



1, क्वीन्स वे, कोलकाता - 700 071
1, Queen's Way, Kolkata - 700 071

विक्टोरिया मेमोरियल हाल VICTORIA MEMORIAL HALL

(भारत सरकार के संस्कृति मन्त्रालय के प्रशासनिक नियन्त्रण
के तहत एक स्वायत्त संगठन)
(An autonomous organisation under the administrative
control of the Ministry of Culture, Govt. of India)

V M No. 2251/XXIV-1/98-99 (Vol. IV)

5 December 2016

NOTICE INVITING EXPRESSION OF INTEREST

Victoria Memorial Hall invites sealed Expression of Interest from qualified and experienced, leading, Kolkata based Solicitor Firms for providing satisfactory legal support services to Victoria Memorial Hall, Kolkata an Autonomous Organisation under the Administrative Control of the Ministry of Culture, Govt. of India.

Scale of fees for legal and other matters may be mentioned at the respective column as shown below:-

Sl. No	Particulars of work	Rate of fees to be mentioned
1	For conference at Solicitor's Firm	Per hour or part of an hour
2	For conference at the office of VMH.	Do
3	For conference at counsel's residence / chamber/ court	Per hour/ part of hour (including conveyance charge)
4	Drawing observation / Case for opinion of Counsel or Instruction to counsel to draw plaint, petition, affidavit etc.	Per hour minimum of Rs. varying upwards according to the nature of the case with the maximum of Rs.
5	Attending hearing before Supreme Court of India	Appearance per day
6	a) Attending hearing before High Court at Calcutta	Appearance per day
	b) Attending High Court when the matter has been called on and adjourned	Do
7	a) Attending hearing before the District Court, City Civil Court, Tribunal, Labour Court etc.	Appearance per day
	b) When adjourned	Do
8	Typing including xerox copy, arranging the same, comparing, preparing brief and paginating the same, making back sheet etc.	Per page
9	Providing Telephones and Fax facilities	Per bill
10	Clerkage	Rate of percentage in pocket bill

General terms and conditions

1. The Expression of Interest should be submitted in sealed envelope addressed to the "Administrative Officer", Victoria Memorial Hall. The envelope should be superscribed with the words "Expression of Interest for Legal Matter" and dropped in the Box provided for the purpose in the chamber of Administrative Officer, VMH with all supported documents.

☎ : 2223-1890/1891/0953/5142 • फ़ैक्स / Fax: +91-33-2223-5142

ई-मेल / E-mail: victomem@gmail.com

• वेबसाइट / Website: www.victoriameorial-cal.org



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2. The rate quoted must be inclusive of all taxes and charges and shall be valid for one years from the date of engagement. It may be extended, on mutual basis, subsequently.
3. The firm should have experiences handling Court matters related to Museums, under Govt. of India.
4. Last date of submission of Expression of Interest is 22.12.2016 upto 2.00 PM. The Expression of Interest will be opened on the same date at 3.00 PM. Representatives of the willing firms may remain present at the time of opening.
5. Incomplete informations will be rejected outright. VMH reserves the right to reject all or any Expression of Interest without assigning any reason thereof.

Documents to be enclosed with the Expression of Interest

- a) Profile of the Firm with ownership / partnership status, Name, Address, Phone No., Email ID etc.
- b) Copy of valid Trade Licence.
- c) Copy of PAN Card.
- d) Copy of Professional Tax Registration Certificate
- e) Copy of IT statement for last three financial years.
- f) Copy of Service Tax Registration Certificate
- g) List of organisations / institutions to whom Legal Service is being / was provided by the firm during the last 5 years along with documents in support.

Administrative Officer



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V.M. No. 2374/XXIV-1/98-99 (Vol. IV)

23 December 2016

NOTICE INVITING EXPRESSION OF INTEREST

Due to some Administrative reasons, the last date of submission of **Expression of Interest** in respect of notice No. 2251/XXIV-1/98-99 (Vol. IV) dated 05.12.2016 has been extended to **09.01.2017 (upto 2.00 PM)**. Expression of Interest will be opened at 03:30 PM on the same day.

Administrative Officer