

## **Terms of Reference**

**Expression of Interest (Eoi) for Appointment of Law Firm to assist NOIDA in drafting Rules & Regulations for its departments (as per UPIAD Act 1976) and final approval on the same**

**June 2010**

Issued by:

New Okhla Industrial Development Authority

Main Administrative Building

Sector-6, Noida

District Gautam Budh Nagar - 201301

Uttar Pradesh, India

## Terms of Reference

### **New Okhla Industrial Development Authority (NOIDA) invites Expression of Interest (Eoi) for Appointment of Law Firm to assist NOIDA in drafting Rules & Regulations for its departments (as per UPIAD Act 1976) and final approval on the same**

#### **1. Introduction:**

New Okhla Industrial Development Authority (“NOIDA” or “the Authority”) plans to draft the Rules and Regulations for various departments and sub-departments of the Authority, under the Uttar Pradesh Industrial Area Development (UPIAD) Act 1976. In this regard, NOIDA invites the Eoi from interested law firms/ organizations which have experience in drafting such Rules & Regulations and assisting departments/ governments till the final approval of Rules and Regulations from the relevant bodies.

#### **2. Scope of Work:**

The scope of work for the law firm would include:

- 2.1. Drafting of rules, regulations and manual of procedures for day-to-day functioning of various departments and sub-departments of the Authority, under the UPIAD Act 1976
- 2.2. Assist NOIDA till the final approval of Rules & Regulations from the State Government.

The **timeline for the abovementioned scope** of work would be as follows:

Draft rules, regulations and manual of procedures	End of 2 <sup>nd</sup> month from the date of Letter of Award
Final rules, regulations and manual of procedures	End of 3 <sup>rd</sup> month from the date of Letter of Award
Assist NOIDA in getting the approvals	Till the final approval is received from the State Government

### **3. Qualification Criteria:**

Interested bidder should **qualify all the below mentioned criteria:**

- 3.1. The firm should have an average annual turnover of atleast INR 1.00 crore during last 3 years.
- 3.2. The firm should have been incorporated for last 10 years and have experience in providing legal services and framing rules & regulations in India.
- 3.3. Experience of providing similar legal services to Central/ State Government/ Government body in India, in last 5 years.
- 3.4. The Team Leader and team members should have atleast 15 years and 3 years of experience respectively, in framing rules & regulations in India.
- 3.5. Should have an office in Noida/ Greater Noida/ New Delhi/ Gurgaon/ Ghaziabad/ Faridabad.
- 3.6. Bidder should not have any pending litigation and non-performing contracts during last 5 years. Further, any Bidder which has been barred by Government of India/ any State Government/ Government agency, Supreme Court and the bar subsists as on date of Eol submission, would not be eligible to submit an Eol. An undertaking stating the same must be submitted along with the Eol as per the format attached herewith.
- 3.7. No consortium is allowed for this project.

### **4. Security/ Earnest Money Deposit (EMD)**

- 4.1. Each Eol must be accompanied by EMD of INR 100,000/- (Rupees One Lakh only) in the form of NSC/ CDR/ FDR etc, of any Post Office/ Scheduled Bank of India pledged to the NOIDA.
- 4.2. The EMD deposited by the unsuccessful Bidders shall be returned by NOIDA.
- 4.3. The earnest money of the successful Bidder shall be converted into the Performance Security.

### **5. Submission Details:**

Interested bidders are invited to submit their Eol as per the formats attached herewith. This should include:

- 5.1. Earnest Money Deposit (as stated in section 4)

- 5.2. Details of the organisation of the Bidder
- 5.3. Past experience of the Bidder (with relevant documentary proof of each credential stated, in form of work order/ letter of award/ completion certificate)
- 5.4. Financial capability statements (audited annual financial statements of the Bidder)
- 5.5. Team members clearly mentioning the Team Leader, and profile of each member
- 5.6. Project Undertaking (as stated in Eligibility Criteria - 3.6)
- 5.7. Any other information relevant to the Project

The EoI should be submitted latest by 1500 hours on **June 25, 2010** to the below mentioned address:

**Chief Executive Officer**

New Okhla Industrial Development Authority

Main Administrative Building

Sector-6, Noida- 201301

Tel.: +91 120 2423960

Email: [noida@noidaauthorityonline.com](mailto:noida@noidaauthorityonline.com)

Any queries regarding the EoI should be directed to AO (Audit)/Sr. Finance & Accounts Officer/ Financial Controller, New Okhla Industrial Development Authority, Main Administrative Building, Sector-6, Noida- 201301; Tel.: +91 120 2423960; Email: [noida@noidaauthorityonline.com](mailto:noida@noidaauthorityonline.com).

The shortlisted bidders would be invited to submit their Financial Proposal.

NOIDA reserves all rights to reject or accept any/ all EoIs without assigning any reason whatsoever. NOIDA takes no responsibility for the delay, loss or non-receipt of any submission or letter sent by post/ courier.

## Pro forma for Submission of EoI

This part of the document provides various pro-forma for providing the information. Bidders must sign each page of the EoI to be submitted to NOIDA and provide all the required information on separate sheets but strictly as per the given pro-forma.

### PROFORMA 1: DETAILS OF BIDDER

1.	<p><b>Title and name of the Project:</b>  Appointment of Law Firm to assist NOIDA in drafting Rules &amp; Regulations for its departments (as per UPIAD Act 1976) and final approval on the same</p>
2.	<p>State the structure of the Bidder's organisation (Bidders to complete/delete as appropriate)</p>
3.	<p>For Bidder who are individual companies or firms, state the following:  Name of Company or firm: .....  Legal status: (e.g. incorporated private company, proprietorship, etc.)  .....  Registered address: .....  Year of incorporation.....  Principal place of business: .....  Contact person: .....  Contact person's title: .....  Address, telephone, facsimile number and e-mail ID of contact person:  .....  .....  .....</p>
	<p>Authorised contact person (from lead member):   Contact person's title:   Address, telephone, facsimile and e-mail ID of contact person:</p>

**PROFORMA 2: FINANCIAL CAPABILITY DETAILS**

The following format shall be used for statement of financial capability of Bidders:

<b>Year</b>		<b>Annual Turnover</b>
Year .....		
Year .....		
Year .....		
Parameter		

**(Signature of Authorised Signatory)**

**Name of the Authorised Signatory:**

**Company Name:**

**Date:**

**Instructions:**

1. The Bidder shall provide the audited annual financial statements as per the Eligibility Criteria and Submission Details.

### PROFORMA 3: EXPERIENCE OF THE BIDDER

Use separate sheets for different projects of the bidder.

Name of Project	
Name, address and contact details of the Client	
Scope of the project for Bidder	
Name(s) of other members of consortium, in case the said project was executed as a consortium	
Date of commencement of project	
Date of completion of Bidder's scope of work	
Project fee	

The above statement shall be supported by:

1. Copy of work order/ completion certificate by client.

**(Signature of Authorised Signatory)**

**Name of the Authorised Signatory:**

**Company Name:**

**Date:**

## PROFORMA 4: CURRICULUM VITAE OF TEAM LEADER & TEAM MEMBERS

1. Proposed Position:
2. Name of Firm: [Insert name of Bidder proposing the staff]:
3. Name of Staff: [Insert full name]:
4. Date of Birth:
5. Nationality:
6. Education:  
[Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment]
7. Membership of Professional Associations:
8. Other Training:
9. Countries of Work Experience: [List countries where staff has worked in the last ten years]
10. Languages: [For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]
11. Employment Record: [Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.]  
From [Year To Year]  
Authority:  
Positions held:
12. Detailed Tasks Assigned: [List all tasks to be performed under this Assignment/job]
13. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned



[Among the Assignment/jobs in which the staff has been involved, indicate the following information for those Assignment/jobs that best illustrate staff capability to handle the tasks listed under point 12.]

Name of Assignment/job or project:

Year:

Location:

Employer:

Main project features:

Positions held:

Activities performed:

14. Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

-----

[Signature of staff member]

Full name of staff member

Date:

Place:

\_\_\_\_\_  
Signature of the Bidder

## **PROFORMA 5: PROJECT UNDERTAKING**

Date:

**Chief Executive Officer**

New Okhla Industrial Development Authority  
Main Administrative Building, Sector 6, Noida  
District: Gautam Budh Nagar - 201301  
Uttar Pradesh, India

**Sub: Expression of Interest (Eol) for the Appointment of Law Firm to assist NOIDA in drafting Rules & Regulations for its departments (as per UPIAD Act 1976) and final approval on the same.**

We have read and understood the Terms of Reference for the captioned Project provided to us by NOIDA.

We hereby declare that:

Our Eol is made in good faith and the information contained is true and correct to the best of our knowledge and belief.

We do not have any pending litigation and non-performing contracts during last 5 years, that may have an impact of affecting or compromising the delivery of services as required under this Project.

We are not barred by NOIDA/ Government of India/ any State Government/ Government agency/ Supreme Court from participating in similar projects.

Dated this ..... day of ..... 2010.

**(Signature of Authorised Signatory)**

**Name of the Authorised Signatory:**

**Company Name:**

**Date:**