



## **BHARAT SANCHAR NIGAM LIMITED**

**(A Government of India Enterprises)**

Office of the Executive Engineer (Civil), BSNL Civil Division,  
G -7, P&T Staff Quarters Gandhi Colony, M G Road, Vijayawada -520010

**NIQ No: 02/ BSNL/CDV/2023-2024**

**Dated: 08.06.2023**

### **NOTICE INVITING QUOTATION**

1. The Sealed quotations are invited on behalf of the BSNL by the Executive Engineer (Civil), BSNL Civil Division, Vijayawada (Mobile No. 9490131096) for the Work of: **“Engagement of services of legal consultants/ law firms to provide legal due diligence for assisting in sale of BSNL owned land parcel at Telephone Exchange Building Compound, Sagar road, Macharla, Guntur dt”**. BSNL would like to engage the services of Legal Consultants / Law Firms to undertake the work of Legal Due Diligence (as detailed in scope of work here under) for assisting in the sale of BSNL owned land parcels at **Telephone Exchange Building Compound, Sagar road, Macharla, Guntur dt”**

2. Criteria of eligibility shall be as follows & the prospective applicants shall fill their eligibility credentials in **Annexure-II, III& IV** of the NIQ Document:

**A. The Legal Consultant / Law Firm:**

- (i) Shall be registered Law Firm / Legal Consultant, empanelled with Central/ State Govts. or Central/ State PSU's or Public sector Banks(PSBs) for conducting legal due diligence of immovable properties.
- (ii) Should have completed three similar works of legal due diligence of properties each costing not less than **Rs. 0.45 Crs** each (or) two similar works of legal due diligence of properties costing not less than **Rs. 0.56 Crs** each (or) one similar work of legal due diligence of properties costing not less than **Rs. 0.90 Crs** during last 7 years for Central/ State Govts. or Central/ State PSU's or any Public sector Banks.

**The above experience of having completed one similar/two similar works/three similar works of legal due diligence of properties in the case of BSNL empanelled advocates only is NIL.**

(iii) Should have filed their income tax returns for the last 3 years i.e FY 2020 - 2021, 2021 – 2022, 2022 -2023.

**B.** The interested Legal Consultant(s) / Law Firm (s) empanelled with Central/ State Govts. or Central/ State PSU's or any Public sector Banks for conducting legal due diligence of immovable properties fulfilling eligibility criteria mentioned above shall furnish self-attested certificates / documents in support of the eligibility criteria as below :

- (i) Certificate of Registration in case of Law Firms.
- (ii) Certificate of empanelment with Central/ State Govts. or Central/ State PSU's or any Public sector Banks for conducting legal due diligence of immovable properties.
- (iii) IT Returns filed by the Legal Consultants for the last 3 years or Certificate from CA regarding turnover and IT returns for the last three years in case of Law firms.
- (iv) Requisite completion certificate or Work assignment order for conducting legal due diligence of Immovable properties issued by the Central/ State Govts. or Central/ State PSU's or any Public sector Banks.
- (v) In case of Law Firms the details of the team members (Senior Partner and Associate Lawyers) available with the Law firm. The registration details and the contact address and phone no. of partners and Associates may be given for verification, if required.
- (vi) In case of Law Firms authorization letter / Board Resolution authorizing the person to sign the quotation forms and other documents.

- (vii) In case of Individual legal consultant attested copy of PAN card shall be submitted. And Law Firm should submit valid attested copies of GST Registration & PAN Card.

**3. TIME PERIOD:** The time allowed for carrying out the entire work, including submission of required reports, shall be **21 (Twenty One) days** from the date of issue of work order or handing over of required property documents by BSNL.

**4.** The last date of receipt of request for issue of the quotation form is **21.06.2023 up to 16:00 Hrs.** The quotation forms can be obtained from the office of **Executive Engineer(Civil), BSNL Civil Division, Vijayawada** during working hours or the same can also be down loaded directly from the BSNL website : **www.ap.bsnl.co.in.**

**5.** The Quotations, which should always be placed in sealed envelope, in the manner detailed at clause 6 below, will be received by the **Executive Engineer (Civil), BSNL Civil Division, Vijayawada** up to **15:00Hrs. on 22.06.2023** 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.

**6. Submission of Quotation :** The Quotations shall be submitted in the 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** shall be placed in sealed envelope - '1' superscripted " Technical Bid / Eligibility Credentials".
- (ii) The "Quotation i/c 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: Engagement of services of Legal Consultants/ Law Firms to provide Legal due diligence for assisting in the sale of BSNL owned Land Parcel at **Telephone Exchange Building Compound, Sagar road, Macharla, Guntur dt**".

b) Name of the Legal Consultant / Law Firm.

**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 performance fee will be forfeited and the work order will be cancelled and/or the action under the existing law for cancellation of the registration / empanelment of the Legal Consultant / Law Firm 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 Legal Consultant / Law Firm may also be blacklisted for all future works by the BSNL.

ii) The Legal Consultant / Law Firm shall produce all original documents for verification, if required by BSNL.

**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 Legal Consultants / Law Firms whose eligibility credentials are found in order as specified in this NIQ.**

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 Legal Consultant / Law Firm 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 Legal Consultant / Law Firm in words shall be taken as correct.
- 9.** The amount quoted by the Legal Consultant / Law Firm 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 hold 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 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.
- 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 Executive Engineer (Civil), BSNL Civil Division, Vijayawada
- 15.** The Legal Consultant / Law Firm 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 shall not divulge any such information without the prior written permission of BSNL authorities. The Law firm 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 Legal Consultants / Law Firms who qualify in the Technical Bids will be opened. The Legal Consultant/ Law Firm who has quoted the lowest price will be considered L-1 and will be called for further negotiation.

BSNL reserves the right to discuss the price with the lowest Legal Consultant / Law Firm 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 evaluation process without assigning any reason whatsoever thereof.

**18.** Further, during the tenure of engagement of the Legal Consultant(s) /Law Firm(s), in case BSNL at any time consider that the services of Legal Consultant (s) /Law Firm(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 Legal Consultant(s)/Law Firm (s) without assigning any reason for the same.

**19.** Any form of canvassing/lobbying/exercise of influence/cartelization etc. by the Legal Consultant(s) /Law Firm(s) will result in disqualification of such Legal Consultant(s) / Law Firm(s).

- 20.** In case of advocates after participating in the EOI fail to carry out the Legal Due Diligence in reasonable time after issuance of Letter of Acceptance without having valid reason in two successive cases, they will be debarred from further participation in the EOIs for the next six months in the entire AP circle.
- 21. Accountability:** The successful Legal Consultant/ Law Firm shall be accountable for all the responsibilities indicated in Scope of work and any other activities that the Law Firm(s) may perform in connection with the proposed sale of properties by BSNL.
- 22. 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.
- 23.** The payment shall be made after completion of the whole work.
- 24.** The payment shall be made through ECS or NEFT after submission of Bill Invoices **within 45 days after** 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,  
Vijayawada

**SCOPE OF WORK**

**A.** The job work of Title Due Diligence to be followed by Successful Legal Consultant / Law Firm would involve the following steps:

- 1) Undertaking detailed title search exercise to reaffirm the ownership of the Land Parcel.
- 2) Perusing all documents of Title and revenue records relating to the land parcel and confirm with certainty and conclusively whether the documents available are sufficient for sale and handing over of plot.
- 3) To inform if any other document is required for sale of land, the procedure for obtaining such document and assisting in obtaining the same.
- 4) To confirm case of leasehold land, whether BSNL has the right to transfer the lease? If yes, then advise on what should be the fees paid to the Lessor and documentation required.
- 5) 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.
- 6) 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 Government shall be obtained and provided by the consultant wherever it is in practice.
- 7) 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.
- 8) Perusing relevant papers & proceedings relating to the pending litigations, if any, in respect of the Properties
- 9) Preparing and issuing Certificate of Title for the said Property.
- 10) Attending conference calls and meetings with BSNL or other authorities in connection with the preparation of Certificate of Title for the said Property.
- 11) 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.
- 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	Certificate of empanelment for the due diligence of immovable properties with Central/ State Govts. or Central/ State PSU's or Public sector Banks	YES / NO
6	Details of work orders/completion certificates for the due diligence for immovable properties, executed for Central/ State Govt./ Central/ State PSU/ Any PSB's during last 7 years.	YES / NO
7	Turnover of the Firm. Please provide the details for the last 3 years duly certified by the CA. (ending March of the year) 2020-21 2021-22 2022-23 (OR) IT Returns for the last 3 Years in case of Legal consultant.	YES / NO
8	Whether the Annexures – I / II / III / IV & V 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 OR 2 OR 1 SIMILAR WORK(S) COMPLETED DURING LAST 7  
YEARS AS PER ELIGIBILITY CRITERIA**  
**(up to 07.06.2023)**

S. No.	Client Organization name & Address with contact numbers.	Acceptance / Award Letter Ref. No. & Date, / Agreement No.& Date.	Details of properties sold and its locations, Sale Value etc.	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”.**

**Legal Consultants / Law firms profile**

1. Name of the Legal Consultant / Law firm: .....

2. Present Correspondence Address

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Telephone No.: ..... Mobile No.:.....

FAX No.:.....

3. Address of place of work

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Telephone No.: ..... Mobile No.:.....

FAX No.: .....

4. State the Type of Firm: Sole proprietor-ship/partnership firm/ Private Limited company: ( Tick the correct choice )

5. Name of the Sole proprietor / partners / Director(s) of Pvt Ltd Company

SL.NO.	NAME	NAME OF THE FATHER	DESIGNATION	DIN NO.	TEL.NO. OFF/RES	ADDRESS

6. Name of the person authorised to sign work order and the capacity in which he is authorized 9 in case of Law firm):

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7. Permanent Account Number: .....

8. GSTN Registration Number of the bidder vide which he intends to execute the work order.

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Place:

Name of the bidder:

Signature of the Bidder:

Date:

**FINANCIAL BID**

**Name Of Work :** “Engagement of services of legal consultants/ law firms to provide legal due diligence for assisting in sale of BSNL owned land parcel at Telephone Exchange Building Compound, Sagar road, Macharla, Guntur dt”

**NIQ NO:** 02/BSNL CDV/2023 -2024

Sl.No	Description of Work	Amount in Words & Figures
1	<p>The professional fee / charges for the <b>scope of work</b> as given below and also detailed in <b>Annexure-I</b> of the Notice Inviting Quotation inclusive of all applicable taxes / GST/ levies / duty / Cess and inclusive of GST, if applicable for the work of “<b>Engagement of services of legal consultants/law firms to provide legal due diligence for assisting in sale of BSNL owned land parcel at Telephone Exchange Building Compound, Sagar road, Macharla, Guntur dt</b>”.</p> <p>The quoted amount shall also be inclusive of all expenses such as T&amp;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 to the satisfaction of BSNL in accordance with all the terms &amp; conditions mentioned in the NIQ.</p>	
<b>( Amount in Words :: Rupees _ _ _ _ _ )</b>		
<p><b><u>Scope of Work :</u></b></p> <p><b>B.</b> The job work of Title Due Diligence to be followed by Successful Legal Consultant / Law Firm would involve the following steps:</p> <ol style="list-style-type: none"> <li>1) Undertaking detailed title search exercise to reaffirm the ownership of the Land Parcel.</li> <li>2) Perusing all documents of Title and revenue records relating to the land parcels and confirm with certainty and conclusively whether the documents available are sufficient for sale and handing over of plots.</li> <li>3) To inform if any other document is required for sale of land, the procedure</li> </ol>		

for obtaining such document and assisting in obtaining the same.

- 4) To confirm case of leasehold land, whether BSNL has the right to transfer the lease? If yes, then advise on what should be the fees paid to the Lessor and documentation required.
- 5) 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.
- 6) 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 Government shall be obtained and provided by the consultant wherever it is in practice.
- 7) 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.
- 8) Perusing relevant papers & proceedings relating to the pending litigations, if any, in respect of the Properties
- 9) Preparing and issuing Certificate of Title for the said Properties.
- 10) Attending conference calls and meetings with BSNL or other authorities in connection with the preparation of Certificate of Title for the said Property.
- 11) 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.
- 12) 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 Legal Consultant / law firm 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 Legal Consultant / Law firm in words shall be taken as correct.

**Sd/-**

Legal Consultant/Law Firm  
(With stamp & seal)

Executive Engineer (Civil)  
BSNL Civil Division,  
Vijayawada.