The bids not accompanying with valid draft towards EMD and tender fee would be rejected/returned. Other bids would be passed on to a duly constituted Technical Evaluation Committee for evaluation.

VIII. Notes

- 1) The Expression of Interest (EOI) must be accompanied with an Earnest Money Deposit (EMD) of amount Rs. 25,000/- (Rupees Twenty Five thousand only) and tender fee of Rs. 500 (Five hundred) in the form of a Demand Draft/Bankder's cheque drawn on a scheduled commercial bank favouring NICS I. Without EMD and tender fee, EOI shall not be considered.

- 2) The Expression of Interest must be submitted by due date and time with information as per Annexure-I and other clauses of the eligibility criteria. Expression of Interest with incomplete Information or insufficient documentary evidence shall be rejected.
- 3) NICS I reserves the right to modify, expand, restrict, scrap, and refloat the Expression of Interest without assigning any reason.
- 4) NIC can operate NICS I empanelment with all its terms and conditions.

(Authorized Signatory)
NICS I

TECHNICAL DETAILS

- a) Name of the Law Firm:
 b) Firm's profile:

Name of the top executive with designation:
 Address:

Telephone No:

Mobile:

E-mail:

Service Tax No: _____ PAN:

Lawyers' strength: _____ Numbers.

- c) Number of Government cases handled in the past: _____ Number won: _____

- d) Details of 5 government cases won:

S.No.	Year	For	Against	Elapsed time in years

- d) Annual Turnover from legal services: (Rs. Crores)

2006-07 or 2006	2007-08 or 2007	2008-09 or 2008

- e) EMD and tender fee details:

Particulars	Amount (Rs.)	Draft No.	Date	Bank	Branch
EMD+Tender fee	25500				

Date:
 Place:

Signature
 Name

COMPANY SEAL