

# श्रीसिद्धिविनायक गणपती मंदिर न्यास प्रभादेवी, मुंबई

Shree Siddhivinayak Ganapati Temple Trust, Prabhadevi, Mumbai

(Controlled by the Govt. Of Maharashtra)

Tel.: +91-22-24224438 Fax : +91-22-24221558

Email : svt@vsnl.com

Website : www.siddhivinayak.org



A Great Solace

Dt. 20/11/2017

## TENDER NOTICE

**Subject - Tender Notice inviting Expression of Interest for appointment of Legal Advisor.**

### **(A) Description -**

Shree Siddhivinayak Ganapati Temple Trust is a Trust controlled by the Government of Maharashtra and functioning of the Trust is governed by an Act of the Government Maharashtra namely "Shree Siddhivinayak Ganapati Temple Trust Act, 1980".

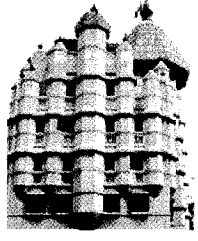
Applications are invited in the prescribed format for appointment of Legal Advisor for advising on Trust Employees Service matters, Labour Matters etc. and to provide Advisory/Litigation services for a period of 3 years.

### **(B) Scope for advisory Litigation and Services -**

- 1) Drafting, Vetting and updating various agreements related to the Trust.
- 2) Advising on Trust Employees Service Matters.
- 3) Advising on Trust Employees Labour Matters.
- 4) Providing expert opinion on legal matters
- 5) Representating before various courts, litigation support

### **(C) Eligibility Criteria for for Legal Advisor -**

- 1) To be eligible for empanelment, the Legal Advisor should have ability to advice in above areas. The Legal Advisor should be LLB & LLM.
- 2) As the major language of communication of the Trust is marathi, the Legal Adviosr should be fluent in speaking and writing in Marathi along with Hindi and English.
- 3) Legal Advisor should have experience as Legal Advisor and Advocate in matters related to the trusts.
- 4) Legal Advisor's Qualification, Competency and Integrity will be the main criteria for empanelment.
- 5) Legal Advisor has to confirm that he/she is not representing any parties having litigation against Shree Siddhivinayak Ganapati Temple Trust.



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- 6) The applicant fulfilling the conditions shall submit his/their Expression of Interest together with requisite documents addressed to the Executive officer, Shree Siddhivinayak Ganapati Temple Trust, Prabhadevi, Mumbai.

## (D) Credentials of Legal Adviors -

- 1) To submit Last three year balance sheet.
- 2) Affidavit for not being black listed for any Legal service.
- 3) Legal Advisor shall have at least 4-5 years of experience in handling the Trust matters.
- 4) Photo copy of Appreciation letters/Awards.
- 5) Photo Copy of Certificates / Credentials.

## (E) General Terms & Conditions

- 1) The payment will be on half yearly basis. There will be no advance payment.
- 2) The Expression & Interest should be submitted in the prescribed format attachd herewith.
- 3) The applicants fulfilling the conditions shall submit his/their Expression of Interest together with requisite documents addressed to the Executive officer, ShreeSiddhivinayak Ganapati Temple Trust, Prabhadevi, Mumbai.
- 4) The Legal Advisor fulfilling the condition shall submit his/their expression of Interest on or before **8th December, 2017 by 5 pm.**
- 5) The Trust reserve the right to cancel this tender without any clarification to anybody thereof.

( Sanjeev Patil )  
Executive officer

**PROFORMA FOR APPLICATION FOR APPOINTMENT AS LEGAL ADVISOR**

1. Name of the Legal Advisor: \_\_\_\_\_
2. Age and date of birth : : \_\_\_\_\_
3. Present Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. Office address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. Email address, if any : \_\_\_\_\_
6. Tel. No (1) landline \_\_\_\_\_ (2) Mobile \_\_\_\_\_
7. Details of Educational Qualification : \_\_\_\_\_
8. Past experience: \_\_\_\_\_
9. Details of research work, if any: \_\_\_\_\_
10. Any other relevant information: \_\_\_\_\_
11. PAN Card: \_\_\_\_\_
12. Awards/Appreciation Letters: \_\_\_\_\_

**Commercial Bid :-**

<b>Sr.No.</b>	<b>Particular</b>	<b>Lump sum Basis/per year</b>
1		
2	Legal Advisor Charges	
3	<b>Tax</b>	
4	<b>Grand Total</b>	

Date:

Place:

Attach documents

Please give details

Add sheets if required

Signature of candidate