

File No. 07/03/2018-ISA  
Secretariat  
International Solar Alliance  
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Dated:20.04.2018

Subject: Invitation for engaging of Legal Adviser on Retainer-ship basis on Swiss challenge basis-regarding.

International Solar Alliance (ISA) is a treaty based inter-governmental organization in the making, which specializes in implementing programmes in the field of Solar Energy.

International Solar Alliance has received a proposal from M/s Trans-India Law Associates (TILA), New Delhi for Legal Adviser on retainer-ship basis for five months on monthly retainer-ship of Rs. 80,000/- (US\$ 1231). TILA is a multi-discipline law firm providing a range of legal services, both inbound and outbound. TILA has 1786 Associate Advocates covering all the districts of India & 51 Global Partners across the world in order to ensure fully integrated legal services in various jurisdictions. The Terms of Reference offered by TILA is given at Annexure.

If any legal firm in India or outside has better proposal than that submitted by TILA, are invited to submit their detailed proposals mentioning the activities & services offered to ISA at the following address with seven working days from 20.04.2018. Offer received after 27.04.2018 will not be acceptable.

Secretariat of International Solar Alliance,  
3rd Floor, National Institute of Solar Energy Gwal Pahari,  
Gurgaon-Faridabad Road,  
Gurgaon – 122003 (Haryana), India.  
Email: [sudhakar@isolaralliance.org](mailto:sudhakar@isolaralliance.org).

For any queries please contact between 11:00 am to 5:00 PM during weekdays: Mr. Rajiv Kumar, Consultant (Legal): - Contact No. 0124-2853087 email: [rajiv@isolaralliance.org](mailto:rajiv@isolaralliance.org).

(Sudhakar Upadhyay)  
Consultant

**TORS For Legal Firm on Retainership Basis**

The International Solar Alliance (herein after referred to as 'the ISA') shall empanel Legal Firm on retainer-ship basis having minimum of 10 years Post Qualification experience of contract management, legal advisory support and an expertise in Energy Laws. The firm should have been practicing at various courts & Tribunals at New Delhi and NCR and having permanent office at New Delhi.

**Scope of Work of Advocate on Retainership:**

1. Drafting & vetting of ISA rules & regulations
2. Rendering Legal Advice (oral & written) to ISA as and when required, including disciplinary matters pertaining to employees and members of the ISA.
3. Scrutiny and examination of title documents search reports & connected documents of immovable property and legal opinion on the validity of title/ownership over the same.
4. In case the retainer Legal Firm is required to go outside the station (Delhi & NCR) in connection with the Court case or matter/meeting of ISA, he shall be entitled to claim TA/DA as applicable to the officers of ISA at the level depending upon the seniority of the Advocate concerned.
5. The Legal Firm shall be required to visit the head office of the ISA minimum 3 days a week to handle day to day activities allocated to him. In case of any urgency/exigency, he may also be required to visit head office or any other place at timings as mutually agreed.
6. The empaneled Legal Firm shall provide legal opinion in the matters wherever demanded by ISA Secretariat, including but not limited to, on the matters which require interpretation in respect of ISA Framework Agreement, matters of importance to the ISA, matters wherein monetary liability of the ISA may arise, matters in relation to interpretation of any statute that may affect ISA and scrutiny and examination of title search reports & connected documents of immovable property and legal opinion on the title/ownership over the same, in respect of properties proposed to be purchased by the ISA for its Offices/Regional Offices.

7. Drafting of Templates/Vetting of deeds and documents including, but not limited to, tenders, LOI, LOA, request for proposals (RFPs), expression of interest, SLAs, pre-qualification bid document, agreements, MOUs, conveyance deeds.
8. Drafting and sending legal notices, Show Cause Notice etc. on behalf of ISA and replies to the legal notice/ show cause notices, if any, received by ISA including existing matters.
9. Representing ISA in matters pending before any Court / Tribunals as and when required on mutually agreed professional fees.
10. Vetting of pleadings, counter affidavits, replies etc. to be filed by ISA in some matters before the Court/ Tribunals/ Commissions/ judicial/ quasi-judicial authorities etc. as and when required on mutually agreed professional fees.
11. The Legal Firm should have his own office at Delhi / New Delhi.
12. Keeping the ISA informed of the important developments in cases from time to time, particularly with regard to settling of drafts, filing of papers, dates of hearing of cases, supplying of copies of judgments etc.
13. Any other work of legal nature assigned from time to time mutually agreed upon.
14. Attending meeting of Internal Committees of ISA or Assembly as and when required.
15. Settling of letters / reply having Legal implication on the matters related to ISA and which are Internationals in nature.

Legal Firm will designate one advocate to ISA who is familiar with the functioning of international organizations.

**Payment:**

1. The bills shall be submitted to ISA in triplicate along with supporting documents, if required.
2. The claim for reimbursement of expenditures for outstation conveyance, boarding & lodging shall be settled on production of tickets and hotel bills.
3. ISA will make payments of all bills within a period of one month from its submission if the bills are complete in all respects.
4. Keeping in view the time value of money, complexity of work the professional fees will be revised by at least 10% annually every financial year.
5. The payments would be made subject to TDS as applicable from time to time.