



**Infrastructure Corporation of Andhra Pradesh Limited  
(INCAP)**

**REQUEST FOR PROPOSAL (RFP)  
For  
SELECTION OF LEGAL FIRM / OUTSOURCING AGENCY FOR  
PROVIDING LEGAL ASSISTANCE TO GOVERNMENT  
DEPARTMENTS OF AP IN THE STATE OF ANDHRA PRADESH**

(Notice No. INCAP/P/Legal firm/GoAP /26/2022, Date: 21.01.2022.)

**Amendment Notice I**

Notice No. INCAP/P/Legal firm/GoAP/26/2022, Date: 01.02.2022

**Vice Chairman and Managing Director,  
Infrastructure Corporation of Andhra Pradesh Limited (INCAP)  
# RC. No 254/2, 4th Floor, AVSR Bhavan,  
Near My Mart, Chalasani Nagar,  
Penamaluru Mandal, Kanuru,  
Vijayawada – 520007, Andhra Pradesh, India  
Email: [incap@incap.co.in](mailto:incap@incap.co.in), [md@incap.co.in](mailto:md@incap.co.in).  
Web: [www.incap.co.in](http://www.incap.co.in)**

**Selection of Legal Firm / Outsourcing Agency for Providing Legal Assistance to Government Departments of AP in the state of Andhra Pradesh**

**Notice No. INCAP/P/Legal Firm /GoAP/2/2022,Date:21.01.2022.**

**Amendment Notice I**

<b>SI. No.</b>	<b>Description of Item</b>	<b>Now Read as</b>
1)	<p>Page No. 02 Clause: 4</p> <p>The bids on prescribed format should be submitted as described in the RFP documents on or before 1500 hours on 5 th February 2022.</p>	<p>Page No. 02</p> <p>Clause 4</p> <p>Last date &amp; time for submission of Proposal (Proposal Due Date or PDD): <b>15:00 Hrs IST on 14.02.2022.</b></p>
2)	<p>Page no.5 Clause:5</p> <p>Legal Firm The Legal Firm shall apply individually as a single entity /sole firm ( the 'Legal Firm') .No consortium shall be allowed to apply under this RFP.</p>	<p>JV / Consortium shall be allowed to apply under this RFP. JV / Consortium document (Agreement) shall also be submitted along with tender document.</p>
3)	<p>Page No.6 Clause:6 (B)</p> <p>(B) Financial Capacity: The Legal Firm should have minimum annual average turnover of <b>Rs.1 (one) Crore</b> during the last three financial years preceding the Proposal Due Date. For the avoidance of doubt, professional fees hereunder refer to fees received by the Legal Firm for providing legal advisory or legal consultancy services to its clients and shall not include any amounts received by way of reimbursement or fee for payment to external counsels, senior advocates or external professional retained by the Legal Firm for its clients.</p>	<p>Page No.6 Clause:6 (B)</p> <p>(B) Financial Capacity: The Legal Firm / Outsourcing agency should have minimum annual average turnover of <b>Rs.20 Lakhs</b> during the last three financial years preceding the Proposal Due Date. For the avoidance of doubt, professional fees hereunder refer to fees received by the Legal Firm/ Outsourcing agency providing manpower resources for professional services to its clients.</p>

**Selection of Legal Firm / Outsourcing Agency for Providing Legal Assistance to Government Departments of AP in the state of Andhra Pradesh**

**Notice No. INCAP/P/Legal Firm /GoAP/2/2022,Date:21.01.2022.**

**Amendment Notice I**

4)

Page No.9

The Proposal will be *inter alia* evaluated based on the annual turnover of the firm and the experience of the legal assistants provided by the Legal Firm by committee appointed by GoAP. The scoring criteria to be used for the evaluation shall be as follows:

Criteria	Max. Marks	Details
<b>Technical</b>	<b>100</b>	
Legal Assistants Interview Evaluation	<b>88</b>	<ul style="list-style-type: none"> <li>11 marks maximum for each Legal Assistants evaluated by the committee appointed by Govt.</li> </ul>
Turnover of Firm	12	<ul style="list-style-type: none"> <li>Turnover in the range of Rs. 1-2 Cr: 8 marks</li> <li>Turnover greater than Rs. 2 Cr: 12 marks</li> </ul>

Page No.9

The Proposal will be *inter alia* evaluated based on the annual turnover of the firm and score obtained in selection committee appointed by GoAP.

Criteria	Max. Marks	Details
<b>Technical</b>	<b>100</b>	
Legal Assistants Interview Evaluation	<b>88</b>	<ul style="list-style-type: none"> <li>11 marks maximum for each Legal Assistants evaluated by the committee appointed by Govt.</li> </ul>
Turnover of Firm	12	<ul style="list-style-type: none"> <li>Turnover in the range of Rs. 20 Lakhs – 1 Cr: 8 marks</li> <li>Turnover greater than Rs. 1 Cr: 12 marks</li> </ul>

**Note:** Legal Firm may read as Legal Firm / Outsourcing Agency

**Sd/- Vice Chairman & Managing Director, INCAP**