



NIT No.: IITI(MM)/ADMIN/NIT/859/D/2022-2023

November 23, 2023

Prebid Report

1. The meeting for Pre-bid discussion for online bidding for **Empanelment of Legal Services for IIT Indore** was held online through Google meet at 11 am on November 23, 2023.
2. The meeting was attended by Mr. Kshitiz Khara from HSA Advocates, Homant Sahai & Associates, New Delhi.
3. The report of the meeting is as mentioned below.

Sl. No.	Reference of the Clause/ Page No. of the Tender Document	Query	Response
(a)	Clause 2 of the Section II (Instructions to the Bidders for Online Bid Submission)	What is a valid digital signature certificate?	Ideally all the documents of the bids should be in pdf and have a valid digital signature. However, if the firm doesn't have a digital signature, all the documents can be stamped with the firm's seal and signed by authorised official and uploaded in pdf format.
(b)	Section-III (General Terms and Conditions)	Part I, S. No.9 – Whether an MSME registration certificate exempts a partnership law firm from providing an EMD of ₹25,000 (Twenty Thousand) only? Part-I, S. No.16: Whether engaging any Senior Advocate would amount to subletting of Work, as sometimes, after seeing the importance of the matter, it is recommended to avail services of a Senior Advocate (Designated or otherwise).	Firms registered under MSME for providing legal services are exempted from providing EMD. Yes, if the engagement is for the entire case. However, opinion and appearance of Senior Advocate can be allowed based on the importance of the case and requirement, provided, prior permission is sought from the Institute.
(c)	Clause 9 of Section III (General Terms and Conditions)	Whether a MSME registration certificate exempt a partnership law firm to provide EMD of Rs.25,000/-?	Firms registered under MSME for providing legal services are exempted from providing EMD.
(d)	Serial Number 7 of section V (Pre-Qualification Criteria)	Whether DPIIT registration is applicable to partnership law firms which are functioning from past 20 years?	It is not applicable for firms registered in India.

(e)	Serial Number 12 of Section V (Pre-Qualification criteria)	What is the applicability condition of the integrity agreement?	Applicable only if the business between the Institute and the successful bidder is more than ₹1 crore in a Financial Year.
(f)	Serial Number 15 of section V (Pre-Qualification Criteria)	Whether it's mandatory to provide valid enrollment certificate of all partners of the law firm from the concerned bar council or whether enrollment certificates for only the concerned members of the team can be submitted?	Yes, it is mandatory to provide valid enrollment certificate of all partners of the law firm from the concerned bar council.
(g)	S. No.3(b) of Part III of Section V (Technical/ PreQualification/ Presentation Evaluation Criteria)	As it is a Partnership deed, will a copy of the registration/ enrolment certificate of all the partners would be required? Or the digital signature of the signing/authorized person meet this criteria?	Yes, for partnership deed, a copy of the registration/ enrolment certificate of all the partners would be required.
(h)	Serial No.1 of Part III (Scoring Methodology) of Section V (Technical/ PreQualification/ Presentation Evaluation Criteria)	<p>A. Is it mandatory to have the office registered in the book of the Municipality, thereby having a unique identification number? Or merely having an office in the city will suffice the condition wherein the electricity bill is in name of the advocate.</p> <p>B. If the office is on rent, whether the Rent Agreement for the premises also needs to be submitted?</p> <p>C. If the office has been at more than one location in the Indore Municipal limit, will the condition stand satisfied? What are the documents required in such case?</p>	<p>Yes, the bidder must be a registered entity in India having office /branch in the district of Indore for the last two years (at least) as on the Bid closing date. (Para 8 of Part III of Section V)</p> <p>Yes, In case of non availability of electricity/ telephone bill, rent agreement with the details of payment of rent for a period of last 02 years is required.</p> <p>As per the tender condition, the bidder must have atleast one office /branch in the district of Indore for the last two years (at least) as on the Bid closing date. Whilst having more offices is welcome, but it does not affect the bidding system.</p>
(i)	Serial No.2 of Part III (Scoring Methodology) of Section V (Technical/ PreQualification/ Presentation Evaluation Criteria)	<p>A. What are the documents required to be submitted to show experience in dealing cases in any court in India?</p> <p>B. Will the court orders and judgments be sufficient to meet the criteria? Will court orders taken from the official website of the concerned court meet the criteria?</p> <p>C. In case documents at B are not acceptable, can self-attested copies of the Vakalatnamas be sufficient to meet the criteria?</p>	<p>Experience Certificate from Government Department/ PSU/ Bank/ Academic Institution/ CFTI or Vakaltanamas or Court Orders and judgements.</p> <p>Yes</p> <p>Yes</p>

(j)	Serial No.3 of Part III (Scoring Methodology) of Section V (Technical/ PreQualification/ Presentation Evaluation Criteria)	<p>A. Is there any particular format of the letters from the concerned Government Department/ PSU/ Bank/ Academic Institution/CFTI?</p> <p>B. In the alternative to A above, can self-attested copies of the court orders/judgments or selfattested copies of executed Vakalatnamas meet the criteria?</p>	There is not particular format but the letter should in the letter head of the Government Department/ PSU/ Bank/ Academic Institution/CFTI. Reference from Form IX can be taken.
(k)	Serial No.5 of Part III (Scoring Methodology) of Section V (Technical/ PreQualification/ Presentation Evaluation Criteria)	What documents are required to substantiate the minimum turnover criteria? Will Income Tax Returns suffice as sufficient proof for the same?	Certiifed copies of IT Return can also be provided as a proof for Annual turnover.

4. All prospective/willing bidders are requested to take note of this report as part of the Tender document. All other terms and conditions of the tender remain unchanged.

Assistant Registrar (MMS)
IT Indore

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(सामग्री प्रबंधन विभाग)
Assistant Registrar
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