



BHARAT SANCHAR NIGAM LIMITED

(A Government of India Enterprise)

L&B Section, O/o CGMT, Telangana Telecom Circle, Room no 701, 7th Floor, BSNL Bhavan, Adarsh Nagar, Hyderabad - 500063

NIQ No: 02/TT/BP/13-727/2023-24/40

Dated 27.09.2023

NOTICE INVITING QUOTATION

NAME OF WORK: ENGAGEMENT OF LEGAL CONSULTANTS (FIRM/INDIVIDUAL LAWYER) TO PROVIDE LEGAL DUE DILIGENCE OF BSNL OWNED LAND PARCELS AT VARIOUS PLACES / STATIONS UNDER TELANGANA TELECOM CIRCLE & HYDERABAD BA. (2nd Call)

1. Sealed quotations are invited on behalf of BSNL by the AGM(L&B), O/o CGMT, Telangana Telecom Circle, Room no 701, 7th Floor, BSNL Bhavan, Adarsh Nagar, Hyderabad - 500063 for the Work of : **ENGAGEMENT OF LEGAL CONSULTANTS (FIRM/INDIVIDUAL LAWYER) TO PROVIDE LEGAL DUE DILIGENCE OF BSNL OWNED LAND PARCELS AT VARIOUS PLACES / STATIONS UNDER TELANGANA TELECOM CIRCLE & HYDERABAD BA.** 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 of BSNL Land parcels as detailed in the scope of work. (This NIQ Contains Pages **1 to 10**)

2. Criteria of eligibility shall be as follows & filled in **Annexure-II & III** of the NIQ Document:

A. The bidder should be :

- (i) A 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. Reputed Law Firm/Individual lawyer should have undertaken at least three similar works of legal due diligence of immovable properties and completed them satisfactorily and submitted the report containing all detailed intimation to the satisfaction of the department concerned.
- (ii) Having previous experience in advising on process for sale of properties through bid process is desirable.

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 and the detailed credentials of experience in carrying out Legal due diligence of Land properties.
- (ii) Completion certificate or Work assignment order issued by the PSBs, Scheduled Banks, Financial Institutions, PSUs, Govt. / Semi Govt. bodies etc. in respect of similar works,
- (iii) 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.
- (iv) Authorisation letter / Board Resolution authorizing the person of the bidder to sign the Quotation Forms and other documents;
- (v) Bidders / Law Firm/Individual lawyer should submit valid self-attested GST Registration & Pan Card.

3. CONTRACT PERIOD: The time period for this Contract shall be for one year which may be extended for further period with mutual consent as per the requirement by the competent authority. The Job/ work order for each Station/ Site shall be issued separately.

4. TIME PERIOD: The time allowed for carrying out the Legal due diligence for each individual station/site, including submission of required reports, shall be **15 (Fifteen) days** from the date of issue of work order for individual station/site by BSNL.

5. The last date of receipt of request for issue of the quotation form is **03.10.2023 upto 16:00 Hrs.** The quotation forms can be obtained from the office of AGM(L&B), O/o CGMT, Telangana Circle, Room no 701, 7th Floor, BSNL Bhavan, Adarsh Nagar, Hyderabad – 500063 during working hours or the same can also be down loaded directly from the BSNL website : www.telangana.bsnl.co.in.

6. The Quotations, which should always be placed in sealed envelope, in the manner detailed at clause 7, will be received by the AGM(L&B), O/o CGMT, Telangana Circle, Room no 701, 7th Floor, BSNL Bhavan, Adarsh Nagar, Hyderabad - 500063 up to **15:00Hrs. on 05.10.2023** and will be opened by him or his authorized representative 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.

7. Submission and opening of Quotation : 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**

(except Annexure – IV) shall be placed in sealed envelope - '1' superscripted "Technical Bid / Eligibility Credentials".

- (ii) The "Quotation i/c Financial Bid / Price Schedule etc" in **Annexure- IV** 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.

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.

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.

- 8. The Quotations which propose 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.
- 9. 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 any discrepancy is found, the amount quoted by the Law Firm/Individual lawyer in words shall be taken as correct.
- 10. 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.
- 11. The amount quoted will hold good till completion of work.

12. All pages of the Quotation document should be signed with stamp by the authorized signatory before submitting.

13. The Quotations shall neither be issued by post nor shall the same be received by post.

14. The right of acceptance / rejection of the Quotation will rest with the competent authority on behalf 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.

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 required

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 scrutiny process of quotation without assigning any reason what so ever 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 Legal due diligence of properties of BSNL.
- 21. No advance payment shall be made.** The payment for the work will be made only on satisfactory 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 made through ECS or NEFT 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.
- 24.** The no of sites mentioned in Annexure-IV are estimated quantity. The no. of sites may vary as per the actual requirement. The deviation may be up to 50%. The rates shall remain same for deviated quantities also.

Sd/-
Asst. General Manager (L&B)
O/o CGMT, Telangana Telecom Circle
Hyderabad

SCOPE OF WORK

The Title Due Diligence process to be followed by the legal consultant would involve some or all of the following steps:

- 1). 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.
- 2). To confirm whether the documents available are sufficient for sale and handing over of plot. Also, to inform if any other document is required for sale of land, the procedure for obtaining such document and assisting in obtaining the same.
- 3). To confirm in case of leasehold land, whether BSNL has the rights to transfer the lease? If yes, then what will 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 no-encumbrance. Searches to be caused to be conducted in the offices of the concerned Sub- Registrar/Local Revenue Authorities in respect of the land parcels (henceforth called properties) through an independent search clerk and issuance of their Search Report. No-encumbrance certificate from State Govt. shall be obtained and provided by the consultant wherever it is in practice.
- 5). 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 intimate the process for obtaining such permission, if required.
- 6). Issuing of public notices in two local daily newspapers (English and vernacular) for inviting claims and objections if any from general public in respect of the title of the owners of the properties, if required.
- 7). Responding to objections received, if any, after publication of the Public Notices.
- 8). Perusing relevant papers & proceedings relating to the pending litigation, if any, in respect of the Properties
- 9). Preparing and issuing Certificate of Title. Attending conference calls and meetings with BSNL or other authorities in connection with the preparation of Certificate of Title.
- 10). 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.
- 11). To coordinate with the Real Estate Consultant/Transaction Advisor appointed for monetization of plot by BSNL, and satisfy his queries regarding the legal due- diligence report.
- 12) All the documents referred above should be submitted in hard copy (4 copies in Original) as well as soft copy format.

ANNEXURE-II

CHECK LIST (For the Documents to be enclosed in Technical Bid)

Sl. No	Details	Tick the appropriate (YES / NO)
1	Name & Address of the firm	YES / NO
2	PAN No. /GST Regd. No.	YES / NO
3	Type of organization & year of incorporation.	YES / NO
4	Correspondence address with contact person's name, telephone number, mobile number, Fax No., E-mail etc.	YES / NO
5	Details of the Lawyers who are Associates	YES / NO
6	Whether the Annexures – I / II / III & IV are filled up with full particulars as sought for.	YES / NO

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

ANNEXURE-III

LIST OF 3 SIMILAR WORKS COMPLETED DURING LAST 7 YEARS
(up to 30.06.2023)

S. No.	Client Organisation name & Address with contact numbers.	Acceptance / Award Letter Ref. No. & Date, / Agreement No. & Date.	Details of properties for which Legal Due Diligence completed.	Brief of Services Provided

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

ANNEXURE-IV

FINANCIAL BID

NAME OF WORK: ENGAGEMENT OF LEGAL CONSULTANTS (FIRM/INDIVIDUAL LAWYER) TO PROVIDE LEGAL DUE DILIGENCE OF BSNL OWNED LAND PARCELS AT VARIOUS PLACES/ STATIONS UNDER TELANGANA TELECOM CIRCLE & HYDERABAD BA. (2nd call)

NIQ NO :_ 02/TT/BP/13-727/2023-24

Dated 27 .09.2023

Sl.. No	Description of Work	Qty	Rate in Rs	Unit	Amount in Rs.
1	The professional fee / charges for issuing legal Opinion / Title search Report on the property as per the scope of work as detailed in Annexure-I of the Notice Inviting Quotation inclusive of all applicable taxes / GST/ levies / duty / Cess. The professional fee / charges also includes the Charges towards the following: a) Charges for arranging required certified copies with the SRO/ concerned revenue authorities b) Charges towards searching of title documents with the Concerned Govt. offices c)Charges for arranging encumbrance certificate for the last 30 years from SRO's, Office/Revenue offices d) Charges arising from various SRO /Revenue offices towards the title search and any other miscellaneous expenses in the concerned offices.				
a)	Area of land up to 5000 Sqyd	4		Each land parcel	
	Rate in words- Rupees:_ _ _				
b)	Area of land 5000 Sqyd to 15000 Sqyd	1		Each land parcel	
	Rate in words- Rupees:_ _ _				

2	Charges towards arranging the missing documents with the SRO/ concerned revenue authorities. Charges includes expenses for searching of title documents with the Concerned Govt. offices , charges from various SRO's, Office/Revenue office & miscellaneous expenses in the concerned offices, travelling expenses etc. complete.	4		Each missing Document	
Rate in words- Rupees: _ _ _					
3	The professional fee / charges for arranging encumbrance certificate for BSNL land parcels for the last 30 years from SRO's, Office/Revenue offices (This item will be operated exclusively for the sites which were not covered under item no 1)	5		Each land parcel	
Rate in words- Rupees: _ _ _					
(Total Amount in Words :: Rupees _ _ _ _ _ _ _ _ _ _)					

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.

Bidder / Law Firm / Individual lawyer (With stamp & seal)	Sd/- AGM(L&B) O/o CGMT, Telangana Telecom Circle, BSNL Bhavan, Adarsh Nagar, Hyderabad - 500063
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