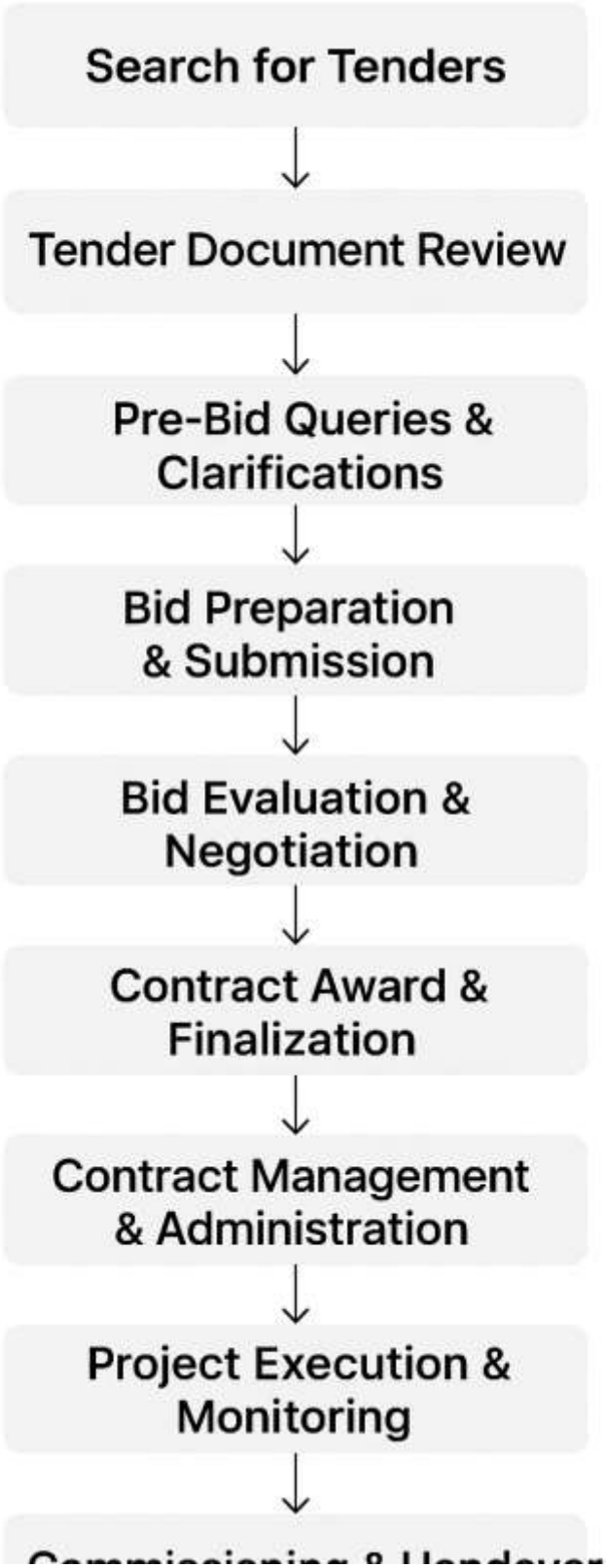
Search for Tenders
Tender Document Review
Pre-Bid Queries & Clarifications
Bid Preparation & Submission
Bid Evaluation & Negotiation
Contract Award & Finalization
Contract Management & Administration
Project Execution & Monitoring

OUR JOB FOR YOU SELFLESS SERVICES

Please note We have various billing plans depending on your requirements. We mostly cater for

1- USA

2- UK

3- India

4- Europe

5- Middle East and Common Wealth nation Countries ONLY

We can ACT as engage for your kindlself

Identify and assess tender opportunities aligned with business objectives.

Prepare and submit comprehensive bid proposals, ensuring all tender documentation is accurate and complete.

Engage in proactive outreach to potential business partners to expand services and form strategic alliances.

Negotiate and draft contracts, clearly defining terms, conditions, and deliverables.

Oversee contract execution, ensuring compliance with agreed-upon obligations and timelines

How we do?

1. **Search for Tender Matches:**
   - Identify and search for tenders that align with the filing company's expertise and services.
2. **Obtain Required Certificates:**
   - Acquire necessary certificates and documentation essential for participating in the bidding process.
3. **List and Register Company:**
   - List and register the filing company on relevant platforms and databases to enhance visibility in tender opportunities.
4. **Get Regular Tender Updates:**
   - Subscribe to tender platforms and agencies for consistent updates on relevant filing and document management opportunities.
5. **Collect Documents for Filing:**
   - Gather essential documents and information required for the bidding process.
6. **Preparation of Tender Proposal:**
   - Develop a comprehensive tender proposal, emphasizing the filing company's capabilities in document management and organization.
7. **Execution of Tender:**

- Implement the tender proposal, ensuring the effective execution of document filing strategies outlined in the bid.

8. **Quality Monitoring:**
   - Establish mechanisms for continuous quality monitoring of document filing processes to ensure adherence to standards.
9. **Review of Work:**
   - Regularly review and assess the quality and efficiency of document filing work.
10. **Subcontractors Management:**
    - If applicable, manage subcontractors involved in specific document filing tasks, ensuring coordination and quality control.
11. **Payment Distribution Plan:**
    - Develop a plan for the distribution of payments to subcontractors or team members involved in the document filing project.
12. **Account Keeping of Tender:**
    - Maintain comprehensive records and accounts related to the tender, including expenses, income, and relevant financial transactions.
13. **Contract Negotiation:**
    - Negotiate terms and conditions with the client, focusing on the filing and document management aspects of the contract.
14. **Contract Award:**
    - Secure the contract award, highlighting the filing company's role in maintaining meticulous records.
15. **Contract Implementation:**
    - Implement the document management plan as outlined in the contract.
16. **Progress Monitoring:**
    - Regularly monitor and report on the progress of document filing and management tasks.
17. **Issue Variations (if needed):**
    - Address any necessary changes related to document filing in the contract.
18. **Completion of Project:**
    - Successfully complete the document-related aspects of the project.
19. **Final Inspection:**
    - Conduct a final inspection to ensure all document filing requirements are met.
20. **Handover Process:**
    - Prepare and execute the formal handover of all relevant documents as per the contract.
21. **Submission of Invoices:**
    - Submit invoices for the filing and document management services provided.

22. **Invoice Approval:**
    - Ensure prompt review and approval of submitted invoices related to document filing.
23. **Payment Distribution:**
    - Execute the planned distribution of payments to subcontractors or team members.
24. **Project Closure:**
    - Officially close the document filing project, documenting lessons learned and finalizing administrative tasks.
25. **Documentation Archive:**
    - Establish a secure archive system for storing all relevant project documents.
26. **Lessons Learned Review:**
    - Conduct a comprehensive review of lessons learned during the document filing project.
27. **Client Feedback:**
    - Gather and analyze feedback from the client regarding document filing services.
28. **Continuous Improvement Plan:**
    - Develop a plan for continuous improvement in document filing processes based on feedback and lessons learned.
29. **Legal Compliance Check:**
    - Ensure ongoing compliance with legal requirements related to document filing services.
30. **Market Analysis for Future Bidding:**
    - Conduct a market analysis to identify trends and opportunities for future document filing bids.

If there is something we can not do we will tell you before the beginning of work

- FedBizOpps:
- https://purl.access.gpo.gov/GPO/LPS17708
- SBA.gov:
- https://www.sba.gov/
- Opportunity.gov:
- https://sam.gov/content/opportunities/federal
- SAM.gov:
- https://federalcontractorregistry.com/beta-sam-gov-the-governments-new-fedbizopps/
- Grants.gov:

- https://www.grants.gov/
- Thomasnet: https://www.thomasnet.com/
- MfrList: https://www.mfilterit.com/
- Hoovers:
- https://www.dnb.com/products/dnb-hoovers.html
- D&B: https://www.dnb.com/
- Kompass: https://us.kompass.com/
- Tradeindia: https://www.tradeindia.com/
- Ariba: https://www.ariba.com/
- State and local government websites
- (e.g., https://www.gov.ca.gov/, https://www.ny.gov/)
- Industry-specific websites
- (e.g., https://www.healthcare.gov/, https://www.chapterconstruction.com/, https://www.netsuite.com/portal/resource/articles/inventory-management/manufacturing.shtml,
- https://retailnet.com/,
- https://www.transportation.gov/,
- https://www.gov.com/,
- https://www.usa.gov/education,
- https://member.entertainment.com/,
- https://www.news.com.au/,

We deal in all industries EXCEPT FOOD, PHARMA sectors kindly note

WE TAKE PRIDE IN GUARANTEE OF WORK ASSIGNED TO US WHICH MAKES our SERVICES ONLY USP UNIQUE

CREATE PROBLEMS WITH OTHERS RESOLVE PROBLEMS WITH US

It is upto you to avail the benefit. The procedure and process is transparent. Neev does not sell.

Contract management; including procurement policy, strategy and planning, procurement assessment, Value for Money (VfM), preparation of technical specifications, bidding documents and proceedings, evaluation and selection, complaints handling, training design and implementation, contract negotiations, execution and performance monitoring and reporting, e-procurement, payments processing, and contract termination and closeout. Serving. MULTILATERAL BANKS, UNITED NATIONS, NGO and everyone.
We take CONTRACT FOR YOU upon AGREEMENT or AS PER DIRECTIONS. START TO FINISH WORK. MONTHLY PACKAGE for all work below starts at 120000/- PER MONTH ONLY in INR or 2100/- US $ per

PRICES MAY VARY HERE IS JUST A EXAMPLE

Prices are taken as Minimum Indian Rupees for a PROJECT of 100,000,000 Ten Crore with Target 8 Months to Finish the Project. A COMPARISION is given for you. Prices may vary from project to project in General.

Work from Neev International Package of XXX only	Price Per Month	Hire a Employee and Running a Office or Giving to VENDOR	Per Month
OFFICE SPACE with MACHINERY	INCLUDED	SAY 2 EMPLOYEE MINIMUM SET UP	100000
PROCUREMENT	INCLUDED	EXTRA EMPLOYEE with DEPARTMENT	50000
TENDERING	INCLUDED	EXTRA EMPLOYEE	60000
PROPOSAL MAKING	INCLUDED	MAY OR MAY NOT	
DETAILING WITH DRAWING	2 Drawing	EXTRA EMPLOYEE or VENDOR	10000/2
draft plans and estimates	Included	Extra Employee or Vendor	60000
quantity surveying	Included	Extra Employee or Vendor	75000
Construction Consultant	Included	Employee or Consultant	125000
Feasibility Studies	Included	Consultant	130000
Material Tests	2 Test *	Testing is VENDOR based	20000
3rd Party Verification	Included	Site Engineer Hiring	60000
Contracts Pre Bid Approval	Included	Vendor	50000
Contracts to Subcontract	Included	Employee and Management	60000
Contracts Management	Included	Training and Review	20000
Growth in Business	Included	May prove Fatal	****
Liaison with Techno Legal n Techno commercial	Included	May grow in various aspect	****
ONLY PRE PAID PER MONTH	Pre Paid Only	POST PAID with OVERHEADS	% interest
TOTAL	XXX $ only	TOTAL	12000 US $

discuss. International Location Signing amount may be ward off. We Reserve the rights to serve.

With NEEV→> TARGETS MET, PROBLEMS RESOLVED, SMOOTH WORK. With others ?

Contract Administration	Drafting Contractual Communication	Contract obligations
Litigation/Disputes	Claim Management/Notices	Proposals writing
Sub-Contracting	Technical Surveillance Audit	Compliances and NCR
Corroborating Document	Payment Invoicing	Review Cost Estimate
Project Management	Planning & Monitoring	Interpretations

*** Depends upon scope and availability . We have 110% satisfied Customer Satisfaction.**

Legally Prepare for you and for your benefit.www.neevn.in and www.fireya.co.in

I. BusinessAgreements

1) AcquisitionAgreement

2) AgencyAgreement

3) AdvertisingAgreements

4) ConsultancyAgreement

5) ConstructionAgreement

6) DistributionAgreement

7) Franchisee Agreement

8) Foreign CollaborationAgreement

9) Hire PurchaseAgreement

10) InvestmentAgreement

11) Joint VentureAgreement

12) ServiceAgreement

13) ShareholderAgreement

14) Stock PurchaseAgreement

15) SaleAgreement

16) Technology SharingAgreement

17) Agreement to act as technical or managementadviser

18) Agreement to supply technicalknow-how

19) Technical collaboration agreement

20) Agreement between manufacturer and sole selling agents

21) Appointment of sole selling agents by a foreign company

22) Agreement for underwriting shares of ac ompany

23) Agreement to Underwrite Debenture Stock

24) Agreement between a company and its manager

25) Agreement between a company and security service company for providing security services to the company'sproperty

26) Brokerage agreement

27) Agreement between a Firm And A Broker ForAgency

28) Agreement between Manufacturer And Commission Agent

29) Dealership Agreements

30) Deed of indemnity by the partner retaining assets and liabilities to a partner on the dissolution of the partnership firm

31) Indemnity For Loss Of Allotment Letter

32) Indemnity By Debtor To His Guarantor

II. Documents for Formation of an Entity

1) Memorandum of Association & Articles of Association

2) Partnership Deed

3) LLP Incorporation document and LLPA greement

4) Trust Deed

5) Conversion of Partnership into Limited company

6) Association of Persons agreement

7) Section 25 company - Memorandum and Articles of Association

8) Memorandum of Association and Rules and Regulations of Society

Alternative DisputeResolution

9) Agreement of reference to sole arbitrator

10) Agreement of reference to common arbitrator

11) Model Arbitration Clauses in an Agreement

12) Model Conciliation clauses

13) Model Mediation clauses

14) Mediation Agreement

15) Appointment Of Sole Arbitrator On Default Of Other Party

16) Agreement For Reference To Arbitration Between Partners

III. ***Property relateddocuments***

1) Purchase of Flat/house/apartment(commercial/residential)

2) Purchase of Land

3) Leave and Licence Agreement

4) License authorizing the licensee to use the part of land of the licensor as way to the house of the licensee

5) Developmen tAgreement

6) Transfer Deed

7) Power of Attorney

8) Lease of building or office

9) Lease of agricultural land

10) Lease of a furnished house for residential purposes

11) Deed of surrender of lease

12) Deed of renewal ofl ease

13) Tripartite lease agreement between lessor, lessee and the guarantor

14) Deed Of Sub-Lease

15) Deed For Modification Of The Terms Of The Lease

16) Gift Deed of Property 65) Partition Deed

17) Settlement Deed

18) Construction Agreement

19) Rent Agreement

20) Sale/ Purchase Agreement

21) Agreement to Sell

22) Deed of Mortgage of Property

23) Relinquishment Deed

24) Surrender Deed in Cooperative Housing Society

25) Simple Mortgage Deed

26) Re conveyance Deed

27) Deed Of Mortgage By Conditional Sale

28) Mortgage by deposit of Title deeds

29) Deed Creating Charge On The Property

IV. ***Intellectual PropertyDocuments***

1) Patent and High TechnologyAgreements

2) LicensingAgreements

3) Consulting and Know-HowAgreements

4) Joint DevelopmentAgreements

5) Software DevelopmentAgreements

6) Agreement for Sale of TechnicalKnow-How

7) License of use of copyright

8) Agreements relating to protection of designs/ trademarks/ patents/ and knowhow

9) Agreement for use of TradeMark

V. ***Documents relating to Cyberlaw***

1) Software ServicesAgreement

2) Internet servicesagreement

3) Privacy Policy and UserAgreement

4) Software EscrowAgreement

5) Website DevelopmentAgreement

6) Internet Gateway Merchant LegalAgreement

7) Technology relatedcontracts

VI. ***Banking / FinancialDocuments***

1) Loan Agreements

2) Bank Guarantee

3) Promissory Note

4) Letter Of Credit & Reimbursement Agreement

5) Indemnity Given To Bank For Issue Of A Duplicate Bank Draft

6) Indemnity given to the bank by the natural guardian of minorchildren

7) Indemnity For Loss Of DepositReceipt

VII. ***Import/Export relateddocuments***

VIII. ***Documents related to labour andemployment***

1) Employmentagreements

2) Non-disclosure Agreement

3) CompensationAgreement

4) Collective BargainingAgreement

5) Wage Agreement

6) Agreement between employer and employee going abroad

7) Agreement to refer disputes toarbitration

8) Contract LabourAgreement

9) Agreement for appointment of ManagingDirector

The LAW Learners

10) On the Job TrainingAgreement

IX. ***Insurance relateddocuments***

X. ***Documents for Private EquityFunding***

1) BusinessPlan

2) TermSheet

3) Warranties and Indemnities

4) Disclosure Letter

5) Shareholders' / Investors' Rights/ Subscription Agreement

XI. ***Wills***

XII. ***Other legal documents***

1) Affidavit

2) Plaint

3) WrittenStatement

4) Notices

2. IMPORTANCE OF DRAFTING

- The importance of Drafting is enormous, and its idea can be gauged by looking at the importance of Contract and Labour Laws for a corporate legal professional.
- Corporate laws include large scale or medium scale law firms and lawyers. A corporate legal professional handles all the business transactions of the firm, along with counseling their clients in terms of Legal advices, contract laws and thelike.
- They are also involved in Drafting, negotiation, and review of contracts and other agreements associated with the activities carried out by the virtue of the business of the

firm.

- Such business may also include mergers, acquisitions, and divestitures. We see that the very Nature of Corporate Legal Professionals involve intensive dealings with Contract Laws and LabourLaws.
- Law of Contracts itself is a rather universal arena of Law, which can be seen in day to day lives and involve innumerable dealings and agreements between the parties to Contract.
- While doing any kind of work, it is important to have a contract. Contracts are the legally enforced agreements, both written and implied. They outline full understanding of the terms and conditions of the business relationship between the parties so that in due course of time, none of the two indulge into any illicit legality orsuit.
- On the other hand, Labour Laws codify and clears the duties of the firm/ business owners to their employees.
- They strive for the protection of the rights of the employees and the workers, improve their safety, prevent forced and child labour, and surge the bargaining power of the employees.
- They are pivotal in keeping the employees safe, healthy, happy, satisfied and more productive.
- A corporate professional, in every point of his professional dealings, needs to apply the principles of Laws meant and designed for the purpose of firms and businesses. Such businesses may involve application of any of the two laws inquestion.
- Even when the professional starts working for the firm, he enters into a contract with the firm wherein he agrees to work as an employee to the firm and would be governed by the Principles ofContract.
- His rights, duties and working style may be governed by that of Labour Laws therein. He hence needs to be acquainted enough with the two fields of Law, because they take up both his Personal and Professional dealings oflife.
- To specifically point out the areas wherein the laws can be applied with respect to the work of the Legal Professional .

FURTHER? ANYTHING MORE?

HAPPY TO HELP YOU

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