

Date : 30.04.2018

Andhra Pradesh Innovation Society (APIS)

Sub: EOI for empanelment of professional agencies for undertaking legal & secretarial functions.

Andhra Pradesh Innovation Society (APIS) was incorporated as a Society under the Andhra Pradesh Societies Registration Act, 2001 by the Government of Andhra Pradesh with a mandate, inter alia, to create policies to promote Innovation Agenda in the State and design an Innovation and Transformation Academy.

APIS invites EOI from reputed professional agencies for undertaking legal & company secretarial functions on contractual basis for a period of two years. The agency fulfilling the following criteria should only apply;-

Eligibility Criteria

The Agency should have experience of discharging legal & secretarial functions for not less than 2 years with reputed clientage. The cut-off date for ascertaining experience will be 31st March 2018. Preference will be given to the agency having experience of conducting similar kind of assignment with Public Sector Undertakings.

Scope of Work

The Scope of Work will be as follows:

- ☞ Convening Committee Meetings as and when required including preparation of Notice, and notes to agenda thereof
- ☞ Preparation of Minutes for all the Committee Meetings
- ☞ Drafting & vetting of various legal documents & agreements
- ☞ Providing Legal Advise/Opinion to the Society as and when required
- ☞ Obtaining requisite approvals / sanctions from various Statutory Authorities from time to time.
- ☞ Appraising from time to time any developments / amendments in the applicable laws to the Society
- ☞ Advising under various provisions of the Societies Registration Act
- ☞ Any other works as may be assigned from time to time

Interested agencies may please send their detailed profiles, copies of relevant documents along with the fees chargeable per month including applicable taxes for undertaking the above assignment through e-mail to ceo_innov@ap.gov.in.

For any further clarifications, may please contact +91-9121219610, Andhra Pradesh Innovation Society, New Government Offices Building, Room No. 317, 3rd Floor, MG Road, Vijayawada – 520010.

APIS reserves the right to cancel this process at any stage without assigning any reason.