

**EMBASSY OF INDIA, MOSCOW
(CONSULAR WING)**

Request for Proposals - Panel of Lawyers

The Embassy of India, Moscow, is requesting proposals from interested law firms / Lawyers to form a panel of 4-5 Lawyers who may be consulted/ engaged by the Embassy for providing legal assistance, whenever required, in matters relating to Indian nationals who are living in Russia.

1. The broad scope of the legal assistance to be provided through the panel of lawyers is listed below:

(a) Initial advice to the concerned Indian national on the legal position in Russia with regard to the case against him/her.

(b) Filing of bail applications in the cases of Indian nationals arrested in Russia for any crime they are accused of.

(c) Advising the Indian national on how to proceed in the case at various stages such as investigation, judicial process, etc.

(e) Filing of remission petitions, petitions for review of sentences, and mercy petitions in cases where the person has already been sentenced by Court.

(d) Assistance to Indian migrant workers who are abused/cheated/tortured by their employer/sponsor, etc.

(e) Initial legal consultations in matters of commercial disputes.

(f) Immigration / resident status related issues.

2. The law firms/lawyers must possess good knowledge of -

(a) Russian Criminal Code, Criminal Procedure Code and other substantive criminal legislations.

(b) Immigration, family and child related matters.

(c) Motor vehicles related legislations.

(d) Local labour laws and related processes.

(e) Russian Constitution and international laws, conventions and treaties relevant to consular works and penitentiary rules and regulations.

(f) Should be able to converse fluently in English and Russian languages.

3. Interested Lawyers/firms may please submit their proposals, giving the following details by **October 15, 2018**.

(a) Name, address, contact details.

(b) Educational qualifications and experience of handling matters similar to those indicated above.

(c) Area of specialization.

(d) Major client organizations.

(e) The proposed fee structure for providing the services indicated above.

This Request for Proposals does not constitute an offer by the Embassy. If the proposals are accepted, the Embassy will enter into separate contracts with the selected firms/Lawyers for providing the services and payments will be made on actual basis only.

The proposals may be submitted, in written form, to the following, latest by:.....

24 October
2018

First Secretary (Consular)
Embassy of India
Vorontsove polye 6-8
105064 Moscow

For further clarifications, if any required, please contact the Consular Wing on telephone: (495) 9162353; Email: cons.moscow@mea.gov.in