



AN ISO: 9001, ISO: 14001 &
ISO: 45001 COMPANY

HARYANA POWER GENERATION CORPORATION LTD

Regd. Office: C-7, Urja Bhawan, Sector-6, Panchkula
Corporate Identity Number: U45207HR1997SGC033517

E-mail: dsgenl@hpgcl.org.in

Telephone No. 0172-5023426

Office Order No. **346** /CE/Admn.

Dated: **27** .12.2022

In order to assist the HPGCL in dealing with Legal issues at Corporate office as well as for field offices, M/s SIBAL and Partners, New Delhi is hereby engaged as legal firm for a period of six months & further extendable for six months subject to satisfactory performance of the firm, on the following scope of work, terms and conditions :-

Detailed Scope of work

- i. Giving of opinion and advices on constitutional, corporate, contractual, land related, labour laws, service laws, recovery, assist in drafting various contracts to be issued for Erection and Commissioning of 800MW Thermal Power Station at Yamunanagar etc. and all legal issues from time to time;
- ii. To assist, accompany and participate (wherever required) in all meeting, conference etc. and provide legal views, opinions etc. on the issues specifically referred to.
- iii. Drafting and vetting of contracts, Tender Document/Bid Document etc. as and when referred from time to time.
- iv. Advice HPGCL in respect of litigation matters to be filed by and on HPGCL/ field against HPGCL.
- v. Drafting of legal notices/replies to legal notices, notices for invocation of guarantees/pledge or any other security etc. or any other notices/letter(s) of legal natures, as may be required by HPGCL.
- vi. Examination of case paper and providing suitable advices to HPGCL in litigation matters.
- vii. Vetting of the written statements, and other applications etc. to be filed by and on behalf of HPGCL.
- viii. The firm shall deputed at least one dedicated Law Professional who deals with the matter of HPGCL having experience as detailed below:
 - a) A Law Professional having expertise in Corporate Laws viz. Contractual, SEBI Regulations, RBI Regulations, Insolvency, Anti-Trust laws, Taxation, Service matters etc.
 - b) A law professional having relevant experience of handing litigation matters and appearances before the Supreme Court, High Courts, Civil Courts, DRTs, DRATs (including of recently formed NCLT and NCLAT and other Forums.

Note:

- i. HPGCL may at its discretion, advise to change any of the Law Professional, if HPGCL is of the opinion that such Law Professional does not have the relevant experience or have not been carrying out the work to the satisfaction of HPGCL and such direction/advice of HPGCL shall be adhered to by your firm at no extra cost.
- ii. The above list is not exhaustive and may include any other matter/legal issue, as HPGCL may refer to your firm from time to time.

Terms and Conditions :

- i. The assignment shall start immediately from the date of issue of this office order in HPGCL on monthly lump sum remuneration Rs.60,000/- (In line with the HVPNL work order dated: 01.03.2021) per month (including out of pocket expenses). No other charges like TA, DA etc shall be paid by HPGCL.
- ii. **Times Schedule:**

The firm will be engaged in HPGCL for six months and further extendable to six months after ascertaining the performance of the firm. The reporting office shall be XEN/Rectt-Cum-LNO, HPGCL, Panchkula. The performance shall be monitored on regular basis by Chief Engineer/Admn., HPGCL, Panchkula.
- iii. **Rules & Regulations:**

The assigned job shall be carried out under the rules and regulation in force and further guide lines/Instructions issued by the Government of Haryana and HPGCL from time to time in this regards.

Contd....

iv. **Terms of Payment during the contract period:**

The payment shall be made by the Accounts officer/EAD, HPGCL, Panchkula after verification of the bills by the O/o XEN/Rectt. (LNO), HPGCL, Panchkula on submission of hard copy of bills submitted by your firm on monthly basis.

v. **FALL BACK ARRANGEMENTS:** In the event of the failure of the firm to fulfill its obligations, the HPGCL shall have the right to terminate the contract.

vi. **HANDING OVER ON TERMINATION:** Immediately after termination of the contract agreement the firm will cooperate in handing over back all the facilities and record in good working order to the HPGCL.

vii. **COMPLIANCE OF LAW:** The firm shall be responsible and liable for carrying out of all of its activities within the rules and laws in force. The HPGCL shall not be responsible for any of the un-lawful activity committed by the firm.

viii. **RESPONSIBILITY FOR RECORD/DOCUMENTS:** The firm shall be fully responsible for upkeep, maintenance, and safety of the record and documents supplied by the HPGCL and also for the record/documents generated by the firm. On completion of the contract/job the firm will return all the documents supplied to it by the HPGCL and shall also hand over all record/documents generated by it for the purpose of completion of the assigned work.

ix. The Firm shall not utilize or publish or disclose or part with any statistics, data or information collected from HPGCL, without written consent of the HPGCL.

x. HPGCL may hold review meeting at various stage, with the firm during which senior/Key personal of firm shall be present.

This issues in pursuance to the decision taken by the Whole Time Directors, HPGCL in its meeting held on 16.12.2022.

-sd-
Dy. Secy./Genl.
for Chief Engineer/Admn.,
HPGCL, Panchkula.

Endst. No. Ch-37 /GB/HPGC-494(III)/ 7037

Dated: 27 .12.2022

A copy of the above is forwarded to the following for information and necessary action:-

1. All Chief Engineers in HPGCL.
2. Controller of Accounts / Finance, HPGCL, Panchkula.
3. Company Secy., HPGCL, Panchkula.
4. All FA & CAOs, HPGCL.
5. L.R., HPU, HPGCL, Panchkula.
6. SE/FTPS, HPGCL, Faridabad.
7. All Dy. Secy./Under Secy./Admn. Officer in HPGCL.
8. XEN/IT, HPGCL, Panchkula. It is requested to host this office order on the website of HPGCL.

[Signature]
Dy. Secy./Genl.
for Chief Engineer/Admn.
HPGCL, Panchkula.

CC:

1. OSD/Tech. to M.D., HPGCL, Panchkula.
2. SPS to Director/Generation, HPGCL, Panchkula.
3. SPS to Director/Finance, HPGCL, Panchkula.
4. SPS to Director/Technical, HPGCL, Panchkula.
5. PS to Chief Engineer/Admn., HPGCL, Panchkula.