

Scope of Work for Hiring a Legal Firm for Provision of Legal and related Consultancy Services to KDEM

Task	Description	Deliverables
Legal Advisory Services	Provide comprehensive legal advisory services to KDEM on regulatory and statutory matters, like Provide comprehensive legal advice to KDEM on various areas, including: <ul style="list-style-type: none"> ➤ Contract Law ➤ Regulatory Compliance ➤ Dispute Resolution ➤ Intellectual Property Law ➤ Employment and Labour Laws ➤ Corporate Governance ➤ Risk Management ➤ Technology and Cyber Law ➤ Anti-corruption and Anti-bribery Compliance 	Written legal opinions within 3 working days Regular updates on changes in laws and regulations
Contract Drafting and Vetting	Draft, review and vet contracts, agreements and MoUs to ensure compliance with applicable laws and regulations.	In 3 working days
Litigation Support	Advise KDEM on litigation matters, including representing the organization in court proceedings.	As needed
Policy Formulation	Assist in policy formulation from a legal standpoint, ensuring compliance with applicable laws and regulations.	In 5 working days
Compliance Services	Ensure KDEM's compliance with applicable laws, rules and regulations, including providing updates on legal developments.	Ongoing
Legislative Proposals	Assist in drafting legislative proposals, extensions or amendments as required.	In 3 working days
Legal Due Diligence	Conduct legal due diligence on behalf of KDEM as required.	As needed
Training Sessions	Provide training sessions for government officials, startups, private players and KDEM clients on relevant legal issues and on a need basis.	On demand
Additional Tasks or Services	<ol style="list-style-type: none"> 1. RFP/Tender Drafting Services: Provide routine RFP/tender drafting services for procurements of goods and services, both local and within the country. 2. Preparing and Vetting Services: Prepare and vet RFPs/tenders, contracts and agreements based on specific scope of work and other specifications. 3. MSME Compliance: Advise KDEM on compliance issues related to engaging with 	<ul style="list-style-type: none"> ➤ Draft RFPs/Tenders: Deliver draft RFPs/tenders [3 working days] ➤ Vetted Contracts: Deliver vetted contracts and agreements within [5 working days]

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	<p>MSMEs, including adherence to MSME rules and regulations. Ensure compliance with prevalent government rules and guidelines for engaging MSMEs at subsidized rates.</p> <p>4. KPPP and GEM Portal Compliance: Advise KDEM on compliance with KPPP and GEM portal requirements and guidelines for procurement requirements.</p> <p>5. KDEM Procurement Policy Compliance: Ensure compliance with KDEM's procurement policy and procedures.</p> <p>6. Contract Management: Provide contract management services, including contract drafting, negotiation, and execution.</p> <p>7. Dispute Resolution: Assist KDEM in resolving disputes related to procurements, contracts, and agreements.</p> <p>8. Legal Audits: Conduct legal audits to ensure compliance with applicable laws, rules, and regulations.</p> <p>9. Training and Capacity Building: Provide training and capacity-building services to KDEM officials on procurement laws, rules, and regulations.</p> <p>10. Investigations and Fact-Checking: Conduct investigations/fact checks and submit reports/draft replies, as needed, in the event of any complaints/non-compliance issues related to KDEM or other external agencies collaborating with KDEM.</p> <p>11. Compliance Monitoring for CSR Initiatives: Ensure strict monitoring of compliance with relevant and updated guidelines related to NIPUNA Karnataka CSR initiatives undertaken by KDEM.</p> <ul style="list-style-type: none"> ○ Track updates on CSR guidelines and regulations. ○ Monitor KDEM's CSR initiatives for compliance with applicable guidelines. ○ Conduct regular audits to ensure adherence to CSR guidelines. ○ Identify and report non-compliance issues to KDEM management. <p>12. Startup Registration Support: Assist KDEM in driving startup registrations on the Startup portal and DPIIT registration and participate/</p>	<p>➤ Compliance Reports: Provide regular compliance reports to KDEM, including updates on MSME compliance and KPPP and GEM portal compliance.</p> <p>➤ Contract Management Reports: Deliver contract management reports, including updates on contract execution, renewal and termination.</p> <p>➤ Investigation Reports: Submit investigation reports/fact-checking reports upon receiving the complaint/non-compliance issue.</p> <p>➤ Quarterly compliance reports on CSR initiatives.</p> <p>➤ Updates on changes to CSR guidelines and regulations within 2 working days.</p> <p>➤ Audit reports highlighting non-compliance issues and recommendations for improvement.</p> <p>➤ Annual compliance certification for KDEM's CSR initiatives.</p>

Task	Description	Deliverables
	accompany KDEM team in Policy Registration Drives in Bangalore and the clusters in the state (Target: At least 100 startup registrations through the legal firm's efforts)	<ul style="list-style-type: none"> <li data-bbox="1058 248 1442 322">➤ Monthly progress reports on startup registrations <li data-bbox="1058 360 1442 434">➤ List of registered startups with details, every month