

Date: 27 October 2017

Request for Proposal

Legal Support on Company Matters

Reference Number: RFP-2017-02-Legal Support

Background

HRhelpdesk® is a Boutique HR Advisory company providing services to clients in various areas of Human Resources. The company which is primarily women lead, owned and staffed is focusing on changing the perception the way people consulting is provided. With internal research based experienced HR practitioners the organization drives people agenda for their clients. HRhelpdesk® also is a recognized as one of the prominent players in women at workplace issues and focuses on not only enhancing awareness of this aspect by way of public studies, but also provides consulting to companies on enhancing the culture to be more congenial for fostering growth of Women at Workplace.

The organization was set-up in the September 2010 and works on a cloud based work from home model.

The Requirement

We are looking for firms, practicing lawyers or organizations (corporates, organizations, individuals, freelancers, firms) who can support in managing our legal affairs.

The expectation from the vendor is to undertake the following

- a. Draft Legal contracts
- b. Issue legal notices where required
- c. Approve legal contract that we are signing
- d. Provide litigation support if required

the company operates in India, and has main business in India.

Contract Term

The contract will be effective 10th November 2017 to 30th September 2018. Renewed annually as the case maybe.

Payment Terms

Payment shall be made at the end of the month incase of a monthly retainer or at the end of the project, incase of project based costing. Payments shall be cleared within 30 days of the invoice being raised.

Applying for the RFP

Interested individuals, firms, freelancers, organizations or corporations having legal status to operate in India can submit their application. As part of the application following information should necessarily be given

1. Full name of firm/Entity/Individual	
2. Nature of body (mention company, LLP, partnership, freelancer etc)	
3. Key individuals involved in managing the assignment (give their profile by way links). These individuals should also be the primary point of contact/ Account manager for this project if it is awarded to you	
4. Working on skills required since when (year month)	
5. Examples of previous work (please provide either names of clients or professional references who can be spoken to) (if this is the first commercial project, please provide us references of work done during education or internship)	

6. Financial Proposal (this should include break down of cost, it should also include your proposed payment terms, and the option to do monthly retainer and project based charging)	
7. Performance Parameters (please specify the parameters on which the performance shall be seen as good, excellent or poor)	

Submitting your application

All applications need to be submitted via email only at the email hrhelpdesk@hrhelpdesk.in by 6 pm of 3rd November 2017. Extensions aren't provided, and late submissions won't be accepted.

Evaluation and communication

All applications received shall be reviewed for both technical and financial parameters. All applications shall receive an acknowledgement email confirming the receipt of their proposal. Every applicant shall be informed on the close date if their application has been approved or rejected. The announcements shall be made before the project start date. HRhelpdesk® shall not communicate the reason for rejecting or accepting a proposal, nor shall it be liable to copyright protection of any ideas of work submitted as a result of this RFP. Participates are free to choose what needs to be shared and are participating out of their free will in this RFP process. The decision of HRhelpdesk® shall be final in the process followed and outcome of the RFP process.

Gender Equality and Prohibition of Discrimination against women

All Partners, Vendors and trade organizations associated with HRhelpdesk® shall be required to sign a agreement which mandates them following policies which encourage Gender equality and have proper mechanisms in place to check Discrimination and Prevention of Sexual Harassment against women at workplace as per the Indian Laws. Organizations unwilling to sign such agreements cannot be engaged with us.