

# ***Expression of Interest***

*Empanelment from  
Reputed and Experienced Legal Firms  
to  
Provide Legal Support  
for  
The Smooth Conduct  
of  
35<sup>th</sup> National Games 2010*

*January 2010*

*National Games Secretariat  
Chandrasekharan Nair Stadium, Palayam,  
Thiruvananthapuram-695033, Kerala, India  
(Phone: +91 471 2302287)  
Email: [ngsceo@35thnationalgames.in](mailto:ngsceo@35thnationalgames.in)  
Website: [www.35thnationalgames.com](http://www.35thnationalgames.com)*

**Reference No. 482/FIN/09/NGS  
National Games Secretariat  
35<sup>th</sup> National Games 2010**

**1. JOB DESCRIPTION & RESPONSIBILITIES:-**

Law Firms(s) will be empanelled for the National Games Secretariat, Thiruvananthapuram for an approx. period of one year to assist the National Games Secretariat in drafting, negotiations, implementation of contracts for various functional areas like procurement, broadcasting, sponsorship, ticketing, merchandising, provision of various services, and such allied services etc.

**2. ELIGIBILITY CRITERIA:-**

**i. The firm should have:-**

- a. Their Head Office in India with a working office in Kerala.
- b. A strong legal base in varied fields of legal activities.
- c. At least fifteen years of experience.
- d. Well qualified lawyers / legal advisors with proficiency and professional acumen and knowledge in the areas of corporate, marketing, broadcasting, merchandising service and labour laws, Intellectual property right issues, international contracts, arbitration and litigation.
- e. Extensive experience in matters of contracts and law suits.

**ii. Experience in having dealt with major sports clients / bodies will be a preferred qualification.**

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**3. SUBMISSION OF EXPRESSION OF INTEREST:-**

Bidders should submit their qualification in two separate sealed envelopes.

The sealed cover marked "A" Should contain the firm's credential detailed for each factor of eligibility criteria. It shall contain.

- Name of advocates in the firm and the matters dealt with by them, their officers & their network,
- Their field of specialization.
- Names of some of their clients
- The period from which the firm has been established and their other achievements.
- Their annual approximate turnover on professional basis.

The sealed cover marked "B" should contain the financial bid and should only include the Hourly Rate separately for contracts / legal matters between (i) National Games Secretariat and Indian vendors / suppliers / agencies etc and (ii) National Games Secretariat and International vendors / suppliers / agencies.

It may be noted that the National Games Secretariat is not seeking any expert on retainer ship basis. The bids are invited only on Hourly rate basis.

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**4. RESERVATION OF RIGHTS:-**

National Games Secretariat reserves the right to:-

- a. Negotiate with either or none of the shortlisted Firms / Respondents and to re-issue this Expression of interest without assigning any reason whatsoever.
- b. Accept or reject any Expression of interest without assigning any reasons.
- c. To vary, suspend or abandon this Expression of Interest.
- d. National Games Secretariat is not bound to accept the lowest bid.
- e. The decision of the Executive Committee of National Games Secretariat will be final.

The names and the Curriculum Viate (C.Vs) of associates / Partners of the law firm should be indicated as high weightage in selection will be given to the quality of professionals being offered.

All the bids should reach the under mentioned addressed under registered cover or through courier on or before 22-01-2010.

**5. LATE SUBMISSIONS:-**

Late submission will be rejected unopened.

CHIEF EXECUTIVE OFFICER & SECRETARY  
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