



**Request for Quotation (RFQ)
For
Retainership Services of Legal
Firm**

RFQ Reference No. IFT/CS/2020-21/01
RFQ Date: 12-08-2020

Indian Financial Technology and Allied Services (IFTAS),
**Unit No. 201, B2 Building, Kanakia Boomerang,
Chandivali Farm Road, Chandivali, Andheri (East),
Mumbai- 400072, India.**

Indian Financial Technology & Allied Services

Registered Office: NCC House, 4th Floor, Western Wing, Sy. No 64, Madhapur, Hyderabad-500081, Telangana

Corporate Office: Unit No.4, 3rd Floor, Times Square-Phase-D, IT Park, Tower D Andheri-Kurla Road, Andheri (East), Mumbai-400 059

Table of Contents

1	Introduction	3
1.1	Background	3
1.2	Objective	3
2	Disclaimer.....	3
3	RFQ Procedure	3
3.1	Errors and Omissions	3
3.2	Important Dates.....	4
4	General Guidelines.....	4
4.1	Instruction to Bidders	4
5	Scope of work.....	4
6	Eligibility Criteria	5
7	AWARD OF CONTRACT.....	5
8	Payment Terms and Conditions.....	5
9	Termination of Purchase Order/Contract:.....	6
10	Disqualification Parameters in Bid Evaluation.....	6
	Annexure- I: Bid Order and Format	7
	Annexure- II: Commercial (Quotation) Format	8
	Annexure- III: Bidder’s undertaking certificate	9

1 Introduction

1.1 Background

IFTAS, a wholly owned subsidiary of Reserve Bank of India (RBI). IFTAS, was formed in 2015 as a Section-8, not-for-profit organization, was entrusted with the responsibility of pioneering the use of technology in banking and offering cutting-edge services to financial sector in India. Major technology initiatives from IFTAS include setting up of the Next generation INFINET (INFINET 2.0) network, managing the nationwide communication backbone for the Central Payment System, managing SFMS Central Payment System (Structured Financial Messaging System) and a host of Cloud solutions from IBCC (Indian Banking Community Cloud).

1.2 Objective

The objective of the RFQ is to identify a Legal firm to offer services as mentioned under Scope of Services.

2 Disclaimer

The information contained in this RFQ or subsequently provided to applicants, whether verbally or in documentary or any other form by or on behalf of IFTAS or any of their employees or advisers, is provided to the applicants on the terms and conditions set out in this RFQ and such other terms and conditions subject to which such information is provided. The purpose of this RFQ is to provide interested parties with information that may be useful to them in the formulation of their proposals pursuant to this RFQ. The specifications mentioned in this RFQ for services sought are broad based and each vendor is to provide all necessary legal consultation encountered by companies. Exclusions if any may be cleared highlighted. The issue of this RFQ does not imply that IFTAS is bound to select an applicant or to appoint the selected applicant, as the case may be, and IFTAS reserves the right to reject all or any of the proposals in part or in full, without assigning any reasons whatsoever.

3 RFQ Procedure

3.1 Errors and Omissions

Each bidder should notify IFTAS of any error, fault, omission, or discrepancy found in this RFQ document but not later than five business days prior to the due date for lodgement of Response to RFQ.

3.2 Important Dates

Indicative time frame for the overall process is as shown below

No	Particulars	Date
1	Issuance of RFQ document	12-08-2020
2	Last date for seeking clarifications on the RFQ	14-08-2020
3	Last date of Submission of Commercial bids	17-08-2020
4	Opening of Commercial bids	18-08-2020
5	Name & Address of communication	Head - Procurement, Indian Financial Technology and Allied Services (IFTAS), Unit No. 201, B2 Building, Kanakia Boomerang, Chandivali Farm Road, Chandivali, Andheri (East), Mumbai- 400072, India.
10	Bid Related to be mailed to	RFP@iftas.in

4 General Guidelines

4.1 Instruction to Bidders

Bidders shall send the bid through mail with Subject "Bid for appointment of firm for Legal services - RFQ Reference No. IFT/CS/2020-21/01.

- Annexure I- Bid order and Format in PDF
- Annexure II-Commercial Quotation format in PDF (Password protected). ****Bidders should not share the password for bid unless it is requested by RFP@iftas.in.**
- Annexure III- Bidder's undertaking certificate
- Other Attachments

All the mails to be sent by authorised personnel of the bidder to IFTAS' email address RFP@iftas.in.

All the PDF documents should be digitally signed by the Authorized person of the bidder.

5 Scope of work

The scope of our services will cover the following areas:

- Drafting and Vetting of Agreements, Contracts, etc.
- Drafting, Vetting and Finalizing of Employment Contract with Key Employees including Directors, Promoters etc.
- Responding to and/or sending Legal Notices.
- Advising the Company on Legal and Regulatory issues that may arise from time to time.
- Providing strategic advice on the transaction/s from legal perspective.

6 Eligibility Criteria

Sr. No	Eligibility Criteria	Documentation Required/Compliance/Non-Compliance
1	Bidder should be a partnership firm/LLP with 2 or more partners	Attested copy of Registration Certificate
2	The managing partner for this proposed service shall mention the Membership no. with the Bar Council.	Document evidencing the membership with the Bar council
3	The bidder should be in this profession of providing services to the clients for at least 5 years.	Self-Declaration

Evaluation Process. The proposals are sought as a single bid i.e techno-commercial offers are required to be submitted together. The technical part of the bid will comprise of a compliance statement to our Scope of Work mentioned at para 5 above. Bidders are requested to indicate to undertake all legal services and advice as may be encountered/experienced in the company and are required to mention qualifying remarks regarding the same if any in the compliance matrix. Those bidders satisfying the technical requirements as specified in the RFQ document shall be shortlisted and selected based on L1 criterion as well as their experience of having rendered legal services to a similar firm in the domain of IT/ITes.

7 AWARD OF CONTRACT

- a) The tenure of the contract will be 1 year from the award of contract and can be renewable for a further period of 2 years based on mutual consent.
- b) The successful bidder will enter into an NDA with IFTAS for non-disclosure of confidential information.
- c) IFTAS will issue a PO to the successful bidder after the award of the contract.
- d) IFTAS and the successful bidder shall enter into an agreement for the services.

8 Payment Terms and Conditions

- a. The Invoicing frequency will be monthly and the successful bidder will raise an invoice within 7 days for the end of the month for which services are rendered.
- b. IFTAS will honour the invoice within 15 days from the receipt of the invoice after due verification.
- c. Prices should be quoted in INR only.

- d. Price shall remain fixed during the contract period. There shall be no increase in price for any reason whatsoever and therefore no request for any escalation of the cost / price shall be entertained.

9 Termination of Purchase Order/Contract:

IFTAS by written notice may terminate the contract in whole or in part at any time by giving 30 days prior notice without assigning any reason.

10 Disqualification Parameters in Bid Evaluation

- a) IFTAS at its discretion may reject the quotation of the Bidder without giving any reason whatsoever, if in the IFTAS opinion, the quotation was not made appropriately to meet the performance criteria as stipulated by IFTAS.
- b) IFTAS at its discretion may reject the quotation of the Bidder, in case the responses received from the reference sites are negative.
- c) IFTAS reserves the right to disqualify any bidder, who is involved in any form of lobbying/ influencing/ canvassing etc., in the evaluation / selection process and any other disqualification criteria mentioned in this RFQ.

Annexure- I: Bid Order and Format

Bidder Details		
The registered name of the bidding entity		
Business address for correspondence	Location	
	Street	
	Locality	
	City	
	Pin Code	
	Country	
	Telephone	
	Facsimile	
Email		
Other		
Contact name of the bidder's representative		
Contact's position with bidder		
Contact person's addresses if different from above	Location	
	Street	
	Locality	
	City	
	Pin Code	
	Country	
	Telephone	
	Facsimile	
Email		
Other		
Bidder's registered address		

Details of entity registration		
Names of Partners		
Firms's Profile(s)		

Annexure- II: Commercial (Quotation) Format

Commercial details to be submitted in the below mentioned format only

Sr. No.	Description	Total
1	Annual Professional fees for Legal services (excluding Taxes if any)	

[Name of Authorized Signatory]
[Name of Organisation]
[Designation] [Place]
[Date and Time] [Seal & Sign]
[Business Address]

Place: Date:

Signature of Authorized signatory with seal

Annexure- III: Bidder's undertaking certificate

(On the letterhead of Bidder)

Place:

Date:

To

Indian Financial Technology and Allied Services (IFTAS),
Unit No. 201, B2 Building,
Kanakia Boomerang, Chandivali Farm Road,
Chandivali, Andheri (East),
Mumbai - 400072, India.

Dear Sir,

**Sub: Request for Quotation (RFQ) for Retainership Services of Legal Firm
at IFTAS.**

Being duly authorized to represent and act on behalf of (hereinafter referred to as "the Applicant") and having reviewed and fully understood all of the qualification requirements and information provided, the undersigned hereby apply Request for Quotation (RFQ) for subjected RFQ. The details as per the requirements of the RFQ enquiry are enclosed for your consideration.

Yours faithfully,

(Signature of Authorized Signatory) <NAME, TITLE AND ADDRESS>

FOR AND ON BEHALF OF
<NAME OF THE APPLICANT ORGANISATION>