HOTEL CORPORATION OF INDIA LIMITED

(A Subsidiary of Air India Limited)

**Enq. No: CLVH/Enq/2584**

**Dated: 19.11.2015**

**Due Date: 11.12.2015 up to 1500 hrs.**

**Invites sealed quotations from Legal Firms for handling Court Cases in High Courts at Jammu & Srinagar, City Civil Court/Session Court/Small Causes Court/ Magistrate’s Court/Co-operative Court/Labour Court/Bank Tribunals/Before Arbitrators or any other Lower Court/Authorities not specifically mentioned herein at Jammu & Srinagar. The Legal Firms should submit their separate sealed quotations for High Court & Other Lower Court at Jammu & Kashmir in the following format:-**

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| --- | --- | --- |
| **S. No.** | **Particulars of Fees** | **Amount Rs.** |
| 1 | Retainer-ship fee includes giving opinion in writing/oral. |  |
| 2 | Handling Fees includes drafting of Petitions /Pleadings /Complaints /Appeals /Affidavits /Rejoinders /Replies in any of the Courts. |  |
| 3 | Fees for appearance includes appearance in the High Court or City Civil Court/Session Court/Small Causes Court/Magistrate’s Court / Co-operative court /Labour Court /Bank Tribunals /Before Arbitrators or any other Lower Court /Authorities not specifically mentioned herein at Jammu & Srinagar. |  |
| 4 | Conveyance. |  |
| 5 | Out of pocket expenses. |  |
| 6 | Whenever cases are filled in one & the same Court and if there are more than 3 cases on one day in the same court, charges for appearance will be. |  |
| 7 | Any Clerical & Misc. Charges. |  |

**Terms & Conditions:**

1. The legal Firms are required to submit their sealed quotations in our tender box lying in our security department by or before due date.
2. Rates may be quoted both in words & figures in the specified columns or on company’s/Firm letter head. Overweighting must be initialled.
3. Only lowest quoted party will be called for negotiation, if required.
4. The Management reserves the right to accept or reject/cancel in part or whole, any or all tenders without assigning any reasons whatsoever. In case of any dispute arising out of the contract, decision of the General Manager Operations-CLVH, will be final and binding on both the parties.

The Legal Firms are required to submit their quotations with the terms and conditions to Dy. General Manager-Operations, by **11.12.2015** **up to 1500hrs** to the following address:

The Dy. Manager-Purchase, Centaur Lake View Hotel, Cheshmashahi, Srinagar -190001, Jammu & Kashmir State.

(**Mail ID**:[**gmclvh@gmail.com**](mailto:gmclvh@gmail.com), purchaseclvh@gmail.com)

Name of the Firm\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature & Seal \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_