



## Tender Notification



Template Name:	Two Cover Open Tender	Buyer:	Falta Special Economic Zone	Tender Status:	
Tender Authorized User Name:	PRASANTA KUMAR PANDA	Tender Authorized User Designation:	Assistant Development Commissioner		

Tender Header			
* Tender:	FSEZA/Legal consultancy/EOI/2023/01	Tender Creation Date and Time:	04-01-2023 17:48
Stage:	Two Stages	Type of Tender:	Open
* Email:	pk1971.panda@gov.in		
Tender Fee Details			
Run Line Number:	01	Estimated Cost:	3,00,000
* EMD:	10,000	* Form Fee:	0
Tender Processing Fee:	590	* Region:	1. Kolkata
* COT:	1. FSEZ-General	General Document Upload Required:	Mandatory
Description Of Work:	Engagement of a Legal Firm on retainership basis by Falta SEZ Authority.		
Important Dates			
1. * Request of Tender Document From:	04-01-2023 19:00	2. * Issue of Tender Document From:	04-01-2023 19:01
3. * Request of Tender Document To:	25-01-2023 13:58	4. * Issue of Tender Document To:	25-01-2023 13:59
5. Bid Clarification date:		6. * Tender Closing Date and Time:	25-01-2023 14:00
7. * Techno Commercial Open Date and Time:	25-01-2023 14:01	8. * Cost Open Date and Time:	Caption for unknown Date



Grievances-Procurement

> Grievance/Suggestions

Uploads the XML

> XML Upload

> Errors- Tender Upload

> Errors-AOC Upload

> Errors- Tender Corrig

> Errors-AOC Corrig

> Help for XML Upload

XMLFile Upload

Choose XML File:

Please Upload a Valid .xml File

Choose File tendanupla\_1.2023.xml

SUBMIT

Important Notes:

- 1) For Improve Best User Experience, Please press CTRL+FS Keyboard key to clear current browser cache before upload new xml file.
- 2) Upload Tender/Corrigendum,AOC as separate XML files for better error handling.

XML File Upload Response

Total Inserted Record(s): 1

Click to Hide Success Details

Success Description

1 AB08115@FSEZAL legal consultancy/EOI/2023/01@#1@#Success

Total Error Record: 0

For more details please click the links below

Xml File Error Actions :

- View Tenders Errors
- View Aocs Errors
- View Tender Corrigendum
- View AOC Corrigendum



**Tender(s) and Corrigendum(s)/Addendum(s) hosted on 04/01/2023 in <https://www.tenderwizard.com/FSEZ>**

**From :** tenderalerts@tenderwizardhelpdesk1.in

Wed, Jan 04, 2023 11:50 PM

**Subject :** Tender(s) and Corrigendum(s)/Addendum(s) hosted on 04/01/2023 in <https://www.tenderwizard.com/FSEZ>  
**To :** Prasanta Kumar Panda <pk1971.panda@gov.in>

Dear Sir/Madam,

The details are as follows:

### Tender(s)

Falta Special Economic Zone

Tender No	Line No	Description Of Work	Registered on	Estimated Cost	Request of Tender Document To (Request Closing Date and Time)	Tender Closing Date and Time
FSEZA/Le gal consultan cy/EOI/2 023/01	01	Engagement of a Legal Firm on retainership basis by Falta SEZ Authority.	Kol ka ta	Amou nt In.3,0 0,000. 00	25-01-2023 13:58	25-01-2023 14:00

More details are available at <https://www.tenderwizard.com/FSEZ>

Kindly ignore, if not interested.

With Regards

Tender Inviting Authority

**NOTE:** To ensure that you receive our e-mail alerts in your inbox, please add tenderalerts@tenderwizardhelpdesk1.in to your address book or to your safe sender list.

Final



सत्यमेव जयते

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; वेबसाइट/Website: http://fsez.gov.in



Falta SEZ



आज़ादी का  
अमृत महोत्सव



Azadi Ka  
Amrit Mahotsav

## **EXPRESSION OF INTEREST**

### **Notice inviting Tender(NIT) for Expression of Interest for Engagement of a Legal Firm on retainership basis by Falta SEZ Authority (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.

1	EOI Tender No.& Date	FSEZA/Legal consultancy/EOI/2023/01 Dated: 04/01/2023
2	Name of the work	Engagement of a Legal Firm on retainership basis by Falta SEZ Authority.
		Work Description
		Appointment of Legal Consultancy Firm for Falta SEZ Authority
3	Period of Contract	02 years
4	Period during which EMD, Cost of Bid Document and other documents shall be submitted to this office.	25/01/2022 02:00PM
5	Last Date and Time of E-Submission of tender	25/01/2022 02:00PM
6	Date and Time of E-opening of Technical Bid	25/01/2022 02:00PM
7	Estimated cost of Tender (Approx.)	Rs.3.00 lakh
8	Cost of BID Document	NA
9	EMD	Rs.10,000(Rupees Ten 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.tenderwizard.com/FSEZ](http://www.tenderwizard.com/FSEZ)

**Requirements for Vendors:**

- P.C. connected with internet.
- Registration with Service provider portal [www.tenderwizard.com/FSEZ](http://www.tenderwizard.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 ITI Ltd., before the schedule time of thee-Procurement.

**Contact Persons:-**

Help desk No.9073677150/151,152

Mr. Siddhartha Sundar Mondal:-09674758723, Ms. SaswatiMajumder-09674758722E-mail:helpline1tenderwizard@gmail.com,helplinetenderwizard@gmail.com

a) For registration, Submission procedure and method of correspondence etc., Please visit our website: [www.tenderwizard.com/FSEZ](http://www.tenderwizard.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.tenderwizard.com/FSEZ](http://www.tenderwizard.com/FSEZ) or you may also Contact: Ms. 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 as applicable online and one time activity only. The registration should be in the name of bidder, 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.tenderwizard.com/FSEZ](http://www.tenderwizard.com/FSEZ). The bidders have to Log onto ITI'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 ie.<http://fsez.gov.in/>. or [www.tenderwizard.com/FSEZ](http://www.tenderwizard.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 ITI Ltd [www.tenderwizard.com/MUSEUM/tender](http://www.tenderwizard.com/MUSEUM/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.

#### **Project/Preamble**

Falta SEZ 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.

For legal consultancy FSEZ Authority Invites tender for the following job:

Establishment of Computerized Access Control System in 2 nos of Gates at Falta Zone

Item No	Description of Work / Job	Quantity
1	<b>Engagement of a Legal Firm on retainership basis by Falta SEZ Authority.</b>	Whole job

The vendors are requested to visit our office at Nizam Palace, 2<sup>nd</sup> MSO Building, 4<sup>th</sup> floor, Kolkata before submitting their Techno-commercial offer both in on line. Any quarries please contact shri Prasanta Kumar panda, Secretary/FSEZ, mob no.9062001634/9088317052.

This EOI is only to know how the technical Terms and conditions and estimate. Issuance of Work Order to Technically qualified bidder and L1 of Price bid is lies with Development commissioner. Nobody can claim for the work Order.



## **B. Bidding process**

The tender offer shall contain one e-envelopes i.e. techno-commercial envelope which will contain one set of the following documents.

i) Techno- e-envelope shall contain Electronic Form: The **first part** should contain the information relating to eligibility of the applicant/bidder and non-refundable tender fee along with earnest money. The bidder should also enclose copies of-

- (a) Valid GST Registration details or copy of application thereof. If exempted, necessary documents in support of exemption.
- (b) Trade license or any other appropriate permission to carry on Trade/Business.
- (c) If the bidder is a Partnership firm, duly attested Partnership deed and in case of Company certified copy of the Certificate of Incorporation Memorandum and Article of Association.
- (d) Evidence of having handled similar assignments in any other establishments since last five years either in its own name or a Group company.
- (e) The bidder shall submit an undertaking that the financial bid does not contain any condition(s).
- (f) The bidder shall submit the Organization Profile.
- (g) The bidder shall submit the Earnest Money Deposit.

The completed application/bid containing all the information requested in the NIT shall be submitted online the date and EMD to be given as per the schedule in table to the Office of the Development Commissioner, Falta SEZ, Government of India, Ministry of Commerce & Industry, Department of Commerce, 2<sup>nd</sup> M.S.O. Building, 4<sup>th</sup> Floor, Nizam Palace, Kolkata – 700020.

## **C. Due date & time for submission and opening of Bid:-**

- I. The offline bid should be submitted at the Office of the Development Commissioner, Falta SEZ, Government of India, Ministry of Commerce & Industry, Department of Commerce, 2<sup>nd</sup> M.S.O. Building, 4<sup>th</sup> Floor, Nizam Palace, Kolkata – 700 020 not later than 25/01/2023 after which time and date, no bid shall be accepted.
- II: The first part i.e. Eligibility of the Technical part of the Bids will be opened on the scheduled date and time mentioned in table 1 **NOTE:-**If the above day becomes a holiday/strike, then submission and opening of the earnest money and Technical part of the Bid will shift to the next working day.

## **D. General Information for the Bidders:-**

The bidder shall be deemed to have inspected the office and including the available facilities and conditions prevailing there on before quoting the rates, no cost incurred by the bidders in preparing their Bid or attending inspection of the site will be reimbursed by FSEZA.



#### **E. Scope of work:-**

- (i) The firm Shall provide necessary legal services of all nature as and when sought during the course of business of Falta SEZ.
- (ii) The services to be performed by the firm shall comprise of general and commercial advice, legal opinion and advice rendered to the Authority including review of all relevant agreements, documents, preparing Affidavits.
- (iii) The firm shall go through the files of Falta SEZ Authority and shall ensure saving of interest of the Authority.
- (iv) To 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.
- (v) To 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.

#### **F. Eligibility Criteria (Technical)**

- (i) Law firm should be registered with concern council/ Competent Authority.
- (ii) Should have five years' experience in matters related to Land issues. P.P. Act, NCLT, DRT, DRI, BIFR, AAIFR, Labour. Foreign Trade Policy, SEZ Act/Rules, FTDR Act, Foreign Exchange Management Act & Customs Act etc.
- (iii) Having established network and offices in Kolkata. (Signed and scanned copy of evidence to be furnished).
- (iv) Completed operation for a minimum of 10 (ten) years since its inception in rendering legal services. (Signed and scanned copy of evidence to be furnished).
- (v) Should be on the panel of at least 5 (five) PSU/Central Government/Statutory Body/Autonomous Organization/Sub-ordinate and attached offices of Central Government. In support of this, firm shall submit signed and scanned copy of Engagement letter indicating the details of assignment, client, value of assignment etc.
- (vi) Law firm should be registered with ROC if it is a Company/LLP. If Partnership/Proprietorship firm, it may have registered deed and having more than one lawyers holding Bar Council membership.

#### **G. Conditions:**

- (i) The firm shall hold all information concerning the business in confidence and shall not disclose without prior consent of the CEO Falta SEZ Authority/DC, Falta SEZ.
- (ii) Representative of firm shall visit Falta SEZ Office, Nizam Palace, Kolkata once in a week compulsorily for perusal of files, preparing legal opinion, counter affidavits. suits etc. for which Falta SEZ Authority shall pay monthly retainer ship.

#### **H. Parameters for Selection of legal firm:**

- (i) Experience and legal abilities including credentials and background of the partners/lawyers.
- (ii) Fulfillment of all conditions mentioned in the tender.
- (iii) Fulfillment of other eligibility criteria mentioned in the Tender.
- (iv) Willingness to sit in Falta SEZ twice in a week.
- (v) Registration with various Courts and eligible to attend hearing in such courts.



### **I. Other Terms & Conditions:-**

- (i) The selected Law Firm shall enter into an Agreement with Falta SEZ Authority. The contract shall be initially for one year extendable upto 02 years at the same rate. Terms & conditions, at the discretion of CEO, Falta SEZ Authority and subject to willingness of firm.
- (ii) The retainership charges will be paid on monthly basis subject to condition that assigned work is performed satisfactorily.
- (iii) All the information/details to be supported by authentic documents duly Certified by the authorized signatory.
- (iv) CEO, Falta SEZ Authority reserves the right to reject any or all Bids without assigning any reason thereof as well as the right to add/delete/modify any one or more of the terms and conditions.
- (v) CEO, Falta SEZ Authority reserves the right to discontinue the services of the appointed Law Firm(s) at any point of time for non-satisfactory performance by the Law Firm(s).
- (vi) GST shall be on zero rated in terms of Section 16 of IGST Act, 2017.

### **J. Earnest Money Deposit:**

Earnest Money Deposit amounting to Rs. 10,000/- (Rupees ten thousand only) to be deposited in Falta SEZ Branch through challan/by way of Demand Draft in favour of **"Falta SEZ Authority"** and firm must produce evidence of the same before Tender Opening Committee on the date and time of opening of tender, Copy of DD may be uploaded on the website.

### **K. Opening of Online EOI Responses:-**

The online EOI responses will be opened at date and time mentioned in the 1<sup>st</sup> table (Page-1). Representative of law firm may be present at the venue on the date and time of opening of online responses. The EOI without EMD would be rejected.

### **L. Submission of Bids:-**

- (i) Bidder should log into the Falta SEZ website [www.fsez.gov.in](http://www.fsez.gov.in) well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- (ii) The bidder has to upload the required bid documents one by one as indicated in the tender document.
- (iii) Bidder should pay/submit the EMD as per the instructions specified in the tender document at J..
- (iv) Bidders are requested to note that they should necessarily submit their financial bids online only and in the format available there. The price bid will be open for the Technically qualified bidders only.
- (v) Once the details have been completed, the bidder should save it and submit it online without changing the filename.
- (vi) 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.

### **M. Assistance to Bidders:-**

For any queries relating to the tender document and the terms and condition contained therein or for any queries regarding e-Tendering process, the bidder may contact at address as provided in the tender document. The bidder may contact over phone 033-2287-2263 or send e-mail to [fsez@nic.in](mailto:fsez@nic.in).



**N Right to accept or reject any or all applications/bids**

1. 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.
2. The FSEZA 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.
3. In case of any dispute or difference arising with the bidder during the period of Contract, the decision of the FSEZA will be final and binding.
4. 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.

Prasanta Kumar Panda  
(Secretary, Falta SEZ Authority)  
Mob No.9062001634/9088317052

Copy to: 1.Notice board (Nizam Palace)  
2.M/s ITI limited.  
3.Notice board DC office Falta  
4.FSEZ Website



(PRICEBID,FORMAT)

**On line filling only**

Engagement of a Legal Firm on retainership basis by Faltā SEZ Authority.

Description of works (a)	Quantity (b)	Total amount in INR (c)	Remarks (d)
Engagement of a Legal Firm on retainership basis by Faltā SEZ Authority.	Whole job		

Rate quoted will be of 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 Gross Total in Column (c) as per price bid will be treated as L-I.