

**INDIA TOURISM DEVELOPMENT CORPORATION LIMITED**

**(A Government of India Undertaking)**

**(Under administrative control of Ministry of Tourism,**

**Government of India)**

**CIN L74899DL1965GOI004363**

**Registered office at: SCOPE COMPLEX, 6th Floor, Core 8, 7  
Lodi Road, New Delhi -110003**

**Phone No. 011-24360303, 011-24307601**

**Fax No. 011-24360233**

**Notice Inviting Applications from Advocates/Law Firms**

**For**

**Empanelment of Advocates/Law Firms in ITDC**

**NIA No. 01/ Legal Empanelment/ITDC/2024**

**Dated: 09-09-2024**

**CRITICAL DATE SHEET:**

<b>Particular</b>	<b>Date and Time</b>
Notice Inviting Application (NIA) document publish date	09-09-2024
NIA document download start date	09-09-2024
Clarification Start Date	09-09-2024
Clarification End Date	15-09-2024 Upto 17:30 hrs
Online Applications submission start date	09-09-2024
NIA document download end date	30-09-2024
Online Applications submission end date	30-09-2024, Upto 17:30 hrs.

**TABLE OF CONTENTS**

<b>S. No.</b>	<b>Section No.</b>	<b>Contents</b>	<b>Page No.</b>
1	Section-I	NIA Information and Definition	05-10
2	Section-II	Guidelines for Applicants	11-22
3	Section-III	Eligibility Requirements for empanelment.	23-28
4	Section-IV	Payment terms and other general conditions of Empanelment	29-36
5	Section-V	Formats and Annexure.	37-46

**DISCLAIMER**

1. This document has been prepared with utmost care and in good faith. The Applicants shall satisfy themselves that the NIA is complete in all respect.
2. ITDC reserves the right to modify, amend or supplement this document.
3. Any references of this NIA or its portions of the contents, sections, language formats and annexure are the outcomes of the analysis, discussion and deliberation and any resemblances to any other similarly placed versions of Notice Inviting Application, is entirely coincidental.

Place: New Delhi

Date: 09-09-2024

**SECTION-I**

**Notice Inviting Application Information and Definition**

**INDIA TOURISM DEVELOPMENT CORPORATION LIMITED****(A Government of India Undertaking)**

NIA No: 01/ Legal Empanelment/ITDC/2024

Date: 09-09-2024

India Tourism Development Corporation Limited (hereinafter called "ITDC") is a Government of India Undertaking under the administrative control of the Ministry of Tourism (MoT), Government of India. One of the main objectives of ITDC is to provide one stop solution for Travel, Tourism and Hospitality related needs. At present the Corporation is running hotels, restaurants at various places for tourists, besides providing transport facilities. In addition, the Corporation is engaged in production, distribution and sale of tourist publicity literature and providing duty-free shopping facilities to the tourists (Presently only Seaports). The Corporation also has its presence in engineering related consultancy services and the ACES Division handles infrastructure related project works for Centre/ various State Governments along with mounting of Sound and Light (SEL) Shows. Ashok Travel & Tours is a division which provides ticketing, tourist transport, tour packages and cargo related needs with reliable affordable services and having Pan-India presence. The Ashok Institute of Hospitality & Tourism Management of the Corporation imparts training and education in the field of tourism and hospitality. Ashok Events is a leading event management agency handling Conferences, Exhibitions, Workshops/ Seminars and other National and international event is to assist the Ministry and function as the implementing and facilitating arm of the National Solar Mission (NSM) for the development, promotion, and commercialization of solar energy technologies in the country.

ITDC invites Applications from eligible Applicants i.e. from Advocates/Law Firms for empanelment of Advocates/Law Firms in ITDC.

For the implementation of above-mentioned work, Applicants (Advocates/Law firms) should submit their duly filled in and signed Application (scanned) in the prescribed Format(s) in Section V of this NIA along with all supporting documents (scanned) as per NIA on the email id: gauravsharma@itdc.co.in with subject line: "**Empanelment of Advocates and Law Firms in ITDC**", on or before 30.09.2024, upto 17:30 hrs positively.

*Note: Applicants (Advocates and Law Firms) while submitting their Applications must ensure that the subject line of their email must match exactly with the subject line i.e. “**Empanelment of Advocates and Law Firms in ITDC**” mentioned in the NIA. Any deviation in spelling, change of case and content of subject line may lead to non-receipt of Applications, for which ITDC shall not be responsible.*

Contact Person Details:  
Member Secretary,  
India Tourism Corporation of India Limited.  
Regd. Office: SCOPE COMPLEX, 6th Floor, Core 8, 7 Lodi Road, New Delhi - 110003  
E-mail: gauravsharma@itdc.co.in

Applicants (Advocates/Law Firms) shall submit the Applications containing their proposal, complete in all respect as per this Notice inviting Application.

1. The complete NIA Documents are available at Central Public Procurement Portal (CPPP) of GoI at [www.eprocure.gov.in](http://www.eprocure.gov.in) as well as on ITDC’s website <http://www.itdc.co.in>.
2. Eligible Law Firms and practicing Advocates may send their duly filled in and signed application (scanned) in the format prescribed enclosed herewith along with all supporting documents (scanned) on the email id: [gauravsharma@itdc.co.in](mailto:gauravsharma@itdc.co.in) with subject line: “**Empanelment of Advocates and Law Firms in ITDC**”, on or before 30.09.2024 upto 17:30 hrs positively.

Applicant shall also ensure that the Application shall accompany all the documents as stipulated under clause (13) of Section II along with all the documents mentioned therein and as per other requirement of this NIA.

*Note: Applicants (Advocates and Law Firms) while submitting their Applications must ensure that the subject line of their email must match exactly with the subject line i.e. “Empanelment of Advocates and Law Firms in ITDC” mentioned in the NIA. Any deviation in spelling, change of case and content of subject line may lead to non-receipt of Applications, for which ITDC shall not be responsible.*

3. Any amendment(s)/ corrigendum(s)/ clarification(s) with respect to this NIA shall be uploaded on CPP portal as well as ITDC website <http://www.itdc.co.in>.
4. The detailed Eligibility Requirements (ER) are given in section III, “Eligibility Requirement”.

5. ITDC reserves the right to cancel/ withdraw this Notice Inviting Application without assigning any reason and shall bear no liability whatsoever consequent upon such a decision.

### **DEFINITIONS**

For the purposes of these Guidelines, the terms used in this document will have the following meaning;

1. 'Advocate' means an advocate, entered in any role of the advocate under the provisions of The Advocates Act, 1961 (The Act);
2. 'Applicable Law' means any Statute, Law, Regulation, Ordinance, Notification, Rule, Regulation, Judgment, Order, Decree, Bye-Law, Approval, Directive, Guideline, Policy, requirement or other Governmental restriction or any similar form of a decision of, or determination by, or any interpretation or Administration having the force of Law in the Republic of India and the State Government, by any Government Authority or instrumentality thereof, whether in effect as of the date of this Contract or thereafter.
3. 'Competent authority' shall be Managing Director or any officer so designated by the Managing Director.
4. 'Court' shall mean and include any District Courts, any High Court, Supreme Court, Tribunals, Forums/Quasi-Judicial Authorities including those which are established under any law for the time being in force, and Arbitral Tribunal, etc.
5. Effective Hearing: Effective Hearing shall mean a hearing in which either one or both the parties involved in a case are heard by the court on the facts or Law of the case and Examination-in-chief, cross examination is conducted, issues/charges have been framed and statement recorded. If the case is mentioned by the other side and adjourned or when only directions are given or only judgment is delivered by the court, the same would not constitute an effective hearing and no fee will be payable in such an event. '

6. 'Identical Cases'/'Connected Cases': Two or more cases in which substantially identical questions of law or facts are involved and where the main difference is in the names, addresses of the parties concerned, amount of money involved etc., where common or identical judgments are delivered irrespective of the fact whether all the Cases are heard together or not.
7. 'Non-effective Hearing' shall mean all hearings which are not covered in the above definition of effective hearing, inasmuch, only adjournment is granted or matter does not reach for hearing or only next date of hearing is given without any hearing or court is on leave or there is no occasion for the court/judge to apply its judicial mind on the case
8. Professional Fee: The fee payable for professional services except actual expenses incurred shall be treated as professional fee.
9. Subordinate Court: Any Court, which is subordinate to the High Court.
10. Substantial Work: When the case has been admitted by the Court after hearing the preliminary Objections or filing of the Affidavits/Counter Affidavits etc. by the Advocate, 'substantial work' will be deemed to have been done.
11. Uncontested Cases: If cases are withdrawn by the Petitioner/Plaintiff/Appellant or is dismissed in limine or otherwise decided by the Court ex-parte before the Final Hearing, such cases will be considered as uncontested cases. No case will be considered as 'uncontested' if it is decided by the Court on preliminary Legal objections or is withdrawn during the final hearing or is withdrawn by the ITDC at the time of Admission or when a decision is given after hearing arguments on both sides.

**NIA INFORMATION SHEET**

The brief details of the NIA for empanelment are as under:

<b>(A)</b>	<b>BRIEF SCOPE</b>	Notice Inviting Applications (NIA) from Advocates/Law Firms for Empanelment of Advocates/Law Firms in ITDC.
<b>(B)</b>	<b>NIA NO. &amp; DATE</b>	01/ Legal Empanelment/ITDC/2024 & 09-09-2024
<b>(C)</b>	<b>APPLICANTS ELIGIBLE FOR APPLICATION</b>	This N I A is open to A p p l i c a n t s (Advocates/Law Firms)from within India only.
<b>(D)</b>	<b>EMPANELMENT TERM/TENURE</b>	02 years, extendable for a further 01year based on the satisfactory performance
<b>(E)</b>	<b>COST OF NIA DOCUMENTS</b>	Free of cost
<b>(F)</b>	<b>ONLINE APPLICATION SUBMISSION DEADLINE</b>	30.09.2024 (upto 17:30 hrs).

1. Applications must be submitted strictly in accordance with Clauses and terms and conditions contained in this NIA and not to stipulate any deviations/ exceptions.
2. Any Advocate/law Firm, interested in the empanelment may submit their Applications as per the terms & conditions of NIA Document on or before the due date of Application submission.
3. Clarification(s)/ Corrigendum(s) if any shall also be available on above referred websites.
4. ITDC will issue a communication to the successful Applicants (Advocate/Law Firm) in respect of their Empanelment in ITDC.

**SECTION-II**

**GUIDLINES TO APPLICANTS**

## **1. INFORMATION FOR SUBMISSION OF APPLICATIONS AND INSTRUCTIONS TO ADVOCATES/LAW FIRMS**

- 1.1 Applicants (Advocates/Law Firms) may download the complete NIA document along with its amendment(s) if any from ITDC website (<http://www.itdc.co.in>) or CPP Portal and submit their applications complete in all respect as per terms & conditions of NIA Document on or before the due date of Application submission as mentioned in the NIA Information Sheet.
- 1.2 In case of any inconformity or query, ITDC through contact person via email id: [gauravsharma@itdc.co.in](mailto:gauravsharma@itdc.co.in), may seek clarifications to get the genuine queries addressed & resolved. ITDC, through contact person via email id: [gauravsharma@itdc.co.in](mailto:gauravsharma@itdc.co.in), may seek clarifications from the Applicants (Advocates/Law Firms) to ascertain the correctness of facts & documents as presented by the Applicants (Advocates/Law Firms) and also reserve the right to verify the correctness of documents sent/forwarded on email id: [gauravsharma@itdc.co.in](mailto:gauravsharma@itdc.co.in) with the Application for Empanelment.

## **2. BROAD SCOPE OF WORK AND DUTIES.**

### **2.1. Scope of Work**

- a) Handling matters and to represent ITDC or its various Unit(s) before various Courts/Statutory Authorities/Quasi-Judicial Authorities / Forums/Tribunals i.e. the Supreme Court of India, High Courts, Subordinate Courts and Tribunals including quasi- judicial authorities established under law for the time being in force i.e. RLC/Labor Court/CGIT/Estate officer (under PP Act, 1972) etc.
- b) To represent ITDC before various Arbitration Tribunals in disputes which are referred by the Courts to the Arbitration Tribunals or by the choice of the parties to the dispute.
- c) Drafting and vetting of affidavits, applications, petitions, suits, appeals, replies, written statements, replications, rejoinders, notices & their replies, FIR, complaints, caveats, briefs for opinion and any other legal document including deeds, guidelines etc.
- d) To provide a legal opinion on queries raised.

- e) To prepare and/or vet MoUs, agreements/contracts/RFPs/Tenders/EoI/bid documents/letters and other documents of any nature.
- f) Keep ITDC informed of the date-wise developments in cases fromtime to time, particularly with regards to settling of drafts, filing of papers, dates of hearing of cases, and supplying copies of judgments/interim orders.
- g) To keep ITDC informed and updated regarding the relevant rules and regulations/laws as amended from time to time.
- h) To perform such other duties that may be assigned by ITDC from time to time.

## **2.2. Duties of Advocates/Law Firms**

While pursuing/ defending any litigation on behalf of the ITDC, the Panel Advocate/Law firm shall,

- a) Intimate day-to-day progress of the matter to the ITDC. In this regard, empanelled Advocate/Law Firm is required to send reporting email for every effective hearing/hearing on very same day and if not possible on very same day then at least within 2 working days, briefly stating therein the gist of proceedings held in the said hearing before the Hon'ble Court/Tribunal/other Statutory/Quasi-Judicial Forums along with the names of Officials of the ITDC (if any) who attended the hearing with the engaged Advocate/Advocate from Law Firm.
- b) Not to seek adjournment without any substantial and justifiable reason.
- c) Not to make any submissions contrary to the interest of ITDC before any Court/Forum/Tribunal.
- d) Not to advice neither appear either directly or indirectly or through his/its juniors/assistant advocates against ITDC.

- e) ITDC shall send the information to the empaneled advocates/Law firms through email/ SMS/what's app as the case may be, regarding entrusting of a case and after receiving email/ SMS/w hats app as the case may be, it is the duty of the said empaneled advocate/law firm to collect the brief/ copy of the petition from the consuming division or legal division of ITDC.
- f) ITDC is free to engage any advocate of its own choice and empanelled Advocate(s)/law firm(s) shall make no claim that he/she alone should be entrusted with the legal matter(s) of ITDC. Engagement of Advocate whether from among the empanelled advocates/law firms or outside would depend exclusively on the nature of the case. It would be absolutely discretionary on the part of ITDC.
- g) Refusal by any advocate/law firm to accept any work without any reasonable cause (e.g. On Grounds of conflict of interest) may entail removal of such advocate/law firm from the panel of ITDC.
- h) The Advocates/Law firms shall accept the terms and conditions of the empanelment prescribed by ITDC without any condition.
- i) It will be mandatory for empaneled advocates/Law firm to visit the unit/concerned division of ITDC as and when required to enable empaneled advocates/law firms to handle cases efficiently. The empaneled Advocates/Law Firm shall also visit the concerned Division of ITDC periodically (as directed) for general discussions and to review the progress of court matters.
- j) Quick response in cases of emergency is expected by the empaneled advocate/law firm; even though the situation may arise on holidays/ non-working days.
- k) Pleading(s), as filed before Court, shall be shared forthwith either physical copy or soft copy via email with the consuming division/unit and legal division.
- l) The Advocates/Law Firms will be required to keep ITDC informed and updated on all important developments in the designated cases, dates of hearing, order of the court on the date of pronouncement, supplying copy of judgment etc. Failure to submit status report will be a ground for removal of the name of said advocate/ law firm from the panel of ITDC.

- m) The Advocate/law firm shall provide certified copy of the judgment to ITDC within two (02) days (excluding the time taken by the court in preparation of the copy) from the date of judgement/any order/final order.
- a) The advocate/law firm will pay back to ITDC any cost imposed by the court on the opposite party in litigation with ITDC in the bank account of ITDC details of which will be provided on request for above purpose.
- n) To maintain absolute secrecy and confidentiality about the cases of ITDC and if at any point in time it has been noticed that the Advocate/Law Firm is violating the provision of this NIA, such Advocate/Law Firm shall be de-paneled with the immediate effect besides legal action will be taken as deemed fit.
- o) Coordinate with Senior Advocates, if engaged, in the case as well as with the officers of ITDC.
- p) To give a considered opinion within 07 (Seven) days of the judgment/award delivered in the assigned case with suggestions to proceed further, for which no separate professional fees will be payable.
- q) Preparing and accompanying the witness during examination-in-chief and cross examination
- r) To perform such other duties that may be assigned by ITDC from time to time.

In the event, Advocate/Law firm does not confirm to above parameters, it will entail ITDC for removal of such advocate/law firm from the panel.

### **3. GENERAL DOCUMENTS IN SUPPORT OF ELIGIBILITY**

#### **A. Qualification:**

1. Self-attested true copy of LLB, LLM (if any), and Doctorate Degree (if any) and, supporting mark sheets, etc.
2. Self-attested true copy of other educational qualifications, if any.

**B. Experience:**

1. Self-certified copy of latest CV. In case of a Law Firm, the entire profile of key position holders should be submitted through Authorized signatory.

**C. Identity Proof:**

1. Self-attested true copy of Registration of the Bar Council
2. Self-attested Identity card issued by Bar Association/ Bar Council.

**D. Establishment:**

1. Details of office Infrastructure, along with the documentary proof establishing that the office/chamber of applicant (advocate/law firm) is in Delhi/NCR
2. In case of Sole Proprietor, a copy of registration/enrolment certificate issued by the Bar Council duly certified by the Bar Association.
3. In case of Partnership firm/LLP, duly signed and notarized copy of the partnership deed.
4. In case of Company, self-attested copy of Incorporation certificate issued by Registrar of Companies, Article of Association (AoA) and Memorandum of Association (MoA).

**E. Membership:**

Self-attested true copy/ies of;

1. Empanelment with other Organizations.
2. Membership of various Bar Associations.

**F. Financials:**

1. Copy GST Registration, if applicable
2. Copy of PAN
3. Bank Mandate Form as per Format V.
4. Financial data for latest last three audited financial years must be submitted by the Law Firms in Format II.

**G. Other requirements:**

1. Declaration cum undertaking as per Format-IV.

2. Vakalatnamas.
3. Reported judgments.
4. Acceptance of all the terms and conditions of empanelment unconditionally and unequivocally.
5. A detailed document list to be submitted along with the NIA is tabulated under clause 13 of this Section.
6. Other relevant information, if any

#### **4. Signing of the NIA along with the documents and formats etc.**

- a) In case of Law firm, by authorized signatory nominated by the Managing Director/partner of the said Law Firm.
- b) In case of partnership firm, either by all partners of the firm, or partner/person signing the NIA documents (NIA, etc.) having authorization letter from the remaining partner(s)/managing partner of the said partnership firm in his/her favor.
- c) In case of Company, BoD resolution/power of Attorney in favor of person signing the Application (NIA, etc.) along with the letter of Authorization.
- d) Applicant (Advocate/Law Firm) shall put signature on every page of NIA.

#### **5. VALIDITY OF THE RESPONSE TO NIA DOCUMENT.**

The Applicants (Advocates/Law Firms) shall submit the response to NIA Document which shall remain valid upto **“Ninety (90) days”** from the date of issue of NIA. ITDC reserves the right to reject any response to NIA Document which does not meet the validity requirement. ITDC may solicit the Applicants (Advocates/Law Firms) consent to an extension of the validity period of the NIA. The request and the response shall be made in writing.

#### **6. DEADLINE FOR SUBMISSION OF APPLICATIONS**

The Applications duly filled in and signed (scanned) in the format prescribed enclosed herewith along with all supporting documents (scanned) must be received by ITDC on the email id: gauravsharma@itdc.co.in with subject line: **“Empanelment of Advocates and Law Firms in ITDC”** not later than the date and time mentioned in the **“NIA Information Sheet”**. Applications received later than the deadline prescribed for submission of Applications by ITDC will be summarily rejected.

*Note: Applicants (Advocates and Law Firms) while submitting their Applications must ensure that the subject line of their email must match exactly with the subject line i.e. "Empanelment of Advocates and Law Firms in ITDC" mentioned in the NIA. Any deviation in spelling, change of case and content of subject line may lead to non-receipt of Applications, for which ITDC shall not be responsible.*

#### **7. WITHDRAWAL OF APPLICATION.**

No Application can be withdrawn after the same is received by the ITDC. Submission of an Application by an Advocate/Law Firm implies that the same has been submitted after reading and complying all the NIA documents including amendments if any, and the Applicant has made himself aware of the nature of scope and other relevant factors required to be executed after being empaneled with ITDC.

In case application is withdrawn by the applicant, then such applicant shall be barred for three years (03) from applying for empanelment as an advocate/law firm in ITDC.

#### **8. CLARIFICATION REGARDING APPLICATION (NIA).**

To assist the examination, evaluation and comparison of the Applications received, ITDC may at its discretion ask the Advocate/Law Firm for any clarifications as considered essential. All such correspondence shall be made in writing through email to member secretary on email id: gauravsharma@itdc.co.in and no change in substance of the NIA shall be either sought or permitted. Above clarification and their response shall form the part of the NIA and shall be binding on the Applicant (Advocate/Law Firm).

#### **9. CANVASSING**

No Advocate/Law Firm is permitted to canvass to ITDC on any matter relating to this NIA. Any Advocate/Law Firm found doing so may be disqualified and his application may be rejected.

#### **10. RIGHT TO ACCEPT ANY APPLICATION OR REJECT APPLICATIONS.**

ITDC reserves the right to accept, split, divide, cancel or reject any Application or to annul and reject all Applications at any time prior to the issue of Letter of Empanelment, through member secretary without incurring any liability to the affected Advocate/Law Firm or any obligation to inform affected Advocate/Law Firm, the grounds of such action.

## 11. REJECTION CRITERIA:

Notwithstanding the above, ITDC reserves right to summarily reject application without assigning any reasons thereof and no claim/dispute in this regard shall be entertained. The ground for rejection will not be limited to any/all of the following grounds:

- i. Non-conformity with eligibility Criteria including General Eligibility conditions, and Financial Qualifying Requirements.
- ii. Deviation from the clauses of NIA document.
- iii. Non-adherence to the applicable laws.
- iv. Non-submission of documents as per prescribed formats.
- v. Non-submission of requisite documents/information.
- vi. Incomplete application from the applicant in any respect.
- vii. Application submitted after the last date of submission as per NIA.
- viii. Response to NIA Documents that are incomplete, which do not substantially meet the requirements prescribed in this NIA Document, will be liable for rejection by ITDC.
- ix. Applicant (Advocate/Law Firm) delaying in submission of additional information or clarifications sought will be liable for rejection.
- x. Any other condition specifically mentioned in the NIA document elsewhere that non-compliance with the clause leads to rejection of the application.

**Note:** Further, it is once again reminded not to mention any condition in the NIA which is contradictory to the terms and conditions of NIA document.

## 12. Communication of Empanelment.

After scrutiny, evaluation and finalization of the Applications received, a communication in writing, through member secretary, will be sent to the successful Applicants (advocate/law firm) for their empanelment in the ITDC with the acknowledgment and acceptance due. The process of empanelment shall complete when the ITDC receives an acceptance, from such successful applicant (advocate/law firm) within stipulated time, of all the terms and

conditions of the Empanelment, failing which the said empanelment will be deemed to be rejected against such applicant.

### 13. DOCUMENTS COMPRISING THE APPLICATION

Eligible Law Firms and practicing advocates may send their applications duly filed in & signed (scanned) in the format prescribed enclosed herewith along with all supporting documents (scanned) on the email id: gauravsharma@itdc.co.in with subject line: **“Empanelment of Advocates and Law Firms in ITDC”**, on or before 30.09.2024, upto 17:30 hrs positively.

*Note: Eligible Applicants (Advocates/Law Firm) are advised to submit only one application through online. If more than one application is received from an Applicant (Advocates/Law Firm), most recent (current) application will be considered.*

*Note: Applicants (Advocates and Law Firms) while submitting their Applications must ensure that the subject line of their email must match exactly with the subject line i.e. **“Empanelment of Advocates and Law Firms in ITDC”** mentioned in the NIA. Any deviation in spelling, change of case and content of subject line may lead to non-receipt of Applications, for which ITDC shall not be responsible.*

The last date of receiving the Applications in the prescribed format along with supporting documents on the email id: gauravsharma@itdc.co.in is 30.09.2024 upto 17:30 hrs and shall be treated as final.

- i. 'Covering Letter' on Applicant's 'Letterhead' (in Original) clearly specifying the enclosed contents, as per Format
- ii. Format for Turnover for the last 03 (Three) financial years as per Format II.
- iii. Application for Empanelment as per Format III along with all the requisite documents mentioned in the format.
- iv. The format of undertaking as per Format-IV.
- v. The Bank mandate as per Format- V.
- vi. Duly attested documents in accordance with the "Eligibility Requirements (ER)" establishing the qualification.

#### **14. CLARIFICATIONS/ENQUIRES/ AMENDMENTS**

Clarifications if any, on NIA Document may be sought through email only from the contact person (i.e. member secretary) on email id: [gauravsharma@itdc.co.in](mailto:gauravsharma@itdc.co.in) not later than 07 daysafter publication of NIA Document.

Clarification/Amendments if any will be uploaded to the website of ITDC at [www.itdc.co.in](http://www.itdc.co.in) for information of all concerned. All the applicants are requested to remain updated with the website. No separate reply/intimation will be given for the above, elsewhere.

#### **15. NO DEVIATION:**

The applicant (Advocate/Law Firm) is to ensure compliance with all provisions of this NIA and submit their application accordingly. NIAs with any deviation from the conditions stated herein shall be liable for rejection.

#### **16. OTHER CONDITIONS**

- a) Wherever information has been sought in specified formats, the Applicant (Advocate/Law Firm) shall fill in the details as per the prescribed formats.
- b) If the Applicant (Advocate/Law Firm) conceals any material information or makes a wrong statement or misrepresents facts or makes a misleading statement in its response to NIA Document, in any manner whatsoever, ITDC reserves the right to reject such response to NIA Document and/or cancel the Empanelment, if issued. Applicant (Advocate/Law Firm) shall be solely responsible for disqualification based on their declaration in the submission of response to NIA Document.
- c) ITDC may at its discretion extend the deadline for submission of the application under this NIA at any time before the stipulated last date of submission of the application.
- d) Applicant (Advocate/Law Firm) shall mention the name of the contact person and complete address of the Applicant in the covering letter.

- e) ITDC reserves the right to make any changes in the terms and conditions of the NIA.
- f) ITDC will not be obliged to meet and have discussions with any Advocate/Law Firm and or to listen to any representations, except clause 14 of section II.
- g) ITDC reserves the right to decide the size of the panel and number of Advocates/Law firm which shall be determined by the Competent Authority based on the requirement and quantum of work.

## **SECTION-III**

# **ELIGIBILITY REQUIREMENTS FOR EMPANELMENT**

Eligibility of the Applicant will be based on their meeting the minimum requisite criteria specified below:

### **1. GENERAL ELIGIBILITY CONDITIONS**

- a) The Applicant (Advocate/Law Firm) should not have been debarred/banned/suspended by the Government of India/ any State Government/ Government Agency/ High Court Supreme Court/ District Court from empanelment for any reason within past 03 (three) years and also no disciplinary case is pending against the Advocate/ Advocate who is part of Law Firm before concerned disciplinary authorities of States and Bar Council of India in past 03 (three) years.
- b) It shall be the sole responsibility of the Applicant (Advocate/Law Firm) to inform ITDC in case the Applicant (Advocate/Law Firm) is debarred from participation by any Government Ministry/department/autonomous organizations/banks/FIs etc. Concealment of the facts shall be tantamount to misrepresentation and shall lead to action against such Applicant (Advocate/Law Firm).
- c) Applicant (Advocate/Law Firm) shall intimate the change in their status, if any prior to the completion of process of empanelment in ITDC.
- d) The Advocate may be carrying out practice as a sole proprietorship either registered or otherwise.
- e) Advocate/Law Firm who appeared/advised against ITDC before courts during last 3 years shall not be eligible to submit Application due to conflict of interest. In case any Advocate and Law Firm despite above apply for the Empanellment and in case above fact comes into knowledge of ITDC then in such an eventuality ITDC shall reserve its right to take action against such Applicant (Advocate/Law Firm) including but not limited to debar them for 3 years from applying for empanelment as an advocate/law firm in ITDC.
- f) It is mandatory for Applicants (Advocate/Law Firm) to have their office(s) located in Delhi, NCR with adequate infrastructure facility.
- g] The MSME applicants will dealt in accordance with The Micro, Small and Medium Enterprises Development Act, 2006

## 2. ELIGIBILITY CONDITIONS

2.1 The Advocates/Law Firms should have the following years of professional experience to qualify under each category.

S. No.	Years of Professional experience/Establishment	Category
1.	More than 20 years	A
2.	More than 10 years but less than 20years	B
3.	More than 5 years but less than 10 years	C

2.2 The Advocates/Law Firms should further have experience in following areas of specialization for the empanelment in ITDC. Advocate/Law Firm will be considered for a maximum of four (04) of the below-mentioned areas:

S. No.	Area of Specialization
1.	Service and Labour matters before Central Administrative Tribunals, Labour Authorities under ID Act and CGIT-cum-Labour Court.
2.	Estate cases under Public Premise Act, 1971 and in Appeal Courts particularly licensee disputes.
3.	Contractual matters
4.	Commercial Laws/Arbitrations
5.	Civil Matters (including but not limited to land,property, writs against (i) awards of CGIT-cum-Labour court; (ii) Judgments of Central Administrative Tribunals etc.)
6.	Criminal Matters (including but not limited to Cheques bouncing etc.)
7.	Any other Miscellaneous specialization not listed herein above.

Document Required: Proof of documentation conforming professional experience details/educational qualification certificate/ bar council registration/ experience certificate/ Vakalatnama/ copies of reported judgments/ Documents establishing the Empanelment with PSUs, government bodies, etc.

### 3. FINANCIAL ELIGIBILITY CONDITIONS

- 3.1** The Minimum Average Annual Turnover of the Law Firms i.e. incorporated in the form of (i) Limited Liability Partnerships (LLP), (ii) Partnerships Firms and (iii) Companies as the case may be, in the last three financial years (i.e., FY 2020-21, 2021-22 & 2022-23) should be **INR 1 Crore (Indian Rupees One Crore only)**.
- 3.2** The Advocates/Sole proprietorship firms are required to submit their income tax return (ITR) for the last three financial years (i.e., FY 2020-21, 2021-22 & 2022-23).

The Minimum Average Annual Turnover shall mean Revenue from Operations as incorporated in the profit & loss account excluding other income, e.g., the sale of fixed assets. A summarized sheet of average turnover, certified by a practicing Chartered Accountant/Statutory Auditor should be compulsorily enclosed along with corresponding annual accounts.

Financial data for latest last three audited financial years has to be submitted by the Law Firm in the attached Formats of the NIA document along with audited balance sheets. The financial data in the prescribed format shall be certified by Chartered Accountant with his stamp, signature and UDIN.

**AND**

- 3.3** The net worth for the last three financial years should be positive for the applicants. However, the "Net Worth" of the Law Firm shall be calculated as per Company Act 2013.

**However, the financial eligibility criteria as per Clause 3.1 above, is not applicable to the Advocates or sole partnership firm, and the applicability of the same will be restricted to the Law Firms incorporated as (i) partnership firms established (under Partnership Act, 1932), (ii) LLPs (under Limited Liability Partnership Act, 2008) and (iii) Body Corporate (under Companies Act, 1956 (old)/2013(new) as the case may be.**

The Applications submitted by Law firms, which do not qualify for the eligibility criteria & Financial criteria stipulated in Clauses 3 above, shall

not be considered for further evaluation and therefore would be rejected at that stage only. However, ITDC may seek clarifications through email id: gauravsharma@itdc.co.in from the Law Firms, if so desire, so as to ascertain the correctness of facts & documents as presented by the Law firm. The mere fact that the Applicant is qualified as mentioned in the eligibility and financial criteria under Clause 3 above shall not imply that his Application shall automatically be qualified for empanelment.

#### 4. SELECTION PROCEDURE

- 4.1 All applications received in response to the NIA floated by ITDC shall be scrutinized based on the eligibility conditions.
- 4.2 The size of the panel and number of Advocates/Law Firms in a particular field/category in the panel shall be determined by ITDC on the requirement and quantum of work and the applicants have no right claim for empanelment even he/she secured the qualifying marks.
- 4.3 The applications shall further be scrutinized on the basis of following mandatory parameters set out for shortlisting of applicants. The qualification criteria shall carry a maximum of 50 marks, out of which 25 marks will be the minimum qualifying marks for Category “A” Advocates and Law Firms, 15 marks for Category “B” Advocates and Law Firms and 10 marks for Category “C” Advocates and Law Firms.
- 4.4 The Criteria for Categories are enumerated herein under:

S.No.	Eligibility Criteria	Maximum Points
1.	Expertise in handling maximum of 4 areas from the following. The relevant judgments/order/in the name of Applicant shall be annexed in support: a) Service and Labour matters, b) Licensees dispute under Public Premise Act, 1971 c) Contractual matters d) Commercial Laws/Arbitrations e) Civil Matters (including land, property etc.) f) Criminal Matters (including chequebouncing etc.)	16

2.	Category	Years of professional experience/ establishment	10
	A.	More than 20 years. (5 point for 20 years and 1 point for every completed year)	
	B.	More than 10 years but less than 20 years.	
		(5 point for 10 years and 1 point for every completed year)	
	C.	More than 5 years but less than 10 years (5 point for 5 years and 1 point for every completed year)	
3.	Reported Judgments of SC/HC SC- 2 marks HC - 1 mark		10
4.	Number of panel (02 years or more) of similar nature of work of Public Sector Undertaking or government bodies. (1 point for each panel)		10
5.	Advocate/Law firm having offices/chamber Pan-India (including Delhi-NCR, Mumbai, Chennai and Kolkata) (1 point for each metro cities)		04

It may be noted that merely securing the minimum qualifying marks as per the criteria in the table above does not guarantee the empanelment of the advocate/law firm in this NIA.

## **SECTION-IV**

# **PAYMENT TERMS AND CONDITIONS AND OTHER GENERAL CONDITIONS OF EMPANLEMENT**

**1. Payment of fees and other Condition.**

- a) The fee payable to the advocate/law firm shall be governed by the schedule of fees (SoF) approved by ITDC which is annexed at Annexure-A.
- b) The fee payable in identical/connected cases shall be full appearance fees (as applicable) in the main case and 25% appearance fees in each of the connected case(s). The other applicable fees visa-viz drafting, conference etc. will also be computed accordingly.
- c) The fee payable to the empaneled Advocate(s)/Law firm(s) for non-effective hearing shall be only 25% of the applicable appearance fees.
- d) If the Empaneled Advocate/Law Firm is required to travel outstation in connection to a court case or w.r.t any issue where interest of ITDC is involved, then such Empaneled Advocate/Law Firm shall be entitled to claim traveling expenses (travel and/or stay and/or food) on actuals on production of bills/invoices subject to maximum limit admissible to the Assistant Manager (AM) of the ITDC. However, in case of exigency and considering the gravity of matter, Competent Authority may relax the said admissibility (as of AM) on case to case basis.
- e) The empaneled Advocate/Law Firm will not be paid any fees for providing legal opinion pertaining to the court case(s) being assigned to them.
- f) Conference charges shall be payable only when representative of ITDC remain present during the conference and charges are certified by him/her.
- g) Empanelled Advocate/Law Firm will be engaged on lump sum basis with the approval of Competent Authority in ITDC as per prevalent DoP. In such situation the consolidated fees will be payable to the empanelled Advocate/Law Firm for conducting arbitration/litigation which will be released in following manner:
  - (i) 50% of the lump sum at the time of filing the case or filing the appropriate defense, as applicable.
  - (ii) 50% of the lump sum fees on the receipt of certified copy of the

Award/judgment/order along with legal opinion for further course of action.

- h) If there is a change of advocate/law firm for any reason(s) whatsoever including return of brief, then the new advocate/law firm is entitled for pro-rata payment depending upon the stage at which the matter/case is assigned.
- i) Payment will be released to the account of the empaneled (Advocate/Law Firm) only on submission of the Invoice/Bill duly completed in all respect, subject to satisfaction with due verification as applicable, duly certified by the concerned Division of ITDC.
- j) The empaneled Advocate/Law Firm shall provide their bank details along with PAN Card details for remitting their professional fees along with authorizing letter, where ever required. Payment will be released through RTGS/NEFT/IMPS in the name of Advocate/Law Firm after statutory deductions (if any). ITDC shall be free to ask more documents for processing professional Bill as per statutory and regulatory requirements.
- k) Penalty: In cases where ITDC has to incur monetary loss for any established negligence (for e.g.: Where the Advocate does not attend the court or doesn't submit the reply in time) on the part of empanel law firm/advocate, the loss shall be make good by the such law firm/advocate. It shall be realized from the pending bills or by raising claims.
- l) No retainer fee shall be paid to any panel Advocate/law firm merely because such advocate/firm has been empaneled.
- m) In case of settlement arrived in any sub-judice matter in any court proceeding, then the dealing advocates/law firm would be entitled to a pro-rata percentage of fees till that stage of court proceeding.
- n) No interest shall be payable on delayed payment.
- o) All Payments shall be made in INR.

## **2. Nature and duration of the Empanelment.**

- a) The empanelment of the Advocate/Law firm shall be done for a period of 02 (two) years, with an extension of 01 (one) year on original terms and conditions, based on performance review and the discretion of ITDC.

- b) Empaneled Advocate/Law firm shall not delegate the cases/assignment entrusted to them by ITDC.
  - c) In case, empanelled advocate/law firm desire to withdraw from the empanelment, he/they may do so by giving three months' notice. However, ITDC reserves the right to terminate or curtail the empanelment of any Advocate/Law Firm at any time or withdraw the brief at any stage of litigation, by giving 15 days' notice without assigning any reason thereof.
  - d) In aforesaid situation, it shall be the obligation of the such empanelled advocate/law firm to hand over the complete records of entrusted cases or assignments to ITDC or to other empanelled Advocate/Law firm along with no objection, as per the instruction of ITDC. No consequential damages shall be payable by the ITDC to such Advocate/law Firms in the event of such termination. Cancellation of empanelment shall not affect any other rights ITDC may have.
  - e) The empanelment shall not confer any right for allocation of cases.
3. The empaneled advocate/Law firm shall maintain absolute secrecy and confidentiality about the cases/issues of the ITDC and any other information acquired during the empaneled period with ITDC. The successful Advocate/Law Firm shall ensure that each of such employees, associates, lawyers, paralegal staff are made aware of the nature of the confidential information and shall always remain liable for the wrongful disclosure by such persons.
  4. In the course of implementation of these guidelines if any doubt or difficulty arises or doubt regarding the interpretation of any clause(s) of these guidelines arises, the decision of ITDC shall be final.
  5. Private Practice and Restriction: An applicant shall have the right to private practice which should not interfere with or be in conflict with the interest of ITDC & in efficient discharge of his duties.
  6. If required and considered appropriate by the Competent Authority, Attorney General India/Solicitor-General of India/Additional Solicitor General/Advocate General/Designated Senior Advocates may be engaged by ITDC on the recommendations of the dealing Advocate and Law Firm 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 Competent Authority.

7. That the empaneled Advocate/Firm of Advocate is not a standing counsel/attorney of ITDC Ltd. etc., if not engaged by ITDC, and as such, the Advocate/ Firm of Advocate will not receive notice directly from any of the petitioner(s) on behalf of the Company.
8. All miscellaneous work such as notarization, photocopying etc. of petitions/counters/judgments will be the responsibility of the empaneled Advocate/Law Firm. ITDC will provide all documents through e-mail or post or Whats App only to the Advocate/Law Firm office, and it is their responsibility to take prints etc.
9. If Panel Advocate/Law firm has committed professional misconduct or has indulged in any act which is against professional ethics or has facilitated fraud/perpetration of fraud, ITDC shall take steps to lodge Complaint with the Bar Council concerned, for appropriate action.

#### **10. LANGUAGE**

All documents, statements, instructions, catalogue, brochures, notices, and all other communications shall be in the English language.

#### **11. JURISDICTION**

Disputes, if any, in relation to the empanelment shall be subject to exclusive jurisdiction of courts at New Delhi only.

#### **12. REMOVAL FROM PANEL**

Empanelment may be liable to be cancelled due to occurring of any of the following disablements on the part of the Advocate/Law Firm. No reasons/justification shall be given by ITDC in this regard. No correspondence in the matter shall be entertained.

- a) Giving false information in the application for empanelment;
- b) Failing to attend the hearing of the case without any sufficient reason and/or prior information.
- c) Not acting as per ITDC's instructions or going against specific instructions.

- d) Threatening, intimidating or abusing any of the ITDC's employees, Officers or representatives;
- e) Handing over the brief or matter to another Advocate/Law Firm without prior written permission of ITDC.
- f) Not returning the brief when demanded or not allowing or evading to allow its inspection on demand;
- g) Making any of his associates or juniors appear on behalf of any of the opposite parties in cases/appeals related to ITDC's without permission;
- h) Committing an act tantamounting to contempt of court or professional misconduct;
- i) Conviction of the Advocate/Law Firm in any offence resulting in arrest or detention or disbarment by the Bar Council;
- j) Passing on information relating to ITDC's case on to the opposite parties or their advocate/Law Firm which is likely to cause damage to ITDC's interests;

**13. GENERAL CONDITIONS**

- a. NIA is not an offer and application for empanelment does not confer any right/assurance whatsoever that the advocate/law firm will be empaneled on the panel of ITDC.
- b. The advocates/law firms whose names are retained in the ITDC list of advocates shall cease to be on the ITDC list of advocates after new panel is finalized against this NIA, therefore, they are also required to apply afresh to this notice. However, it is clarified herethat cases which are being dealt by existing advocates of ITDC willcontinue to be dealt by them in accordance with the earlier arrangements qua w.r.t to their professional fees.
- c. Mere submission of the Application and fulfilling of eligibility criteria does not entitle Advocate/Law Firm to empanelment.
- d. ITDC stands indemnified from any claims raised by Associates/employees/staff of the Advocate/Law Firm relating to fees of any kind including but not limited to payment for professional fees or any services or claims relating to statutory dues. All such claims and dues shall be the sole responsibility of the Advocate/Law

Firm. ITDC also stands indemnified from any compensation arising out of accidental loss of life or injury sustained by the Associates/staff/employee of the Advocate/Law Firm while discharging their duty towards performance of services.

- e. This NIA document has been prepared in good faith, neither ITDC nor their employees or advisors make any representation or warranty, express or implied, or accept any responsibility or liability, whatsoever, in respect of any statements or omissions herein, or the accuracy, completeness or reliability of information, and shall not incur any liability under any Law, Statute, Rules or Regulations as to the accuracy, reliability or completeness of this document.
- f. The Applicants (Advocate/law Firms) are required to maintain proper and adequate infrastructure such as office premises, number of junior advocates, assistants, clerks and fax, mobile phone, fixed phone, internet connection, etc. during the period of empanelment.
- g. The empanelled Advocate/Law Firm shall not enter into any compromise or agree to grant any concession or move any statement in Courts to this effect in any matter without prior permission in writing of ITDC.
- h. ITDC reserves the right to accept or reject any or all the applications at any stage of the process without assigning any reason thereof and no claim/dispute in this regard shall be entertained.
- i. Mere empanelment of the Advocate/Law Firm in ITDC does not guarantee any award of work/assignment by ITDC.
- j. ITDC is authorized to empanel any Advocate / Law Firm of its choice and no right exists for an empaneled Advocate/Law firm to claim that they alone should be entrusted with ITDC work.
- k. Panel Advocate/Law Firm should not use ITDC name, symbol, logo, tagline, etc. in their letterhead, signboard, nameplates, pamphlets, etc.; such as 'Legal advisor to ITDC' / 'Advocate for ITDC', etc.
- l. The Advocates empaneled under these guidelines shall not be treated as employees of ITDC and therefore, shall not be eligible for any benefits available to employees of ITDC.
- m. No application sent through post will be entertained for empanelment of Advocate/Law Firm in ITDC.

- n. The application received will be shortlisted which meets the eligibility criteria.
- o. Successful applicant (Advocate/law Firm) will be informed about such empanelment as and when the process is complete. ITDC shall not entertain any request or query from any Applicant on the status of their empanelment at any point of time.

## **SECTION-V**

# **FORMATS & ANNEXURES**

**COVERING LETTER**

**(The covering letter should be on the Letter Head of the Advocate/Law Firm)**

Date: \_\_\_\_\_ Reference No: \_\_\_\_\_  
From: \_\_\_\_\_ (Insert name and address of Advocate/ Law Firm)

Tel.  
Fax:  
Email:

To  
The Member Secretary,  
India Tourism Corporation Limited,  
Registered office at:  
SCOPE COMPLEX, 6th Floor,  
Core 8, 7 Lodi Road, New Delhi - 110003  
Phone No. 011-24360303, 011-24307601  
Fax No. 011-24360233

Sub: Response to NIA Document..... date..... for NIA  
document for.....at ITDC.

Dear Sir,

I/We, the undersigned ..... [*insert name of the 'Applicant'*] having read, examined and understood in detail the NIA Document hereby submit my/our response to NIA Document. I/We confirm that in response to the aforesaid NIA Document, i/we have not submitted more than one response to this NIA Document including this response to NIA Document. I/We am/ are submitting application for seeking empanelment in ITDC.

1. I/We give our unconditional and unequivocal acceptance to the NIA Document dated and to its terms and conditions issued by ITDC. In token of my/our acceptance to the NIA Document, the same have been initialed by me/ us and enclosed with the response to NIA Document.
2. I/We have submitted our response strictly as per the instructions of

this NIA, without any deviations, conditions and without mentioning any assumptions or notes in the said Formats.

3. I/We hereby unconditionally and irrevocably agree and accept that the decision made by ITDC in respect of any matter regarding or arising out of the NIA Document shall be binding on me/us. I/We hereby expressly waive and withdraw any deviations and all claims in respect of this process of NIA.
4. I/We are enclosing herewith my/our response to the NIA Document with formats duly signed as desired by ITDC in the NIA Document for your consideration.
5. I/We hereby irrevocably accept and comply with the terms and conditions as stipulated in Clause 1 of Section-IV (Payment Terms and Conditions And Other General Conditions Of Empanelment) under the title "Schedule of fees and other condition" and Annexure-A of this NIA.
6. It is confirmed that my/our response to the NIA Document is consistent with all the requirements of submission as stated in the NIA Document and for subsequent communications from ITDC.
7. The information submitted in my/our response to the NIA Document is correct to the best of my/our knowledge and understanding. I/We would be solely responsible for any errors or omissions in my/our response to the NIA Document.
8. I/We hereby declare that I am/our Law Firm i.e. Partnership Firm, LLP and company as the case may be has not been debarred/blacklisted by any Central/State Govt. Ministry or Department/Public Sector company/Government autonomous body during last 3 years on account of poor and unsatisfactory services.
9. I/We confirm that all the terms and conditions of my Applications are valid for acceptance for a period of Ninety days (90) days from the date of Issue of NIA.

10. Contact Person

Details of the representative to be contacted by ITDC are furnished as under:

Name : .....  
Designation : .....  
Company : .....  
Address : .....  
Phone Nos. : .....

Mobile Nos.: .....  
Fax Nos. : .....  
E-mail address: .....

I/We have neither made any statement nor provided any information in Application, which to the best of my/our knowledge is materially inaccurate or misleading. Further, all the confirmations, declarations and representations made in my/our Application are true and accurate. In case this is found to be incorrect after my/our empaneled with ITDC, i/we agree that our Empanelment shall be treated as cancelled.

Dated the \_\_\_\_\_ day of \_\_\_\_\_, 20...

Thanking you,

Yours faithfully,

(Name, Designation and Signature of Authorized Person)

**Format-II****FORMAT FOR TURNOVER FOR LAST 03 (THREE) FINANCIAL YEARS FOR LAW FIRMS**

<b>S. No</b>	<b>Financial Year</b>	<b>Turnover</b>	<b>Net worth</b>	<b>Remarks</b>
1	2020-21			
2	2021-22			
3	2022-23			

Reference point 3 of section III of this NIA shall be adhered by the Applicants/Law Firm).

Date:

Signature of Chartered

Seal and Signature of

Advocate/Law Firm Accountant with Seal

Witnesses:

**Format-III****APPLICATION FOR EMPANELMENT AS AN ADVOCATE/LAW  
FIRM**

<b>S.No.</b>	<b>Particulars</b>	<b>Details of particulars</b>	<b>Relevant documentary proof attached (Y/N)</b>
1.	Name of Advocate/Law Firm		
2.	Date of Birth (For Advocates) Age (as on..... )		
3.	Year of Establishment of (Firm/LLP/Company): (With documentary evidence)  a. In case of Company/LLP, enclose a certified copy of the certificate of incorporation. b. In case of Partnership Firm, along with enclose a certified copy of the Partnership Deed.		
4.	Name(s) of the Managing Partner(s) (For Law Firms only):		
5.	Names & Experience details/Profiles of the Partner & other team members <b>(For Law Firms only):</b> (i) Partners;		

	(ii) Principle Associate(s) (ii) Sr. Associate(s) and (iv) Associate(s)		
6.	Annual Turnover and net worth for past three financial years (FY 22-23, FY 21-22, FY 20-21): To be supported by a certificate from the CA/Auditor of the Law firm/LLP/Company.  In case of Advocate/Sole proprietor, income tax return (ITR) for the last three financial years (i.e., FY 2020-21, 2021-22 & 2022-23).		
7.	Details of the Following (as applicable): a. Bank Details (Name, Account No., IFSC Code) b. Copy of PAN No: c. Copy of GST ID d. GSTN Address		
8.	Years of experience as an Advocate: (Enrolment details-enclosed Copy of Bar Council license enrolment/registration certificate)		
9.	Courts/Forums/Tribunals where practicing:		
10.	Office Address details:		
11.	Contact No. of Advocate/Law Firm with e-mail Id:		
12.	Areas of specialization (submit proof as stipulated ):		
13.	Details of cases won in the applied area of specialization: (submit proof)		
14.	Reported judgment of SC/HC.		

15.	Details of chamber/office (For Advocates)/branch offices Pan-India (for Law firms):		
	(enclose proof like Electricity/telephone bill, etc.)		
16.	Number of Panel (PSU/ Government bodies, etc.)		
17.	Details of Achievement (s) and award(s), if any, :		
18.	Other documents required as per the qualification criteria: (Submit Proof)		
19.	Other relevant documents, if any, in support of eligibility:		

*Note: Please strike off the column whichever is not applicable.*

**FORMAT IV**

**Declaration cum Undertaking**

I/We, (Advocate/Law Firm), having office/Registered office at.....

....., hereby, declare that I/We have verified the details indicated here-in-above and also confirm that all the information submitted is true to the best of my /our knowledge & belief. In case of any misrepresentation/violation/non-adherence of any terms and conditions mentioned in this NIA, ITDC may reject my application at any stage of empanelment without providing any reason.

I/We declare that I/We have never been penalized by any Bar Council/Association in any disciplinary proceedings. I/We further declare that, at present, I/We am not handling any case/ matter against ITDC.

Furthermore, any information shared by ITDC during the period of empanelment will be confidential information and I/We will not share, upload or quote, inform to any person, firm or organization under any circumstances what-so-ever. I/We also undertake that in case any legal action is initiated by concerned Advocate /Law firm, I/We will not make ITDC as party of legal proceedings and will not make ITDC liable/responsible to any act or omission or liable to pay any amount, claim, compensation or damages.

(Signature)

(Name: )

(Advocate/Law Firm) (With Seal)

Date:

Place

**FORMAT-V**

**BANK MANDATE FORM**

APPLICANT NAME :

ADDRESS OF APPLICANT :

PARTICULAR OF BANK ACCOUNT

a) NAME OF THE BANK :

b) NAME OF THE BRANCH:

c) ADDRESS OF THE BANK:

d) 9 DIGIT CODE NUMBER OF THE BANK & BRANCH:

(As appearing in micro Cheque issued by the Bank)

e) TYPE OF ACCOUNT (CURRENT, CASH, CREDIT):

f) ACCOUNT NUMBER :

g) IFSC:

I hereby declare that the particulars given above are correct and complete and accord our consent for receiving payment through electronic mechanism.

Signature of the authorized signatory(ies) & Designation

Place:

Date:

Official seal of the company

**BANK CERTIFICATION**

Certified that the particulars furnished above are correct as per our record.

**Bank's stamp**

Signature of the authorized official of the bank

**SCHEDULE OF FEES (SOF)****Annexure-A**

<b><u>S. No</u></b>	<b><u>Nature of services</u></b>	<b><u>Category A (Rs.)</u></b>	<b><u>Category B (Rs.)</u></b>	<b><u>Category C (Rs.)</u></b>
1.	Drafting of SLP, petitions, suits/plaint, appeals, Counter, original application(s), arbitration claimor petitions and its replies, written statements, criminal Complaint etc.	20,000/-	15000/-	10,000/-
2.	Drafting of Misc. Application/Inter locutory application, replications, rejoinders, FIR/complaints, legal document including deeds, guidelines, etc. (including conference)	10,000/-	7,500/-	5,000/-
3.	Drafting of Legal Opinion, Legal Notices and their replies.	8,000/-	5000/-	3,000/-
4.	Drafting and filing of Caveat Petition in any Court. (Including Conference)	2500/-	2000/-	1500/-

**NIA FOR EMPANELMENT OF ADVOCATES/LAW FIRMS IN ITDC**

5.	Appearance fees (applicable only when Advocate is appointed on per appearance basis by Competent Authority in accordance with DoP)	Supreme Court	21000/-	Supreme Court	17500/-	High court-	8000/-
		High Court	16000/-	High Court	12000/-		
		Other Courts	8000/-	Other Courts	6000/-	Other courts-	4000/-
6.	For non-effective hearing (applicable only when Advocate is appointed on per appearance basis by Competent Authority in accordance with DoP)	25% of appearance fees under A, B & C category, as applicable in respective Courts.					
7.	Fee per Conference.	7500/-	5000/-		2500/-		
8.	Consolidated/Lump Sum fees (In case Advocates are appointed on consolidated/Lump sum fees. No other fees component under annexure 'A' shall be payable, except for S.No.9 & 11)	150000/-		100000/-		60000/-	
9.	Fee for Outstation	1.5 times of appearance fees under A, B & C category, as applicable in respective Courts.					
10.	Clerkage (applicable only when Advocate is appointed on per appearance basis by Competent	10% of S.No. 5&6					

NIA FOR EMPANELMENT OF ADVOCATES/LAW FIRMS IN ITDC

	Authority in accordance with DoP)	
11.	Out of pocket expenses, if required and permitted by ITDC.	As per actuals with documents in support thereof.
12	To vet MoUs, agreements/contracts/RFPs/Tenders/EoI/bid documents/letters and other documents.	5,000/-
13	Lump Sum fees for conducting Criminal Complaint u/s 138 of NI Act, 1881	25,000/- for "A" category Advocates 20,000/- for "B" category Advocates 15,000/- for "C" category Advocates.