

For Empanelment of Law Firms on Retainer Basis

FITT (Foundation for Innovation and Technology Transfer), IIT Delhi, invites tenders from qualified and reputed law firms based in New Delhi for providing legal support on a retainer basis. The selected law firm(s) will offer expert legal services to address various needs of FITT, including but not limited to the following areas:

Scope of Work

1. Support on Incubation and Program Management:

FITT signs multiple agreements with Startups and companies for providing financial assistance, Office space etc. Legal guidance on drafting, reviewing, and managing agreements related to incubation activities, program oversight, and compliance needs to be provided on a regular basis.

2. Leasing and Subleasing of Real Estate:

Assistance with leasing and subleasing agreements/transactions, including preparation and vetting of related agreements, due diligence, and regulatory compliance.

3. Advisory on HR, POSH, and Other Matters:

Provision of legal advice on HR policies, POSH (Prevention of Sexual Harassment), and other related statutory and regulatory issues.

4. Exit from Share Holdings:

Guidance and support in handling exits from shareholdings, including drafting, negotiation, and compliance requirements.

Eligibility Criteria

- The law firm must be registered and headquartered in New Delhi.
- Proven experience in providing legal services to institutions, incubators, or government bodies.
- Expertise in corporate law, real estate transactions, HR compliance, and related areas.

Submission Requirements

Interested law firms should submit their proposals with the following details:

1. Firm profile and relevant experience.
2. CVs of key personnel.
3. References of similar services provided.
4. Detailed financial proposal, including retainer fees and any other applicable charges. Financial proposal should be in the following
 - Monthly Charges for Routine ongoing support and advisory in relation to matters pertaining to investment, incubation, and funding structures
 - Charges per exit: Taking exit from equity held by FITT in incubated startups

Submission Deadline

The complete proposal should be submitted to the undersigned by 20th Nov 2024 on the following address :

FITT, IIT Delhi

Deans Complex, Main Building IIT Delhi

Hauz Khas New Delhi 110016

Or

Email mdfitt@fitt.iitd.ac.in and coo@fitt-iitd.in