



Small Industries Development Bank of India

**LETTER OF INVITATION (LoI)
FOR SUBMISSION OF FINANCIAL PROPOSAL FOR ENGAGEMENT OF
LEGAL EXECUTIVES ON CONTRACTUAL/OUTSOURCING BASIS FOR THE BANK**

Small Industries Development Bank of India
Swavalamban Bhavan
C-11, G-Block,
Bandra Kurla Complex,
Bandra East
Mumbai 400 051

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HRV./ L001234668/Rec(LE)2021-22

May 21, 2021

LETTER OF INVITATION (LoI)

Kind Attn. _____

Dear Sir / Madam,

**Subject: LETTER OF INVITATION (LoI)
FOR SUBMISSION OF FINANCIAL PROPOSAL FOR ENGAGEMENT OF
LEGAL EXECUTIVES FOR THE BANK**

You are hereby invited to submit Financial proposals required for the captioned engagement assignment, which would form the basis for future negotiations and ultimately a contract between your firm/ Company and the Small Industries Development Bank of India (hereinafter referred to as Client).

The purpose of the assignments is engagement of Legal Executives for the Client on Contractual / outsourcing / Retainership basis.

2. The proposal includes the following documents:
 - Section I - Letter of Invitation
 - Section II - Instruction to Consultants (ITC)
 - Section III - General Terms & Conditions (GTC)
 - Section IV - Commercial Proposals – formats
3. Unless the context otherwise requires, the terms wherever used in this LoI and Contract would have the same meaning as given in the “Request for Empanelment of HR Consultants” dated May 12, 2018 and addendums to RfE issued on May 30, 2018 and June 06, 2018 and also to the RfE issued on Jan 08, 2021 and addendums to RfE issued on Jan 29, 2021 as available on Client website.
4. The proposals complete in all respect can be submitted up to **1500 hours** on **June 02, 2021** through email at **recruitment@sidbi.in** in password protected PDF file(s).
5. Opening of the Financial Proposal will take place at **1600 hours** on **June 02, 2021** through online video conferencing.

6. Address for Communication

The General Manager,
Human Resource Vertical,
Small Industries Development Bank of India,
Swavalamban Bhavan
7th Floor, C-11, G- Block,
Bandra Kurla Complex, Bandra East
Mumbai - 400 051

8. Contact Person

Shri Pradyumna Kumar Choudhury
Dy. General Manager
Phone: +91-9910033484
Email: pradyumna@sidbi.in

Shri Gautam Kumar
Assistant General Manager
Phone: +91-9920577933
Email : gautam@sidbi.in

9. The Bank reserves the right to accept or reject any or all the Proposals in whole or part without assigning any reasons.
10. You are requested to hold your proposal valid for 30 days from the last date of submission without change in your proposed price. The Client will make its best efforts to select a Consultant firm/company within this period. The Client may solicit your consent to an extension of Proposal validity (but without any modification in the Proposal).
11. Please note that the remuneration which you receive from this assignment will be subject to applicable tax liability as per rules. Kindly contact the concerned tax authorities for further information in this regard, if required.
12. We would appreciate if you inform us by E-mail:
 - (a) Your acknowledgement of the receipt of this letter of invitation and;
 - (b) Whether or not you will be submitting a proposal.

Yours faithfully
Sd/-
(Y. Venugopal Rao)
General Manager
HR Vertical

SECTION II: INSTRUCTIONS TO CONSULTANTS (ITC)**1. Terms of Reference (TOR)**

The Bank intends to engage a competent HR consultant for hiring of Legal Executives on Contractual / Outsourcing / Retainership basis. In this regard, the Bank requests proposals from the empanelled HR consultants for assisting the Bank in the above hiring. Bank may, at its sole and absolute discretion, choose to avail all services or part thereof. Such decision may be advised during the course of the project. The area of consultancy shall include, but not limited to as under:

1.1 The indicative terms of appointment of Specialists for the Bank shall be as under:

A.	Name of the Post	Legal Executives
B.	Type of the Post	Contractual / Outsourcing / Retainership basis.
C.	No. of Posts	10 nos.
D.	Period of Contract	The term of the contract of Legal Executives would initially be for a period of three year , extendable, at sole discretion of the Bank, for a further period of up to two years . The contract can be terminated at one months' notice on either side or salary and allowances (if any) in lieu thereof.
E.	Location	The location of the selected candidates shall be at any of the SIDBI Office locations across India.
F.	Key Skills	<ol style="list-style-type: none">1. Handling of all legal matters including, but not limited to, rendering of legal opinions on matter related to various statutes affecting/ concerning SIDBI, Corporate and commercial matters, Banking Law matters, IBC Matters, Trademarks and Intellectual property matters, Mergers and acquisitions/Dispute resolution, property related cases, commercial agreements, MoUs, Service matters, Taxation matters etc.;2. Drafting/ vetting of documents/ deeds/ contracts including plaints/written statement/ petitions/ claims; conveyancing; title investigation;3. Liaison with the Advocates/ Solicitors, enforcement of securities including under SARFAESI Act;4. Supervision of court cases pending with various courts/ Forums/ Tribunals/ Authorities; and vetting of documents etc. or any other related matter concerning SIDBI.5. Liaison with the Advocates in connection with title verification;6. Submission/ scrutiny of title verification reports as per Bank's format;7. Coordinating with Bank's empaneled advocates and providing legal opinion in respect of other related areas as and when sought on an ongoing basis;

		8. Supporting the operational functionaries in understanding and mitigating the legal risk in projects/ agreements etc. 9. Any other work/ responsibility as may be assigned by the Bank from time to time.	
G.	Eligibility Criteria		
	a	Age limit	The candidate should not be more than 30 years old as on May 31, 2021 .
	b	Educational Qualification	Degree in law (3 years/ 5 years) from a recognized university in India with minimum 60% marks. Post Graduate degree in Law from a recognized Indian University shall be preferable.
	c	Experience	Practicing Advocate or law officer in a bank or financial services company having minimum 1 -2 years of experience. Preference will be given to the candidates having experience in Drafting/ vetting of documents/ deeds/ contracts including plaints/written statement/ petitions/ claims; conveyancing; title investigation; Supporting the operational functionaries in understanding and mitigating the legal risk in projects/ agreements etc. ; Liaison with the Advocates/ Solicitors, enforcement of securities including under SARFAESI Act; Supervision of court cases pending with various courts/ Forums/ Tribunals/ Authorities; and vetting of documents etc. or any other related matter concerning SIDBI.
		Important: The Bank reserves the right to raise/modify the eligibility criteria in educational qualification and minimum work experience in order to restrict the number of candidates to be called for Interview, commensurate with the number of posts.	
H.	Remuneration	Around ` 8.00 - ` 12.00 lakh , based on experience/profile of the candidate. Annual increment, up to 5% of CTC finalized initially, may be considered by the Bank, based on performance. Salary shall not be a constraint for the right candidate.	

1.2 Keeping in view the above, the following would be the broad scope of work for the successful Consultant:

- a. Sourcing of the suitable candidates on contract / outsourcing basis to the Client to be engaged as Legal Executives.
- b. Managing the complete hiring process from registering a vacancy to the arrival of the successful recruit(s).
- c. Drawing up of Job Profile of the post(s) for which hiring is being proposed,
- d. Determining essential attributes like experience, skills & qualifications, KRAs, suggesting compensation package including bench marking of CTC etc.
- e. Advertising the post, sourcing, collection and scrutiny of application and identification of suitable candidates, application handling and storage, screening, Tests / Interviews exercise, Negotiations, Performance matrix etc.

- f. Tasks related to on-boarding of such candidates including handing references, clearances and professional background checks and criminal records etc.
- g. The candidate selection shall be finalized by SIDBI and SIDBI reserves the right to select/ reject the candidates sourced by the Consultant without assigning any reasons whatsoever.
- h. The selected candidate shall be on the rolls of the successful Consultant and the payroll of the selected candidates shall be managed by the consultant only.**
- i. In consideration of the service to be rendered by the successful candidate, the Client shall pay the consolidated service fee as finalized by way of bidding process inclusive of applicable taxes and shall not be liable to pay any other expenses/fees to the Consultant.
- j. All the issues pertaining to Legal Executives on contract / outsourcing basis including payroll shall be handled by the Consultant and its designated staff and the Client shall not be responsible for the same in any manner.
- k. Any other specific job or hiring related services as required by SIDBI.

The Consultant has to envisage all necessary services to be provided to achieve the objective for which the proposal is sought and ensure that the same is delivered to the Client. Omission of details in the proposal of the services required to be provided by the Consultant or mis-description of details generally acknowledged to be customary and/ or necessary to carry out such services or which the Consultant knows or reasonably should have known will not relieve the Consultant from performing such omitted details of the services and they must be performed as if fully and correctly set forth and described in this proposal.

1.3. Schedule for completion of the tasks

The above hiring has to be done within **1 month period** from the date of the contract.

Post the evaluation process the selected consultant would be initially contracted by the Bank for a period of 1 month post signing of the agreement. The Bank reserves the right to reduce or extend the stipulated timeframe of 1 months for an additional period as it may deem appropriate, at the same commercial terms and condition without any additional compensation payable by the Bank, on month to month basis.

2. Submission of Proposals

- 2.1 Consultants are permitted to submit only one Proposal.
- 2.2 The Consultant is expected to submit the Commercial Proposal inclusive of the applicable taxes [to be shown separately]. The commercial proposal should be on the Consultant's letter head and the total amount should be mentioned in both numerals and words.
- 2.3 The Commercial proposal may be prepared as per format provided in Commercial Proposals – Formats. The covering letter Form: F1 shall indicate the name and address of the Consultant to enable the proposal to be returned in case it is declared late, and for matching purposes.

- 2.4 The cost of proposal and submission of the proposals is entirely the responsibility of the Consultant, regardless of the conduct or outcome of the evaluation process.
- 2.5 In view of the ongoing COVID pandemic situation, the proposals may be sent **only by way of password protected PDF files through email at recruitment@sidbi.in**, so as to be received within the prescribed timeline. While sending the proposal through email, the following subject line shall be used - "**<<Consultant Name>> - SUBMISSION OF PROPOSAL FOR ENGAGEMENT OF LEGAL EXECUTIVES ON CONTRACTUAL BASIS FOR SIDBI.**"
- 2.6 Receipt of the proposals shall necessarily be password protected and passwords of the PDF file(s) may be separately forwarded to following individuals in confidentiality (9764388068 – Ranjeet Singh / 9920577933 – Shri Gautam Kumar / 9910033484 – Shri Pradyumna Kumar Choudhury) as mentioned in the proposal schedule. Proposals received after the scheduled closing time will not be accepted by the Client under any circumstances. The Client will not accept proposals delivered late for any reason whatsoever including any delay or delayed proposals sent by any other means.
- 2.7 The proposals will be opened as per the proposal schedule indicated in letter of invitation.
- 2.8 The Consultants or their authorized representatives shall attend online bid opening of proposals through video conferencing at Microsoft teams or any other mode as preferred by the Bank. Maximum of two persons per Consultant will be allowed to be present. No proposal shall be rejected at proposal opening stage, except for proposals received late. Representatives of the Consultant have to produce an authorization letter from the Consultant to represent them at the time of opening of Commercial proposals.
- 2.9 List of documents to be submitted as part of the Proposal -

I.	Form F-1-	Covering letter for submission of Proposal in Form-1
II.	Form F-2	Assignments of similar nature successfully completed
III.	Form F-3	Form of Submission of Commercial Proposal
IV.	Any other supporting information that is relevant for the Commercial	

3. Experience Qualification

The Consultant who has relevant experience and capability in hiring for similar positions/ roles as specified, to the satisfaction of SIDBI **shall only be eligible** for commercial evaluation.

4. Guidelines

- 4.1 The offers should be made strictly as per the formats specified.

4.2 The proposal should contain no interlineations, erasures or over-writings except as necessary to correct errors made by the Consultant. In such cases, the person/s signing the proposal should initial such corrections.

4.3 The Consultant is expected to examine all instructions, forms, terms and conditions and technical specifications in the Proposal Documents. Failure to furnish all information required by the Proposal Documents or submission of a proposal not substantially responsive to the Proposal Documents in every respect will be at the Consultant's risk.

4.4 Proposals with insufficient information and proposals which do not strictly comply with the stipulations given in this Proposal, its Annexure etc. are liable for rejection.

4.5 Information collected or provided to the Consultant would be confidential and shall not be used by it for any other purpose. The work/study carried out by the Consultant would be the sole property of the Client.

4.6 At no point should the Consultant use the name of the Client without prior written permission to advertise itself.

4.7 Consultants are not permitted to modify, substitute, or withdraw Proposals after its submission.

5. Conflict of Interest

The Client requires that the Consultant should provide professional, objective, and impartial advice and at all times hold the Client's interests paramount, strictly avoid conflicts with other assignments/jobs or their own corporate interests and act without any consideration for future work.

6. Validity of Proposals

Proposals shall remain valid for a period of **30 (thirty) days** from the date of submission without change in the personnel proposed for the assignment and the proposed price. The Client will make its best efforts to select a Consultant firm within this period. The Client may solicit the consent of the Consultants' for an extension of validity of proposal (but without any modification in the Proposal). A Proposal valid for a shorter period may be rejected as non-responsive.

7. Evaluation of Financial Proposals and Deciding the Awarding of Contract

- (i) The Financial Proposals shall be opened by the Client publicly in the presence of the Consultants' representatives who choose to attend online opening of Financial proposals through video conferencing at Microsoft teams or any other mode as preferred by the Bank. The name of the Consultant and the offered prices shall be read aloud and recorded when the Proposals are opened. The Client shall prepare minutes of the public opening.
- (ii) The Financial Proposal will contain the financial quote covering total price/fees/cost of undertaking the assignment inclusive of all out of pocket expense of the Consultant. The price should be quoted in absolute value and not in percentage/ proportion.

- (iii) The Client will appoint the Consultant who has quoted the least price for the assignment. In case of a tie in price quoted between Consultants', the Consultant with the highest technical score during empanelment process will be given a higher rank.
- (iv) During evaluation, the Consultant must be prepared to furnish the detailed cost break-up and other clarifications to the proposals submitted by it, as may be required to adjudge the reasonableness of its Proposal.
- (v) The Client may call for clarifications/ particulars / documents required if any, on the proposals submitted, during any stage of the evaluation process. The Consultant has to submit the clarifications/ additional particulars in writing within the specified date and time. The Consultant's offer may be disqualified, if the clarifications/ additional particulars sought by the Client are not submitted within the specified date and time.
- (vi) Commercial proposal valuation shall be considered in discrepancy in case of the following :
 - If there is a discrepancy between words and figures, the amount in words shall prevail.
 - If there is a discrepancy between percentage and amount, the amount re-calculated as per the stipulated percentage basis shall prevail.
 - If there is a discrepancy in the total, the correct total shall be arrived at by the Client.
- (vii) Client reserves the right to renegotiate the prices in the event of changes in market conditions and/or technology, etc.

In all the above cases, the Consultant shall be informed and the Consultant would require to confirm and accept the Client's position in writing within the date and time specified by the Client. In case the Consultant does not accept the correction of the errors as stated above, the proposal shall be rejected.

- (viii) If the contract with least quote price cannot be concluded, the Consultant quoting second least price score will be invited for negotiations. This process will be repeated till an agreed contract is concluded.
- (ix) The Client is not bound to select any of the Consultant submitting the proposal. Further as quality is the principal selection criterion, the Client does not bind itself in any way to select the firm offering the lowest price.

8. It is estimated that the whole assignment will be completed in about 1 month from the date of the award of contract and generally the Consultant should base their proposals accordingly.

9. Please note that the cost of preparing a proposal and of negotiating a contract including visits or any other expenses, if any, is not reimbursable as a direct cost of the assignment.

10. The selected Consultant would be expected to take up/commence the assignment within **seven days** from the date of contract. The contract needs to be signed within seven days from the award of work.

11. The selected Consultant shall indicate the authorized signatories who can discuss and correspond with the Client, with regard to the obligations under the Contract. The selected Consultant shall submit at the time of submission of the proposal, a certified copy of the resolution of their Board, authenticated by Company Secretary, authorizing an official or officials of the company to discuss, sign agreements/contracts with the Client. The Consultant shall furnish proof of signature identification for above purposes as required by the Client. Any change in authorised signatory, till the contract is signed, is required to be intimated to the Client along with documentary evidence.

12. The Client and the selected Consultant will sign the Contract Agreement. After signing of the Contract Agreement, no variation in or modification to the terms of the Contract shall be made except by written amendment signed by both the parties.

Section III: General Terms & Conditions

1. Broad Terms and Conditions

The following conditions shall apply to the proposal for engaging an HR consultant for hiring assignment:

1.1.1 The successful Consultant at his own expense will execute a contract with the Client by paying the appropriate amount of stamp duty. The first page of the Contract shall be on a stamp paper of appropriate value. The stamp duty and contract will be subject to Mumbai jurisdiction only.

1.1.2 The Client reserves the right to add, delete, modify or alter all or any of these terms and conditions in any manner as deemed necessary till the submission of proposals. Any such changes will be intimated to all the empanelled Consultants' through e-mail.

1.1.3 The successful Consultant should initiate work on the project within **7 working days** from the date of execution of the Contract.

1.1.4 The term of this assignment will for a period of **1 month** from the date of the contract and /or can be extended for further period on mutual agreement.

1.1.5 The Client will not accept any plea of the Consultant at a later date for omission of critical services on the pretext that the same was not explicitly mentioned in the Proposal. The Client reserves the right to modify any clause of the proposal till the last date for submission of proposals. All modifications / clarifications / amendments would be communicated to the empanelled Consultants'.

1.1.6 The Client reserves the right to:

- ✓ Not accept any proposal, or to accept or reject a particular proposal at its sole discretion without assigning any reason whatsoever.
- ✓ Cancel/ modify the proposal at any stage, without assigning any reason whatsoever.
- ✓ Waive or Change any formalities, irregularities, or inconsistencies in this proposal (format and delivery). Such a change/waiver would be duly notified to all empanelled Consultants'.
- ✓ Extend the time for submission of the proposals and such an extension would be duly notified to all empanelled Consultants.
- ✓ Share the information/ clarifications provided in response to proposal by any Consultant, with all other Consultant(s) /others, in the same form as clarified to the Consultant raising the query.

1.1.7 No adjustment of the contracted price shall be made on account of variation of costs of labor and materials or any other cost component affecting the total cost in fulfilling the obligations under the contract. The Contract price shall be the only payment, payable by the Client to the Consultant for completion of the contractual obligations by the Consultant under the Contract, subject to the terms of payment specified in the Contract.

1.1.8 The prices, once offered, must remain fixed and must not be subject to escalation for any reason within the period of validity of the Proposal.

1.1.9 Any change of address/ telephone numbers/ email of the Consultant, should be promptly notified to:

The Dy. General Manager
Human Resource Vertical,
Small Industries Development Bank of India
C-11, G Block,
Bandra Kurla Complex,
Bandra East
Mumbai – 400 051
Maharashtra, India
hrv@sidbi.in

2. Adherence to Statutory Requirements

The Consultant should adhere to laws of the land and rules, regulations and guidelines' prescribed by various regulatory, statutory and Government authorities.

3. Taxes and Duties

- 3.1 All applicable taxes on the consultancy fee will be paid by the Client. The Consultant shall be responsible for deposit of all taxes, duties, levies, fees or charges in respect of the works as required for the Assignment to concerned Government authorities. Also TDS will be deducted from the payments to the Consultant as per applicable laws.
- 3.2 The Consultant is expected to submit the Commercial proposal inclusive of all the applicable taxes. Each tax component, along with its rate, will have to be mentioned as separate line item in the commercial proposal. Any mistake on the part of the Consultant in applicability /calculation / representation of any taxes/duties, etc. in the proposal, in lieu of any change in existing tax laws or otherwise, shall be the sole responsibility of the Consultant and any amount or penalty levied in consequence of such mistake shall be payable by the Consultant .
- 3.3 The total amount payable by the Client to the Consultant shall be inclusive of Consultant's fee and taxes as applicable. The Client shall pay the amount due under this TCP after deducting any tax deductible at source (TDS), as required. The Client shall pay each undisputed invoice raised in accordance with this TCP and subsequent agreement, within thirty (30) Working Days after its receipt unless otherwise mutually agreed in writing, provided that such invoice is dated after such Fees have become due and payable under this TCP.

4. Disqualifications

The Client may at its sole discretion and at any time during the evaluation of Proposal, disqualify any Consultant, if the Consultant has:

- a. Submitted the Proposal documents after the response deadline;
- b. Made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements;

- c. Exhibited a record of poor performance such as abandoning works, not properly completing the contractual obligations, inordinately delaying completion or financial failures, etc. in any project in the preceding 3 years;
- d. Submitted a proposal that is not accompanied by required documentation or is non-responsive;
- e. Failed to provide clarifications related thereto, when sought;
- f. Submitted more than one Proposal;
- g. Submitted a proposal with price adjustment/variation provision.

5. Disclaimer

The Client and/or its officers and employees disclaim all liability from any loss or damage, whether foreseeable or not, suffered by any Consultant / person acting on or refraining from acting because of any information including statements, forecasts, estimates or projections contained in this document or conduct ancillary to it whether or not the loss or damage arises in connection with any omission, negligence, default, lack of care or misrepresentation on the part of the Client and/or any of its officers and/or employees.

6. Confidentiality

Information relating to the examination, clarification and comparison of the Proposals shall not be disclosed to any Consultant or any other persons not officially concerned with such process until the proposal process is over. The undue use by any Consultant of confidential information related to the process may result in rejection of its Proposal and blacklisting in terms of extant guidelines.

During the execution of the project, except with the prior written consent of the Client, the Consultant and its personnel shall not at any time communicate to any person or entity any confidential information acquired in the course of the Contract.

7. Payment Terms

The payment invoice shall be raised by the consultant on completion of the assignment (i.e. joining of the finalised candidate). Client shall make the payment to the consultant not later than 30 days of the date of invoice.

8. Performance Assessment

If the work is either not complete or not completed satisfactorily as per the approved time schedule or the quality of deliverable and if the delay is beyond 2 weeks then the Client may rescind the Contract and shall be free to get it done from other empanelled Consultants at the risk and costs of the appointed Consultant, then a penalty of 1% of the Contract value per week (subject to maximum of 20%) may be imposed by the Client.

SECTION IV : PROPOSALS - FORMATS
FORM F-1
COVERING LETTER FOR SUBMISSION OF PROPOSAL

Date.....

To
The General Manager
Human Resource Vertical,
Small Industries Development Bank of India
Swavalamban Bhavan
C-11, G Block,
Bandra Kurla Complex,
Bandra East
Mumbai - 400 051
Maharashtra, India

Dear Sir,

Subject: Proposal dated MM, DD, YYYY for _____ in Small Industries Development Bank of India

Having examined the proposal Document, we, the undersigned, offer to provide all the services mentioned in the 'Proposal' and the other Proposal Documents.

We attach hereto the Financial Response as required by the Proposal document, which constitutes our proposal.

We agree to abide by this Proposal response for a period of **30 days** from the last day of proposal submission and it shall remain binding upon us, until within this period a formal contract is prepared and executed, this Proposal Response, together with your written acceptance thereof in your notification of award, shall constitute a binding contract between us.

We agree that you are not bound to accept the lowest or any Proposal Response you may receive. We also agree that you reserve the right in absolute sense to reject all or any of the services specified in the Proposal Response without assigning any reason whatsoever.

It is hereby confirmed that I/We are entitled to act on behalf of our corporation/company /firm/organization and empowered to sign this document as well as such other documents which may be required in this connection.

We undertake that in competing for and if the award is made to us, in executing the subject Contract, we will strictly observe the laws against fraud and corruption in force in India namely "Prevention of Corruption Act 1988".



Dated this Day of.....2021

.....

(Signature)

(In the capacity of)

Duly authorised to sign the Proposal Response for and on behalf of:

.....
.....

(Name and address of Consultant)

Seal/Stamp of applicant

Witness name:

.....

Witness address:

.....
.....

Witness signature:

.....

FORM F -2

ASSIGNMENTS OF SIMILAR NATURE SUCCESSFULLY COMPLETED

1. Brief description of the Firm/Organization

2. Outline of the recent experience on assignments of similar nature (along with supporting documents):

Sl. No	Name of assignment	Name of project	Client	Cost of assignment	Date of commencement	Date of completion	Was assignment satisfactorily completed
1	2	3	4	5	6	7	8



Form 3

FORM OF SUBMISSION OF FINANCIAL PROPOSAL

From: (Name/address of Consultant).....

To: (Name/address of Client)

Dear Sir,

Hiring of Consultancy Services for Hiring of Legal Executives Staff for The Bank

Reference: Proposal No. Your letter dated

We herewith enclose Proposal for the above assignment. We undertake that, in competing for (and, if award is made to us, in executing) the contract for the above assignment, we will strictly observe the laws against fraud and corruption in force in India, namely "Prevention of Corruption Act 1988"

Yours faithfully,

Signature:.....
Name:
Address:.....
(Authorized representative)

COST OF SERVICES

For providing assistance for ENGAGEMENT OF LEGAL EXECUTIVES FOR THE BANK (total charges in lump sum rupees)**

Rs. _____ only

**The quoted price should include all expenses for travel, local transportation, per diem, communications, report preparation costs, any taxes, levies and duties and other costs as may be necessary for the satisfactory implementation of the assignment.