



भारत सरकार/Government of India  
फलता विशेष आर्थिक क्षेत्र/FALTA SPECIAL ECONOMIC ZONE  
वाणिज्य विभाग/Department of Commerce  
वाणिज्य और उद्योग मंत्रालय/Ministry of Commerce & Industry  
निज़ाम पैलेस, दूसरा एमएसओ भवन, चौथी मंजिल/Nizam Palace, 2<sup>nd</sup> MSO Building, 4<sup>th</sup> Floor  
234/4 एजेसी बोस रोड, कोलकाता-700 020 / 234/4 AJC Bose Road, Kolkata-700 020  
टेलीफोन/Phone: 2287-2263, 2287-7923, 2281-3117; फैक्स/Fax: (033)2287-3362  
ईमेल/Email: [fsez@nic.in](mailto:fsez@nic.in); वेबसाइट/Website: <https://fsez.gov.in>



## **EXPRESSION OF INTEREST**

### **Notice inviting Tender (NIT) for Expression of Interest (EOI) for Engagement of a Legal Firm on retainership basis by Falta SEZ Authority (in two bid system)**

Falta SEZ Authority invites online Notice inviting tender from approved and eligible bidders for Engagement of a Legal Firm on retainership basis by Falta SEZ Authority.

**Table-1**

1	EOI TenderNo.&Date	FSEZA/Legal/EOI/2025/01 Dated:13/03/2025
2	Name of the work	Engagement of a Law firm on retainership basis by Falta SEZ Authority
3	Period of Contract	02 years. Which can be further extended for 01(one) year with same terms & condition and rate with mutual agreed basis.
4	Period during which EMD, Cost of Bid Document and other documents shall be submitted Online and copies thereof to this office.	26/03/2025 02:00 PM
5	Last Date and Time of E-Submission of tender	26/03/2025 02:00 PM
6	Date and Time of E-opening of Technical Bid	26/03/2025 02:30 PM
7	Estimated cost of Tender (Approx.) Annual	Rs. 5,00,000 (five Lakhs)
8	Cost of BID Document	NIL
9	EMD	Rs.15,000(Rupees fifteen thousand Only)
11	E-Tender Processing fee	Rs.500/- + GST (to be paid online)

Details can be viewed on our website <http://fsez.gov.in> or, [www.gerpegov.com/FSEZ](http://www.gerpegov.com/FSEZ)

Requirements for Vendors:

- P.C. connected with internet.
- Registration with Service provider portal [www.gerpegov.com/FSEZ](http://www.gerpegov.com/FSEZ)
- The vendor should possess a Class III Digital Signature certificate (Mandatory).
- (Bids will not be recorded without Digital Signature Certificate.)
- **In case of any clarification please contact CEL Ltd., before the schedule time of the-Procurement.Contact Persons:-Help desk  
No.9073677150/151,152**

Mr. Abhay kr singh:-9708966660, Ms. Saswati Majumder-09674758722E-mail:helpdeskgerpegov@gmail.com

a) For registration, Submission procedure and method of correspondence etc., Please visit our website: [www.gerpegov.com/FSEZ](http://www.gerpegov.com/FSEZ) and click on the link Vendor Help.

b) To obtain the Class III digital signature certificate or further details please visit our website: : [www.gerpegov.com/FSEZ](http://www.gerpegov.com/FSEZ) or you may also Contact: Mr. Saswati Majumder, BD52ARabindra Pally, Kestopur, Kolkata-101, Mobile:09674758722

c) Registration/Enrollment of Bidder one-procurement Portal of FSEZ:

In order to submit the Bid, the bidders have to get themselves registered online on the e-Procurement portal of FSEZ with valid Digital Signature Certificate (DSC) issued from any agency authorized by CCA and which can be traced up to the chain of trust to the Root Certificate of CCA. The online Registration of the Bidders on the portal will be chargeable and valid up to one year. The registration should be in the name of the company, whereas DSC holder maybe either bidder himself or his duly authorized person.

The bidders will have to accept unconditionally the online user portal agreement which contains the acceptance of all the Terms and Conditions of NIT including Commercial and General Terms & Conditions and other conditions, if any, along with On-line undertaking in support of the authenticity of the declarations regarding the facts, figures, information and documents furnished by the Bidder on-line in order to become an eligible bidder. No conditional bid shall be allowed/ accepted.

The bidder will have to give an under taking online that if the information/declaration/scanned documents furnished in support of the same in respect of eligibility criteria is found to be wrong or misleading at any stage, they will be liable to be punitive action as deemed fit by FSZ Authority.

d) Help for participating in e-tender:

The detailed method for participating in the e-procurement is available in the website [www.gerpegov.com/FSEZ](http://www.gerpegov.com/FSEZ). The bidders have to Log onto CEL's website and then click on the specified links to start participating in the e-tendering process.

Bidders are also free to communicate with the contact person of the service provider to get all clarifications regarding the mode of the e-procurement process.

NB :( i) please note that there is no provision to take out the list of parties downloading the tender document from the above referred web site. As such, tenders are requested to see the website once again before due date of tender opening to ensure that they have not missed any corrigendum uploaded against the said tender after downloading the tender document. The responsibility of downloading the related corrigendum, if any, will be that of the downloading parties.

(ii) No separate intimation in respect of corrigendum to this NIT (if any) will be sent to tenderers who have down loaded the documents from website. Please see websites i.e. <http://fsez.gov.in/>. or [www.gerpegov.com/FSEZ](http://www.gerpegov.com/FSEZ)

e) The offer should be submitted (uploaded) as per the terms and conditions and procedures laid down in the website of M/s CEL Ltd [www.gerpegov.com/FSEZ](http://www.gerpegov.com/FSEZ) /tender document failing which the offer is liable for ejection.

Bidders should download the complete NIT including the Annexure and read carefully before filling the details and uploading the documents.

f) The bidder must upload all the documents required as per the terms of NIT. Any other document uploaded which is not required as per the terms of the NIT shall not be considered.

g) It may please be noted that E-tendering or e-procurement fall under the purview of the Information Technology Act 2000 and other relevant acts and subsequent amendments if any.

### **Introduction**

Falta Special Economic Zone (FSEZ) was set up in 1985 and is spread over an area of approx. 280 acres of land. It is located at Falta, South 24 parganas, near Diamond Harbour. The zone is under the administrative control of the Ministry of Commerce & Industry (Department of Commerce), Government of India. It is the only the multiproduct Special Economic Zone in the Eastern & North Eastern zone in India. It is a fully Custom Bonded Area and is surrounded by 11' of boundary wall with two entry/exit gates.

The development of FSEZ is vested with FSEZ Authority, a Govt. entity reporting directly to the Ministry of Commerce and Industry. The FSEZ Authority is constituted by the Government of India vide Notification dated 27-02-2009 and headed by Development Commissioner of Falta SEZ who acts as the Chairman and Chief Executive Officer of the Authority.

### **Job Description**

The Falta Special Economic Zone authority (hereinafter says as 'the Authority') invites EOI from the Law Firms (hereinafter says as 'the bidder') to provide legal assistance which is more meaningfully described below with certain terms and conditions as explained in this tender document.

### **Estimated Cost of the EOI**

The estimated cost of the EOI is Five Lakhs per annum, the period of contract is for 02 (two) years which can be further renewed/extended for another 01(one) year with same term and condition and rate on mutual consent.

### **Eligibility**

- a) The 'Law Firm' includes proprietorship firm, partnership firm, LLP, body corporate, having registered office within Kolkata.
- b) The advocate(s) of the bidder should be registered with concern State Bar Council, having valid license to practice Law in India, with at least 7 years of minimum experience practicing

in Calcutta High Court, with exclusive knowledge of law with regard to Special Economic Zone Act, Rules, and allied statutes including matters related to Land issues, P.P. Act, NCLT, DRT, DRI, BIFR, AAIFR, Labour Laws, Foreign Trade Policy, FTDR Act, Foreign Exchange Management Act & Customs Act.

- c) The bidder should have well established office in Kolkata with adequate infrastructure and good network.
- d) The bidder should preferably have an experience of handling Government of India cases at Calcutta High Court.
- e) The bidder should have registration in the Original Side of the Hon'ble Calcutta High Court and having good standing of practice in NCLT Kolkata especially dealing with the cases of Special Economic Zone.
- f) Any previous work experience with any Special Economic Zone, including FSEZ will be preferable.

### **Scope of Work**

It is expected that the bidder

- a) Shall provide necessary legal services including general and commercial advice, legal opinion, reviewing relevant agreements, documents, preparing affidavits.
- b) Shall go through the files of the Falta SEZ and shall ensure saving interest of the Authority.
- c) Visit and participate in meetings/conferences with Falta SEZ representatives and render legal advice/opinion(s) on documents executed and other legal formalities entered into by Falta SEZ during the period of retainership.
- d) Shall peruse all legal documents furnished by lessee(s) for execution of lease documents and legal compliance pertaining to the various formalities associated with such legal agreements and other affairs of Falta SEZ.
- e) The bidder shall visit Falta SEZ Office, Nizam Palace, Kolkata minimum once in a week for perusal of necessary documents on which legal opinion or otherwise are required.

### **General Terms**

- a. The bidder shall enter into an Agreement with Falta SEZ Authority. The contract shall be initially for a period of Two Years, extendable for another 01(one) year with same terms and condition and rate on mutual consent..
- b. The retainership charges will be paid on monthly basis. The Bill shall be raised within first week of every subsiding month.
- c. The miscellaneous charges like photocopy, scanning, postage, court fees, stamp and or any other charges, levies, expenses, will not be reimbursed.
- d. The Authority reserves the right to reject any or all Bids without assigning any reason there of as well as the right to add/delete/modify any one or more of the terms and conditions.
- e. The Authority reserves the right to discontinue the services of the appointed bidder at any point of time for non-satisfactory performance, after giving one month of advance notice in writing. Similarly the bidder may discontinue service after providing an advance notice of one month.

- f. The Expression of Interest (EOI) is only to know how the technical terms and conditions and estimate. The issuance of Work Order to Qualified Bidder and L1 of Price bid lies with authority.
- g. If any of the due dates as mentioned in this tender document becomes a holiday and or strike, in that case, the next working day will be taken as the said due date.
- h. The bidders before submitting the bid are requested to visit the office of the Development Commissioner of the authority and make themselves familiar and satisfied with the scope of work properly, including the infrastructure available. For more details, the bidders may contact Shri Prasanta Kumar Panda, Secretary, FSEZ having office at Nizam Palace, 2ndMSO Building,4th Floor, Kolkata, before submitting their bid. For any further assistance, the bidder may contact over phone 033-2287-2263 or send e-mail to fsez@nic.in.
- i. The bidder shall hold all information concerning the business in confidence and shall not disclose without prior consent of the CEO, Falta SEZ Authority/ Development Commissioner (DC) Falta SEZ, in writing.
- j. With regard to the process of selection, the authority reserves all rights, and it cannot be challenged.

#### **Due Date**

The bid shall be submitted online, and copies thereof may be submitted to the office of the Development Commissioner, Falta SEZ, Government of India, Ministry of Commerce & Industry, Department of Commerce, 2nd M.S.O. Building, 4th Floor, Nizam Palace, Kolkata 700020, not later than as mentioned in Table-1 and there after no bid shall be accepted.

#### **Earnest Money Deposit**

Earnest Money Deposit amounting to Rs.15,000/- (Rupees fifteen thousand only) to be submitted in original through Demand Draft in favour of “Falta SEZ Authority” and bidder must produce the same before Tender Opening Committee on the date and time of opening of tender, Copy of DD is to be uploaded on the website during submission of the online bid.

#### **Bidding Process**

- 1) The tender offer shall contain one e-envelopes i.e. techno-commercial envelope which will contain one set of the following documents.
- 2) Techno e-envelope shall contain Electronic Form:
  - a) The first part should contain the information relating to eligibility of the bidder and non-refundable tender fee along with earnest money.
  - b) The bidder should enclose copies of :
    - a. The profile of the Law Firm.
      - i. Bio-data of its associate having required eligibility.
      - ii. Consent Letter of its associates willing to work for the authority.
    - iii. Bar Council of India license to practice law in India.

- b. Trade License and GST (if applicable)
  - c. If the bidder is a body corporate, shall furnish the incorporation documents and certificate of registration.
  - d. An undertaking explaining that the financial bid does not contain any condition.
  - e. Copy of the EMD as deposited.
- 3) The complete application/bid containing all the information requested in the NIT shall be submitted Online, and a copy of the same along with EMD in original shall be submitted to the office of the Development Commissioner, Falta SEZ, Government of India, Ministry of Commerce & Industry, Department of Commerce, 2nd M.S.O. Building, 4thFloor,Nizam Palace, Kolkata 700020, on or before the due date.
- 4) The server time which is displayed on the bidders “dashboard” will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.

### **Opening of Tender**

The first part i.e. Eligibility of the Technical part of the Bids will be opened as mentioned in Table-1 (Page-1). The EOI without EMD will be rejected.

### **Right to Accept or Reject**

- a) The Tender Enquiry (TE) is issued without any financial commitment. The Buyer reserves the right to amend or modify any part of the TE at any stage. Such amendments/modifications to the TE, if any, shall be duly notified similarly as the TE.
- b) The FSEZ Authority reserves the right to accept or reject any application/bid and the bidding process and reject any or all of the applications/bids at any time without any liability or any obligation for such acceptance, rejection or annulment and without assigning any reasons thereof. In the event the authority rejects or annuls any or all of the bids, it may, at its discretion, invite all eligible bidders to submit fresh bids.
- c) In case of any dispute or difference arising with the bidder during the period of Contract, the decision of the authority will be final and binding.
- d) The Hon’ble Courts at Kolkata shall have exclusive jurisdiction with respect to any matter or dispute arising out of or in any way touching or concerning this Agreement.

Copy to:

- 1) Notice Board (Nizam Palace)
- 2) Notice Board of DC Office of FSEZ.
- 3) FSEZ Website.

Prasanta Kumar Panda  
Secretary, FSEZ Authority

**(PRICE BID FORMAT)**

**Online filling only**

Engagement of a Legal Firm on retainership basis by Falta SEZ Authority

<b>Description of works (a)</b>	<b>Unit (b)</b>	<b>Total amount per annum (INR) ( c)</b>	<b>Remarks (d)</b>
<b>Engagement of a Legal Firm on retainership basis by Falta SEZ Authority</b>	<b>Whole job</b>		

Rate quoted will be without GST.

No Extra payment will be entertained at the time of execution of work.

- Note :**(i) Taxes if any (Inclusive/Exclusive) should be specified categorically against the Remark Field of price bid in the attachment electronically.  
(ii) In the above Table the short listed vendors quoting the lowest Total in Column (c) as per price bid will be treated as L-I.