

REQUEST FOR PROPOSAL

Selection of Legal firm on “Retainership” basis

BANK OF BARODA, Territory office, Mauritius, having its office at Bank of Baroda Building, 2nd floor, P B No. 553, No. 32, Sir William Newton Street, Port Louis, Mauritius in the process of selecting a legal firm on “Retainership” Basis to assist us in legal issues described in scope of work as hereunder.

Scope of Work

1. Vetting of draft legal documents and signed copy of vetting of documents before and after execution
2. Vetting of current account opening forms
3. Legal opinions on credit/non-credit related issues appearing in course of banking business
4. Drafting/update of substantial agreements/policies from time to time as required by the bank

Time Schedule

On empanelment, the legal firms shall be required to complete the assignment within 2-3 working days every time. There should be a standby arrangement for completing the assignment in case the main legal counselor is not in office so as to ensure mentioned timeliness of each job.

Information required

- ✚ KYC of the company/legal firm
- ✚ Profile of the Legal company with full address
- ✚ Name of the directors and their credentials
- ✚ Past experience
- ✚ Names of Banks/other financial institutions where the firm had rendered/or is rendering services etc.

Proposals are invited from Legal firms having more than 5 years of experience in the industry and having adequate knowledge regarding banking aspects

We shall appreciate if interested firms/companies can send their complete proposal , including your acceptance for adhering the timelines as mentioned above as well as scope of work at our Bank by **29th December 2017 by 15.000 hrs** in a sealed envelope marked “**Proposal for Empanellment on “Retainership” basis**” to the attention of:

**The Vice-President
Bank of Baroda
Sir William Newton Street
Port Louis**

No submissions after 15.00 hours shall be accepted.

Bank reserves the right to accept or reject any offer without assigning any reasons whatsoever.

Any decision taken by Bank at any point of time in connection with this process shall be final and conclusive and no claim or dispute of any kind in this regard shall be entertained

**Vice President
Bank of Baroda
Mauritius**