

VISAKHAPATNAM PORT AUTHORITY
GENERAL ADMINISTRATION DEPARTMENT



EXPRESSION OF INTEREST (“EoI”)
for
ENGAGEMENT OF A CONSULTANCY AGENCY TO PROVIDE LEGAL
MANAGEMENT SUPPORT SERVICES TO THE LAW SECTION OF
THE GENERAL ADMINISTRATION DEPARTMENT,
VISAKHAPATNAM PORT AUTHORITY, VISAKHAPATNAM,
ANDHRA PRADESH

(ALINGS WITH THE DEPARTMENT OF EXPENDITURES’, MANUAL FOR
PROCUREMENT OF CONSULTANCY SERVICES (SECOND EDITION, 2025)
GOVERNMENT OF INDIA
MINISTRY OF FINANCE)

July, 2026

NOTICE INVITING EXPRESSION OF INTEREST

NAME OF THE WORK	EXPRESSION OF INTEREST (EOI) FOR ENGAGEMENT OF A CONSULTANCY AGENCY TO PROVIDE LEGAL MANAGEMENT SUPPORT SERVICES TO THE LAW SECTION OF THE GENERAL ADMINISTRATION DEPARTMENT, VISAKHAPATNAM PORT AUTHORITY, VISAKHAPATNAM, ANDHRA PRADESH
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Expression of Interest (EoI) is invited from eligible firms/agencies for “Engagement of a Consultancy Agency for Providing Legal Management Support Services to the Law Section, General Administration Department, Visakhapatnam Port Authority, Visakhapatnam, Andhra Pradesh”.

EOI Publication Date: 09-07-2026

Last Date for Submission of EOI Documents along with Budgetary Offer: On or before 24-07-2026 by 06:00 PM.

The EOI documents along with the budgetary offer shall be submitted in the physical mode to the address mentioned below on or before the prescribed due date, i.e., 24-07-2026 by 06:00 PM.

The Secretary,

General Administration Department,
Administrative Office Building,
Port Area, Visakhapatnam Port Authority,
Visakhapatnam – 530035,
Andhra Pradesh.

E-mail: secretary.vpa@vpt.shipping.gov.in

Ph no. 0891 – 2873136

It is mandatory for bidders to submit the budgetary offer through physical mode in a **sealed cover**. Applications submitted through any other mode and failure to comply with this requirement shall render the application liable for rejection and it shall not be considered for evaluation. For further details and general enquiries, prospective applicants may write to the Secretary at **secretary.vpa@vpt.shipping.gov.in** during working hours, and the same shall be reached or handed over well before the last date and time prescribed for submission of the EoI document. Any modification/corrigendum, if issued, shall be hoisted only on the official website of the Visakhapatnam Port Authority and shall not be published or communicated anywhere in any other form.

Secretary

VISAKHAPATNAM PORT AUTHORITY

**VISAKHAPATNAM PORT AUTHORITY
(GENERAL ADMINISTRATION DEPARTMENT)**

EXPRESSION OF INTEREST (EoI) FOR ENGAGEMENT OF A CONSULTANCY AGENCY FOR PROVIDING LEGAL MANAGEMENT SUPPORT SERVICES TO THE LAW SECTION, GENERAL ADMINISTRATION DEPARTMENT, VISAKHAPATNAM PORT AUTHORITY, VISAKHAPATNAM, ANDHRA PRADESH

1. Invitation

Visakhapatnam Port Authority (VPA), an autonomous body under the Ministry of Ports, Shipping and Waterways (MoPSW), Government of India, hereby invites Expression of Interest (EoI) along with Budgetary Offer from eligible firms for engagement of a Consultancy Agency for providing Legal Management Support Services to the Law Section, General Administration Department, Visakhapatnam Port Authority, Visakhapatnam, Andhra Pradesh.

2. Background

Visakhapatnam Port Authority (VPA) operates one of India's largest and busiest deep-water ports, handling diversified cargo operations, infrastructure development projects, land management activities, Public-Private Partnership (PPP) projects, commercial transactions, labour and service matters, as well as various regulatory and statutory compliances.

The Law Section of VPA is entrusted with the comprehensive management of all legal matters pertaining to the Authority, including litigation management, drafting and vetting of contracts and Concession Agreements, rendering legal advisory services, handling Arbitration matters, ensuring regulatory compliance, dealing with land, labour and service matters, and coordinating with external counsel and Government authorities.

In view of the scale of port operations, the increasing volume of PPP projects, and ongoing infrastructure expansion activities in recent years, VPA recognizes the need for specialized legal expertise in areas such as maritime law, infrastructure and PPP contracts, Arbitration, commercial disputes, labour and service matters, and regulatory compliance. In this context, VPA intends to engage a dedicated Legal Management Unit (LMU) comprising of qualified legal professionals to provide continuous expert support to the Law Section of VPA, Visakhapatnam.

Terms of Reference (ToR):

3. Scope of Services (Indicative)

The scope of the proposed Legal Management Unit (LMU) for the Law Section of VPA broadly includes, but is not limited to, the following:

Full-Time Deployment and Availability of Personnel:

- ❖ The manpower personnel deployed under this contract shall attend duties on a full-time basis during the working hours prescribed by the VPA.
- ❖ In addition to the normal working hours, the deployed personnel shall render services beyond office hours, on Sundays, public holidays, and other non-working days, whenever required due to operational requirements, emergency situations, project activities, court-related work, or any other exigencies as directed by VPA.
- ❖ The service provider shall ensure the availability and deployment of the required manpower accordingly. No additional payment, overtime charges, extra remuneration, or any other compensation shall be payable by VPA for deployment of personnel beyond normal working hours or on Sundays/holidays, and the quoted rates shall be deemed to include all such obligations.

General Advisory Services:

- ❖ Providing legal opinions, advice, and recommendations on all matters referred to the LMU by the Law Section of Visakhapatnam Port Authority from time to time, including but not limited to matters relating to maritime law, commercial litigation, port operations, contract law, land and property law, labour and service law, environmental law, Arbitration and Conciliation Law and any other regulatory compliance applicable to VPA under any statute in force.
- ❖ Advising VPA on the legal implications of policy decisions, administrative orders, circulars, and notifications issued by the Ministry of Ports, Shipping and Waterways (MoPSW), Ministry of Labour, Ministry of Environment, and other regulatory/statutory authorities, and suggesting necessary legal actions, safeguards, or precautions.
- ❖ Undertaking legal research on issues referred by the Law Section and furnishing written opinions supported by relevant judicial precedents, statutory provisions, and regulatory frameworks.
- ❖ Any other work relating to general legal advisory services as may be assigned by VPA from time to time.

A. Contract Drafting & Vetting:

- ❖ Reviewing, vetting, and providing legal comments on all categories of contracts, agreements, and Memorandum of Understanding (MoUs) proposed to be entered into

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by the Authority, including but not limited to EPC contracts, O&M contracts, Concession Agreements, PPP/captive mode agreements, joint venture agreements, shareholders' agreements, lease deeds, license agreements, indemnity bonds, bank guarantees, and non-disclosure agreements.

- ❖ Drafting, reviewing, and finalizing contract documents to be used by the Authority for engagement of consultants, contractors, service providers, and vendors, in accordance with applicable laws, rules, and Guidelines.
- ❖ Reviewing legal clauses in tender documents, including Expression of Interest (Eoi), Requests for Qualification (RFQ), and Requests for Proposal (RFP) issued by the Authority, from a legal perspective, and suggesting modifications as may be necessary to protect the interests of the Authority and ensure compliance with the Major Port Authorities Act, 2021, the General Financial Rules (GFR), 2017, and other applicable laws including circulars from time to time.
- ❖ Identifying legal risks in proposed transactions, project structures, or arrangements and recommending appropriate risk mitigation measures and protective contractual clauses.
- ❖ Any other work relating to contract drafting and vetting as may be assigned by VPA from time to time.

B. Litigation Support:

- ❖ Assisting the Law Section in all litigation matters pending before the Supreme Court of India, High Courts, Civil Courts, National Company Law Tribunal (NCLT), National Green Tribunal (NGT), Labour Courts, Industrial Tribunals, and any other judicial or quasi-judicial forums, whether instituted by or against the Authority.
- ❖ Examining case papers, pleadings, and records of proceedings, and providing appropriate legal advice to the Authority, including recommendations regarding institution, conducting, settlement, or withdrawal of legal proceedings.
- ❖ Drafting legal notices, replies to legal notices, and other legal correspondence on behalf of the Authority, as well as reviewing legal notices issued by the Authority.
- ❖ Drafting and vetting plaints, written statements, rejoinders, petitions, interlocutory applications, counters, evidence affidavits, written arguments and other pleadings, submissions, memorandum of compromise / settlement, grounds of appeal/ revision etc., to be filed by or on behalf of the Authority.

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- ❖ Attending hearings, site visits, and Court-related proceedings as directed by the Law Section, and coordinating with the Advocates and Law Firms engaged by the Authority.
- ❖ Providing written opinions regarding the further course of action, including implementation of or appeal against Judgments/Orders, within the timelines prescribed by the Authority, depending on the nature and urgency of the matter.
- ❖ All or any other work relating to litigation support as may be assigned by the Law Section of VPA from time to time.

C. Arbitration and Dispute Resolution:

- ❖ Assisting the Authority in all Arbitration proceedings arising out of various contracts, Concession Agreements, or other agreements to which the Authority is a party, whether as Claimant or Respondent, including Arbitrations under the Arbitration and Conciliation Act, 1996 and any statutory arbitration under the Major Port Authorities Act, 2021 or other applicable statutes.
- ❖ Drafting Statements of Claim, Counter-Claims, Statements of Defence, Rejoinders, Applications, Petitions, Written Submissions, and replies to procedural applications in Arbitration proceedings.
- ❖ Drafting petitions, appeals and replies/counter-affidavits to appeals arising out of Arbitral Awards including challenge petitions under Sec 34 of the Arbitration and Conciliation Act, 1996.
- ❖ Formulating legal strategy and preparing case summaries, document indices, and chronologies for Arbitration matters and other cases of VPA, as and when required.
- ❖ Liaising with the Counsel, the office of Arbitral Tribunals, and empanelled Arbitrators on behalf of the Law Section of the Authority.
- ❖ Providing assistance in pre-dispute resolution processes, including negotiation support, conciliation, mediation, and drafting of settlement agreements with contractors, vendors, Concessionaires, and other stakeholders.
- ❖ All or any other work relating to Arbitration and Alternative Dispute Resolution as may be assigned by the Law Section of VPA from time to time.

D. Regulatory Compliance:

- ❖ Advising the Authority on compliance with applicable laws, rules, regulations, and

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directions of regulatory bodies, including the Ministry of Ports, Shipping & Waterways, Competition Commission of India (CCI), environmental regulators, and any other statutory authorities, as may be relevant from time to time.

- ❖ Advising on statutory obligations of the Authority under the Major Port Authorities Act, 2021, the Customs Act, the Environment (Protection) Act, and all other laws applicable to a Major Port.
- ❖ Preparation of Standard Operating Procedures (SOPs), internal legal compliance checklists, and guidance notes for various departments of the Authority on legal aspects of their functioning.
- ❖ Assisting and participating, wherever required, in meetings, negotiations, pre-bid conferences, arbitral proceedings, and consultations, and providing legal opinions on issues specifically referred by the Authority.
- ❖ Any other legal work or matter of a legal nature as may be assigned by the Authority / Legal Section from time to time, not inconsistent with the foregoing.

Duration of Engagement:

- ❖ Initial Period: The engagement shall be for a period of 2 (two) years initially.
- ❖ Extension: The engagement may be extended for such further period, at the sole discretion of the Authority and subject to satisfactory performance, on the terms and conditions that may be agreed upon at the relevant point of time. However, the extension, if any, shall not be construed as a matter of right on the part of the selected agency and shall be strictly subject to approval of the Authority based on its requirements and performance review.
- ❖ Reporting: The Consultant Agency shall electronically and physically submit monthly reports indicating details of the references and their status (whether pending or disposed) to the Law Section. Such true reports shall be submitted on the first day of the succeeding calendar month.

4. Eligibility Criteria: (indicative only)

A. The Consultant Agency /Firm shall have at least 7 (seven) years' experience in providing legal advisory services to Government Authorities, Public Sector Undertakings (PSUs), or other Government Bodies.

B. The Consultant Agency/Firm should have successfully undertaken at least 3 (three) assignments/projects involving specialized legal advisory support to Government

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Authorities/PSUs during the last 7 (seven) years.

C. The Consultant Agency/Firm shall have a minimum average annual turnover of 200 % of the estimated value put to the tender during the last 3 (three) financial years preceding the date of submission of response to this Eoi.

5. Team Composition

S. No	Proposed Position	No. of Personnel	Qualification
1.	Legal Advisor (Team Leader)	1 No's	Degree in Law (LL.B.) from a recognized University/Institution. Minimum 7 (seven) years' post-qualification experience in the legal departments/wings of Corporates, PSUs, or Government Undertakings, or minimum 7 (seven) years' practice as an Advocate before any Court of Law. Candidates having combined experience in legal establishments and legal practice shall also be considered.
2.	Junior Legal Advisor	2 No's	Degree in Law (LL.B.) from a recognized University/Institution. Minimum 5 (five) years' post-qualification experience in the legal departments/wings of Corporates, PSUs, or Government Undertakings, or minimum 5 (five) years' practice as an Advocate before any Court of Law. Candidates having combined experience in legal establishments and legal practice shall also be considered.

6. Terms and Conditions:

- A. The offer shall be valid for a period of three months.
- B. There is no financial commitment at this stage on either side.
- C. The proposed team composition shall be stationed in Visakhapatnam and shall be deployed to work in the office of the Law Section, General Administration, Visakhapatnam Port Authority.

7. Submission of EoI:

The EoI submitted by the applicant shall include the following:

- A. Company Profile, including organizational structure and details of key personnel and the names of the team deployed.
- B. Details of relevant experience in providing legal advisory and consultancy services, particularly to Government Authorities, PSUs, or infrastructure sector organizations.
- C. Budgetary Offer in the prescribed format.

8. Disclaimer

This EoI is being issued solely for the purpose of obtaining budgetary estimates and for internal planning purposes of the Authority. Issuance of this EoI shall not be construed as a commitment or obligation on the part of VPA to proceed with the tendering process or award of any work.

VPA reserves the right to amend, modify, cancel, suspend, or withdraw this EoI, either wholly or partly, at any stage, without assigning any reason whatsoever and without incurring any liability to the applicants.

9. Authority

This Expression of Interest (EoI) is issued with the approval of the Competent Authority of Visakhapatnam Port Authority.

FINANCIAL OFFER
(on the letter head of Consultancy Firm)

To,

The Secretary,
General Administration Department,
Administrative Office Building,
Port Area, Visakhapatnam Port Authority,
Visakhapatnam - 530035.

Sub: **Appointment of a legal consultancy agency for providing legal management support to legal cell at Visakhapatnam Port Authority, Visakhapatnam, Andhra Pradesh - Reg.**

Information and Documents to be submitted by the Applicant

1. Financial Offer:

S. No.	Description	Quantity /No. of Persons	No. of months	Unit rate per month	Amount in Rs. (excl. GST)	
1.	Appointment of a legal consultancy agency for providing legal management support to the Law Section, General Administration Department, Visakhapatnam Port Authority, Visakhapatnam, Andhra Pradesh as per the team composition mentioned hereinafter.					

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1.	Legal Advisor to be deployed in Law Section (Team Leader) As per the eligibility criteria mentioned at Sl no. 5	1 No's	24			
2.	Junior Legal Advisor to be deployed in Law section (As per the eligibility criteria mentioned at Sl no. 5)	2 No's	24			

Note: Rate shall be exclusive of GST

Note: Applicable taxes and duties shall be quoted separately.

The quoted professional fee shall be inclusive of all costs and expenses towards deployment of personnel, including salaries/remuneration, travel, accommodation, local conveyance, administrative overheads, communication expenses, clerical support, miscellaneous expenses, and all other incidental costs required for execution of the assignment. No separate payment on any account other than applicable taxes shall be admissible.

Seal & Signature of the Consultant Firm

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APPLICANT DETAILS

S. No.	Description	Details		
1	Name of the consultancy agency / firm submitting the proposal	<i>(Attach photocopy of Certificate of Registration along with a one page write up or brochure of the consultancy agency / firm.)</i>		
2	Proof evidencing registration with State Bar Council	<i>Attach the copy of registration with the State Bar Council</i>		
3	Registered Address, telephone No., fax no. e-mail ID, website			
4	Contact Person, Designation and address including contact no. and e-mail ID			
5	Organizational Profile			
(a)	Existing Business activities			
(b)	Names of Directors of the Board and Chairman / Chief Executive Officer, their nationality, if applicable			
7	Financial Capability (For Past Three Completed Financial Years)	2023 - 24	2024 - 25	2025 - 26
(a)	Turn Over (The Applicant shall submit the 'Financial Statements' for the last three financial years, as per their latest Audited Balance Sheet, Certified by the Statutory Auditor) Income Tax Returns			
8	Experience of firm (Submission of completion certificates showing the relevant experience)			