



विद्याधनं सर्वधनं प्रधानम्

भारतीय प्रौद्योगिकी  
संस्थान जम्मू  
INDIAN INSTITUTE OF  
TECHNOLOGY JAMMU

# Notice for Empanelment of Advocates/Law Firms

EOI Number: IITJMU/EOI/SP-225/2023-24

Dated: 07/03/2024

IIT Jammu  
Jagti, PO Nagrota,  
NH-44, Jammu - 181 221 J&K, India  
[procurement@iitjammu.ac.in](mailto:procurement@iitjammu.ac.in),  
[registrar@iitjammu.ac.in](mailto:registrar@iitjammu.ac.in)

## Important Information

<b>SCHEDULE</b>	
Date of Publishing	07/03/2024 (14:00 Hrs)
Submission start Date	07/03/2024 (14:00 Hrs)
Last Date and Time for receipt of queries	14/03/2024 (14:00 Hrs)
Last Date and Time for submission of Bids	28/03/2024 (17:00 Hrs)
Date & Time of Opening of Technical Bids	01/04/2024 (10:00 Hrs)
Bid Validity days	90 days
Email Address	<a href="mailto:procurement@iitjammu.ac.in">procurement@iitjammu.ac.in</a> <a href="mailto:registrar@iitjammu.ac.in">registrar@iitjammu.ac.in</a>

### 1. ABOUT IIT Jammu

IIT Jammu is recognized as an “Institute of National Importance” under the “Institutes of Technology Act” of 1961. IIT is an autonomous public higher education Institute funded by the Government of India, and functions under the governance of the IIT Council. The Indian Institute of Technology Jammu was inaugurated on 6<sup>th</sup> August 2016, and welcomed the first batch of students into the campus in Paloura, Jammu. In the initial phases, the establishment of IIT Jammu was done under the mentorship of IIT Delhi.

In 2018, IIT Jammu shifted the primary operations to the Main Campus in Jagti, Nagrota consists of 400 acres.

The campus in Paloura currently houses the PhD scholars and is being developed into a high-end research facility. The main campus of the Institute is located on National Highway 44 and is about 15 kilometers from the Airport.

### DISCLAIMER

- I. The information contained in this Expression of Interest document (“EOI”) or subsequently provided to Applicants, whether verbally or in documentary or any other form by or on behalf of the IIT Jammu or any of their employees or advisers, is provided to Applicants on the terms and conditions set out in this EOI and such other terms and conditions subject to which such information is provided.
- II. Though adequate care has been taken in the preparation of the EOI, the Applicant should satisfy himself that the document is complete in all respects. Intimation of discrepancy, if any, should be given to the Registrar, IIT Jammu immediately before the application due date. If no intimation is received by the IIT Jammu within the date, it shall be deemed that the EOI is satisfied that the Document is complete in all respects.
- III. The EOI is not an agreement or an offer by the IIT Jammu to the prospective applicants or any other person. The purpose of the EOI is to provide interested parties with information that may

be useful to them in the formulation of their applications pursuant to this EOI. The EOI includes statements, which reflect various assumptions and assessments arrived at by the IIT Jammu in relation to the services. Such assumptions, assessments and statements do not purport to contain all the information that each Applicant may require. The EOI may not be appropriate for all persons, and it is not possible for the IIT Jammu, its employees or advisers to consider the objectives, technical expertise and particular needs of each party who reads or uses the EOI. The assumptions, assessments, statements and information contained in the EOI Document, may not be complete, accurate, adequate or correct. Each applicant should, therefore, conduct its own assessment and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in the EOI Document and obtain independent advice from appropriate sources.

- IV. Information provided in the EOI to the applicants is on a wide range of matters, some of which depends upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The IIT Jammu accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein. The IIT Jammu, its employees and advisers make no representation or warranty and shall have no liability to any person including any applicant under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense, which may arise from or be incurred or suffered on account of anything contained in the EOI or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the EOI and any assessment, assumption, statement or information contained therein or deemed to form part of the EOI or arising in any way in this Empanelment Process.
- V The IIT Jammu also accepts no liability of any nature whether resulting from negligence or otherwise, however caused arising from reliance of any Applicant upon the statements contained in the EOI.
- VI The IIT Jammu may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in the EOI.
- VII The issue of this EOI does not imply that the IIT Jammu is bound to empanel an applicant or to appoint the eligible applicant and the IIT Jammu reserves the right to reject all or any of the Applications without assigning any reasons whatsoever.
- VIII The Applicant shall bear all its costs associated with or relating to the preparation and submission of its application including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the IIT Jammu or any other costs incurred in connection with or relating to its application. All such costs and expenses will remain with the applicant and the IIT Jammu shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by an applicant in preparation or submission of the application, regardless of the conduct or outcome of the empanelment process.
- IX The IIT Jammu, its employees and advisers make no representation or warranty and shall have no liability to any person including any applicant under any law, statute, rules or regulations or

tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense, which may arise from or be incurred or suffered on account of anything contained in the EOI or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the EOI and any assessment, assumption, statement or information contained therein or deemed to form part of the EOI or arising in any way in this Empanelment Process.

- X The IIT Jammu also accepts no liability of any nature whether resulting from negligence or otherwise, however caused arising from reliance of any applicant upon the statements contained in the EOI.
- XI The IIT Jammu may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in the EOI.

## **2. Expression of Interest for empanelment of Law Firms/Advocates**

IIT Jammu is in the process of empanelment of Advocates/Law Firms to represent IIT Jammu before the various Courts of Law under the jurisdiction of Jammu as well as Hon'ble Supreme Court of India and Hon'ble High Court of J&K and for legal advisory work and invites expression of interest for empanelment of Law Firms/Advocates practicing in the Hon'ble Supreme Court of India, J&K High Court and Courts Subordinate to it, and other judicial or Quasi-Judicial fora.

The Law Firms and practicing advocates who are registered with the Bar Council of Jammu and Kashmir/Chandigarh/Delhi are eligible for empanelment. The qualification, experience and other terms and conditions and the Performa in which the application has to be made, have been prescribed by the IIT Jammu for representing and assisting the IIT Jammu before various Courts, Fora and Tribunal/Commissions etc. and for advisory work All Interested Eligible law firms and practicing advocates may send their applications upto 28/03/2024.

### **A. Eligibility Criteria:-**

The eligibility criteria for empanelment of Advocates/Law Firms shall be as under:-

- i. The Applicant may be an individual advocate registered with Bar council or a company registered under Companies Act, 2013 or a partnership firm registered under Partnership Firm Act 1932 or Limited Liability Partnership Firm registered under Limited Liability Act, 2008 in India with valid license to practice law and provide legal advice in India;
- ii. The Advocates/Law Firms should have minimum 5 (five) years of experience and should have worked on and completed at least 3 assignments as legal advisor for corporate clients/Govt. organization/institutes or Autonomous bodies/PSUs (enclose the documentary proof) in any area of the below:
  - a) Company Law, Service Laws, Labor Laws, Taxation Laws, Public Premises Eviction Laws and other Acts, Civil Law, Constitutional law, Contract Law, Corporate Law, Commercial law, Property Law, Cyber Law, Consumer Law, IPR Laws, Criminal Law and Arbitration, Arbitration & Conciliation Act, PPP or Non PPP contract management, litigation management;
  - b) Any Applicant may apply for any one or multiple areas mentioned above;

- c) In case Applicant is applying for multiple areas, it shall fulfil the eligibility criteria for each area as mentioned in this clause.
- iii. The Advocate/Law Firm should have an office with adequate infrastructure to deal with the matters and should be currently functional and practicing in the relevant fields.
- iv. Any entity which has been barred by the Central / State Government in India, or any entity controlled by them, from participating in any project, and the bar subsists as on the date of Application, would not be eligible to submit the Application.
- v. An Applicant should have, during the last five years, neither failed to perform on any agreement, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award against the Applicant, nor been expelled from any project or agreement nor have had any agreement terminated for breach of contract by such Applicant.
- vi. An applicant should not have any court cases/ arbitration cases/ or any other cases pending against him/her.
- vii. The Advocate/Law Firm shall also submit a write up on the major cases handled by it during last five years and favorable outcome achieved. Further, the Advocate / Law Firm may also submit the empanelment certificate from similar companies / undertakings.
- viii. In addition to above, the Advocates are required to have the minimum professional/Court practice experience as under :
  - a. For empanelment for the Supreme Court of India having 5 years' experience in Supreme Court.
  - b. Advocates/Law firms having minimum 5 years of experience High Court in handling/dealing the legal matters like land issues, service matter etc. in High court and/on advising Central /State Government or organization of repute.
  - c. For empanelment for the Subordinate Courts/Tribunals/atleast 8-year experience in Subordinate Courts/Tribunals/Provided that the IIT Jammu may relax the above conditions at its discretion, if otherwise found suitable in certain cases.
- ix. Advocates/ law Firm(s) including their advocates during and after conclusion of the assignment shall not disclose or make use in any manner, any information/data or any other material whether written or oral collected in connection with the assignment without the prior written consent of the Authority(ies) of IIT Jammu. All material shall be the property of IIT Jammu.
- x. Applicant law firms/Advocate must have a Jammu based local representative so that IIT Jammu can interact or may call in the institute as and when needed.

**B. Scope of Work: -**

The empaneled Advocates and/or Law firm(s) shall be required to assist the IIT Jammu in the following activities as assigned from time to time.

- i. To provide opinion/ advice on various legal issues arising out of the functions of the Authority
- ii. Assistance in drafting regulations, notices, policies or Manual of Institute etc.
- iii. Legal vetting of orders, decisions, concept papers, bidding/tender documents, undertakings / indemnity bonds / Agreements / Contracts / MOU / MOA / NDA / Deeds / Petition Reply etc. to be obtained from entities.

- iv. Review of regulations based on practical working at IIT Jammu.
- v. Review / Concur and support/draft other legal documents and services which IIT Jammu may require from time to time to carry out its operations.
- vi. To prepare various record note of proceedings of various hearings, handling matters before High Court, District Courts, Supreme Courts and Subordinate Courts/Tribunals/Fora. This will include representing before Supreme Court of India, High Courts of India and District Courts etc.
- vii. To perform such other work of legal nature as may be directed by IIT Jammu from time to time.
- viii. To take up arbitration cases for the Institute arising out of any contract Agreement and MOUs.

### **C. Documents to be submitted by the Law Firms and Practicing Advocates**

#### **How to Apply:-**

Interested and eligible Law Firms and Practicing advocates may submit their Application Form along with latest passport size photograph in the format given in Annexure-5.

The application Form duly filled in, along with all following attested documents/information should be submitted in a closed envelop superscripting as "Expression of Interest (EOI) for Empanelment of Law Firms in IIT Jammu on or before 28/03/2024 till 05:00 PM at following address:

Tender Box, 104-South Block  
IIT Jammu Jagti,  
PO Nagrota, NH-44,  
Jammu -181221 J&K, India

### **D. Supporting Documents for Eligibility Criterion:**

#### **For Individual Advocates:**

- Registration with Bar Council.
- Identity card issued by Bar Association/ Bar Council.
- Certificate / work order in support of working as legal advisor in areas defined above in clause 2 (B) and as per detail of work provided in Annexure-3
- Detailed Resume as per format provided at Annexure-5
- Certificates in support of educational qualifications.
- Income Tax return certificate for last 3 years.
- Other documents as required in the eligibility criteria to fulfill the conditions.
- An undertaking from the advocate / Law firms to the effect that all information furnished by them are correct.
- Copies of empanelment with Government organizations / Central autonomous bodies / CPSUs.

### **For Law Firms:**

- Copy of Certificate of Incorporation or partnership deed or other equivalent documents;
- Detail of work undertaken in accordance with clause 2 (B) as per format provided at Annexure- 3
- Law Firm must submit a copy of the appointment letters from the client organizations in support of working as legal advisor in areas defined above in clause 2 (B)
- Income Tax return certificate for last 3 years
- Detailed Resume of key Personnel in each area for which firm is applying as per format provided at Annexure-5. The firm shall provide at least one resume in each area for which it is applying
- Other documents as required in the eligibility criteria to fulfill the conditions.
- An undertaking from the advocate/Law firms to the effect that all information furnished by them are correct.
- Copies of empanelment with Government organizations/Central autonomous bodies /CPSUs.

### **In addition to above mentioned supporting documents, the Applicant shall also submit the below documents:**

- i. Covering letter in the format specified in Annexure 1;
- ii. In case of Law Firm, Profile of the Law Firm in the format specified in Annexure 2;
- iii. In case of individual Advocate/Law Firm, Technical experience in the formats specified in Annexure 3;
- iv. In case of Law Firm, Power of Attorney for signing of Application as per Annexure 4;
- v. In case of individual Advocate/ Law Firm, Resume as per Annexure-5;
- vi. A self-certification from authorized signatory that the applicant has not been blacklisted as per Annexure 6;
- vii. Details of any court cases/arbitration cases/ or any other case pending against the Applicant.
- viii. The Applicant should ensure that the Application is properly **spiral bound**, sealed and numbered before submitting;
- ix. The **spiral bound** application shall be sealed in the envelope and the envelope must be super-scribed with the following information:
  - Name and Address of the Applicant
  - Contact person and phone/Fax numbers/email id
  - Subject of the EOI is " Empanelment of Advocate/Law Firm for providing legal advisory Services to IIT Jammu"

The envelope shall be addressed to:

**Tender Box, 104-South Block  
IIT Jammu Jagti,  
PO Nagrota, NH-44, Jammu -181221 J&K, India**

### **E. Tenure / Term of Empanelment :-**

The initial empanelment will be for one year (extendable upto 3 years) or until

further orders whichever is earlier. Performance of empaneled advocate/ Law firm shall be reviewed on an annual basis. However, on completion of the term **of 3 years** and satisfactory performance of the advocate/law firm, IIT Jammu may renew the empanelment for a period of another one year. However, the IIT Jammu reserves the rights not to empanel any advocate/ Law firm or renew its period or terminate its empanelment at any time without assigning any reason. Upon termination or non renewal of the acknowledgement concerned advocate/ Law firm shall return the brief to the IIT Jammu along with connected documents and records with no objection certificate.

- F. Penalty: In case, the Advocate/Law firm fails to file reply within the specified period or fails to appear in the concerned court/fora as per the instructions penalty @ Rs. 500/- per absence will be imposed.
- G. The advocate/ person of Law firm must visit IIT Jammu as and when requirement rises.
- H. **Arbitration** : In case of any dispute or difference arising out of or in connection with the EOI conditions, the Institute and the **law firm/advocate contractor** will address the dispute/difference for a mutual resolution and failing which, the matter shall be referred for arbitration to a sole arbitrator to be appointed by the Institute. The Arbitration shall be held in accordance with the provisions of the Arbitration and Conciliation Act, 1996 and the venue of arbitration shall be Jammu. The decision of the Director IIT Jammu shall be final and binding to both the parties.
- I. **Jurisdiction**: Courts at Jammu will only have the jurisdiction to try any matter, dispute or reference between parties arising out of this EOI.
- J. Mere submission of application/ proposal does not imply acceptance of the same at this end and the protecting advocate/law firm will be enlisted only after meeting the laid down qualifying parameters for which decision of IIT Jammu shall be final and binding on the parties.
- K. IIT Jammu reserves the right to award similar work any time during the period to one or more parties.
- L. Empanelment with this Institute does not ensure business of any quantum, whatsoever. Institute reserves the right to engage other advocates/firm for similar work on any other firm. Any deviation from the Terms & Conditions mentioned above will imply disqualification for the advocate/ Law firm.
- M. **Fee and Expenses**

The Advocates/Law firms shall be paid fee and expenses as per the govt. (Ministry of Law & Justice Department of Legal Affairs) scheduled/approved norms for all the cases where Advocates/Law firms has to deal a case in the court of law as

Institute Counsel.

**N. TERMS OF PAYMENT**

- i. The empaneled Advocate / Law Firm shall submit the legal opinion, documents within 7 working days or as stipulated by Authority from the date of assigning of the work;
- ii. The empaneled Advocate / Law Firm shall be paid a fixed fee of INR 5000/- for every opinion/advice/legal vetting of documents of any project/drafting of legal documents or any other legal assistance availed by IIT Jammu. No retainer fee shall be paid to any Advocate/law firm merely because such advocate/firm has been empaneled

**O. COST OF EOI DOCUMENT**

The EOI document may be downloaded from Central Public Procurement Portal <http://eprocure.gov.in/epublish/app>. The EOI document can also be downloaded from the Institute website: <https://iitjammu.ac.in/tender/active>. In the event, the EOI document is downloaded from Institute website and Central Public Procurement Portal (CPPP) (ePublishing) website.

This is an offline EOI process where the interested participant need to submit physical bids at:

Tender Box, 104-South Block  
IIT Jammu Jagti,  
PO Nagrota,  
NH-44, Jammu -181221  
J&K, India.

Participants can access EOI documents on the website (For searching in the Central Public Procurement Portal (E-Publishing), kindly go to Tender Search option and type 'IIT'. Thereafter, click on "GO" button to view all IIT Jammu tenders).

## Annexure 1: Format for Covering Letter

Date:

To,  
Indian Institute of Technology Jammu  
Jagti, NH-44, PO Nagrota  
Jammu - 181 221 J&K,  
India

**Sub: "Empanelment of Advocate/Law Firm for providing legal advisory services to IIT Jammu"**

Dear Sir,

1. With reference to your EOI document No. \_\_\_\_\_ I/we, having examined the EOI document and understood its contents, hereby submit my/our Application for the aforesaid project. The Application is unconditional and unqualified.
2. All information provided in the Application and in the Annexures is true and correct and all documents accompanying such Application are true copies of their respective originals.
3. This statement is made for the express purpose of qualifying as an Applicant of the aforesaid Project.
4. I/ We shall make available to the Authority any additional information it may find necessary or require to supplement or authenticate the Application.
5. I/ We acknowledge the right of the Authority to reject our Application without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.
6. We certify that in the last 5 (five) years, we have neither failed to perform on any contract, as evidenced by imposition of a penalty or a judicial pronouncement or arbitration award, nor been expelled from any project or contract nor have had any contract terminated for breach on our part.
7. I/ We declare that:
  - a. I/ We have examined and have no reservations to the EOI document, including any Addendum issued by the Authority;
  - b. I/ We do not have any conflict of interest in accordance with the EOI document
  - c. I/We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice in respect of any tender or request for proposal issued by or any agreement entered into with the Authority or any other public sector enterprise or any government, Central or State; and
  - d. I/ We hereby certify that we have taken steps to ensure that in conformity with the provisions of this EOI, no person acting for us or on our behalf has engaged or will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.

8. I/ We understand that you may cancel the Empanelment Process at any time and that you are neither bound to accept any Application that you may receive nor to invite the Applicants to apply for the Assignment, without incurring any liability to the Applicants.
9. I/ We declare that we/ are/ is not a Member of any other firm submitting an Application for the Assignment.
10. I/ We certify that in regard to matters other than security and integrity of the country, we have not been convicted by a Court of Law or indicted or adverse orders passed by a regulatory authority which could cast a doubt on our ability to undertake the Project or which relates to a grave offence that outrages the moral sense of the community.
11. I/ We further certify that in regard to matters relating to security and integrity of the country, we have not been charge-sheeted by any agency of the Government or convicted by a Court of Law for any offence committed by us or by any of our Associates.
12. I/ We further certify that no investigation by a regulatory authority is pending either against us or against our Associates or against our CEO or any of our Directors.
13. I/ We undertake that in case due to any change in facts or circumstances during the Empanelment Process, we are attracted by the provisions of disqualification in terms of the guidelines referred to above, we shall intimate the Authority of the same immediately.
14. In the event of my/ our being declared as the Empaneled Applicant, I/We agree to enter into an Agreement. We agree not to seek any changes in the aforesaid draft and agree to abide by the same.
15. I/We have studied all the EOI Document carefully.
16. The power of attorney for signing of Application is as per format provided in the EOI enclosed.
17. I/we agree and undertake to abide by all the terms and conditions of the EOI document.
18. I/We agree and undertake to be liable for all the obligations of the Agreement.

In witness thereof, I/We submit this Application under and in accordance with the terms of the EOI document.

Yours faithfully,

Date:  
Place:

(Signature of the Authorized  
Signatory)

(Name and designation of the Authorized signatory)

## Annexure 2: Profile of the Firm

### A. Details of Lead Member

S. No.	Particulars	Details
1.	Name of the Firm (in Capital Letters)	
2.	Constitution of Firm	
3.	Address of the Head Office (incl. Tel Number)	
4.	PAN of the Firm	
5.	Service tax registration No.	
6.	Whether there any court cases/arbitration/any other legal case against the Firm (If yes, please provide details in separate annexure)	
7.	Contact Person (Mobile No: Email address: )	
8.	Jammu based local representative contact details (Name, Mobile no. & email ID)	

Name of the authorized  
Signatory

\_\_\_\_\_

Signature of authorized  
Signatory

### Annexure 3: Technical Capacity

Details of the work under taken, as required in Clause 2, the Eligibility Criteria

Sl. No .	Name of Assignment	Brief of the Service provided	Name of the Client	Professional Fee Charged (INR)	Start and Completion Date of Assignment
1					Start Date: Completion Date:
2					Start Date: Completion Date:
3					Start Date: Completion Date:

Note:

1. For above experience, the Advocate/Law Firm must submit a copy of the appointment letters from the client organizations.
2. The above Experience shall not be considered for evaluation if certificate from client detailing the name of assignment, nature of work, professional fees and date of start and completion of service is not furnished by the Applicant.
3. In case of Private Client, the Advocate/Law Firm shall also submit the CA certificate attesting the fee received against the services provided.

**Annexure 4: FORMAT FOR POWER OF ATTORNEY FOR  
SIGNING OF PROPOSAL  
(On Non – judicial stamp paper of Rs 100 duly attested by notary public)**

**POWER OF ATTORNEY**

Know all men by these presents, we \_\_\_\_\_(name and address of the registered office of the Sole Applicant / Lead Member) do hereby constitute, appoint and authorize Mr. / Ms. \_\_\_\_\_R/o \_\_\_\_\_(name and address of residence) who is presently employed with us and holding the position of

\_\_\_\_\_, as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to the Expression of Interest (EOI) for “**Empanelment of Advocate/Law Firm for providing legal advisory Services to IIT Jammu**”, including signing and submission of all documents and providing information / responses to Indian Institute of Technology Jammu (IIT Jammu, representing us in all matters in connection with our bid for the said Project.

We hereby agree to ratify all acts, deeds and things done by our said attorney pursuant to this Power of Attorney and agree that all acts, deeds and things done by our aforesaid attorney shall and shall always be deemed to have been done by us.

For

(Signature)

(Name, Title and Address)

Accepted

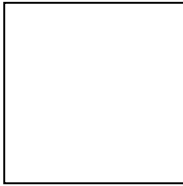
..... (Signature)

(Name, Title and Address of the Attorney)

Note:

1. Also, wherever required, the Applicant should submit for verification the extract of the charter documents and documents such as a resolution/power of attorney in favour of the Person executing this Power of Attorney for the delegation of power hereunder on behalf of the Applicant.
2. A certified copy of the appropriate resolution/ document conveying Client to the person signing this Power of Attorney shall be enclosed in lieu of the Power of Attorney.
3. In case of partnership firm: name and address of principal office of the partnership firm to be provided.

**ANNEXURE-5**  
**FORMAT OF BIO-DATA OF ADVOCATE / LAW FIRMS**



- 1) Name \_\_\_\_\_
- 2) Date of Birth \_\_\_\_\_ Age (as on date of application) \_\_\_\_\_
- 3) Educational Qualification \_\_\_\_\_  
(Enclose certificates in support of educational qualification)
- 4) Date of Enrolment, Name of Bar Council (enclosed attest copy of enrolment/registration certificate and Identity card issued by Bar Association/Bar council)
- 5) Period of practice \_\_\_\_\_
- 6) Details of Experience/practice \_\_\_\_\_
- 7) Area of practice, as per eligibility criteria \_\_\_\_\_
- 8) Specialization, if any (constitution/taxation/service etc.) \_\_\_\_\_
- 9) The details of few importance cases the advocate has dealt with/handled and report Judgment if any.
- 10) Whether Central/State Government counsel/pleader (indicate period) (With documentary evidence)
- 11) Brief list of clients e.g. Govt./organization/institute or Autonomous body/PSUs (enclosed the documentary evidence).
- 12) The Court where the advocate is regularly practicing (Enclosed attested copy of Bar Association Membership Certificate)
- 13) Date of enrolment as an Advocate –on record of the Supreme Court and Registration No.
- 14) Income Tax PAN number & GST (enclose copies)
- 15) A brief note on suitability for empanelment.

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Declaration

I declare that all the information provided above is true to the best of my knowledge, I have never been penalized by any Bar Council in any disciplinary proceedings. I also undertake to maintain absolute secrecy about the work Assigned by the Authority.

Signature of Advocate  
(Stamp/Seal)  
Name  
Address (Office/Residence)  
Mobile No.  
Fax No. & email id:

## ANNEXURE-6

<< Organization Letter Head >>

### DECLARATION SHEET

I/ We, hereby certify that all the information and data furnished by me/our organization with regard to this Expression of Interest (EOI) are true and complete to the best of our knowledge. I/ We have gone through the specifications, conditions and stipulations in details and agree to comply with the requirements and intent of specification. I/We further certify that myself/ our organization meets all the conditions of eligibility criteria laid down in this EOI document. I/ We, further specifically certify that our organization has not been Black Listed/De Listed or put to any Holiday by any Institutional Agency/ Govt. Department/ Public Sector Undertaking in the last three years.

NAME & ADDRESS of Individual and Firm	
Phone	
Fax	
E-mail	
Contact Person Name	
Mobile Number	
Service Tax Number	
PAN Number	

Name & Seal of the Company