



**Consulate General of India  
Munich**

**ADVERTISEMENT**

The Consulate General of India, Munich intends to acquire a property in Munich for official use of the Consulate. For this purpose, the Consulate wishes to engage the services of reputed Lawyer/Legal Firm. Interested lawyers/legal firms may submit their quotations to the Consulate in a sealed envelope.

**1. Scope of work:** The Consulate intends to acquire a property in the Bogenhausen area of Munich at a cost of approximately Euro 27 Million. The lawyer/legal firm shall provide the following services in this regard:

- (a) Consultations/guidance and assistance to the Consulate in the purchase of property including vetting from legal and all other angles.
- (b) Drafting of sale-purchase agreement as per local laws, in both German and English, and notarization of SPA.
- (c) Completion/smooth discharge of all legal formalities, obtaining necessary approvals etc. from local authorities related to the acquisition of the property.
- (d) Advice/Assist the Consulate on all financial matter like payment relating to the transaction etc.

**2. Eligibility Criteria:** The lawyer/legal firm should be locally registered in accordance with German laws and appropriately qualified as per German laws and having at least 10 years of experience in such legal matters. Documentary evidence of registration and experience to be submitted along with response.

**3. Time Frame:** The selected lawyer/legal firm should immediately start the work in coordination with the owner of the property and the Consulate and submit the draft sale-purchase agreement to the Consulate within a period of 2 weeks from the date of letter of appointment.

**4. Fees:** The firm should submit their quote for lump-sum fees for the whole work. Hourly quotation of fees will be summarily rejected. The quotation for fees may be submitted in a separate sealed envelope.

**5. Conditions:** Prospective bidders shall deposit an amount of 5% of the quoted fee with the Consulate as Earnest Money Deposit (EMD). This can be deposited through a bank cheque in favour of 'Consulate General of India, Munich' or transfer to the Consulate's official bank account. The EMD received from unsuccessful bidders will be returned to them after

finalization and award of contract. In the case of successful bidder, the EMD (at 5% of quoted fee) will be retained as 'Performance Guarantee' till the job is satisfactorily completed with notarization of sale-purchase agreement and transfer of title of the property to the Consulate by the local government authorities. The 'Performance Guarantee' money shall be returned on successful completion of his entire obligations under the contract. In case of any delays on the part of the lawyer/legal firm to submit the draft sale-purchase agreement within the stipulated period of 2 weeks, the lawyer/legal firm shall be liable to pay the Consulate liquidated damages @ 0.5 % per week subject to a maximum of 10 % of the quoted fee.

**6. Payment modalities:** An amount of 20 % of the accepted fee will be paid to the successful bidder, as first instalment, on submission of sale-purchase agreement. A second instalment of 50 % of the fee will be released on completion of signing/notarization of sale-purchase agreement. Third instalment of 20 % will be released on transfer of title to the Consulate by local government authorities. The final balance of 10% will be released on completion of all formalities and the entire property is physically handed over to the Consulate.

7. The Legal expert is expected to advice/assist the Consulate in handling all legal aspects of the transaction including follow-up with local authorities till such time the title of property is actually transferred in the name of the Consulate. In case of any clarifications, the Consulate may be contacted at [hoc.munich@mea.gov.in](mailto:hoc.munich@mea.gov.in) or [admn.munich@mea.gov.in](mailto:admn.munich@mea.gov.in).

Interested Lawyers/Legal firms, reputed and having expertise and sufficient experience, may send their response/quotation in a sealed envelope (along with 5% EMD), clearly mentioning the following:

- (a) lump sum bid amount payable to the lawyer.
- (b) amount payable to the notary advocate.
- (c) acceptance of conditions as mentioned above in para 5.

**The quotations in sealed envelopes may be sent to the following address not later than 8.11.2019.**

Head of Chancery  
Consulate General of India  
Widenmayerstrasse 15  
80538 Munich.

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