

RFP FOR CARRYING OUT LEGAL AUDIT IN MPCON LIMITED

1. Eligibility Criteria for Legal Firms:

- 1.1. The firm should have an experience of conducting legal audits for a period of five years. **(submit at least one work orders for each year)**
- 1.2. Should have a team of at least five Lawyers / Advocates who have experience of vetting legal documents, preferably in the Corporate Sector **(Submit CVs)**
- 1.3. The firm should have a office in Bhopal during the past three years. **Documentary evidence regarding the same such as (Rent /Lease Agreement, Electricity Bill, Telephone Bills etc. should be provided)**
- 1.4. Should have at a track record of at least five work orders for conducting successful legal audit in PSU/ Govt. Sector

2. Scope of Legal Audit

- To examine all the Service Level Agreements, MOUs, any other agreements or legal documents entered into by MPCON with its empanelled agencies / Third parties for a minimum period of last 3 financial years (FY 2021-22, FY 2022-23 and FY 2023-24).
 - Any MOUs, agreements, legal documents executed by MPCON with its clients / Govt. Departments for a minimum period of the last 3 financial years (FY 2021-22, FY 2022-23 and FY 2023-24).
 - To examine all the note sheets submitted to the Business Development Committee / Business Operations Committee of MPCON along with all the supporting documents for a minimum period of the last 3 financial years (FY 2021-22, FY 2022-23 and FY 2023-24).
3. Financial Quotations of only Eligible Firms would be Opened. Selection would be based on Least Cost Method. (L1)
 4. The company retains the right to terminate or amend the bidding process/conditions at any given time.
 5. A Performance Guarantee of 10% of the Project Value should be deposited within 7 days of the work order.
 6. The legal audit should be completed within 3 months from the date of issue of work order.
 7. Documents regarding eligibility criteria should be in a separate envelop. Financial Quotation should be submitted in a Separate Envelope. Both the Envelopes should be given together in a Bigger Envelop. The Outermost envelope should mention "PROPOSAL FOR LEGAL AUDIT "on the top
 8. Applications /Quotations should be received latest by 3/10/2024 in **Hard Copy only** and submitted to

MPCON Limited
Ground Floor, Rajiv Gandhi Bhawan,
35, Shyamla Hills
Bhopal-462022

9. Application received after due date would be summarily rejected.