



**NATIONAL INSTITUTE OF TECHNICAL TEACHERS'
TRAINING AND RESEARCH, KOLKATA**

(An Autonomous Institution under the Ministry of Education, Govt. of India)

Block – FC, Sector – III, Salt Lake City, Kolkata – 700106

Website: <http://www.nittrkol.ac.in>

Notice for Expression of Interest for Empanelment of Advocate/Law Firm

National Institute of Technical Teachers' Training and Research, Kolkata invites Expression of Interest (EoI) for Empanelment of Advocate/Law Firm for handling various legal matter pertaining to the Institute as well as dealing with its cases in the various Courts/Forums/Authorities for this Institute.

Interested Advocate/Law Firm who meet the eligibility criteria and desire to be considered for empanelment may send their application/Expression of Interest in the prescribe format to the Director, at the above address on or before **26/05/2023**. Detailed guidelines for Expression of Interest is obtainable from the Institute's website <www.nittrkol.ac.in> from **05/05/2023 to 26/05/2023**.

Advt. No. 03/2023-24

DIRECTOR

Advt. No. 03/2023-24

**Request for Expression of Interest (EoI)
for
Empanelment of Advocate/Law Firm
at
National Institute of Technical Teachers' Training and
Research, Kolkata**



DETAILED GUIDELINES

**National Institute of Technical Teachers' Training and Research, Kolkata
Sector-III, Salt Lake, Kolkata-700106, West Bengal**

Table of contents

INDEX

Description	Page Nos.
ABOUT THE INSTITUTE	1
SCOPE OF WORK	1
GENERAL GUIDELINES	1-3
TERMS OF REFERENCE	4
ELIGIBILITY AND PRE-QUALIFICATION CRITERIA	4
DOCUMENTS TO BE SUBMITTED	5
BID EVALUATION CRITERIA AND SELECTION PROCEDURE	5
STANDARD FORMATS FOR TECHNICAL AND FINANCIAL PROPOSAL	5
CONTRACTUAL TERMS AND CONDITIONS:	5
PAYMENT OF PROFESSIONAL FEE	6
MODE OF DISPUTE RESOLUTION	6
ANNEXURE-I APPLICATION FORM	7
ANNEXURE-II SCHEDULE OF FEES TO THE EMPANELLED ADVOCATE / LAW FIRM	8-9

ABOUT THE INSTITUTE

National Institute of Technical Teachers' Training & Research, Kolkata (hereinafter referred to as NITTTR, Kolkata), was established in 1965 as Technical Teachers' Training Institute (TTTI), Calcutta at the premises of Jnan Chandra Ghosh Polytechnic, Calcutta. This was the first of four such regional Institutes (other three being at Chandigarh, Bhopal and Chennai) established by then Department of Education, Govt. of India as fully centrally funded autonomous institution. Since 1980, the Institute is located at Salt Lake City. The primary focus of the Institute is to provide in-service training to the teachers and staff of Degree and Diploma level technical institutions and conduct activities related to the quality improvement of the technical education system of the country. NITTTR, Kolkata has been actively involved in improvement of quality of the technical education system in various states including those in the north-east through innovative academic interventions, providing assistance to policy makers at the national and state levels, in formulation of educational plans, projects and their implementation in the fast changing scenario. The Institute has also established two extension centres at Guwahati (in 1999) and at Bhubaneswar (in 2000) for reaching out to its clients in North-Eastern states and Odisha respectively.

NITTTR, Kolkata invites to form a panel of Advocates / Law Firms for representing and assisting the Institute before various courts, tribunals and forums, viz., the Supreme Court, High Court of the States, all the benches of the Central Administrative Tribunal at all locations, District courts, Labour Courts and all other courts / forums and deal with the other legal matters that may be referred to him by NITTTR, Kolkata.

SCOPE OF WORK:

- (i) The Advocate / Law Firm will be required to represent and assist NITTTR, Kolkata in the courts.
- (ii) The Advocate / Law Firm will be required to represent and assist NITTTR, Kolkata in the Arbitration Tribunals in disputes which are referred by the Courts to the Arbitration Tribunals or by the choice of the parties to the dispute.
- (iii) The Advocate / Law Firm will be required to draft and vet legal / technical documents, viz., affidavits, applications, petitions, replies, written statements, replications, rejoinders, caveats, brief of opinion and any other legal/technical documents etc.
- (iv) The Advocate / Law Firm will be required to give oral and written legal opinion on queries raised.
- (v) The Advocate / Law Firm will be required to keep NITTTR, Kolkata informed of the date-wise developments in cases from time to time, particularly with regards to settling of drafts, filing of papers, dates of hearing of cases, supply copies of judgement/interim orders;
- (vi) The Advocate / Law Firm will be required to perform such other duties of legal nature that may be assigned by NITTTR, Kolkata.

GENERAL GUIDELINES:

- (i) The size of the panel and number of Advocates in panel shall be decided by the Institute from time to time based on the requirement and quantum of work.
- (ii) Empanelment will only confer right to be considered for legal work, if any, and not bind NITTTR, Kolkata to award or give work to any Advocate/ law firm, so empanelled, at any point of time during the term of engagement.
- (iii) The Competent Authority shall, as far as possible, make use of the services of the panel

of advocates approved by the Ministry of Law and Justice, Department of Legal Affairs, and while their services are utilized, they shall be deemed to have been empanelled under these guidelines.

- (iv) Notwithstanding such empanelment, NITTTR, Kolkata shall be free and without any restriction to assign cases/ legal work to any other legal professional or Advocate who is not empanelled by it. Where required and considered appropriate by the Competent Authority, designated senior advocate or any other advocate for the time being empanelled by the Central or State Government, as the case may be, or by any authority constituted or established by a statutory body, may be engaged by the Competent Authority to argue or conduct a case or matter on behalf of NITTTR, Kolkata, keeping in view the urgency and importance of a particular matter, and the empanelled advocate shall conduct any case or matter in any court in consultation, coordination and cooperation with the said law officers.
- (v) Cases involving similar issues/ points of law or otherwise interlinked or clubbed may be entrusted to the same Advocate as far as possible, while care shall be taken to avoid concentration of cases in the hands of one Advocate/ a few advocates/ law firm.
- (vi) The empanelled Advocate shall not delegate any case, brief or assignment, and shall himself/ herself deal with the same.
- (vii) The Advocate shall ensure efficient and effective professional services and conduct himself/ herself at all times in accordance with the Advocates Act, 1961 and rules laid down by the Bar Council of India, including rules regarding code of conduct and ethics.
- (viii) The Advocate while pursuing any case on behalf of NITTTR, Kolkata shall not act without the instructions of NITTTR, Kolkata and inform NITTTR, Kolkata about the proceedings of each hearing by reporting mail and furnish copy of orders of each date without which NITTTR, Kolkata may not settle bills of payment.
- (ix) The Advocate shall not seek any adjournment without any valid or cogent reasons. Under no circumstances, the matters entrusted by the Authority should go unattended before the Court/Tribunal/ Forum, which shall be viewed as serious violation of conditions of empanelment and may entail taking back the brief or cancellation of such empanelment.
- (x) The empanelled Advocate shall maintain strict confidentiality of the cases or other matters handled on behalf of the NITTTR, Kolkata and shall not divulge any information to any third
- (xi) Application in the format prescribed at 'Proforma-A1', along with all the documents in support, should reach to The Director, NITTTR, Kolkata, Block-FC, Sector-III, Salt Lake, Kolkata-700106 on or before 21 days from the date of publication of this notification (i.e., 26/05/2023).
- (xii) Applications received earlier to this notification or after the closing date of this notification will not be considered. Advocates/Law Firms who have forwarded their applications to NITTTR, Kolkata from time to time for consideration are requested to apply afresh in the requisite format as per the guidelines.
- (xiii) The shortlisted Advocates/Law Firms may, if necessary, be called for interaction and no TA/DA will be admissible for attending such interaction.

TERMS OF REFERENCE:

- (i) The advocate shall not necessarily be empanelled for specific court and shall accept the work assigned to him/her and shall not refuse to accept any work without reasonable cause.
- (ii) Refusal by any advocate to accept any work otherwise than on grounds of conflict of interest, may entail removal of such advocate from the panel. Similarly, no advocate as long as his name is on the panel shall contest any matter against NITTTR, Kolkata.
- (iii) The empanelled Advocates will not delegate cases and themselves deal with the same. They may have to coordinate and work with designated Senior Advocates, if any, engaged in the case as well as with the officers of the Institute, if required.
- (iv) The Advocates empanelled under these guidelines / Advertisement shall not be employees of the NITTTR, Kolkata and therefore, shall not be eligible for any salary or benefits available to its employees.
- (v) The empanelled Advocate shall maintain absolute secrecy and confidentiality about the cases of the NITTTR, Kolkata as required under the Act and rules / regulations made there under.
- (vi) The advocates shall accept the terms and conditions of the empanelment as determined by the Institute in full and also modification from time to time.
- (vii) These guidelines / advertisement shall also be applicable to the designated Senior Advocates of the High Courts and Supreme Court for all purposes except the requirement of empanelment.
- (viii) In case of empanelment of Law Firms, all the terms and conditions for empanelment of the individual Advocates shall apply mutatis mutandis to them.
- (ix) If required and considered appropriate by NITTTR, Kolkata designated Senior Advocates may be engaged to argue the cases on behalf of NITTTR, Kolkata keeping in view the urgency and importance of a particular matter. They shall be engaged on case to case basis with the approval of the Institute.

ELIGIBILITY AND PRE-QUALIFICATION CRITERIA

- (i) The Firms and Practicing advocates should be familiar with various branches of law especially those concerning contractual matters, service matters, Labour Laws, Contract Laws, Commercial law, Arbitration, Corporate Laws, Civil Law, Writ matters, Constitutional Law, Criminal Law, Banking Law, Taxation matters, Property law or such other branch of law as the Competent Authority may deem fit, in the court applying for. They should have highly trained associates, legal assistants and support staff with basic computer knowledge.
- (ii) 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 at least 15 years of experience in Supreme Court as an Advocate;
 - b) For empanelment for the High Court in India at least 10 years of experience in High court as an independent advocate;
 - c) For empanelment for the Subordinate Courts/Tribunal/Forums at least 8 years of experience in Subordinate Courts/Tribunals/Forums as in independent Advocate.

Provided that the NITTTR, Kolkata may relax the above conditions of its discretion, if otherwise found suitable in certain cases.

DOCUMENTS TO BE SUBMITTED:

The Advocate / Law Firm will be required to furnish their duly signed prescribed application from (Annexure-I) along with the self-attested copies of the following documents:

- (i) Birth certificate / school certificate in support of age; Date of incorporation in case of Law Firm;
- (ii) Registration with Bar Council;
- (iii) Identity card issued by Bar Association / Bar Council;
- (iv) Copies of empanelment with other organizations;
- (v) Certificate in support of educational qualifications;
- (vi) Copies of the Income Tax Returns (ITR) filed for the last 3 (three) years

BID EVALUATION CRITERIA AND SELECTION PROCEDURE:

The NITTTR, Kolkata will consider the applications for empanelment only on merit after due notice in this regard is published on the website of the NITTTR, Kolkata. While considering the request from the advocates following points shall be considered:

- (i) Length of practice and specialization in the area of law concerning the NITTTR, Kolkata;
- (ii) Track record and integrity
- (iii) If considered necessary, on enquiry in the respective Bar Council / Bar Association about the claims and conduct of the advocate to be empanelled can also be made and credentials may be verified.
- (iv) If the advocate is empanelled by other regulators / organization /institute, opinion of those organizations may be obtained.

STANDARD FORMATS FOR TECHNICAL AND FINANCIAL PROPOSAL:

The Advocate / Law Firm shall apply in the prescribed application form (Annexure-I)

CONTRACTUAL TERMS AND CONDITIONS:

- (i) Empanelment of Advocate / Law Firm will be normally for a period of 3 (three) years or until further renewal, which is earlier. Renewal for another term of 3 (three) years shall be based on satisfactory performance with review option on yearly basis.
- (ii) The performance of the panel shall be reviewed by the Consultancy Evaluation Committee, formed in this purpose, which, in turn, shall be placed before the Competent Authority for approval.
- (iii) The term can be terminated by giving 1 (one) month's written notice by either side without assigning any reason.
- (iv) Upon expiry of term, termination, resignation or non-renewal of the term of empanelment, as the case may be, the Advocate / Law Firm shall forthwith return all the documents / records connected thereto with no objection certificate, is of required and the pending bills of the Panel Counsel should be settled within 3 (three) months of the end of the term, subject to the due handover of the relevant document / files.
- (v) Without prejudice to the foregoing provisions, the Competent Authority reserves the right to terminate the empanelment by giving notice to the empanelled Advocate / law Firm at any time he/she fails to discharge his obligation under these guidelines or is found to be negligent, careless, inefficient, or has committed fraud, mischief,

misappropriate or any misconduct to the satisfaction of the Competent Authority, as the case may be.

PAYMENT OF PROFESSIONAL FEE

- (i) The empanelled Advocate / Law Firm should submit the professional fee bills in the prescribed format (**Annexure-2**) to the Director, NITTTR, Kolkata along with the gist of the proceedings and certified copy of order or judgement where the bill relates to a claim for appearance fee and where the bill relates to legal opinion or other reference, the copy of the request or reference sought by NITTTR, Kolkata may be enclosed. The payment of the fees will be at the NITTTR, Kolkata approved rates. The approved rate list is enclosed with this notification
- (ii) The proposed fees for drafting of legal documents above should be made only when such a legal document is submitted before the Court.
- (iii) No fee shall be payable for non-appearance in a court by the empanelled Advocate where he seeks adjournment without any instruction for adjournment from the Competent Authority or on account of his personal reasons, or where adjournment is effected due to no-sitting of the Court.
- (iv) When two or more cases together involve, substantially identical question of law / or facts, one of such cases will be treated as the main case and the other as connected case and the fees in such will be regulated as under, provided the cases are heard together:
 - a. Full fee would be admissible for appearance in the main case and 30% in each of the connected case.
 - b. If substantially identical affidavit, counter-affidavits, plaints, written statement, ground of appeal applications, and other pleadings are drafted in connected cases, or full drafting fee will be admissible in the main case and only 30% separate drafting fees per case shall be admissible in connected case, subject to a maximum of 5 (five) such cases.
- (v) conference fee will be payable only in case of face discussion and not for telephonic conversation / discussion.
- (vi) Where the empanelled advocate is required to visit any Court situated outside his ordinary place of practice in connection with any case or matter, he/she shall be entitled to claim the TA/DA expenses as will be allowed to an office in NITTTR, Kolkata working in Pay Matrix Level 10 of the 7th CPC. The claim for reimbursement of expenses or expenditures for outstation conveyance, boarding and lodging shall be claimed by producing necessary voucher or bill to the satisfaction of the Competent Authority.
- (vii) The all kinds of payment shall be subject to tax deductions at source, GST and/or such other taxes as applicable from time to time.

MODE OF DISPUTE RESOLUTION

In case of any dispute arising out in the implementation of these guidelines or any doubt regarding the interpretation of any of the clauses of these guidelines arises, the decision of the Director, NITTTR, Kolkata in the matter shall be final and binding. Disputes, if any, in relation to empanelment or out of the process shall be subject to exclusive jurisdiction of the court in Calcutta only.

Annexure-I

To be furnished by Advocate / Law Firm applying for empanelment of Penal Counsel

1.	Name of the Advocate / Law Firm	
2.	PAN NO. / TAN NO.	
3.	Name of Father's / Mother's of Advocate/CEO of the Law Firm	
4.	Date of Birth / Date of incorporation	
5.	Full residential address	
6.	Full Office address (The address of headquarters / registered office and regional office)	
7.	Telephone Nos., Mobile Nos. and Email IDs	Landline: Mobile: Email:
8.	Educational Qualification* (In respect of all Advocates / associates / partners in case of law firm)	
9.	Location and Court of Practice@	
10.	Bar Council Registration No. and Date of enrolment@	
11.	a. Area(s) of Specialization:	
	b. Number of cases dealt with during the last 7 (seven) years as on Advocate / Law Firm in the following specilizations:	
	a. Labour laws & Industrial disputes	
	b. Arbitration & Conciliation	
	c. Administrative law & service matters	
	d. Corporate law	
	e. Taxation matters and financial offences	
	f. Civil suits	
	g. Constitutional law @ writ matters	
	h. Land mattes	
	i. Criminal law	
12.	Income from professional practice	
13.	Any other information you may like to furnish.	
VERIFICATION / UNDERTAKING		
<p>I, S/o D/o W/o do hereby declare that whatever has been stated in the above application is true to the best of my knowledge and belief. I agree to abide by all the terms and conditions contained in the concerned notification No. dated</p> <p>Date: Place: Signature</p> <p>*Applicant to submit documentary proof with respect to the aforesaid item(s)/information. @Information in respect of all Advocates / associates / partners in case of law firm.</p>		

SCHEDULE OF FEES TO THE EMPANELLED ADVOCATE / LAW FIRM

LITIGATION FEE SCHEDULE

Fee Structure applicable to Group 'A', 'B' and 'C' panel Counsel in Supreme Court:

S No.	Item of work	Revised fee Group 'A' Panel Counsel (per day per case)	Revised fee Group 'B' &'C' Panel Counsel (per day per case)
1.	All Regular Appeals and defended Writ Petitions (for final hearing)	₹13,500/-	₹9,000/-
2.	All defended Admission matter (SLP /TP and writ petitions & other misc. matters for admission)	₹9,000/-	₹4,500/-
3.	Setting of pleadings	₹5,250/-	--
4.	Appearance in Miscellaneous Applications	₹4,500/-	--
5.	Conference	₹900/-	--
6.	Out of Head quarter	₹13,500/- daily fee for the days of his/her absence from HQ)	₹9,000/- (daily fee for the days of his/her absence from HQ)
7.	Conveyance charges for performing local journey while outside Headquarter	₹1,500/-	₹1,500/-
8.	Clerkage	NIL	NIL
9.	Drafting SLP / Counter Affidavit / Rejoinder etc.	--	₹3,000/- per case
10.	Drawing Written Submission	--	₹3,000/- per case
11.	Drafting or Appearance in Miscellaneous Applications (including mentioning of the case / Caveat / clearance / obtaining the number and taking date for hearing)	--	₹3,000/- per case

The Fee structure empanelled Advocate/Law Firm in the High Courts as well as of CAT Benches at Kolkata

S. No.	Item of Work	Special Counsel	Senior Counsel Group I	Senior Counsel Group II	Jr. Counsel Advocate on record
1.	Suits, Appeals, Writ/Revision Petitions including Special Civil Application in the High Court Per Conference / Consultation	₹9,000/- ₹900/-	₹6,000/- ₹750/-	₹3,750/- ₹600/-	₹1,800/- ₹450/-
2.	Application including Interim Motions, Notices, Appeals, Leave Application, Arbitration, Company Matters, Criminal Revision and other Land Acquisition References. (Per day per effective hearing) Per Conference / Consultation	₹3,000/- ₹900/-	₹3,000/- ₹750/-	₹2,250/- ₹600/-	₹1,350/- ₹450/-
3.	Drafting or Settling Pleadings and Affidavits (per pleadings) Per Conference / Consultation	₹3,000/- ₹900/-	₹1,800/- ₹750/-	₹1,500/- ₹600/-	₹1,050/- ₹450/-
4.	Appearance before Arbitration and Tribunals, etc. and Courts other than High Courts (Per day per effective hearing) Conference / Consultation	₹7,500/- ₹900/-	₹6,000/- ₹750/-	₹3,750/- ₹600/-	₹2,250/- ₹450/-
5.	Chamber Application, including Adjournment Application per day inclusive of consultation	NIL	₹1,500/-	₹900/-	₹600/-
6.	Written opinions and written advice including advice on evidence (inclusive of consultation)	₹3,750/-	₹2,250/-	₹1,350/-	₹1,050/-

Note: There will be no ceiling on the number of conference / consultation in the case of Special Counsel, however in the case of other categories of Counsels, the number of conferences per cases will be limited to four.

All other terms and conditions applicable to Group 'A', 'B', and 'C' empanelled Advocate/Law Firm in other courts will be fixed as per the Government of India rate, as applicable from time to time.

NON-LITIGATION FEES SCHEDULE

Sl. No.	Activity	Fees Payable (Amount in ₹)
1.	Legal Opinion / Consultation	3,000/-
2.	Drafting of an Agreement	3,000/-
3.	Vetting of an Agreement	1,500/-