

Date: December 23, 2019

Inviting quotes from empanelled advocates towards Issuance of Electronic Legal Notices (Digital Signature)

**Location :-** 3rd Floor, Hallmark Business Plaza, Gurunanak, BARC Hospital Rd, Bandra East, Mumbai, Maharashtra 400051.

### **Scope of Work**

In your capacity as an empanelled advocate of BOB Financial Solutions Limited (“Company”), we invite your quotes in a sealed envelope for issuance of legal notices on behalf of the Company to delinquent or NPA accounts. Please note that an all-inclusive quote is to be submitted per notice issued. Duration of service will be for 9 months.

In an effort to streamline an efficient and cost-effective process of sending out monthly notices, the Company will be assisting the selected advocate in the operational part of the process including direct payment of operational cost. Aspects pertaining to printing, emailing, posting and return email management will be provided to the selected advocate(s) through third party vendor who will be responsible for the ancillary part of the issuance of legal notice. Please note that cost of stationary, printing etc will not have to be borne by the Selected Advocate.

On the Selected Advocate’s instruction the Company’s vendor shall print, email and post the legal notices. The Company will provide the Selected Advocate with all the information and data of the cases. The Selected Advocate shall prepare the legal notice as per the approved format of the Company and digitally sign them. These signed notices shall be then provided to the vendor for further processing. The final status of delivery will be reported by the Vendor to the Selected Advocate and the Company.

### **Bidder Credentials:-**

- Should be empanelled with BOB Financial Solutions Limited or Bank of Baroda as an advocate
- The Advocate must have a digital signature certificate issued by a Certifying Authorities (Indian IT-Act 2000). A copy of the same is to be submitted with the bid.
- Have proper infrastructure in place to receive and transfer data through SFTP. A declaration of the same shall be accepted.

Current volume need is around 7 thousand notices each month. The figures are purely tentative based on certain variable parameters and not binding. They are subject to change. The Company does not commit to any minimum volume.

Please note that this simply an invitation to offer and does not create any legal or financial relationship with the Company. Please feel free to email us for any clarifications.

Commercial bid must be submitted in a sealed envelope.

Final Bidder will be finalised on commercial basis.

**Important Dates**

<b>Date of issue</b>	23-12-2019
<b>Queries to be mailed by</b>	25-12-2019
<b>Queries to be mailed to</b>	rfp@bobfinancial.com legal@bobfinancial.com
<b>Last Date and Time for submission of proposal</b>	30-12-2019 by 05:00 pm IST
<b>Response to Queries by Bid Opening</b>	27-12-2019 31-12-2019 at 10:30 am at 3rd Floor, Hallmark Business Plaza, Gurunanak, BARC Hospital Rd, Bandra East, Mumbai, Maharashtra 400051

**Proposal submission : - All proposal must be submitted in sealed envelope within the stipulated time at :- AVP Procurement (Digital Signature), 3rd Floor, Hallmark Business Plaza, Gurunanak, BARC Hospital Rd, Bandra East, Mumbai, Maharashtra 400051**

**Terms & Conditions:**

BFSL reserves the right to at any point:

- Reject any and all proposal received in response to the Terms of Reference.
- Waive or Change any responsibility in the proposal.
- Negotiate any aspect of proposal with final shortlisted proposer.
- Extend the time for submission of all proposals.
- Select the most responsive proposer as deemed suitable.
- Share the information/ clarifications provided in response to the Terms of Reference by any proposer, with any other proposer(s) /others, in any form.
- Cancel the Terms of Reference at any stage, without assigning any reason whatsoever.
- Bidders will be selected basis commercial (documents submitted) proposed.

**S/d**

**Authorized Signatory**