



BHARAT SANCHAR NIGAM LIMITED
(A Government of India Enterprise)

Name of the Work: “ Engagement of services of legal consultants (legal firm / individual lawyer) to provide legal due diligence for assisting in sale of 4332.48 Sqm out of 4832.48 Sqm of BSNL owned land parcel at Dag No. 58/466, Patta No. 336, Mauza No.3, Nagarjan Village, Dimapur Town, Nagaland.”

NIQ No: 05/BSNL/CD-DMP/2021-22

Dated: 29.12.2021

(Certified that the document contains total of Sixteen (16) Pages only)

O/o The Executive Engineer (C)
BSNL Civil division, Dimapur – 797112

Last Date of Submission of application : 07.01.2022 up to 15:00 hours

The last date of receipt of request for issue of the quotation form is 04.01.2022 up to 16:00 Hours



BHARAT SANCHAR NIGAM LIMITED
(A Government of India Enterprises)

O/o The Executive Engineer (C)
BSNL Civil division, Dimapur – 797112

NOTICE INVITING QUOTATION

NIQ No: NIQ No: 05/BSNL/CD-DMP/2021-22

Dated : 29.12.2021

1. The Sealed quotations are invited on behalf of the BSNL by Executive Engineer (C), BSNL Civil division, Dimapur, Pin - 797112 (Mob no. 9414001193) for the Work of : **“Engagement of services of legal consultants (legal firm / individual lawyer) to provide legal due diligence for assisting in sale of 4332.48 Sqm out of 4832.48 Sqm of BSNL owned land parcel at Dag No. 58/466, Patta No. 336, Mauza No.3, Nagarjan Village, Dimapur Town, Nagaland.”** .

BSNL would like to engage the services of Legal Consultant from a reputed Law Firm / Individual lawyer to undertake the work of Legal Due Diligence (as detailed in scope of work hereunder) for assisting sale of **4332.48** Sqm out of **4832.48** Sqm BSNL OWNED LAND PARCEL at **Dag No. 58 / 466, Patta No. 336, Mauza No.3, Nagarjan Village, Dimapur Town, Nagaland.** (This NIQ Contains Pages 1 to 16)

2. Criteria of eligibility shall be as follows & filled in **Annexures I, II, III & IV** of the NIQ Document:

A. The bidder should be :

- (i) A registered reputed Law Firm / Individual lawyer on the panel of Central / State Government Department, CPSE / State PSE, Public Sector Bank or other Government controlled bodies, Government controlled bodies shall mean the organizations under the administrative, financial and supervisory control of the Government of India or state Governments. They / he should have undertaken similar works of legal due diligence of immovable properties.
- (ii) Having previous experience in advising on process for sale of properties

through bid process.

(iii) Should have been assigned or completed minimum **One similar works** for properties costing **not less than twenty five (25) lakhs** during last 7 years for PSBs, Private Banks, Financial Institutions, Large Corporates, PSUs, Govt. / Semi Govt. bodies.

(iv) Should have received average annual remuneration/professional fees of at least **Rs.5 (Five) lakh** over last 3 years i.e FYs : 2017 – 18, 2018 -19, 2019 – 20.

B. The interested Law Firm / Individual lawyer(s) fulfilling eligibility criteria mentioned above shall furnish **self-attested certificates / documents** in support of the eligibility criteria as below :

(i) Certificate of Registration of the Firm/ in case Individual lawyer, Bar council registration and the detailed credentials of experience in advising on process for sale of properties through bid process.

(ii) **Certificate from CA** The Legal Firm / Individual lawyer must have received a cumulative amount of minimum Rupees Five lakh as professional fees towards submission of due diligence reports, during the last three (3) financial years ending 31.03.2020. The Professional fee received each year should be duly certified by statutory auditors in case of entities which are required to get the audit done as per law, otherwise by a professional Chartered Accountant authorised to practice by the Institute of Chartered Accountants of India.

(iii) Completion certificate issued by the PSBs, Private Banks, Financial Institutions, Large Corporates, PSUs, Govt. / Semi Govt. bodies etc. in respect of similar works, so that BSNL is able to confirm whether the works of required value have been assigned / completed or not.

(iv) Details of the Team members (Senior Partner and Associate Lawyers) available with the firm. The registration details and the contact address and phone no. of partners and Associates may be given for verification, if required. In case of proprietary firm an undertaking in format at Annexure- VI may be submitted.

(v) Authorisation letter / Board Resolution authorizing the person of the bidder to sign the quotation Forms and other documents; if any;

(vi) Bidders / Law Firm / Individual lawyer should submit valid self attested GST Registration & Pan Card.

3. TIME PERIOD: The time allowed for carrying out the entire work, including submission of required reports, shall be **30 (Thirty) days** from the date of issue of letter of award of work by BSNL.

4. The last date of receipt of request for issue of the quotation form is **04.01.2022 up to 16:00 Hrs.** (The quotation forms can be obtained from the office of EE(C), BSNL Civil division, Dimapur, Walford, Dimapur, Pin – 797112 during working hours or the same can also be downloaded directly from the BSNL website : www.ne2.bsnl.co.in.)

5. The Quotations, which should always be placed in sealed envelope, in the manner detailed at Para 6 below, will be received by the EE(C), BSNL Civil division, Dimapur up to **15:00 Hrs. on 07.01.2022** and will be opened by EE (C), Dimapur in his office on the same day at **15:30 Hrs** in the presence of the intending bidders. The intending bidders are advised to be present at the time of opening of the quotations along with the originals of their eligibility credentials.

After opening the main envelope-‘3’, the envelope-‘1’ containing the “Technical Bid / eligibility credentials” shall be opened first. The envelope-‘2’ containing “Financial Bid / Price Schedule” shall be opened only for those bidders / Law Firm / Individual lawyers whose eligibility credentials are found in order as specified in this NIQ.

6. The Quotations shall be submitted in following manner:

(i) "Technical Bid consisting of Eligibility Credentials i.e. self attested copy of eligibility credentials **along with total NIQ document Annexure – I , II, III, IV,VI & VII** (except Annexure – V) shall be placed in sealed envelope - ‘1’ superscripted “ Technical Bid / Eligibility Credentials”.

(ii) The “Quotation including Financial Bid / Price Schedule etc” in **Annexure-V** shall be placed in a separate sealed envelope - ‘2’ and the envelope will be superscripted as “Financial Bid / Price Schedule”.

(iii) The sealed envelope no. ‘1’ & ‘2’ as above containing the “Technical Bid / Eligibility Credentials” and the “Financial Bid / Price Schedule” shall be placed in another sealed envelope - ‘3’.

(iv) All the three envelopes no. ‘1’ to ‘3’ shall be superscripted with following data on it.

a) Name of Work.

b) Name of Bidder / Law Firm / Individual lawyer.

Note :

- i) In case the eligibility credentials are not found to be in order at any stage i.e. before award of work or during execution of the work or after completion of the work, the work order will be cancelled and / or the action under the existing law for cancellation of the registration / empanelment of the Law Firm/Individual lawyer with whom the agency has been registered / empanelled will be taken by the concerned authority and no payment shall be made for the subject work. Such bidder may also be blacklisted for all future works by the BSNL.
- ii) The bidder / Law Firm/Individual lawyer(s) shall produce all original documents for verification, if required by BSNL.
- 7.** The Quotations which proposes any alteration in the scope of work specified in the said form of invitation to quotation or in the time allowed for carrying out and submission of report, or which contain any other conditions of any sort including conditional rebate will be summarily rejected. However quotations with unconditional rebates shall be accepted.
- 8.** The amount quoted by the Law Firm/Individual lawyer in figures and words shall be accurately filled in so that there is no discrepancy in the amount written in figures and words. However, if a discrepancy is found, the amount quoted by the Law Firm/ Individual lawyer in words shall be taken as correct.
- 9.** The amount quoted by the Law Firm/Individual lawyer shall be inclusive of all applicable taxes / levies/ duty / Cess and inclusive of GST if applicable. The quoted rates shall also be inclusive of all expenses such as T&P, conveyance and out of pocket expenses viz. (Photostat, Typing, Printing and Fax etc.) and nothing extra is payable on any account.
- 10.** The amount quoted will holds good till completion of work.
- 11. All pages of the Quotation document should be signed with stamp by the authorized signatory before submitting.**
- 12.** The Quotations shall neither be issued by post nor shall the same be received by post.
- 13.** The right of acceptance / rejection of the Quotation will rest with the competent authority of BSNL which does not bind itself to accept the lowest bidder and reserves to itself the authority to reject any or all of the quotations received, without assigning any reason. All quotations in which any prescribed conditions are not fulfilled are liable for rejection.
- 14.** Copies of land records, layouts and documents, if any, pertaining to the assets will be shown to the bidders at the office of the O/o the Executive Engineer (C),BSNL

Civil division Dimapur, Pin - 797112 on all working days between 10:00 AM to 17:00 Hours upto 06.01.2022.

15. The Law Firm / Individual lawyer shall treat all the documents and information received from BSNL / submitted to BSNL and all other related documents / communications confidential and shall ensure that all who have access to such material shall also treat them confidential. The Law Firm / Individual lawyer shall not divulge any such information without the prior written permission of BSNL authorities. The Law Firm / Individual lawyer shall return the documents received from BSNL or from any other Authority in related to this work from time to time after completion of the related works.

16. Details of Evaluation process :The evaluation of technical bids will be done as per the eligibility criteria mentioned in clause 2 (A) & (B). The financial bids of only those bidders who qualify in the Technical Bids will be opened. The bidder / Law Firm / Individual lawyer who has quoted the lowest price will be considered L-1 and will be called for further negotiation, if any.

BSNL reserves the right to discuss the price with the lowest bidder before awarding the contract. It may be noted that BSNL will not entertain any price negotiations with any other bidder.

At the sole discretion and determination of the BSNL, the BSNL may add any other relevant criteria for evaluating the bids received in response to this NIQ.

17. The BSNL reserves the right to terminate NIQ at any stage during the course of tendering process of quotation without assigning any reason whatsoever thereof.

18. Further, during the tenure of engagement of the Law Firm / Individual lawyer(s), in case BSNL at any time consider that the services of Law Firm / Individual lawyer(s) are in any manner deficient and/or are not being performed to the satisfaction of the BSNL in terms of scope of work as set out herein or in the engagement letter or in any agreement that may be executed with them in connection with the assignment, BSNL shall have the right to terminate the engagement of such Law Firm / Individual lawyer (s) without assigning any reason for the same.

19. Any form of canvassing / lobbying exercise of influence / cartelization etc. by the bidder(s) will result in disqualification of such bidder(s).

20. Accountability: The successful bidder / Law Firm / Individual lawyer shall be accountable for all the responsibilities indicated in Scope of work and any other activities that the Law Firm / Individual lawyer(s) may perform in connection with the proposed sale of properties by BSNL.

- 21. No advance payment shall be made.** The payment for the work will be made only on completion of the job, submission of the reports and after acceptance of the reports by BSNL.
- 22.** The payment shall be made after completion of the whole work.
- 23.** The payment shall be processed through ECS or NEFT within **30 days** after submission of Bill Invoices and acceptance of the final reports by BSNL. The successful bidder shall submit Bank account details, cancelled cheque, PAN Card, valid GST Registration etc. for creating of Vendor Code in BSNL for crediting the payment after making statutory deductions.

Executive Engineer (C),
BSNL Civil division, Dimapur

SCOPE OF WORK

- A.** The job work of Title Due Diligence process to be followed by Successful Bidder / The Law Firm / Individual lawyer would involve the following steps:

Perusing all documents of Title and revenue records relating to the land parcel and confirm that the title ownership is in the name of BSNL or DOT.

- 1) To confirm whether there is any restriction of sale as per available Revenue Records. If so, the procedure for obtaining such document, timelines & financial implication thereof.
- 2) To confirm whether the documents available are sufficient for sale and handing over of land parcel. Also, to inform if any other document is required for sale of land. If no, to furnish the list of documents required for sale and the procedure for obtaining such document, timelines & financial implication thereof and assisting in obtaining the same.
- 3) To confirm in case of leasehold land, whether BSNL has the right to transfer the lease? If yes, then what would be the fees required to be paid to Lessor and the documentation required?-
- 4) To carry out title search for last 30 years to establish non-encumbrance Searches to be caused to be conducted in the offices of the concerned Sub-Registrar (Local Revenue Authorities) in respect of land parcels (henceforth called properties) through an independent search clerk and issuance of their Search Report.
- 5) Opinion/ Clearance (NOC) of the land Acquisition Department.
- 6) Opinion/ Clearance (NOC) of the land Ceiling Department.
- 7) Municipal Records (available records in the ambit of Municipality)
- 8) To inform whether permission of State Government is specifically required before sale of land, especially in case of lands acquired through the Land Acquisition Act or allotted by the State Government on nomination basis or transferred to BSNL by the Central / State Government. Also to assist in the process for obtaining such permission, if required.
- 9) Perusing relevant documents of Title & revenue records relating proceedings relating to the land parcel and confirm whether the documents available are sufficient for sale and handing over of the plot. To inform whether permission (NOC) of any statutory authority other than mentioned herein is specifically required before sale of land and their compliance status in respect of landparcel.
- 10) To inform if any other document is required for sale of land, the procedure for obtaining such document and assisting in obtaining the same.
- 11) Preparing and issuing Certificate of Title of ownership for the said property.
- 12) Responding to objections received, if any, of the Public Notices.
- 13) Perusing relevant papers and proceedings relating to the pending litigations, if any, in respect of the Properties.
- 14) Attending conference calls and meetings with BSNL or other authorities in connection with the preparation of Certificate of Title Ownership for the said Property.
- 15) To Inform Whether 'Change of Land Use' (CLU) is permissible for the plot and if so what is the process, applicable fees and approximate timelines for the same.
- 16) To confirm the Status of mutation of the property in the name of BSNL. In case of pending for mutation, the procedure and required documents to be furnished.

- 17) Any other defect noticed in title ownership should be reported and to assist in it's resolution.
- 18) To coordinate with the Real Estate Consultants / Transaction Advisor appointed for monetization of plot by BSNL, and to satisfy their queries regarding the legal due diligence report.
- 19) Preparation of a draft Sale deed of land (for a hypothetical buyer), and providing details of all incidental expenses, registration charges, stamp duty etc. as applicable on date of report.

All the documents referred above should be submitted in hard copy (4 copies in Original) as well as soft copy format.

Signature (s) & Seal of Bidder

Name:

ANNEXURE-II**Checklist of Documents to be attached with Bid:**

Sl. No	Details/Document	Tick the appropriate (YES / NO)
1	Name & Correspondence address of Firm / Individual lawyer, contact no. (telephone number/ mobile number), E-mail etc.	YES / NO
2	PAN No. / GST Registration. No.	YES / NO
3	Certificate of registration with BAR COUNCIL OF INDIA / Respective States & Statutory authorities / Types of organization & year of incorporation.	YES / NO
4	Scope of work (Annexure-I)	YES / NO
5	Check List (Annexure-II)	YES / NO
6	Work assignment/ experience details (with supporting documents/certificates duly signed by authority)(Min.1 work) (Annexure-III)	YES / NO
7	Details of professional fee received / turnover (with certificate from statutory auditor / CA).Please provide the details for the last 3 years duly certified by the CA.*.(ending March of the year) (Annexure-IV) 2017-18* 2018-19* 2019-20*	YES / NO
8	Certificate of Incorporation/registration and Proof of Constitution of the Firm as under – a) In case of sole proprietorship / HUF: an affidavit that the applicant is the sole proprietor of the firm (Annexure-VI) b) In case of partnership / LLP firm, Partnership deed attested by Notary Public c) In case of Private / Public Ltd Co., Certificate of incorporation of company.	YES / NO
10	Power of attorney, if any, given to signatory of application, duly attested by Notary Public	YES / NO
12	Details of the Lawyers who are Associates in case of firm	YES/NO
13	Certificate (Annexure VII)	
14	Financial Bid Document (Annexure-V).	YES / NO

Note :: All the Documents / credentials of eligibility should be duly self attested .

Signature (s) & Seal of Bidder

Name:

ANNEXURE-III

LIST OF SIMILAR WORKS COMPLETED / IN PROGRESS FOR Central / State Govt, Central / State PSUs, Public Sector Banks and other Government controlled bodies. (up to 31.03.2020)

(attach proof such as award letter, completion certificate etc.)

Sl. No.	Year	Name of the work	Client Organisation name & Address with contact numbers.	Acceptance / Award Letter Ref. No. & Date / Agreement No. & Date./ Completion certificate	Details of properties sold and its locations, Sale Value etc.	Brief of Services Provided
1						
2						
3						

Note :: All the Documents / credentials of eligibility duly self attested shall be placed in envelope (1) and shall be labelled as "TECHNICAL BID".

Signature (s) & Seal of Bidder

Name:

ANNEXURE-IV

Details of PROFESSIONAL FEE RECEIVED in Similar works

SN	Financial Year	Total Turnover (Rs.)	Professional fees received from valuation works (Rs.)
1	2017-18		
2	2018-19		
3	2019-20		
			Total =

Signature (s) & Seal of Bidder

Name:

AFFIDAVIT (FOR SOLE PROPRIETARY FIRM ONLY)

I S/O D/o aged years R/o do here by
declare that I am the sole proprietor of the firm by name-----having PAN no.-----
and GST NO.....

Place:
Date;

Signature (s) & Seal of Bidder

Name:

Certificate :

- (i) I/We certify that I/We have read the complete notice inviting Quotation for and shall abide by all the terms and conditions given therein.
- (ii) I/We certify that the information given above is true to the best of our knowledge. I/We also understand that if any of the information is found wrong, I am/ we are liable to be debarred from taking up the work in BSNL.
- (iii) I/We certify that I/We have not submitted myself/ourselves legal firm in BSNL under more than one name.
- (iv) I certify that I did not retire as a Gazetted Officer of the Government of India or an executive of BSNL during the last two years. I also certify that I neither have such a person under my employment nor shall I employ any such person within two years of his retirement except with the prior permission of the Government / BSNL. (For individual lawyers)
- (v) We certify that none of the partners / Directors retired as a Gazetted Officer of the Government of India or an executive of BSNL in last two years. We also certify that we neither have under our employment any such person nor shall we employ any person within two years of his retirement except with the prior permission of the Government/BSNL. (For partnership firms and limited companies).

(Strike out whichever is not applicable)

Signature(s) of Bidder :

Name

Address

.....

.....

FINANCIAL BID

Name Of Work : Engagement of services of legal consultants (legal firm / individual lawyer) to provide legal due diligence for assisting in sale of 4332.48 Sqm out of 4832.48 Sqm of BSNL owned land parcel at Dag No. 58/466, Patta No. 336, Mauza No.3, Nagarjan Village, Dimapur Town, Nagaland.

NIQ NO : 05/BSNL/CD-DMP/2021-22 dated 29.12.2021

Sl. No	Description of Work	Amount in Words & Figures
1	The professional fee / charges for the scope of work as given below and also detailed in Annexure-I of the Notice Inviting Quotation inclusive of all applicable taxes / levies / duty / Cess and inclusive of GST, if applicable. The quoted amount shall also be inclusive of all expenses such as T&P, conveyance and out of pocket expenses viz. (Photostat, Typing, Printing and Fax etc.) and nothing extra is payable on any account. The amount will hold good till completion of the work, and are applicable for all the terms & conditions mentioned in the NIQ.	

(Amount in Words :: Rupees _____)

Scope of the Work :

The job work of Title Due Diligence process to be followed by Successful Bidder / The Law Firm / Individual lawyer would involve the following steps:

Perusing all documents of Title and revenue records relating to the land parcel and confirm that the title ownership is in the name of BSNL or DOT.

- 1) To confirm whether there is any restriction of sale as per available Revenue Records. If so, the procedure for obtaining such document, timelines & financial implication thereof.
- 2) To confirm whether the documents available are sufficient for sale and handing over of land parcel. Also, to inform if any other document is required for sale of land. If no, to furnish the list of documents required for sale and the procedure for obtaining such document, timelines & financial implication thereof and assisting in obtaining the same.
- 3) To confirm in case of leasehold land, whether BSNL has the right to transfer the lease? If yes, then what would be the fees required to be paid to Lessor and the documentation required?-
- 4) To carry out title search for last 30 years to establish non-encumbrance Searches to be caused to be conducted in the offices of the concerned Sub-Registrar (Local Revenue Authorities) in respect of land parcels (henceforth called properties) through

-
- an independent search clerk and issuance of their Search Report.
- 5) Opinion/ Clearance (NOC) of the land Acquisition Department.
 - 6) Opinion/ Clearance (NOC) of the land Ceiling Department.
 - 7) Municipal Records (available records in the ambit of Municipality)
 - 8) To inform whether permission of State Government is specifically required before sale of land, especially in case of lands acquired through the Land Acquisition Act or allotted by the State Government on nomination basis or transferred to BSNL by the Central / State Government. Also to assist in the process for obtaining such permission, if required.
 - 9) Perusing relevant documents of Title & revenue records relating proceedings relating to the land parcel and confirm whether the documents available are sufficient for sale and handing over of the plot. To inform whether permission (NOC) of any statutory authority other than mentioned herein is specifically required before sale of land and their compliance status in respect of landparcel.
 - 10) To inform if any other document is required for sale of land, the procedure for obtaining such document and assisting in obtaining the same.
 - 11) Preparing and issuing Certificate of Title of ownership for the said property.
 - 12) Responding to objections received, if any, of the Public Notices.
 - 13) Perusing relevant papers and proceedings relating to the pending litigations, if any, in respect of the Properties.
 - 14) Attending conference calls and meetings with BSNL or other authorities in connection with the preparation of Certificate of Title Ownership for the said Property.
 - 15) To Inform Whether 'Change of Land Use' (CLU) is permissible for the plot and if so what is the process, applicable fees and approximate timelines for the same.
 - 16) To confirm the Status of mutation of the property in the name of BSNL. In case of pending for mutation, the procedure and required documents to be furnished.
 - 17) Any other defect noticed in title ownership should be reported and to assist in it's resolution.
 - 18) To coordinate with the Real Estate Consultants / Transaction Advisor appointed for monetization of plot by BSNL, and to satisfy their queries regarding the legal due diligence report.
 - 19) Preparation of a draft Sale deed of land (for a hypothetical buyer), and providing details of all incidental expenses, registration charges, stamp duty etc. as applicable on date of report.
 - 20) All the documents referred above should be submitted in hard copy (4 copies in Original) as well as soft copy format.

The amount quoted by the Law Firm / Individual lawyer in figures and words shall be accurately filled in so that there is no discrepancy in the amount written in figures and words. However, if a discrepancy is found, the amount quoted by the Law Firm / Individual lawyer in words shall be taken as correct.

Sd/-

Bidder / Law Firm/Individual lawyer
(With stamp & seal)

Executive Engineer (C)
BSNL Civil division, Dimapur
