

Ref. No. LEGAL/AIAHL/TENDER/2023/01

Date 05.01.2023

Tender

for

**ENGAGEMENT OF LEGAL CONSULTANT/FIRM
FOR AIAHL, NEW DELHI.**

Issued by:

AI ASSETS HOLDING LIMITED

Registered Office: Airlines House, 113 - Gurudwara Rakabganj Road New Delhi 110001

Corporate Office: 2nd Floor, Air India Reservation Building, Safdarjung Airport, New Delhi –
110003

Website : <http://www.aiahl.in>

BID DETAILS IN BRIEF

S. NO.	Description	Details
1.	RFP No. and Date	Ref. No. LEGAL/AIAHL/TENDER/2023/01
2.	Brief Description of work:	AIAHL would like to engage the services of a reputed Legal Consultant/Firm for providing legal consultancy services as mentioned in scope of work.
3.	Address for submission of Bid and place of opening of bid	AI Assets Holding Limited, Room No 204 2nd Floor, Air India Reservation Building, Safdarjung Airport, New Delhi – 110 003
4.	Date of issue of RFP	05.01.2023
5.	Last date of receipt of queries from the prospective Bidders through mail, mail ID: manager-legal@aiahl.in	16.01.2023
6.	Last date and time for Submission of bids	23.01.2023 up to 2:30 pm
7.	Date and time of opening of technical bid	23.01.2023 at 3:00 pm
8.	No. of envelopes to be Submitted	Envelope 1. Master Envelope Envelope 2. Technical Bid Envelope 3. Financial Bid Both the technical and Commercial bid must be sealed in a Master Envelope (Envelope 1) RFP No. must be mentioned on each envelope
9.	Earnest Money deposit	Rs. 75,000/- (Rs. Seventy-five thousand only)
10.	Extensions of due Date/Time	The due date/time of submission of Bid documents and opening of Bids may be extended at any time, at the sole discretion of AIAHL and shall be displayed on AIAHL's website (www.aiahl.in).

Note:

- a. Any downloading from the website is at the sole risk and responsibility of the user. AIAHL will not be responsible for delay/difficulty/inaccessibility of downloading facility for any reason whatsoever.
- b. Corrigendum/addendum to this tender if any, will be uploaded on AIAHL website prior to the opening of the technical bid due date. This may kindly be noted by the bidders/prospective bidders.
- c. The Technical Bid proposal will be opened in presence of Bidders. The Bidder's representative must carry a letter of authority on the Bidder's letterhead from the authorized signatory of the Bidder, failing which they will not be permitted to participate in the Tender opening process.

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1.0 INTRODUCTION:

AI ASSETS HOLDING LIMITED is a company incorporated under the provisions of Companies Act, 2013 with its CIN U74999DL2018GOI328865 and having its registered office at Airlines House, 113 Gurudwara Rakabganj Road, New Delhi – 110 001. The Government of India initiated the strategic disinvestment of Air India in 2017 and created a Special Purpose Vehicle i.e., AIAHL with an object to warehouse accumulated working Capital Loan not backed by any asset along with four subsidiaries namely AI Airport Services Limited, AI Engineering Services Limited, Alliance Air Aviation Limited, and Hotel Corporation Limited, non-core assets, and other non-operational assets of Air India.

2.0 PROPOSAL

AIAHL would like to engage the services of a reputed Legal Consultant/ Firm for providing legal consultancy services as detailed in scope of work.

3.0 ELIGIBILITY CRITERIA

Sr. No.	Eligibility Criteria	Documents to be enclosed
3.1	Bidder should be a reputed professional Legal Consultant/Firm registered in India (domestic) at least for last 5 years and have offices in Delhi, Mumbai, Chennai and Hyderabad	Copy of Certificate of incorporation / registration and Partnership deed / MoA / AoA, Certificate issued by the Bar Council. For existence of office, proof of the valid license/rent agreement and/or recent utility bills be provided.
3.2	Bidder should have undertaken/ handled assignments/ filed cases/ provided legal opinions etc. for Central Govt., State Govt., Central PSU, State PSU, Banks or any other autonomous body during last five (5) years as on bid closing date.	An undertaking to that effect to be submitted by the Firm.
3.3	Bidder should have experience in handling legal matters related to transfer of properties and other real estate matters.	An undertaking to that effect to be submitted by the Firm.
3.4	Bidder must have at least 3 key team members having 5 or more years of experience in undertaking/ handling assignments/ filing cases/ providing legal opinions etc. for Central Govt., State Govt., Central PSU, State PSU, Banks or any other autonomous body.	A Profile of each team member with their details including their qualifications, expertise etc. be submitted.

3.5	Bidder must have at least 1 team leader who shall be the leader of the group of key team members for AIAHL assignments. He should have 10 or more years of experience in undertaking/ handling assignments/ filing cases/ providing legal opinions etc. for Central Govt., State Govt., Central PSU, State PSU, Banks or any other autonomous body.	A Profile of the team leader with details including his qualifications, expertise etc. be submitted.
3.6	The bidder, the team leader and the key team members should not have been blacklisted/ debarred / disqualified by any regulators/ statutory body in India / by Bar Council of India / or any other Government/ Statutory agencies, in the last 10 years.	An undertaking to this effect duly signed by the Authorized Signatory, Company Secretary, State Bar Council.

4.0 SCOPE OF WORK:

The scope and extent of services shall include the following: -

- i. Drafting & vetting of letters, correspondence and agreements of all types between AIAHL and third parties.
- ii. Oral and written legal advice/ opinion on the matters that may be referred by AIAHL including the matters relating to tender/bidding processes carried out by AIAHL from time to time.
- iii. Review and provide timely advise to AIAHL on further course of action in all cases filed by or against AIAHL including drafting and filing of petition/suits, replies, affidavits, rejoinder, appeals, revisions, counter affidavit, written arguments, caveats, appearance etc. in Courts.
- iv. Issuing legal notice on behalf of AIAHL and/or replying to the legal notices received by AIAHL.
- v. Attending/ holding in house discussions and meetings at AIAHL office or any other place, if required.
- vi. Advising AIAHL on the issues related to Corporate Law, Real Estate Laws, and any other Act applicable on AIAHL.
- vii. Drafting of sale/transfer/assignment/conveyance deeds/agreements of properties.
- viii. Registration of sale/transfer/assignment/conveyance deeds/agreements at registrar/sub-registrar office of Mumbai/Delhi/Chennai/Hyderabad/Kolkata or

any other place.

- ix. Advice/attend/assist AIAHL in eviction proceedings before Estate Officer at Mumbai/Delhi or any other place.
- x. Any other work not covered above, as the above scope of work is indicative only and not exhaustive.

5.0 SUBMISSION OF PROPOSAL:

Proposals are required to be submitted as under:

5.1. Envelope 1 (Master Envelope) containing the following:

- i. A letter from Company/Firm/LLP, on their letter head, authorizing the person (containing the email ID, Telephone number and address for communication) to sign the proposal and other documents on behalf of the Bidder(s), **Annexure – 11**.
- ii. Bidders may depute their representatives to attend the bid opening. The representative has to submit an authority letter in the prescribed format as per **Annexure – 4**.
- iii. Signed Checklist – **Annexure – 10**.

5.2. Envelope 2 (Technical Bid) containing the following:

- i. Earnest Money Deposit (EMD): ECS / Demand Draft. Enclose DD/ECS confirmation in a separate cover marked “EMD”.
- ii. **Sealed Cover titled “BID FOR ENGAGEMENT OF LEGAL CONSULTANT/FIRM for AIAHL, New Delhi “.....(NAME OF BIDDER) containing:**
 - a) Covering letter as per **Annexure- 1**
 - b) Technical Bid as per **Annexure -2**
 - c) Detailed Profile of the team members who will be associated with the assignment provided by AIAHL as per the scope of work (**Annexure 3**)
 - d) Undertaking Letter – Confidentiality (**Annexure –7.**)
 - e) Undertaking/Declaration (**Annexure – 8**).
 - f) Duly signed & Stamped Non-Disclosure Agreement (**Annexure – 09**).

Note: Technical Bid shall not include any Commercial Bid information. A technical bid containing information on the commercial bid shall be declared invalid and liable to be rejected.

5.3. Envelope 3 (Financial Bid):

- i. The Commercial bid covering letter should be submitted in the format as per **Annexure –5** along with Commercial Bid in the prescribed format as per **Annexure –6**, which should not have any deviations, restrictive statements, etc. Bids, which have such restrictions are liable to be rejected at the sole discretion of the company.
- ii. The price shall be quoted in INR only and shall be inclusive of all expenses including out of pocket expenses and any applicable taxes except Goods and Service Tax. No separate fees/reimbursements shall be made by AIAHL other than the fees as agreed.
- iii. Cut-off date for submitting the proposal (all three envelopes) is **23.01.2023 by 02.30 PM**. The proposal (Envelope 2 and Envelope 3 should be put in single sealed Envelope 1 & signed by the bidder across) should be submitted in hard copies in original, by hand or via registered post or Courier to the:

Manager Legal & Corporate,
AI Assets Holding Limited,
Room No. 204, 2nd Floor Air India Reservation Building,
Safdarjung Airport, New Delhi-110003.

- iv. No proposal will be entertained after the appointed time and date. AIAHL will not be responsible for any postal / courier delay. The proposals received after the appointed time and date will be rejected.
- v. The proposals should be signed by the authorized representative(s) of the bidder. The executant's authority to represent and bind the Bidder must be confirmed by a written authority letter issued by the Competent Authority of the Bidder accompanying the proposal (**Annexure 11**).
- vi. All bids and supporting documentation shall be submitted in English only.
- vii. Incomplete bids, conditional bids, bids not conforming to the terms and conditions are liable to be rejected.
- viii. AIAHL reserves the right to accept or reject any or all Proposals received without assigning any reasons thereof.

6.0 EARNEST MONEY DEPOSIT:

- i. The bidder should furnish, as part of its bid, an Earnest Money Deposit (EMD) in the form of Demand Draft/ECS from any Scheduled Commercial Bank, drawn in favour of "AI Assets Holding Limited" for an amount of Rs.75,000/- (Seventy-five thousand only) payable at DELHI.

Payment of EMD should be made through ECS mode or by DD if ECS is not available / possible. AIAHL account details for the purpose are as under:

NAME OF BENEFICIARY: AI ASSETS HOLDING LIMITED
PAN NO.: AAQCA4703M
NAME OF BANK: STATE BANK OF INDIA
ADDRESS OF BANK: NEW DELHI MAIN BRANCH- 110001
ACCOUNT NUMBAER: 37610730327
MICR CODE: 110002087
IFSC CODE: SBIN0000691

- ii. No interest shall be payable on EMD.
- iii. EMD must be submitted in a separate cover marked “EMD” along with the bid documents and should be kept inside the Technical Bid as stated in Clause 5.2 of this RFP. Submission of EMD in other than Technical Bid Envelope is liable to be rejected on the grounds of non-submission of EMD.
- iv. In the event of the non-submission of EMD, the bid will be rejected without any further correspondence and the decision of the company in this regard will be final, conclusive and binding.
- v. Unsuccessful bidder’s Earnest Money Deposit will be returned without interest, 10 days after the company enters into Agreement with the successful bidder.
- vi. The Earnest Money Deposit shall be forfeited if a bidder withdraws the bid.
- vii. Any decision of the company in this regard shall be final and conclusive.

6.1. EMD Exemption to MSME units:

- i. Micro, Small and Medium Enterprises (MSME) registered with the following agencies are exempted from paying EMD as above:
 - a. District Industries Centres (DIC)
 - b. Khadi and Village Industries Commission (KVIC)
 - c. Khadi and Village Industries Board
 - d. Coir Board
 - e. National Small Industries Corporation (NSIC)
 - f. Directorate of Handicraft and Handloom
 - g. Any other body specified by Ministry of MSME.
- ii. MSMEs participating in the tender must submit the certificate of registration with anyone of the above agencies indicating the details of the tendered item along with their bid, for exemption to EMD.
- iii. The Micro and Small Enterprises not registered for the particular trade / item for which tender is relevant, would not be eligible for exemption / preference.

- iv. The registration certificate issued from any one of the above agencies must be valid as on close date of the tender. The successful bidder should ensure that the same is valid till the end of the contract period.
- v. The MSMEs, who have applied for registration or renewal of registration with any of the above agencies / bodies, but have not obtained the valid certificate as on close date of the tender, are not eligible for exemption / preference.
- vi. MSMEs will also be entitled to the payment terms of 45 days credit as against AIAHL's standard payment terms of 60 days credit.

7.0 EVALUATION AND SLECTION PROCESS

7.1 CRITERIA I. Technical Bids Evaluation:

The Technical Bids will be evaluated for their Technical and Commercial requirements of the Tender (Annexure 2). AIAHL reserves the right at its sole discretion to seek whatever information, documents, etc. from the Bidder, as it may consider necessary for the purpose of evaluation of the Technical Bid. Bidders should respond to such requests within the time frame indicated in the Letter / e-mail seeking explanation.

All the requirements and specifications mentioned in the Annexure 2, are mandatory and Bidder not meeting any one of these requirements would be rejected

7.2 FINANCIAL BID EVALUATION

- i. The Financial Bid of only those Bidders who qualify and shortlisted after complete technical evaluation of their Technical Bids, would be opened. The date and time of opening of the Financial Bid would be intimated in advance by email to the Bidders who have qualified, and their authorized representatives only would be permitted to participate in the opening of the Financial Bids.
- ii. Bidders are required to provide their Financial Bids response specifically in the sealed Financial Bid only and nowhere else.
- iii. Advance payments are not permissible nor any minimum guaranteed amount allowed.
- iv. The Bid with the lowest financial evaluated costs to AIAHL shall be evaluated for awarding of the contract.

8.0 LOI and AGREEMENT

- i. On being successfully evaluated, AIAHL would issue a Letter of Intent (LOI) which would require immediate acceptance by the bidder.
- ii. The selected bidder is required to commence the assignment immediately on award of LOI, pending execution of the detailed Agreement.

- iii. Pending such Agreement execution, the terms and conditions stated in the LOI read with the tender terms and conditions, duly accepted by the party, shall govern the transactions
- iv. In any case, the Selected Bidder shall enter into an Agreement with the company, in the format as shall be prescribed by the company, within 7 days of providing of such agreement by the company.

9.0 PERIOD OF THE ENGAGEMENT

The period of engagement of Retainer would be initially for three (3) Years, which may be further extended on year-to-year basis upon satisfactory performance and subject to AIAHL's discretion on same terms & conditions along with price. Price cannot be escalated.

10.0 DISQUALIFICATION / TERMINATION OF ASSIGNMENT

- i. In case it is found, either during the course of the transaction or at any time before the award of assignment or after execution and during the period of subsistence or after the period thereof, that one or more terms and conditions laid down in this request for proposal has not been met by the bidder or the bidder has made material misrepresentation or has given any materially incorrect or false information, the company shall have the right to forthwith terminate the engagement or disqualify the selected bidder.
- ii. This action as stated in Clause 10.0 (i) above, will be without prejudice to any right or remedy that may be available to the company under the bidding document or otherwise. However, before terminating the engagement, a show cause notice stating why its engagement should not be terminated would be issued giving it an opportunity to explain its position.
- iii. Any form of canvassing/lobbying/exercise of influence/cartelization etc. by the Bidder(s) will result in disqualification of such Bidder(s).

11.0 GENERAL CONDITIONS

- i. The Company reserves the right to cancel/withdraw the RFP during the course of tendering process without assigning any reason whatsoever thereof.
- ii. The Company may, in its absolute discretion, apply any additional criteria as deemed appropriate in the selection of the Legal Counsel, not limited to those set out in this RFP and the Bidders shall be bound by the same.
- iii. The Company reserves the right to accept or reject any bid and annul the bidding process or even reject all bids at any time prior to award of contract, without thereby incurring any liability to the bidder or bidders or without any obligation to inform the bidder or bidders about the grounds for the Company's action.
- iv. The Company may at its sole discretion select and engage such number of Legal Consultant/Firm(s) as it deems fit with requisite experience, who together will form a

team and be called Legal Consultants/Firms.

- v. The Company shall be under no obligation to act upon the advice rendered by the Selected Bidder. The appointment made by the Company shall be final and binding on all the Bidders.
- vi. In case, if there is substantial change in the composition of the team of the appointed/selected Bidder handling the assignment which can significantly affect its execution, the Company reserves its right to terminate the agreement without any cost to the company and the decision of the Company will be final and binding.
- vii. During the tenure of engagement of the Legal Consultant/Firm(s), in case the Company considers that the services of Legal Consultant/Firm(s) are in any manner deficient and / or are not being performed to the satisfaction of the Company 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, the Company shall have the right to terminate the engagement of such Legal Consultant/Firm (s) without assigning any reason for the same.

11.1. Confidentiality

The information contained in this document is confidential. The Bidder shall not share this information with any other party.

The information contained in this RFP or subsequently provided to Bidder(s) whether verbally or in writing by or on behalf of the Company shall be subject to the terms and conditions set out in this RFP and any other agreement/ contract to be executed by AIAHL. Declaration to be submitted as per Format, Annexure – 7.

11.2. Authentication of Erasures/Overwriting etc.:

Any inter-lineation, erasures or overwriting shall be valid only if the person(s) signing the bid duly authenticates the same by affixing his signature.

11.3. Cost of Bidding:

The specified bidder/s shall bear all the costs associated with the preparation and submission of its bid and the Company will in no case be responsible or liable for these costs regardless of the conduct or outcome of the bidding process.

11.4. Modification & Withdrawal:

Bids once submitted will be treated, as final and no further correspondence will be entertained on this. No bid will be allowed to be modified after the submission of the bid. No bidder shall be allowed to withdraw the bid once submitted.

11.5. Assignment

The Selected Bidder shall not assign or sub contract any of the assignments entrusted to it pursuant to this RFP.

11.6. Amendment of Bidding Documents:

At any time prior to the last Date and Time for submission of bids, the Company may, for any reason, modify the Bidding Documents through amendments at the sole discretion of the Company. All amendments shall be uploaded on the Company's website (www.aiahl.in) and will be binding on all those who are interested in bidding.

In order to provide specified Bidders a reasonable time to take the amendment if any, into account in preparing their bid, the Company may, at its discretion, extend the deadline for submission of bids.

11.7. No Legal Relationship

No binding legal relationship will exist between any of the Bidder(s) and the Company until issuance of LOI to the successful Bidder.

11.8. Publicity

Any publicity by the bidder in which the name of the Company is to be used should be done only with the explicit written permission of the Company.

11.9. Indemnity

- i. The bidder agrees to indemnify and keep indemnified, defend and hold harmless the Company and its officers, directors, employees and agents from and against any and all losses, liabilities, claims, obligations, costs, expenses (including, without litigation, reasonable attorney's fees), arising before or after completion of assignment, which result from, arise in connection with or arising out of or in connection with the bidder's breach of any of the terms and conditions, representations, warranties specified in the Agreement/Contract; acts or omissions of, negligence, or misconduct by the bidder; or its professionals, representatives, agents, security analysts, consultants and advisors;
- ii. The term bidder shall deem to include the bidder, its personnel, employees, consultants, and / or other authorized persons.
- iii. The responsibility to indemnify set forth in this Clause shall survive the termination of this Agreement for any reason with regard to any indemnity claims arising in relation to the performance hereof.
- iv. The Selected Bidder shall adhere to the quality standards, regulatory/government directives and guidelines in this regard.
- v. The bidder must submit unconditional and unambiguous compliance confirmation to all the terms and conditions stipulated in the RFP.
- vi. The Selected Legal Consultant/Firm shall be the principal employer of its employees and shall be vicariously liable for all the acts, deeds or things, whether the same is within the scope of power or outside the scope of power, vested under the engagement letter to be issued under this RFP. No right of any employment shall accrue or arise, by virtue of engagement of employees, by the selected Legal Consultant/Firm, for any assignment under the engagement letter to be issued for this RFP. All remuneration, claims, wages, dues etc. of such employees of the selected bidder shall be paid by the selected bidder

alone and the Company shall not have any direct or indirect liability or obligation, to pay any charges, claims or wages of any of the Bidder's employees. The selected bidder agrees to hold the Company, its successors, Assignees and Administrators fully indemnified and harmless against loss or liability of whatsoever nature caused to the Company, claims actions or proceedings, if any, that may arise from the action of its employees. The written demand by the Company as to the loss / damages shall be final, conclusive and binding on the selected bidder and the selected bidder shall be liable to pay on demand without any contestation / demur the actual amount of such loss /damages caused to the Company.

11.10 Mode of payment

Payment to Legal Consultant/Firm for services rendered to AIAHL or return of EMD will be made through ECS or by Cheque. Kindly provide the following bank details:

Account Name :
Name of the Bank :
Branch Name :
Account Number :
Bank Code / MICR No.
Swift Code No.

Note:

- i. A photocopy of a cancelled Cheque is to be enclosed by the bidder along with their Bids (RFP) for verification of the above details.
- ii. The EMD amount will also be refunded to the above account of the bidder.
- iii. The invoice will be paid within 60 days from the date of receipt by AIAHL.

11.11 Governing Law

The provisions of the LOI/Agreement with the selected bidder shall be governed by and interpreted in accordance with the laws of India and the bidding parties hereby agree to submit to the exclusive jurisdiction of the courts in Delhi

11.12 Arbitration

Any dispute arising between the parties in respect of the construction, interpretation, application, meaning, scope, operation or effect of this document or the validity or breach thereof, shall first be settled by mutual consultation. If the dispute remains unresolved after a period of 90 days from the date when the mutual consultation has started, the matter shall be referred for settlement to 'SCOPE FORUM OF CONCILIATION AND ARBITRATION', Govt. of India, and the award made in pursuance thereof shall be final.

11.13 Penalty

In the event of unreasonable delay in completion of the assignment as assessed by AIAHL, AIAHL would require the selected entity to indemnify AIAHL for such delays and AIAHL, at its discretion, may terminate the awarded contract and any such action would be at the cost of the selected entity.

11.14 Security Deposit

- i. Successful bidder shall submit Security Deposit of Rs 50,000 with AIAHL. The Security Deposit should be paid by way of Account Payee Demand Draft, Banker's Cheque, Fixed Deposit Receipt from any commercial bank, in favor of the **AI Assets Holding Limited** payable at New Delhi.
- ii. Security Deposit should be submitted within 2 weeks from the date of acceptance of LOI. The Security Deposit will be interest free.
- iii. The Security Deposit will be refunded / returned without interest within 60 days of successful completion of services against the Contract after adjusting for damages, if any, that may be imposed under the terms of the Contract.
- iv. Validity of the Security Deposit would be till 60 days after the scheduled completion of all obligations under the Purchase Order / Contract.
- v. Security Deposit will be applicable to successful MSME Units also.
- vi. In case, Security Deposit is not deposited as per the terms of the Tender and the Contract, before the commencement of the Services, the bills presented by the Successful Bidder shall not be processed for payment till the time the Security Deposit is deposited by the Successful Bidder. In the event the Security Deposit is not deposited by the Successful Bidder within 45 days from the date of award of the Contract, AIAHL reserves the right to terminate the Contract and re-issue a fresh tender for providing the Services under the Contract at the sole risk and cost of the Service Provider.
- vii. In case of breach of Contract or violation of any terms of the Contract the Security Deposit shall be forfeited.

12. OBLIGATIONS OF THE SUCCESSFUL BIDDER:

- i. Without prejudice to any other clause mentioned in the RFP, the successful Bidder has to complete the assignment within the time prescribed by the company.
- ii. In the event, the successful Bidder does not complete the assignment within the prescribed timelines, the Company reserves the right to terminate the contract and award it to the next ranked Bidder. Also, the Company reserves the right to forfeit the EMD of the successful Bidder in accordance with the terms of the RFP. In addition to the same, the successful Bidder has to indemnify the Company against any losses, damages incurred by the Company in consequence to the non-fulfilment of the obligations of the successful Bidder.
- iii. The successful Bidder shall perform the Services and carry out their obligations hereunder with all due diligence, efficiency and economy, in accordance with generally accepted consulting standards recognized by professional bodies and shall observe sound management methods. The Legal Consultant/Firm shall always act, in respect of any matter relating to this Contract or to the Services, as faithful advisers to the Client, and at all times support and safeguard the Client's legitimate interests in any dealings

with any Party.

- iv. The Legal Consultant/Firm shall hold the Client's interest paramount, without any consideration for future work, and strictly avoid conflict with other assignments or their corporate interests.
- v. The agreed fee is payable only on the completion of assignment duly accepted by AIAHL in accordance with the terms of the RFP within the prescribed timelines.

13.0 CORRUPT & FRAUDULENT PRACTICES:

- i. The Bidder shall ensure the compliance of the applicable guidelines issued by Central Vigilance Commission.
- ii. As per Central Vigilance Commission (CVC) directives, it is required that Bidders observe the highest standard of ethics during the procurement and execution of contracts.
- iii. "Corrupt Practice" means the offering, giving, receiving or soliciting of anything of values to influence the action of an official in the procurement process or in contract execution.
- iv. "Fraudulent Practice" means a misrepresentation of facts in order to influence a procurement process or the execution of contract to the detriment of the Company and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the Company of the benefits of free and open competition.
- v. The Company reserves the right to declare a bidder ineligible, either indefinitely or for a stated period of time, to be awarded a contract if at any time it determines that the Legal Consultant/firm has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

14.0 DISCLAIMER

- i. The RFP is not a recommendation, offer or invitation to enter into a contract, agreement or any other arrangement. The purpose of this RFP is to provide information to the potential Bidders, who may qualify to submit the response to this RFP, to assist them in responding to this RFP. Though this RFP has been prepared with sufficient care to provide all required information to the potential Bidders, potential Bidders however may need more information than what has been provided herein. In such cases, the potential Bidder is solely responsible to seek the information required from the Company. The Company reserves the right to provide such additional information at its sole discretion. In order to respond to the RFP, if required, and with the prior permission of the Company, each Bidder may conduct their own study and analysis /assessment and seek its own professional, technical, financial and legal advice, as may be necessary.
- ii. The Company makes no representation or warranty and shall incur no liability under any law, statute, rules or regulations on any claim the potential bidder(s) may make in

case of failure to understand the terms and requirements of this RFP and responds to the RFP. The Company may, in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFP and specify additional requirements or cancel this RFP at any time without assigning any reason there of and without any notice, at its sole discretion, such change will be published on the company website (www.aiahl.in) and it will become part and parcel of this RFP.

- iii. While due care has been taken in the preparation of this document, the Company will not be held responsible for any inaccuracy in the information provided herein. The Bidder(s) must apply its own care and conduct its own investigation and analysis regarding any information contained in the RFP document and the meaning and impact of all such information contained in the RFP.
- iv. It is the Bidder(s) responsibility to examine this RFP; examine all other information available on reasonable inquiry relevant to the risks, contingencies and circumstances affecting its response to the RFP; and satisfy itself as to the completeness, correctness and sufficiency of all the information contained in its response to the RFP.
- v. AIAHL reserves the right of discretion to change, modify, add to or alter any or all of the provisions of this RFP and/or the bidding process, without assigning any reasons whatsoever. AIAHL reserves the right to reject any or all the request of proposals received in response to this RFP document at any stage without assigning any reason whatsoever. The decision of AIAHL shall be final, conclusive and binding on all parties.

FOR ANY FURTHER CLARIFICATIONS PLEASE CONTACT:

Shri Umar Javeed
Manager Legal & Corporate
AI Assets Holding Limited
2nd Floor, Air India Reservation Building,
Safdarjung Airport,
New Delhi – 110003
Email: manager-legal@aiahl.in

(COVERING LETTER- TECHNICAL BID)
(To be furnished on the company's / firm's letter head)

Date:

To

Manager Legal & Corporate
AI Assets Holding Limited
2nd Floor, Air India Reservation Building,
Safdarjung Airport,
New Delhi – 110003

Dear Sir,

**Sub: Your RFP No.: LEGAL/AIAHL/TENDER/2023/01 Dated 05.01.2023—for
ENGAGEMENT OF LEGAL CONSULTANT /FIRM FOR AIAHL, NEW DELHI.**

With reference to the above RFP, having understood and agreeable to the instructions, terms and conditions forming part of the RFP and Amendments thereon, we hereby enclose our offer for providing legal consultancy services as detailed in your above referred RFP.

We agree to all the terms and conditions mentioned in the RFP. We hereby submit our Technical Bid in a sealed envelope. The offer shall be binding on us up to 180 days.

Yours faithfully,

(Name and Designation, Stamp of the Legal Consultant/firm)

Encl: Technical Bid in sealed envelope.

**TECHNICAL BID
(Particular of the Bidder)**

1. PRE-QUALIFICATION CRITERIA/DOCUMENTS & TECHNICAL BID

Sr. No.	Particulars	Documents to be enclosed
1	Bidder should be a reputed professional Legal Consultant/Firm registered in India (domestic) at least for last 5 years and have offices in Delhi, Mumbai, Chennai and Hyderabad	Copy of Certificate of incorporation / registration and Partnership deed / MoA / AoA, Certificate issued by the Bar Council. For existence of office, proof of the valid license/rent agreement and/or recent utility bills be provided.
2	Credentials of the Bidder (Bidder should have undertaken/ handled assignments/ filed cases/ provided legal opinions etc. for Central Govt., State Govt., Central PSU, State PSU, Banks or any other autonomous body during last five (5) years as on bid closing date.)	Brief Write-up along with an undertaking.
3	Bidder should have experience in handling legal matters related to transfer of properties and other real estate matters.	Brief Write-up along with an undertaking
4	Bidder must have at least 3 key team members having 5 or more years of experience in undertaking/ handling assignments/ filing cases/ providing legal opinions etc. for Central Govt., State Govt., Central PSU, State PSU, Banks or any other autonomous body.	A Profile of each team member with their details including their qualifications, expertise etc. be submitted.
5	Bidder must have at least 1 team leader who shall be the leader of the group of key team members for AIAHL assignments. He should have 10 or more years of experience in undertaking/ handling assignments/ filing cases/ providing legal opinions etc. for Central Govt., State Govt., Central PSU, State PSU, Banks or any other autonomous body.	A Profile of the team leader with details including his qualifications, expertise etc. be submitted.
6	The bidder, the team leader and the key team members should not have been blacklisted/ debarred / disqualified by any regulators/ statutory body in India / by Bar Council of India / or any	An undertaking to this effect duly signed by the Authorized Signatory, Company Secretary, State Bar Council.

	other Government/Statutory agencies, in the last 10 years.	
7	Address of Registered Office and Telephone / mobile and email	
08	PAN/GST registration certificate	Copy of PAN/GST certificate
09	Name of the contact person, telephone/Mobile/Email	
10	Name and designation of the person authorized to make commitments to the Company	As per Annexure – 11.
11	Details of the assignments as per the Sr. 2 including the number of assignments completed with name and location of the client.	1. Client Certificate supported by Contract with Client towards Proof of Completion. 2. In case of non-availability of Client Certificate or copy of contract, Certificate from Statutory Auditor /Internal Auditor/ Independent Auditor be submitted.

2. Details of previous undertaken/ handled assignments/ filed cases/ provided opinions etc. for Central Govt., State Govt., Central PSU, State PSU, banks or any other autonomous body during last five (5) years as on bid closing date

Sr.No.	Name of the Client /Company(ies)	Net worth of the Client/ Company(ies)	PSU/Non PSU	Brief Details of Scope of Work	Period of Assignment	
					From	To

Note: Supporting Documents including Client Certificate/Contract with client may be furnished

3. Submission of other supportive documents/ requirements

- i. Is the EMD Draft/Pay Order enclosed along with the Technical Bid Yes/No
 - a) If the answer to 3 (i) is Yes details be provided as under:

Amount	Date	Name of Bank	Demand Draft No. & Date

- ii. Is the bidder a MSME and claims Exemption from the submission of the EMD: Yes/No
- iii. If answer to 3 (ii) is yes, details be provided as under:

Details of MSME certificate (Ref. Para 6.1)

Issuing Agency Name	
Certificate No. & date	
Valid up to	
Services covered under registration certificate	

A copy if the registration certificate as mentioned at para 3 (iii) above be attached to technical bid

- iv. Tender document signed, stamped and duly completed in all aspects. Yes/No

Any other information which the bidder may like to furnish, separate sheet may be enclosed. In support of above information self-attested copies of all Documents, wherever required be enclosed.

Dated this day of 2023

(Signature)

(In the capacity of)

Duly authorized to sign Proposal for and on behalf of

PROFILE OF TEAM LEADERS AND KEY TEAM MEMBERS WHO WILL BE ASSOCIATED WITH THE ASSIGNMENTS

(Details to be submitted i.r.o. every Team Leader/key Team member proposed to be associated with the assignments)

1. Name of the Person:

2. Office Address:

3. E-mail ID :

4. Phone Number Office :

Mobile :

5. Date since working in the Firm :

6. Professional Qualifications (Qualifying Date, qualification obtained and institute):

7. Present Designation :

8. Experience : (State clearly No of years of experience as well as specialised field)

9. If blacklisted / debarred etc. (Provide details):

Dated this day of 2023

(Signature)

(In the capacity of)

Duly authorized to sign Proposal for and on behalf of _____

AUTHORIZATION LETTER – BID OPENING FORMAT
(To be furnished on the company’s/Firm’s letter head)

Place.....

Date.....

Manager Legal & Corporate
AI Assets Holding Limited
2nd Floor, Air India Reservation Building,
Safdarjung Airport,
New Delhi – 110003

Sir/Madam,

Subject: Authorization Letter for attending the Bid Opening

This has reference to your **LEGAL/AIAHL/TENDER/2023/01 Dated 05.01.2023**—for engagement of legal consultant /firm for AIAHL, New Delhi. Mr/Miss/Mrs.....is hereby authorized to attend the Bid Opening of the above RFP Dated on on behalf of our organization.

The specimen signature is attested below:

Specimen Signature of Representative

Signature of Authorizing Authority
Name of Authorizing Authority

Signature of Attesting Authority

COMMERCIAL OFFER-COVERING LETTER
(To be furnished in the company's / firm's letter head)
(To be submitted in sealed envelope)

To
Manager Legal & Corporate
AI Assets Holding Limited
2nd Floor, Air India Reservation Building,
Safdarjung Airport,
New Delhi – 110003

Sir/Madam,

We the undersigned offer to provide services for carrying out Legal consultancy services to AIAHL in accordance with scope detailed in your **LEGAL/AIAHL/TENDER/2023/01 Dated 05.01.2023**

Our Commercial Offer is attached herewith. The amount is exclusive of all taxes and inclusive of all expenses.

Our Commercial Offer shall be binding upon us and the same is also subject to modification resulting from contract negotiations. The offer is valid up to the period of 180 days from the date of submission of the proposal.

Yours faithfully,

(Name & designation, seal of the firm)

Place

Date

Encl: Commercial Offer in sealed envelope.

COMMERCIAL BID
(to be included in Commercial Proposal Envelope)

Date:

Dear Sir,

Sub: Request for proposal for engagement of Legal Consultant/Firm for AIAHL, New Delhi

Ref: No. : LEGAL/AIAHL/TENDER/2023/01 Dated 05.01.2023

In terms of the above-mentioned RFP document we submit herewith the Commercial Bid (Fees) for providing Legal consultancy services to AIAHL in accordance with scope of the work detailed in your **RFP No. LEGAL/AIAHL/TENDER/2023/01 Dated 05.01.2023**.

Sr. No	Item	Weightage*	Amount (in Rupees) **
1	Drafting & vetting of letters and correspondence, tenders, and all types of agreements (Per hour)	10	
2	Written legal advice/ opinion on the matters referred by AIAHL. (Per hour)	10	
3	Drafting/settling and filing of petition/suits, appeals, revisions, replies, affidavits, rejoinder, counter affidavits, SLPs etc. in Supreme Court and High Courts (Per draft)	10	
4	Appearance before Supreme Court and High Courts (per hearing)	15	
5	Drafting/settling and filing of petition/suits, replies, affidavits, rejoinder, appeals, revisions, counter affidavit, in Tribunals, Civil Courts, Sessions Courts, Consumer Courts, Arbitrators etc. (Per draft)	05	
6	Appearance before Tribunals, Civil Courts, Sessions Courts, Consumer Courts, Arbitrators. etc (per hearing)	05	
7	Issuing legal notice in civil/criminal/labour/ arbitration matters etc. or replying to the legal notices (per reply/notice)	05	
8	Consultation Conference (per hour) a) In Legal Consultants/ Firms office	12	

	b) in AIAHL's Delhi office		
9	Drafting of sale/transfer/assignment/conveyance deeds/ agreements of properties. (per draft)	14	
10	Registration of sale/transfer/ assignment/ conveyance deeds/ agreements at registrar/ sub- registrar office of Mumbai/ Delhi/ Chennai/ Hyderabad/ Kolkata or any other place. (Per registration)	14	
Total		100	

* These weightages are for the purpose of evaluation of financial bids only.

** The amount is exclusive of all taxes and inclusive of all expenses.

NOTE:

Company will deduct tax (TDS) while releasing payment, if applicable as per the law.

(Signature of authorised signatory)

(in the capacity of)

Duly authorized to sign Proposal for and on behalf of _____

DECLARATION CUM UNDERTAKING LETTER - CONFIDENTIALITY

(Undertaking from the bidder on their company's/firms letter head)

We (and our employees) shall not, unless the AIAHL gives permission in writing, disclose any part or any information furnished by the AIAHL, to any person. The employees engaged by us will maintain strict confidentiality.

We (and our employees) shall not without prior written consent from the AIAHL make use of any document or information given by the AIAHL, except for the purposes of performing the contract awarded pursuant to this RFP.

In case of breach, the AIAHL shall take such legal action as deemed fit.

Signature and seal of authorized person

Date:

Place:

UNDERTAKING/DECLARATION

(The bidder(s) shall furnish the following Undertaking as part of the proposal)
(Company's/Firm's Letter Head)

“We hereby undertake and declare that we fulfil the eligibility criteria prescribed in the Request for Proposal (RFP) of **LEGAL/AIAHL/TENDER/2023/01 Dated 05.01.2023**—for engagement of Legal Consultant/Firm for AIAHL, New Delhi and also confirm that there has been no conviction by any Court of Law or indictment/ adverse order by a regulatory or governmental authority for any grave offence against us.

It is certified that we have not been blacklisted/debarred/disqualified by any regulators/statutory body in India in the past. It is further certified that there is no investigation pending against us or our CEO, Directors/Partners/Employees.

It is certified that, no actions have been initiated against the Bidder or its CEO, Directors/Partners/Employees by Bar Council of India or any other Government/Statutory agencies with regard to any financial irregularities.

It is certified that no conflict of interest exists in AIAHL as on date except as disclosed explicitly and if in future such a conflict of interest arises we will intimate the same to AIAHL Further, we hereby undertake that the decision taken by the Tender Committee of AIAHL regarding the qualified Bidder shall be binding upon us”

(Signature, name and designation of the authorised signatory)

NON-DISCLOSURE AGREEMENT

This reciprocal NON-DISCLOSURE AGREEMENT (the “Agreement”) is made at New Delhi by and between:

AI Assets Holding Limited, a body corporate established under Company’s Act 2013 (CIN No. U74999DL2018GOI328865) having its Regd. Office at Airlines House,113, Gurudwara Rakabganj Road, New Delhi-110001 (hereinafter referred to as “**AIAHL**”, which expression shall, unless repugnant to the meaning or context thereof, be deemed to include its successors and permitted assigns);

AND

..... (hereinafter referred to as “**Legal Consultant/Firm**” which expression shall unless repugnant to the subject or context thereof, shall mean and include its successors and permitted assigns) of the OTHER PART;

AIAHL and the Legal Consultant/Firm are hereinafter collectively referred to as ‘The Party’.

The Party that discloses confidential information to the other party shall be referred to as the ‘Disclosing Party’ and the Party that receives such confidential information from the other party shall be referred to as the ‘Receiving Party’.

The terms ‘Receiving Party’ and ‘Disclosing Party’ shall include each party’s subsidiaries, associates, parents and their respective directors, officers and employees and the rights and obligations of the parties hereto therefore shall apply to such entities.

And Whereas

1. M/s.----- is carrying on business of _____ and has agreed to undertake **Legal consultancy services and** other related tasks as per the scope of work
2. For purposes of advancing their business relationship, the Parties would need to disclose certain valuable confidential information to each other. Therefore, in consideration of covenants and agreements contained herein for the mutual disclosure of confidential information to each other, and intending to be legally bound, the parties agree to terms and conditions as set out hereunder:

1. Confidential Information and Confidential Materials

- (a) “Confidential Information” means non-public information that Disclosing Party designates as being confidential or which, under the circumstances surrounding disclosure ought to be treated as confidential. “Confidential Information” includes, without limitation, a copy, abstract, sample, note or module thereof and Disclosing Party’s business policies, practices,

methodology, policy design delivery, and information received from others that Disclosing Party is obligated to treat as confidential.

Confidential Information disclosed to Receiving Party by any Disclosing Party Subsidiary and/ or Agents is covered by this agreement.

- (b) Notwithstanding the forgoing, Confidential Information shall not include any information that: (i) is now or subsequently becomes publicly available without Receiving Party's breach or any obligation owed to Disclosing Party; (ii) becomes known to Receiving Party prior to Disclosing Party's disclosure of such information to Receiving Party; (iii) became known to Receiving Party from a source other than Disclosing Party; or (iv) is independently developed by Receiving Party,
- (c) "Confidential Materials" shall mean all tangible materials containing Confidential Information, including without limitation written or printed documents and computer disks, tapes or drives, whether machine or user readable.

2. Restrictions

- (a) Each party shall treat as confidential the Contract and any and all information ("Confidential Information") obtained from the other pursuant to the Contract and shall not divulge such information to any person (except to such party's own employees and other persons and then also only to those employees and persons who need to know the same) without the other party's written consent provided that this clause shall not extend to information which was rightfully in the possession of such party prior to the commencement of the negotiations leading to the Contract, which is already public knowledge or becomes so at a future date (otherwise than as a result of a breach of this clause). Receiving Party will have executed or shall execute appropriate written agreements with its employees and consultants specifically assigned and/or otherwise, sufficient to enable it to comply with all the provisions of this Agreement. If the service Provider shall appoint any Sub-Contractor, the Service Provider may disclose confidential information to such Sub-Contractor subject to such Sub-Contractor giving the Company an undertaking in similar terms to the provisions of this clause.
- (b) Receiving Party may disclose Confidential Information in accordance with judicial or other governmental order to the intended recipients (as detailed in this clause), provided Receiving Party shall give the Disclosing Party reasonable notice (to the extent reasonably possible) prior to such disclosure and shall comply with any applicable protective order or equivalent.
- (c) Unless otherwise mentioned in this agreement, Confidential Information and Confidential Material may be disclosed, reproduced, summarized or distributed only in pursuance of Receiving Party's business relationship with Disclosing Party and only as otherwise provided hereunder. Receiving Party agrees to segregate all such Confidential Material from the Confidential Material of others in order to prevent mixing.

Receiving Party may not reverse engineer, decompile or disassemble any information marked as confidential disclosed to Receiving Party.

3. Rights and Remedies

- (a) Receiving Party shall notify Disclosing Party immediately upon discovery of any unauthorized use or disclosure of Confidential Information and/ or Confidential Materials, or any other breach of this Agreement by Receiving Party, and will cooperate with Disclosing Party in every reasonable way to help Disclosing Party regain possession of the Confidential Information and/ or Confidential Materials and prevent its further unauthorized use.
- (b) Receiving Party acknowledges that monetary damages may not be the only and/ or a sufficient remedy for unauthorized disclosure of Confidential Information and that Disclosing Party shall be entitled, without waiving any other rights or remedies, to injunctive or equitable relief as may be deemed proper by a Court of competent jurisdiction.

4. Miscellaneous

- (a) All Confidential Information and Confidential Materials are and shall remain the property of Disclosing Party. By disclosing information to Receiving Party, Disclosing Party does not grant any expressed or implied right to Receiving Party to disclose information under the Disclosing Party patents, copyrights, trademarks, or trade secret information.
- (b) Any document provided under this Agreement is provided with restricted rights.
- (c) Neither party grants to the other party any license, by implication or otherwise, to use the Confidential Information, other than for the limited purpose of evaluating or advancing a business relationship between the parties, or any license rights whatsoever in any patent, copyright or other intellectual property rights pertaining to the Confidential Information.
- (d) The terms of confidentiality under this Agreement shall not be construed to limit either party's right to independently develop or acquire product without use of the other party's Confidential Information. Further, either party shall be free to use for any purpose the residuals resulting from access to or work with such Confidential Information, provided that such party shall maintain the confidentiality of the Confidential Information as provided herein. The term 'residuals' means information in non-tangible form, which may be retained by person who has had access to the Confidential Information, including ideas, concepts, know-how or techniques contained therein. Neither party shall have any obligation to limit or restrict the assignment of such persons or to pay royalties for any work resulting from the use of residuals. However, the foregoing shall not be deemed to grant to either party a license under the other party's copyrights or patents.
- (e) This agreement constitutes the entire agreement between the parties with respect to the subject matter hereof. It shall not be modified except by a written agreement dated subsequently to the date of this Agreement and signed by both parties. None of the provisions of this Agreement shall be deemed to have been waived by any act or acquiescence on the part of Disclosing Party, its agents or employees, except by an

instrument in writing signed by an authorized officer of Disclosing Party. No waiver of any provision of this Agreement shall constitute a waiver or any other provision(s) or of the same provision on another occasion.

- (f) Subject to the limitations set forth in this Agreement, this Agreement will insure to the benefit of and be binding upon the parties, their successors and assigns.
- (g) If any provision of this Agreement shall be held by a Court of competent jurisdiction to be illegal, invalid or unenforceable, the remaining provisions shall remain in full force and effect.
- (h) All obligations created by this agreement shall survive change or termination of the parties' business relationship.

5. Term

This agreement shall be effective from the date mentioned hereafter and shall continue till expiry or termination of this agreement due to cessation of business relationship between the parties or three years from date of receipt of the relevant Confidential Information, whichever is later. Nothing contained in this clause shall be applicable to customer information shared amongst the parties, the duty of confidentiality of which shall be perpetual.

6. Return of information

The parties agree that upon expiry or termination of this agreement or any time during its currency and at the request of the Disclosing Party, the Receiving Party shall promptly (and in any case within 14 days) deliver to the Disclosing Party all copies of Confidential Information in its possession or under its direct control and shall destroy all memoranda, notes and other writings prepared by the Receiving Party or its officers, employees, advisors, to the extent the same are based on Confidential Information.

7. Governing Law

The provisions of this Agreement shall be governed by and interpreted in accordance with the laws of India and the parties hereby agree to submit to the exclusive jurisdiction of the courts in Delhi

8. Suggestions and Feedback

Either party from time to time may provide suggestions, comments or other feedback to the other party with respect to Confidential Information provided originally by the other party (hereinafter "feedback"). Both parties agree that all Feedback is and shall be entirely voluntary and shall not in absence of separate agreement, create any confidentially obligation for the Receiving Party. However, the Receiving Party shall not disclose the source of any feedback without the providing party's consent. Feedback shall be clearly designated as such and, except as otherwise provided herein, each party shall be free to disclose and use such Feedback as it sees fit, entirely without obligation of any kind to other party.

The foregoing shall not, however, affect either party's obligations hereunder with respect to Confidential Information of other party.

Dated this _____ day of _____ 2023 at _____.

For and on behalf of AIAHL :

Name		
Designation		
Place		
Signature		

For and on behalf of M/s.-----

Name		
Designation		
Place		
Signature		

CHECKLIST

Sr. No.	Envelope No.	Details	Yes/No
1	1 Master Envelope (sealed)	Duly signed authority letter (company/firm/LLP letterhead) authorizing the executants to sign the bid on behalf of the firm- Annexure - 11	
2		Authorisation Letter for attending Bid opening – Annexure - 4	
3		Signed Checklist – Annexure - 10	
Technical Bid			
4	2 (Sealed)	Earnest Money Deposit (DD) (in a separate cover, marked “EMD”)	
5		Covering Letter for Technical Offer – Annexure - 1	
6		Technical Bid -Annexure 2,	
7		Copy of Certificate of incorporation / registration and Partnership deed / MoA / AoA.	
08		Copy of GST Registration, latest Income Tax Return / PAN Card	
09		Profile of Partners/Members/Directors – Annexure – 3	
10		Declaration cum Undertaking Letter – Confidentiality – Annexure - 7	
11		Undertaking /Declaration – Annexure - 8	
12		Stamped Non Disclosure Agreement – Annexure - 09	
Commercial Bid			
13	3 (Sealed)	Commercial Offer Covering Letter – Annexure – 5	
14		Commercial Bid – Annexure – 6	

Please Note:

The Bidder to check the contents of each of the Envelopes and submit the proposal in a **SINGLE MASTER COVER.**

Date: Signature with Seal Name:

Designation:

AUTHORIZATION LETTER – TO NEGOTIATE, MAKE COMMITMENTS AND SIGN AGREEMENT

(To be furnished on the company's/Firm's letter head)

Place.....

Date.....

To
Manager Legal & Corporate
AI Assets Holding Limited
2nd Floor, Air India Reservation Building,
Safdarjung Airport,
New Delhi – 110003

Sir/Madam,

Subject: Authorization Letter for negotiation/signing of agreement and making commitments on behalf of Legal Consultant/Firm

This has reference to your **RFP No. LEGAL/AIAHL/TENDER/2023/01 Dated 05.01.2023** for Engagement of Legal Consultant/Firm for AIAHL, New Delhi. Mr/Miss/Mrs.....is hereby authorized to negotiate, make commitments and sign agreement on behalf of
(indicate name of Legal Consultant/Firm)

Dated.....on.....on behalf of our organization.

The specimen signature is attested below:

Specimen Signature of Representative

Signature of Authorizing Authority
Authority
Name of Authorizing Authority

Signature of Attesting