

BEST UNDERTAKING

Invitation of Applications for Empanelment of Law Firms for handling matters before the Labour, Industrial, City Civil, Small Cause and the High Courts (as amended).

(This advertisement is issued only to find eligible Law Firms interested in becoming empanelled with BEST Undertaking and does not constitute any binding commitment from the BEST Undertaking to proceed with the Empanelment or invite any or all Law Firms.)

1. Background :

The BEST Undertaking is a statutory Undertaking of the Brihanmumbai Mahanagarपालिका, is constituted under the Mumbai Municipal Corporation Act, 1888. The BEST Undertaking is a public utility which distributes and supplies electricity in the island city of Mumbai, as well as provides mass public transportation through its Omni Buses in the City of Mumbai having its office address at BEST Bhavan, BEST Marg, Colaba, Mumbai – 400 001.

The Undertaking intends to appoint Law Firms, having office in and around South Mumbai, for handling matters before the Labour Court, Industrial Court, City Civil Court, Small Cause Court and the High Court, Bombay as well Courts/Tribunal at Delhi.

2. Synopsis :

Empanelment of Law Firms having minimum experience of 10 years for handling matters under Labour and Civil Laws.

3. Experience required for the Law Firms :

The Law Firms interested in empanelment with the BEST Undertaking are required to fulfil the following criteria:

- (i) The Firm shall have minimum 10 years' experience as on 31.01.2020.
 - (ii) The Firm should have handled at least 25 major matters in respect of Labour and Civil Laws before Labour, Civil Courts, Authorities, Writ Courts etc.
 - (iii) The firm shall have at least one empanelment with the Government/State Government / Public Sector Enterprises.
 - (iv) The firm shall have a team of minimum 10 advocates on their panel.
4. The interested Law firms are requested to offer reasonable & economical fee quote for effective and non-effective appearance in the matter before the respective Courts.
 5. The Law Firm's offer will be inclusive of all taxes (except GST) and duties payable by it. Income tax and any other statutory taxes to be deducted at source, if any, will be deducted by the BEST Undertaking in accordance with the Income Tax Act and any other Acts in

force and in accordance with the instructions issued by the BEST Undertaking on this behalf from time to time.

The GST will be paid as per applicable law. In case, any new tax is introduced any Government by new legislation, the same will be reimbursed by BEST Undertaking on production of proof of payment. However, before payment of such taxes the successful Law Firm shall obtain prior approval of the BEST Undertaking.

- Interested Law Firms shall submit the supporting documents and details provided Annexures alongwith their Applications. Applications may be submitted alongwith relevant documents not later than 20.12.2021 at 17.00 hours. from the date of publication of this advertisement by ordinary / speed post at following office address or in digital format to be mailed at agml@bestundertaking.com.

Address for any further clarifications:

Office Address : Assistant General Manager (Legal) Legal Department, BEST Bhavan, BEST Marg, Electric House, Colaba, Mumbai – 400 001.	Contact Person: Mr P.E. Ozare, Assistant Administrative Officer Law Mob :8779422245. Or Mr. Lakhon Jugnake, Administrative Law Officer Mob :9969821076, 8369208381
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- This document or advertisement does not constitute any binding offer or an agreement by BEST Undertaking. The Applications may be withdrawn or cancelled by BEST Undertaking at any point of time during the process, without assigning any reasons thereof.
- Neither BEST Undertaking nor its employees, consultants, advisors accept any liability or responsibility for the accuracy or completeness of, nor make any representation or warranty, express, or implied, with respect to the information contained in the Applications for empanelment. The content stated in this advertisement is for information purpose only, however, the interested Law Firms shall independently at its own cost assess the viability for getting empanelled with BEST Undertaking. Nothing in this Advertisement should be relied on, as a promise or representation as to the future.
- The interested law firm shall bear all its costs associated with or relating to the preparation and submission of the Application including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the Authority or any other costs incurred in connection with or relating to its Application. This advertisement is issued with the approval of the General Manager, BEST.

Assistant General Manager (Law)

BEST Undertaking

Preferable Format for Submission of Application alongwith Annexures – 1 to 5

Brief about the Advertisement:

Nature of the Works.	Empanelment of Law Firms for handling matters before the Labour, Industrial, City Civil, Small Cause, High Court and Supreme Court and the Electricity Regulatory Commission and such other Authorities and Tribunals and their Appellate Forums, Courts.
Location	Mumbai & Delhi
Name of Authority	The General Manger, BEST Undertaking, BEST Bhavan, BEST Marg, Colaba, Mumbai – 400001.
Eligible Firms	A Law Firm having their office in South Mumbai, and having necessary experience and qualified Advocates dealing in Labour, Industrial and Civil Laws in particular and having sufficient staff including court clerks, etc.
Date of Submission of Application	Not later than 20.12.2021 at 17:00 Hrs. from the date of publication of the advertisement on BEST website and leading newspapers as well.
Email	agml@bestundertaking.com
Contents of the Application	<ol style="list-style-type: none">1. Covering Letter2. Description of the Law Firm/Advocates3. Details of Representative from Law Firm/Advocates4. Technical Credentials of the Law Firm/Advocates5. Fee Quote

Annexure1-Cover letter for Application

(To be on the Law firm's Letter Head)

To,
Assistant General Manager (Legal),
Legal Department,
BEST Undertaking,
BEST Bhavan, BEST Marg,
Colaba, Mumbai – 400 00, India.

Subject: Empanelment of Law Firms for handling matters before the Labour, Industrial, City Civil, Small Cause, High Court at Bombay, Courts at Delhi, Supreme Court & Appellate.

Sir,

In response to the Invitation for Application published on the BEST Undertakings website for Empanelment of Law Firms for handling matters in above Court at Mumbai., I/we _____(hereby referred as Applicant) would like to express our interest to undertake the activities as mentioned in the published Advertisement. As desired, we have enclosed all the necessary documents in requisite formats, for your information.

Thank You

Date :-

Sincerely,

(Signature)

Name & Designation:

Seal:

Annexure –2 Description of the Law firm

Name of the Law Firm:

Head Office Address:

Name & Designation of the Concerned Advocate to be referred for communication:
Contact No.:

Email ID:

Head of the Law firm:

Name:

Contact No:

Email ID:

Website:

Type of Law Firm:

Main Areas of Experience of Law Firm:

Total No. of Advocates working with the Law Firm :

Brief description of Law firm:

Years of Experience:

Any other information the Applicant would like to include such as any major achievement / any important judgements.

No conflict of Interest confirmation: I / We hereby confirm that I/ We do not have any conflict of interest for handling matters on behalf of BEST Undertaking, Mumbai.

Place:

Name & Signature:

Date:

Designation:

Company Seal

Annexure – 3 Details of Representative from Law Firm as a single point of communication for entrusted matters.

Name of the Law firm	
Name of the Advocate:	
Duration of work experience with the Law Firm (in years):	
Current designation, with details of responsibilities assigned at the firm:	
Summary of relevant experience:	
<p>Certification: I, the undersigned, certify that the above provided data is true and correct.</p>	
[Signature of employee]	Date:
[Signature of authorised signatory of the Law Firm]	Date:

Annexure –4 Technical Credentials of the Law Firms.

Details of the work and experience in various courts,

*Sr. No.	Name of matter.	Name of the Client	Scope of work	Duration of case if disposed		Status of the matter	Concerned Court
				Start date	Completion date		
1							
2							
3							
4							
5							
6							
7							
8							
9							

*use additional sheets if required

Annexure – 5 Fee Quote

*Details of Items	Law firm to quote in Rs. (in figure & words) (rate per case)
Drafting and Courtwise Appearance in Writ Petition / Suit/ Obstructionist/ Intervention Mesne profit/ Review/ Appeal/ Revision/ Execution Application/ Conferences and Consultations on hourly basis/ Opinions/ Notices/ Arbitration Proceedings/ Issues/	

*use additional sheets if required

NOTE:

- All out of pocket expenses will be paid at actual on production of necessary documents & Bill Vouchers and will be paid only towards Xeroxing. No expenses towards conveyance will be paid.
- In case, where the cases are filed in one and the same court and matters are similar (not materially different) which are heard as bunch matters/ clubbed matters and pleadings like Applications, filing of reply, counter affidavit, rejoinder, written statement etc. are also similar, full charges will be paid for one matter and 20% of the quoted amount for each remaining group matters will be paid.
- Payments will be made for Conferences held / advice / opinion taken for matters under litigation as prescribed and as approved to the Applicant.

Signature:

Seal

Name:

Stamp

Designation:

Address:

