

Indian Institute of Technology Bombay
Materials Management Division

MMD/Legal/SC/2025-26/1

12th September, 2025

**Minutes of the Pre-bid meeting for Empanelment of Law Firms/ Legal
Counselors at IIT Bombay**

With reference to the RFP No. MMD/LEGAL/SC/2025-26 dated 04.09.2025 for the Empanelment of Law Firms/ Legal Counselors at IIT Bombay, the pre-bid meeting was conducted at 11:00 A.M. on 11th September, 2025, in the Conference Room, Materials Management Division, and via Google Meet.

The following members supervised the proceedings:

1.	Shri. Pankaj Chachadi	Dy. Registrar (MM)
2.	Ms. Shradha Malvankar	Asst. Registrar (MM)
3.	Shri. Sunil Dhiwar	OSD (Legal & RTI Cell)

The representatives from the following firms have attended the pre-bid meeting:

Sr. No.	Name of the Law Firm
1.	Solomon & Co.
2.	Kochhar & Co.
3.	LexOrbis (Online)
4.	M.V. Kini
5.	Trilegal
6.	S.S. Rane (Online)

The committee welcomed the representatives of the firms and gave a brief introduction. The RFP document was discussed in detail, covering all terms including the evaluation criteria and selection procedure.

The decisions/ clarifications provided by the members in response to the queries raised by the bidders are as follows:

Sr. No.	Clause (RFP Ref.)	Query / Suggestion	Clarification provided by IIT Bombay
1.	Regarding EMD / PBG	1. Whether the bidder has to submit the EMD?	The bidder has to submit an Undertaking in lieu of EMD as per the Annexure 3.

		<p>2. Waive off the requirement of PBG, as furnishing a performance guarantee would be tantamount to giving a guarantee for success.</p> <p>3. Whether separate PBGs are to be submitted for each mode of legal service?</p>	<p>No change. The PBG/Security Deposit is intended to ensure that the contractual requirements are fulfilled, and it will be returned after the contract period.</p> <p>No. Submission of a single PBG will suffice for all modes.</p>
2.	Section 2 - Point no. 2 Annual Turnover	Whether the firm can submit a Turnover Certificate issued by a Chartered Accountant instead of Audited Balance Sheet & Income and Expenditure Statement?	Yes. The firm can submit a Turnover Certificate issued by a Chartered Accountant.
3.	Section 2 - Point no. 5 Copy of GST Certificate	Most advocates and law firms are not required to register under GST for legal services.	Bidders shall submit a copy of their GST Reg. Cert., if applicable. In case GST registration is not applicable, the bidder shall submit a self-declaration to that effect.
4.	Section 2 - Point no. 6 Network Offices	What proof of address is to be submitted?	A Leave & license agreement can be submitted as proof.
5.	Section 2 - Point No. 7 Submission of copies of Empanelment Letter/ Contract	It was stated that the financial details of empanelment letter / contract cannot be disclosed.	The financial details in the Empanelment letter/ Contract may be masked and submitted.
6.	Section 2 - Point No. 8 Domain Expertise	The bidder is required to submit details of landmark cases handled by the Firm in the domains of law provided in the RFP. However, the RFP does not enumerate the criteria for considering a case as a landmark one.	Landmark cases refer to those cases handled by the bidders that are considered the most significant or noteworthy among the cases they have dealt with.

7.	Section 2 - Evaluation of Bids - Presentation	Whether the presentation and visit to the office will be conducted before the due date of bid submission?	The presentation and the visit to the office will be conducted during the Technical Evaluation.
8.	Section 2 - Evaluation of Bids - Visit	Provide clarification on the mechanism proposed for obtaining feedback from existing clients.	The client references are to be provided for the feedback.
9.	Section 2 - Evaluation of Bids - Personnel's Expertise	15 marks are reserved for professional experience, involvement in significant cases, government advisory, policy input, publications, recognition, or specialization of the professionals whose names are submitted. Request to clarify if each professional will be evaluated based on all the aforementioned criteria.	It will be based on the collective credentials of the pool of legal professionals associated with the law firm and will be carried out on an overall basis, not on an individual basis.
10.	Section 3 - Selection Procedure - Retainership Mode	The retainership is based on a capped 20 hours/month, implying a blended hourly rate. However, the format for submission of commercial bid provided under Section 6 of the RFP requires us to provide charges on a per month basis. Kindly clarify whether it is required to quote a blended hourly rate or a lump sum fixed fee for the capped 20 hours.	Retainership Charges are to be quoted on a per month basis. In the event that the total hours in a given month exceed 20 hours, the selected Law Firm shall be compensated for the additional hours at the applicable hourly rate, calculated as the rate quoted for Retainership per month divided by 20.
11.	Section 5 - Point no. 7(i) - Making or allowing any of his associates or juniors to appear on behalf of any opposite party in any case matters against the interest of the Institute.	Requested to remove the clause.	No change

12.	Section 5 - Point no. 9 Non-Disclosure Agreement	Whether the NDA is to be submitted along with the bid?	The NDA is to be submitted at the time of empanelment by the qualified bidders.
13.	General Query: Sub-contract	Whether sub-contracting to other firms is allowed if they do not have an office in Delhi?	Yes. The details of the sub-contracted associate are to be submitted along with the bid.

Annexure 2 will be amended to include the following additional clause:

The bidder has not represented against IIT Bombay in any ongoing case before any court of law and has not been blacklisted by any Central/State Government Department or Organization.

The meeting concluded with a vote of thanks.

 12/09/25
Dy. Registrar (MM)