



National Horticulture Board

Ministry of Agriculture & Farmers Welfare
Government of India

Plot No.85, Sector 18, Institutional Area
Gurgaon – 122 015 (Haryana)

Ph. 0124-2342992, Fax: 0124-2342991, 2341225
Website: www.nhb.gov.in

Expression of Interest

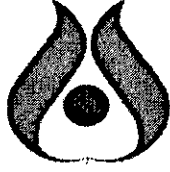
The Board intends to prepare a panel of Solicitor firms/Law firms for rendering legal services for recovery of soft loans, income tax issue, personnel matters, subsidy related cases, to pursue and defend all legal cases on behalf of the Board and to render all legal services that may be required by the Board from time to time, especially based at Delhi, Chandigarh, Lucknow, Jaipur, Ahmedabad, Pune, Nashik, Nagpur, Bhopal, Kolkata, Patna, Chennai, Hyderabad, Bangalore, Guwahati etc.

The expression of interest is, therefore, invited from interested Law firms who wish to enroll themselves with NHB to deal with these matters on behalf of NHB. The information brochure with model application form can be obtained from above address on all working days (Monday to Friday) against cash payment of Rs. 500 (Rupees Five Hundred only). It is also available on our website www.nhb.gov.in. Please attach a separate Demand Draft of Rs. 500/- (Rupees Five Hundred only in favour of National Horticulture Board, Gurgaon towards cost of Document) in cases it is downloaded from NHB website. Other details are available on Board's website www.nhb.gov.in.

The offer indicating detailed profiles and financial bids in separate sealed envelopes of the firm addressed to **Managing Director, NHB** should reach the Board by **26.12.2016 up to 3.00 PM**. Empanelled firms may also apply for fresh empanelment of the solicitor firms.

Managing Director

W.S.S.
4/12/2016
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INFORMATION BROCHURE WITH MODEL APPLICATION FORM EMPANELMENT OF SOLICITOR/LAW FIRMS

Cost of application form	:	Rs. 500/- (Rs. Five hundred)
Earnest Money Deposit (EMD)	:	Rs. 50,0000/- (Rs. Fifty thousand)
Date of publication of advertisement	:	04.12.2016
Last Date for sale of application form	:	23.12.2016 (up to 2.00 PM)
Last Date of submission of form	:	26.12.2016 (up to 3.00 PM)

Please attach a demand draft of Rs. 500/- (Rs. Five hundred only) in favour of National Horticulture Board in case the form is down loaded from NHB website.

The interested firms may send their offers in two envelopes. "**Envelope A - subscribed as Profile of Solicitor/Law Firm**", should contain profile of the Firm, copy of Articles and Memorandum of Association, latest Annual Report and latest copy of Audited Annual Accounts for the last three years and Demand Draft for Rs. 50,000/- (Rs. Fifty thousand only) as EMD which should in favour of National Horticulture Board. In case, the Demand Draft of Rs. 500/- towards information brochure is to be enclosed, the same be put in this envelope. Second envelope subscribed as "**Envelope B - Financial Bid by Solicitor/Law Firm**" should contain financial bid.

The offer indicating detailed profiles and financial bids in separate sealed envelopes of the firm addressed to **Managing Director, NHB** should reach the Board **latest by 26.12.2016 up to 3.00 PM. The bids will be opened on the same day at 3.15 PM in the presence of the bidders.** The Board reserves the right to accept or reject any or all offers without assigning any reason thereof.

Handwritten signature and date:
11/12/2016
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The National Horticulture Board (NHB) was set up by the Government of India in 1984 as an autonomous organization and is registered as a Society under the Societies Registration Act of 1860 with the Government of Haryana. The main objectives of the Board are to promote integrated development of horticulture, to help in coordinating, stimulating and sustaining the production and processing of horticulture crops and to establish a sound infrastructure in the field of production, processing and marketing with a focus on post-harvest management and cold chain to reduce losses.

1. SCOPE OF WORK FOR SOLICITOR FIRMS

Scope of the work includes:

- a. To render appropriate advice and to suggest strategy to NHB for recovery of over dues/defaults committed by the borrowers, beneficiaries, etc.
- b. To examine advice and assist NHB in drafting legal notices, drafting of applications/petitions, etc.
- c. To defend cases in appropriate courts of law/other authorities in various parts of the country, wherever and whenever assigned by NHB, pertaining to various activities, schemes, etc. of NHB, including current as well as old overdue/mis-utilized, etc. cases.
- d. To prepare and file cases of NHB with the appropriate authorities relating to various issues such as:
 - i) Personnel and labour related matter.
 - ii) Rules & regulations, by laws, etc. of the local bodies (like HUDA, Municipality, Electricity Board, Water and Sewage Board, Public Works Department, CPWD, Telephones Department.)
 - iii) Any other issue.
- e. Any other work assigned by NHB involving financial, legal and statutory implications.

The Decision and the views of NHB in the above matters will be considered as final.

Allocation of various assignments/specific job responsibilities to the empanelled firms keeping in mind their professional skills, etc. would be the sole discretion of NHB. Further, NHB shall have sole discretion to exclude the name(s) of the firm from the empanelment without assigning any reason in case the performance of the any firm(s) is not found satisfactory by NHB in its own judgment at any time. EMD will be forfeited in case it was found that solicitor firm is acting against the interest of the Board

The above professional services will be provided by the firm according to their area of expertise and within the applicable rules & regulations and professional code of conduct & guidelines of the professional bodies/association/institute prescribed for their members. However, it will be the duty of the firm to respond to NHB on priority, whenever called by the Board.

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For the purpose of undertaking the various activities mentioned above and support services such as routine legal matters pertaining to personnel, back-ended subsidy schemes of the Board, Association related matters, preparation of reply to legal notices, monitoring of on-going legal cases, to develop internal control system in NHB for finance, the services of one Advocate who is competent enough to take appropriate decision(s) along with his Assistant full day on regular basis would be provided by the firm to NHB.

FEES & CHARGES

For the purpose of making payment of the fee for various identified activities have been grouped as under and accordingly the amount of fee admissible & payable to the LAW FIRM by NHB:

Table

Sr. No.	Activities	Rates (Rs.)
1	Drafting and defending and pursuing cases on behalf of NHB in the courts relating to loan schemes of NHB, service matter and all other matters.	As per Schedule of Fee given below
2	Examination of legal case and submission of opinion on course of action, including preparation, filing, follow-up etc. of legal cases other than relating to loan schemes of NHB.	Per case
3	Drafting and issuing of legal notices or replying the legal notices on the behalf of NHB	Court wise per case

SCHEDULE OF FEE IN RESPECT OF THE ACTIVITIES MENTIONED AT SR. NO. 1 IN THE ABOVE TABLE

ACTIVITIES

FEE (AMOUNT IN RS.)

A. DISTT./SESSION/LOWER COURTS

A. ISSUE AND SERVICE OF NOTICE, DRAFTING AND FILING	FEE (Amount in Rs.)
Civil Suits/Petitions	
Criminal Complaints/petitions	
Writ Petitions (Civil & Criminal)	
Miscellaneous Interlocutory Application	
Written Statements/Counter Affidavits/Rejoinders, etc, in connection with any of the above.	

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B. APPEARANCES (for effective hearing only)	
Civil Suits/Petitions	
Criminal Complaints/Petitions	
Writ Petitions (Civil & Criminal)	
Miscellaneous Interlocutory Application	
C. COMPLETE CASE TILL FINAL DECISION	

B. HIGH COURT

A. ISSUE AND SERVICE OF NOTICE, DRAFTING AND FILING	FEE (Amount in Rs.)
Civil Suits/Petitions (Civil)	
Criminal Petitions	
Writ Petitions (Civil & Criminal)	
Appeals (Civil)	
Appeals (Criminal)	
Written Statement/Counter Affidavits/Rejoinders, etc, in connection with any of the above.	
Miscellaneous Interlocutory Application	
Caveat	

B. APPEARANCES (for effective hearing only)	
Civil Suits/Petitions (Civil)	
Criminal Petitions	
Writ Petitions (Civil & Criminal)	
Appeals (Civil)	
Appeals (Criminal)	
Miscellaneous Interlocutory Application	
C. COMPLETE CASE TILL FINAL DECISION	

C. SUPREME COURT

A. ISSUE AND SERVICE OF NOTICE, DRAFTING AND FILING	FEE (Amount in Rs.)
Civil Suits/Petitions (Civil)	
Criminal Petitions	
Writ Petitions (Civil & Criminal)	
Appeals (Civil)	
Appeals (Criminal)	
Written Statement/Counter Affidavits/Rejoinders, etc, in connection with any of the above.	
Miscellaneous Interlocutory Application	
Caveat	

B. APPEARANCES (for effective hearing only)	
Civil Suits/Petitions (Civil)	
Criminal Petitions	

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Writ Petitions (Civil & Criminal)	
Appeals (Civil)	
Appeals (Criminal)	
Miscellaneous Interlocutory Application	
C. COMPLETE CASE TILL FINAL DECISION	

D. TRIBUNAL/QUASI JUDICIAL FORUMS	
Debt Recovery Tribunal	
Competition Commission	
CEGAT – Central Excise Appellate Tribunal	
District Consumer Disputes Redressal Forums	
State Commission for Consumer Disputes Redressal	
National Consumer Dispute Redressal Commission	
Combined Administrative Tribunal	
Central Administrative Tribunal	
Company Law Board	
Arbitration matter	
All other Tribunals/Quasi Judicial Forums	
C. COMPLETE CASE TILL FINAL DECISION	

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In addition, travelling allowances/conveyance as per entitlement of Class-1 officer of the Board (Equivalent to G.P. of Rs. 5400/-) by shortest route for not more than two persons would be admissible to the firm, whenever outstation visits would be involved. Dearness Allowance (Food Bill) including Hotel charges wherever applicable paid as allowed to the Class-1 officers of the Board (Equivalent to G.P. of Rs. 5400/-)

W. S. S.
11/2/2016

APPLICATION FORM (indicative)

1.	Name of the Firm		
2.	Office address		
		E-mail	
		Website	
		Phone No(S)	
		FAX No.	
3.	Profile of the firm	Please provide information in the sub heads given below along with other relevant information as Annexure-I	
		Year of Inception	
		Promoted by	
		Board of Directors/ Members of the firm/ Empanelled Experts	
		Mission	
		Area of Expertise	
		Services provided	
4.	Team		
		Permanent Team	Please enclose details on a separate sheet giving information about Name, Designation and skills of the individual team member along with CVs
		Expert on retainer ship basis	Please attach CVs
5.	Organizational Network (Should have office at State Capital)	Head office	
		Branch Office(s)	
		Field Office(s)	
6.	Experience (Minimum 10 years in dealiy with Civil, Criminal & dept recovery cases)y	Please enclose a detailed statement of facts containing information regarding the project title, Name of the Organization	
7.	Turn over	Please enclose audited statement of Accounts for the last three years duly verified by Chartered Accountant	
8.	Details of fee	Demand Draft No. date amount	
9.	Any other relevant information		

Signature of authorized signatory with seal

Place

Date

[Handwritten Signature]
7/12/2016