

High Commission of India
Kuala Lumpur

EXPRESSION OF INTEREST - FORMING OF A PANEL OF LAWYERS

The High Commission of India, Kuala Lumpur is requesting proposals from interested law firms / lawyers to form a panel of lawyers who may be consulted/engaged ("Consultant") by the High Commission for providing legal assistance, whenever required, in matters relating to High Commission of India, Kuala Lumpur and the Indian nationals who are living in Malaysia.

A. SCOPE OF WORK

1. The Consultant to be hired by the High Commission of India will provide legal assistance service to the High Commission of India, Kuala Lumpur and the Indian nationals in Malaysia. The detailed scope of work includes all, but not limited to the following activities:

- I. To provide legal assistance services to High Commission of India on labour / contractual related cases.
- II. To provide legal assistance services to Indian nationals referred by the High Commission of India in wide range of cases such as pending salaries; final settlement; passport retention of workers with companies; indemnity cases; breach of contract cases, unfair termination of employment contracts, determining other financial rights of employees etc.
- III. To provide legal assistance services to Indian nationals referred by the High Commission of India who have committed minor crimes, offences or have been falsely implicated by their employer and put in jails, which includes all kinds of work related offenses against employees/ fishermen/ seamen / sailors / Indian students in distress / domestic servants and persons regarded as such namely gardeners, house security guards, nannies, drivers and cooks for carrying out their job duties for the benefit of an employer or his relatives etc.
- IV. To provide legal assistance to the High Commission of India for release of Indian nationals who have completed their prison sentence, filing bail applications in respect of those qualifying for bail; filing of applications for remission of sentences in cases of petty offences, assistance to Indian; Migrant workers who have been abused/cheated/tortured by their employer/sponsor/ insurance company.
- V. To represent and proceed with all kinds of cases related to Indian women abandoned/cheated/ abused by their NRI/PIO or foreign spouses.

- VI. To represent and proceed with all kinds of Compensation Claims for the assigned persons of the High Commission of India before the various Courts of Malaysia.
- VII. To interact/or advise the aggrieved Indian nationals and their witnesses assigned from the High Commission of India and assisting them for gaining speedy, quick remedies for their grievances.
- VIII. To represent on behalf of the assigned Indian nationals in litigation and other legal proceedings before the various Courts, arbitration panels, administrative bodies of Malaysia.
- IX. Drawing up pleadings and other related litigation document/or legal documents to support the assigned persons.
- X. To examine the legal data, assign lawyers and affix signature in pleas, power of attorneys or the transactions whose performance requires a lawyer's signature.
- XI. To present and summarize cases to judges and or juries and officials and meet with officials if and when necessary.
- XII. To prepare reports on the work assigned to the legal consultant.
- XIII. To represent the distressed workers/or Indian Citizens in various compensation claims including work accident claims and to avail a speedy successful remedy.
- XIV. To transfer immediately the received payments/or amounts on behalf of the claimants (Indian Nationals) either awarded by a Court of law /or out of Court settlement /or by other means, to the personal bank account as designated by the Claimant and to provide the High Commission promptly about the details/or proof of transfer.

B. ELIGIBILITY CRITERIA

- I. The lawyer must be fully conversant with local labour laws and labour contracts in Malaysia.
- II. The lawyer must be registered under the relevant Malaysian Law and should have all applicable/appropriate licenses in their own name, a copy of which has to be submitted with the Technical Bid.
- III. Must have a team of Legal Expert with at least 1-2 junior or associate lawyers.
- IV. Legal expert and associate lawyers must have a Bachelor in Law or equivalent degree from a recognized university with professional experience of at least 3-5 years.

- V. Knowledge of Bahasa Malaysia and English Language of the legal expert is must.
- VI. One page synopsis may be enclosed describing/highlighting the major achievements of the law firms in civil/criminal cases in last 3 to 5 years.

C. SUBMISSION

The Expression of Interest may be submitted in written form, or in the format attached herewith, to the following latest by 19 January 2022.

Devender Singh
Second Secretary(HOC
High Commission of India
Kuala Lumpur

For any further clarification, you may kindly contact the Administration Wing at hoc.kl@mea.gov.in or estt.kl@mea.gov.in.

Information from Law Firms for Empanelment

1.	Name of the Firm	
2.	Proprietorship/Partnership	
3.	Details of Proprietor <ul style="list-style-type: none">• Name• Nationality	
4.	Details of Partners (if any) and their percentage share in the firm <ul style="list-style-type: none">• Name• Nationality	
5.	Registration No. for practicing Law/Legal firm permission letter from Federal Authority	
6.	Details of lawyers with the firm Name Nationality	
7.	No. of cases involving Indians handled by the Company in the last 3 years; <ul style="list-style-type: none">• Number of labour disputes• Number of compensation cases• Number of cases involving Indian women abandoned in a foreign land	
8.	Estimated legal fees for various types of cases handled by the legal firm	
9.	One page synopsis may be enclosed describing / highlighting the major achievements of the law firms in civil / criminal cases in last 3 to 5 years	