

## **Expression of Interest (EOI)**

**For**

### **Empanelment Legal Firm / Individual for State Resource Centre for Woman and Child, Department of Women and Child Development, Uttar Pradesh**

State Resource Centre for Woman and Child (SRCWC) set-up as an autonomous institution under the Department of Women and Child Development, Govt. of Uttar Pradesh at Lucknow responsible for undertaking research on various issues and provide certification and training to the different stakeholders of government and the civil society. It will have cross platform linkages with educational institutions to undertake joint research and training programs for the Government of Uttar Pradesh. SRCWC interventions would include, inter alia, Policy formulation, strengthening, advocacy, research, documentation, monitoring, evaluation and identification of best practices and innovations pertaining to schemes and programs related to women and children.

#### **Objective:**

To empanel Legal Firm / Individual to provide services related to legal matter.

#### **Geographical area:**

Office of SRCWC at Lucknow, Uttar Pradesh.

#### **Period of Empanelment**

The contract will be on year to year basis extendable for a period of 3 (three) years depending on the satisfactory completion of assignment during the year. Performance shall be primarily assessed on the basis of quality and timeliness of the report.

#### **Scope of Work**

- i) To provide legal advice to the centre.
- ii) To facilitate legal matter in court cases.
- iii) The legal vetting of various documents / agreements and MOU of the Centre
- iv) Any other work needed for legal support.

#### **Eligibility Criteria of The Legal Firm / Individual**

The application of only those Legal firm / Individuals will be considered, which satisfy the following eligibility criteria:

- i) Must be registered with the Bar Council.
- ii) The legal firm/Individual should have expertise and experience in societies registration act, corporate law and other relevant laws.
- iii) The legal Firm / Individual is required to have Income Tax Permanent Account Number (PAN) and Goods and Service Tax (GST) Registration Number.
- iv) The Legal firm / Individual should not be black listed by any Government Departments, C&AG, PSUs or any other organization in respect of any assignment or behaviour. The firm / Individual has to submit the No blacklisting certificate.

- v) The Legal firm / Individual should submit their turnover for the last three years
- vi) The Legal Firm / Individual should have been in operation for minimum 7 years. The firm / Individual should have undertaken and completed at least 3 assignments related to legal matter Autonomous institutions of Govt. / Public Sector Undertakings (PSUs).
- vi) No proposal shall be entertained in joint venture/Consortium.
- vii) The Legal firm / Individual has experience in legal services in autonomous Government institution / government projects/ Public sector undertakings

### **List of Documents To Be Submitted Along with Application**

- i) Detailed proposal on the activities to be carried out.
- ii) Registration certificate of the Legal firm / Individual issued by the Bar Council.
- iii) Copy of Membership Card of the Partners issued by Bar Council.
- iv) Copies of appointment orders for statutory Audit in autonomous bodies/PSU's.
- v) Copy of PAN card of the Legal Firm / Individual.
- vi) Copy of Goods and Service Tax Registration of the Legal Firm / Individual.
- vii) Copies of Balance sheet and Profit & Loss Account of last three years
- viii) Certificate of No Blacklisting

### **Empanelment Process**

- The short listing of CA firm/ Individual on the basis of Eligibility Criteria, documents submitted and detailed proposal to carry out the assignment.
- A model Terms of Reference will be developed after analysing the various proposals
- Financial proposal will be sought from the shortlisted Legal firm/ Individual
- On the basis of financial proposal Legal firm/ Individual will be empanelled with SRCWC

SRCWC, Uttar Pradesh, Lucknow reserves the right to accept or reject any or all the offers received or cancel bidding process prior to award of any contract, without assigning any reason whatsoever.

### **Application Process**

- The interested Legal Firm / individual must send their details proposal as per the instruction given above with self-attested testimonial
- The scanned copies of self-attested testimonials along with the details proposal must be send via email ID [info@srcwc.org](mailto:info@srcwc.org) by 2<sup>nd</sup> Sept, 2018. Proposal received after the last date will not be considered.