

OUR JOB EXPLAINED

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 as worked in PERSON in these countries and have high success rates in work

We can ACT as your representative for

- 1- Attending Meetings
- 2- Liasion
- 3- Office Meetings at our offices at Karnataka and Uttar Pradesh India
- 4- Represent you in NEPAL on tour or finalising your contract
- 5- Represent you in Thailand, Singapore only or act as Representative on your behalf finalising the things for you.

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

- Introduction We are a leading provider of tender, bidding, RFQ, and RFP participation services via contracts management. We have a team of experienced professionals who can help you to find and win government and commercial contracts. We offer a variety of services, including: Tender and bid preparation RFQ and RFP response preparation Contract negotiation and management Post-award support Pricing We offer a variety of pricing options to meet your needs. Our rates are as follows: Per day: \$150 Per week: \$600 Per month: \$1800 Our prices are NOT inclusive of FIVERR and Currency commission of 30%. If you use our direct platform, you will receive a 30% discount on the above rates. The rates are as per your BASIC REQUIREMENTS to FULLY HANDLE THE WORK Websites We have access to a wide range of websites where you can find tender, bidding, RFQ, and RFP opportunities. These websites include: it may be many more or you can also provide links and share details. THE PRICES VARY CLIENT TO CLIENT and AGREEMENTS made before beginning of the work

My role is briefly described below but may be more comprehensive

The Contract manager is responsible for entire contractual issues but not limited to: Contract administration, ensuring successful delivery of the project securing the interest of the Contractor intact. He shall be responsible for preparing contractual letters, preparation of EoT application, cost claims, and etc. in coordination with project team based on provision of the contracts. Shall also be representing Contractor at various forums with Engineer/Employer.

Roles and Responsibilities:

1. Contract preparation

- a. Prepare conditions of contract (CoC) for consulting services and construction works;
- b. Study and interpret FIDIC clauses and prepare bespoke contracts which shall be relevant to specific project;
- c. Strengthen the contractual matters by thorough review of the contract clauses and considering legal aspects of contract;
- d. Handle issues and problems that may arise during each stage of contract development;
- e. Prepare appropriate contractual and commercial terms & conditions to best serve and protect Company's interests;

2. Contract administration

- a. Prepare contractual specifications/requirements of various projects considering FIDIC and non-FIDIC conditions of contracts;
- b. Responsible for administration of entire contracting process;
- c. Liaison with specific consultants, contractors and other related agencies for contract administration;
- d. Provide assistance to the implementation and management team on various issues of contract administration;
- e. Preparation of Extension of Time (EoT) application and Cost Claims etc.

3. Documentation and report preparation

- a. Ensure that clear and accurate records of contractual matters are maintained to monitor key dates, against the dates defined in the main contract and any subcontracts;
- b. Ensure proper documentation of entire correspondences (incoming & outgoing) related to contract such as letters, emails, notice, etc.;
- c. Monitor project progress report in terms of financial aspect and physical work completion;
- d. Prepare presentation and other relevant project reports/documents for internal as well as external uses;

4. Adhere to compliance

- a. Develop and implement systems for internal control that would ensure compliance with contractual terms and conditions, in collaboration with the technical and operation team;
- b. Develop appropriate contract management tools, guidelines and manuals for standardization and knowledge sharing purposes;
- c. Ensure the quality implementation of contract exactly in accordance with the contract specifications;
- d. Responsible for ensuring compliance with Contractual Terms & Conditions and its implementation to safeguard the interest of the Company.

5. Prepare letters and internal memos

- a. Prepare various official letters on the contractual matters that arises in the project life cycle;
- b. Prepare internal notices on the hindrances encountered during execution of contracts.
- c. Prepare internal memos, meeting minutes and other documents instructed by Management Team and Project Team as and when required.

d. Prepare entire documents and evidences for Adjudication & Arbitration.

6. Monitoring and supervision

a. Regularly monitor contractor's performance and ensure its compliance with contractual terms and conditions;

b. Analyze and recommend changes to contracts and prepare necessary amendments in contract document;

c. Verify project correspondences and advise on problem areas along with identification of any changes/additions/deletions to the contract;

d. Ensure contractor's work is in compliance with contract documents;

e. Handle disputes and claims during the execution of contracts;

f. Identify the loopholes of contractors as well consultants and suggest different mechanism to Project Team to mitigate the effects of those loopholes;

- 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

Benefits of Using Our Services There are many benefits to using our tender, bidding, RFQ, and RFP participation services via contracts management. These benefits include: Increased chances of winning contracts Reduced time and effort spent on finding and responding to opportunities Improved contract terms and conditions Access to a wider range of opportunities Peace of mind knowing that your contracts are in good hands Call to Action We are confident that we can help you to find and win more contracts.

**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 MONTH.

PRICES MAY VARY HERE IS JUST A EXAMPLE

Per WEEK PACKAGE is 50000/- INR PER WEEK or 900 US \$ per week, from project to project.

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
<i>draft plans and estimates</i>	Included	Extra Employee or Vendor	60000
<i>quantity surveying</i>	Included	Extra Employee or Vendor	75000
<i>Construction Consultant</i>	Included	Employee or Consultant	125000
<i>Feasibility Studies</i>	Included	Consultant	130000
<i>Material Tests</i>	2 Test *	Testing is VENDOR based	20000
<i>3rd Party Verification</i>	Included	Site Engineer Hiring	60000
<i>Contracts Pre Bid Approval</i>	Included	Vendor	50000
<i>Contracts to Subcontract</i>	Included	Employee and Management	60000
<i>Contracts Management</i>	Included	Training and Review	20000
<i>Growth in Business</i>	Included	May prove Fatal	****
<i>Liaison with Techno Legal n Techno commercial</i>	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

1)

Tender Preparation: Preparing comprehensive tender documentation, including technical specifications, pricing schedules, terms, and conditions, to ensure compliance with client requirements and industry standards.

- 2) Contract Negotiation: Skillfully negotiating contract terms, pricing, and conditions with clients, suppliers, and subcontractors to achieve favorable outcomes for the organization.
- 3) Risk Analysis: Conducting thorough risk assessments for potential contracts, identifying potential issues, and implementing risk mitigation strategies to safeguard the interests of the company.
- 4) Bid Management: Managing the end-to-end bid process, coordinating with cross-functional teams to gather required inputs, and submitting winning proposals within specified deadlines.
- 5) Compliance Management: Ensuring adherence to all legal, regulatory, and contractual obligations throughout the contract lifecycle, minimizing the organization's exposure to legal and financial risks.
- 6) Contract Administration: Overseeing contract execution, monitoring contract performance, and managing any modifications or variations to contracts as required.
- 7) Supplier Evaluation: Evaluating and selecting potential suppliers and subcontractors based on their capabilities, reliability, and competitive pricing to enhance the company's vendor pool.
- 8) Cost Estimation and Analysis: Preparing detailed cost estimates for projects, conducting cost-benefit analysis, and optimizing project costs to improve profitability.
- 9) Relationship Management: Building and maintaining strong relationships with clients, suppliers, and subcontractors to foster long-term partnerships and enhance the company's reputation in the industry.
- 10) Post-Contract Evaluation: Conducting post-contract evaluations to assess project performance, identify areas for improvement, and implement lessons learned for future tender and contract management.
- 11) As a Tender cum Contracts Manager, these services are crucial in successfully securing contracts, managing them efficiently, and ensuring the organization's overall growth and success in the market

We also prepare these in situations required. Most of this works are given by Legal or Judges.

I. BusinessAgreements

- 12) AcquisitionAgreement
- 13) AgencyAgreement
- 14) AdvertisingAgreements
- 15) ConsultancyAgreement
- 16) ConstructionAgreement
- 17) DistributionAgreement

- 18) Franchisee Agreement
- 19) Foreign Collaboration Agreement
- 20) Hire Purchase Agreement
- 21) Investment Agreement
- 22) Joint Venture Agreement
- 23) Service Agreement
- 24) Shareholder Agreement
- 25) Stock Purchase Agreement
- 26) Sale Agreement
- 27) Technology Sharing Agreement
- 28) Agreement to act as technical or management adviser
- 29) Agreement to supply technical know-how
- 30) Technical collaboration agreement
- 31) Agreement between manufacturer and sole selling agents
- 32) Appointment of sole selling agents by a foreign company
- 33) Agreement for underwriting shares of a company
- 34) Agreement to Underwrite Debenture Stock
- 35) Agreement between a company and its manager
- 36) Agreement between a company and security service company for providing security services to the company's property

37) Brokerage agreement

38) Agreement between a Firm And A Broker For Agency

39) Agreement between Manufacturer And Commission Agent

40) Dealership Agreements

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

42) Indemnity For Loss Of Allotment Letter

43) 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 LLP Agreement
- 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 Dispute Resolution

- 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 related documents

- 1) Purchase of Flat/house/apartment(commercial/residential)
 - 2) Purchase of Land
 - 3) Leave and Licence Agreement
 - 4) Licence authorizing the licensee to use the part of land of the licensor as way to the house of the licensee
 - 5) Development Agreement
 - 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 of lease
 - 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) Reconveyance Deed
- 27) Deed Of Mortgage By Conditional Sale
- 28) Mortgage by deposit of Title deeds
- 29) Deed Creating Charge On The Property

IV.

Intellectual Property Documents

- 1) Patent and High Technology Agreements
- 2) Licensing Agreements
- 3) Consulting and Know-How Agreements
- 4) Joint Development Agreements
- 5) Software Development Agreements

- 6) Agreement for Sale of Technical Know-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 Services Agreement
- 2) Internet services agreement
- 3) Privacy Policy and User Agreement
- 4) Software Escrow Agreement
- 5) Website Development Agreement
- 6) Internet Gateway Merchant Legal Agreement
- 7) Technology related contracts

VI. ***Banking / Financial Documents***

- 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 minor children

7) Indemnity For Loss Of Deposit Receipt

VII.

Import/Export related documents

VIII.

Documents related to labour and employment

1) Employment agreements

2) Non-disclosure Agreement

3) Compensation Agreement

4) Collective Bargaining Agreement

5) Wage Agreement

6) Agreement between employer and employee going abroad

7) Agreement to refer disputes to arbitration

8) Contract Labour Agreement

9) Agreement for appointment of Managing Director

10) On the Job Training Agreement

IX.

Insurance related documents

X.

Documents for Private Equity Funding

1) Business Plan

2) Term Sheet

- 3) Warranties and Indemnities
- 4) Disclosure Letter
- 5) Shareholders' / Investors' Rights/ Subscription Agreement

XI.

Wills

XII.

Other legal documents

- 1) Affidavit
- 2) Plaint
- 3) Written Statement
- 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 the like.
- 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 Labour Laws.

- 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 or suit.
- On the other hand, Labour Laws codify and clear 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 in question.
- 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 of Contract.
- 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 of life.
- To specifically point out the areas wherein the laws can be applied with respect to the work of the Legal Professional may be given as-

- Well settled and unambiguous contracts entered with the clients and companies help in hassle free settlement of disputes, in cases of breach.
- To get an understanding of the working of these laws, the idea of drafting is indispensable.
- Good Technolegal professionals are capable of identifying what is important and truly necessary in a contract and leaving out unnecessary language.
- Poorly qualified people use all kinds of funny phrases and useless legalese to impress the parties, which makes it difficult for those who will actually work with the contract to understand what it means (if anything is meant at all).
- Also, their clients will probably not read such an illegible contract and will probably not even be interested in the contract negotiations where archaic language is defended.

FURTHER? ANYTHING MORE?

HAPPY TO HELP YOU

www.neevn.in

www.fireya.co.in

+917309812338 just whats app

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30% EXTRA AS FEES to fiverr and currency changers

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https://www.fiverr.com/neeveinternation?up_rollout=true
