



No. GMBA/DNB/Legal/Advocate Empanelment/2024-25/03 dated at Dhanbad the 09-05-2024

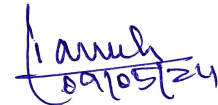
**NOTICE INVITING APPLICATIONS  
FOR EMPANELMENT OF ADVOCATES/LAW FIRMS FOR DHANBAD BA**

For and on behalf of the General Manager Business Area BSNL Dhanbad, applications in sealed cover or envelope for “**Empanelment of Advocates / law firms in BSNL Dhanbad BA for various legal and professional services**” is hereby invited from well established and qualified advocates / legal firms for Advocate Panel at BA Level Dhanbad for handling the Court cases in **District & Taluka Courts/CDRF/CGIT/Labour Court(RLC/ALC/Dy.CLC)/MSMEs etc.**, situated at **Bokaro District, Dhanbad District, Jamtara District, Deoghar District, Dumka District, Pakur District, Godda District and Sahibganj District** for BHARAT SANCHAR NIGAM LIMITED for a period of one year from the date of empanelment and may be extended on basis of performance. Advocates applying for empanelment should have a **minimum 10 (Ten) years** court experience. In case of firms of advocates having **3 [Three] to 4 [Four]** advocates; the minimum court experience required for **Sr. Partner(s) should be 10 (Ten) years**.

The fees for handling the court cases will be payable as prescribed by Ministry of Law, Justice & Affairs for Government Counsel from time to time.

The Advocates/ firm of advocates may forward their application in an envelope subscribing “**Application for empanelment of advocates - BSNL Dhanbad BA**” in proforma mentioned below and sent to “**The Assistant General Manager (Admin & Legal), O/o GMBA Dhanbad, 2<sup>nd</sup> Floor, CTO Building, Hirapur, Dhanbad – 826001**”, positively please. The last date of submission of application is **10-06-2024 by 15.00 Hrs.** For details please visit the official website. <https://jharkhand.bsnl.co.in/tenderdnb.php>

Encl :- Proforma for Application (Annexure –A).



**AGM (Admin & Legal)  
O/o the GMBA, Dhanbad**

Copy to – (For wide circulation and public display on notice boards.)

1. The Registrar, Dist. Court, Bokaro.
2. The Registrar, Dist. Court, Dhanbad.
3. The Registrar, Dist. Court, Jamtara.



पंजीकृत एवं निगमित कार्यालय : भारत संचार भवन, हरीश चन्द्र माथुर लेन, जनपथ नई दिल्ली – 110001



4. The Registrar, Dist. Court, Deoghar.
5. The Registrar, Dist. Court, Dumka.
6. The Registrar, Dist. Court, Pakur.
7. The Registrar, Dist. Court, Godda.
8. The Registrar, Dist. Court, Sahibganj
9. Bar Association, Jharkhand High Court, Ranchi.
10. The DGM Op Dhanbad OA.
11. The DGM Op Dumka OA.
12. All Field SDEs/ JTO I/c Grp.
13. Notice Boards.
14. Existing Advocates of BSNL.
15. AGM (IT), JTC Ranchi - for uploading the above EOI. [Soft copy of EOI forwarded via mail]
16. Office Copy.

*Ranchi*  
*09/10/24*

**AGM (Admin & Legal)**  
**O/o the GMBA, Dhanbad**



**A. ELIGIBILITY CRITERIA FOR CONSIDERATION AND EMPANELMENT :-**

**1. Minimum Eligibility criteria for consideration :-** In case of

**(a) Individual Advocate :**

For empanelment for the cases in District & Taluka Courts/CDRF/CGIT/Labour Court(RLC/ALC/Dy.CLC)/MSMEs etc a individual advocate should have a **minimum 10 (Ten)** years court experience.

**(b) Firm of advocates:** Senior partners (Advocate) of firms (having more than 3 to 4 advocates) shall have same qualification and experience as that of individual advocate mentioned above.

**2. The desirable criteria for empanelment of Advocates / Law Firms shall be as under:-**

- i. Having office preferably in respective District of that District Court. The office should have good infrastructure so as to enable the Advocate to render efficient and speedy service.
- ii. The Advocate should have experience in dealing the court cases of corporate clients / Central Government organizations / Public Sector / autonomous bodies of the State / Central Govt.
- iii. The Law Firms and Practicing Advocates should be familiar with various branches of law especially those Concerning Civil Law, Constitutional Law, Service Law, Labour Law, Contract Law, Corporate Law, Commercial Law, Property Law, Tax Law, Cyber Law, Consumer Law, IPR Laws, Criminal Law and Arbitration.
- iv. In case applicants are more than the required numbers of advocates by BSNL, in such case, applicants may be called for presentation.

**B. SCOPE OF WORK :-**

The empanelled Advocates and/ or firm(s) of Legal Consultant shall be required to assist the BSNL in the following activities as assigned from time to time.

- i. Rendering Legal opinion.
- ii. Assistance in drafting regulations, notices etc.
- iii. Legal vetting of orders, decisions, concept papers, bidding/tender documents, undertakings/ indemnity bonds/Agreements/Contracts/MOU/Deeds to be obtained from entities.
- iv. Review of regulations based on practical working.
- v. Assistance in preparing record note of proceedings of various hearings.

*(Handwritten signature)*





- vi. Handling litigations matters before the District & Taluka Courts/CDRF/Labor Courts/CGIT/MSMEs etc. This will include representing before any other Govt. authorities like RLC/ALC/Dy. CLC.
- vii. To perform such other work of a legal nature as may be entrusted from time to time.

**C. DOCUMENT 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-A. The Application Form duly filled in, along with all following documents/information duly self attested by the Lead Partner / Proprietor, as the case may be, should be submitted in a closed envelope (A4 Size) super scribing as **“Empanelment of Advocates / law firms in BSNL Dhanbad BA for various legal and professional services” 07-06-2024 by 15.00 Hrs** at its following address. Applications received after the date / time due to postal delay, incomplete / unsigned, in open envelope or by Fax/Email will not be considered /entertained.

- 1) Matriculation Certificate in support of age.
- 2) Copy of PAN Card.
- 3) Copy of Aadhaar Card.
- 4) Registration Certificate with Bar Council.
- 5) Identity card issued by Bar Association /Bar Council.
- 6) Practice Certificate (Issued by Bar)
- 7) Copies of empanelment with other organizations / CPSUs / State PSUs etc.
- 8) Certificates in support of educational qualifications (Mark sheet & certificates of Law Graduate and Post Graduate Certificate, if any).
- 9) Copy of IT returns (at least of last 2 years).
- 10) An undertaking from the advocate to the effect that all information furnished by him / her is correct and he/she is willing to abide by the terms and conditions as to mention in the empanelment and fees structure mentioned therein.

**Address:-**

The Assistant General Manager (Admin & Legal)  
O/o GMBA Dhanbad, 2<sup>nd</sup> Floor, CTO Building,  
Hirapur, Dhanbad – 826001

The General Manager, BSNL, Dhanbad BA reserves the right to cancel this process at any stage without assigning any reason.





**D. TENURE / TERM OF EMPANELMENT :-**

The initial empanelment will be valid for ONE YEAR or until further orders whichever is earlier. Performance of empanelled Advocates / Law Firms shall be reviewed on an annual basis. However, on completion of the term and satisfactory performance of the advocate, the empanelment may be renewed for a further period of ONE YEAR by BSNL. However, General Manager, BSNL, Dhanbad BA reserves its rights not to empanel any Advocate / Law Firms or renew its period or terminate its empanelment any time without assigning any reason. Upon termination or no renewal of the acknowledgement concerned lawyer shall return the brief to BSNL along with related documents and records with no objection certificate.

**E. PAYMENT OF FEE AND OTHER CONDITIONS :-**

Presently fee payable shall be as per office Memorandum No.-26(1)/2014/judl. Dated - 01.10.2015 issued by Ministry of Law and Justice, Department of Legal Affairs, Govt. of India, SECTION-(E) – The fee structure applicable for Standing Govt. Counsel and Additional Standing Govt. Counsel in the District and Subordinate Courts.

In future, any revision of fee payable shall be in accordance with the revision issued by Ministry of Law and Justice, Department of Legal Affairs, Govt. of India.

**F. GENERAL INFORMATION / TERMS & CONDITIONS :-**

- i. Mere submission of Application and fulfilling of eligibility criteria does not entitle Sr. Advocates / Advocates / Law Firms for empanelment.
- ii. The Advocate shall not necessarily be empanelled for specific court and shall accept the work assigned to him and shall not refuse to accept any work without reasonable cause conveyed in writing within three days of assignment.
- iii. Refusal by any advocate to accept any work other 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 the BSNL during the continuation of empanelment with BSNL and one year after the termination.
- iv. The empanelled Advocates will not delegate cases but deal with the same themselves. They may have to coordinate and work with designated Senior Advocates, if any, engaged in the case as well as with the officers of BSNL, if required.

*(Handwritten Signature)*





- v. The Advocates empanelled under this guidelines/Advertisement shall not be treated as employees of BSNL and therefore, shall not be eligible for any salary or benefits available to its employees.
- vi. The empanelled Advocate shall maintain absolute secrecy and confidentiality about the cases of BSNL as required under the rules/regulations made there under.
- vii. The advocates shall accept the terms and conditions of the empanelment as determined by BSNL in full and also modifications from time to time in keeping with the rules and guidelines in BSNL.
- 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 BSNL, Special Advocates may be engaged to argue the cases on behalf of BSNL keeping in view the urgency and importance of a particular matter. They shall be engaged on case to case basis with the approval of BSNL.

**G. RIGHT TO PRIVATE PRACTICE AND RESTRICTIONS :-**

- i. An Advocate shall have the right to private practice which should not, however, interfere with or be in conflict with the efficient discharge of his duties as an empanelled Advocate of BSNL.
- ii. An advocate shall not advise any party or accept any case against BSNL in which he / she has appeared or is likely to be called upon to appear or advise.
- iii. If the advocate happens to be a partner of a firm of lawyers or solicitors, it will be incumbent upon the firm not to entertain any case against BSNL arising in any Court.

**H. DISABLEMENTS :-**

Disablement on the part of the Advocate shall mean and include any of the following:

- i. Giving false information in the application for empanelment;
- ii. Handing over the brief of matter to another advocates without prior written permission of BSNL;
- iii. Failing to attend the hearing of the case without sufficient reason and prior information;
- iv. Not acting as per BSNL's instructions or going against specific instruction.
- v. Not returning the brief when demanded or not allowing or evading to allow its inspection on demand.
- vi. Misappropriation of BSNL's funds or earmarking / using the same towards his fee without BSNL's permission.
- vii. Threatening, intimidating or abusing any of BSNL's employees, officers, or representatives.

*(Signature)*





- viii. Making any of his associates or juniors to appear on behalf of any of the opposite parties in cases/appeal related to BSNL's without permission;
- ix. Committing an act tantamounting to contempt of Court or professional misconduct;
- x. Conviction of the Advocate in any offence resulting into arrest or detention or disbarment by the Bar Council.
- xi. Passing on information relating to BSNL's case to the Opposite parties or their advocates which is likely to cause damage to BSNL's interest;
- xii. Giving false or misleading information to BSNL relating to the proceedings of the case.
- xiii. Frequent adjournment being obtained or not objecting the adjournment moved by other party without sufficient reason.
- xiv. Empanelment shall be liable to be cancelled due to occurring of any of the above disablements on the part of the Advocate.

**NOTWITHSTANDING ANYTHING STATED HEREIN ABOVE, BSNL, JHARKHAND RESERVES ITS RIGHT NOT TO EMPANEL ANY ADVOCATE EVEN ON FULFILLING THE ELIGIBLE CRITERIA OR POSTPONE OR CANCEL THE PROCESS OF EMPANELMENT OR TERMINATE THE EMPANELMENT OF ANY ADVOCATE AT ANY TIME WITHOUT ASSIGNING ANY REASON IN THIS REGARD.**

*(Handwritten signature)*



## TERMS & CONDITIONS

1. That the empanelled Advocate/ firm of Advocate is not a standing Counsel / attorney of BSNL etc and as such, the Advocate/ firm of Advocate will not receive notice directly from any of Petitioner (s) on behalf of the company.
2. That the empanelled Advocate/ firm of Advocate shall attend to all the Cases entrusted to him / her/ them by BSNL and inform the developments in each regularly in writing.
3. That the empanelled Advocate/ firm of Advocate shall attend to all the matters referred to him/her/them for opinion immediately and render his/ her/ their opinion expeditiously.
4. The empanelled Advocate/ any partner of the empanelled firm of Advocate shall not accept/ proceed against in any matter against BSNL. Further, the Advocate/ Any partner of the Firm of Advocate shall also appear in Court/ accept briefs/ advise the competitors of BSNL.
5. BSNL reserves the right to delete the name of the empanelled Advocate/ firm of Advocate from the panel without any prior notice.
6. The empanelled Advocate/ firm of Advocate shall not enter into any compromise or agree to grant any concession or move any statement in Courts to the effect in any matter without prior permission in writing of the concerned Nodal Officer.
7. That the allocation of Cases will be done by the Competent Authority on case to case basis and mere empanelment an Advocate/ firm of Advocate will not grant any right to the Advocate/ firm of Advocate for allocation of cases to him/ her/ them.
8. The number of cases won and lost by the advocates and pending with them / him should be kept in mind while allotting further cases to them. If there has been any default on the part of any advocate to attend the cases allotted by the BSNL, no further cases shall be allotted to them / him.
9. It shall be ensured that number of case pending at any time with on advocate / firm of advocates should not exceed 25/50 respectively
10. That, the empanelled Advocate/ firm of Advocate will give his/ her/ their specific consent to these terms & conditions and the fee schedule failing which his/ her/ their empanelment will stand cancelled without any notice to him/ her/ them in this regard.
11. THE GENERAL INFORMATION/ TERMS & CONDITIONS/ RIGHT TO PRIVATE PRACTICE AND RESTRICTIONS/ DISABEMENTS AND ALL OTHER THINGS GIVEN IN THE EXPRESSION OF INTREST PUBLISHED IN THE BSNL WEBSITE WILL ALSO BE PART AND PARCEL OF THE ABOVE TERMS OF CONDITIONS.

*(Signature)*



**BIO DATA OF ADVOCATE/ FIRMS OF ADVOCATES APPLYING FOR EMPANELMENT**  
(In regard to the notice inviting applications for empanelment of advocates/law firms dated -05-2024)

1.	Name of Law Firm / Partner Name / Proprietor Name a. Name of applicant Advocate (for Individual Advocate) b. Name of senior most applicant /Advocate and name of partner(s) (for Firm of Advocates)	:		(Affix Passport Size color Photograph with white Background)
2.	Address	:	(A) Office: (B) Residence:	
3.	Telephone/Mobile No.(s)	:		
4.	Date of birth of applicant	:		
5.	Educational Qualifications	:		
6.	Date of enrolment as advocate (Sr. Partner in case of firm)	:		
7.	(A) Total judicial practice experience in years	:	YEARS	MONTHS
	[1] District & Taluka Courts	:		
	[2] CDRF	:		
	[3] Labour Court (RLC/ALC/Dy.CLC)	:		
	[4] CGIT	:		
	[5] MSMEs	:		
	[6] Any other court / Tribunal	:		
	(B) Applied for courts cases of	:		
8.	(A) Types of cases handled presently	:		
	(B) (i) Field of Experience (Service Related Matter / Service Tax/Contract Act / Arbitration Act / Labour Laws).  (ii) No. of cases handled	:		
9.	Income Tax PAN / TAN No.	:		
10.	Aadhar No. of Individual	:		
11.	Taxable Income/Tax paid (Last 2 Years)	:		
12.	Infrastructure (In case of Firms of Advocates)	:		
13.	Any other information	:		

I/we declare that the above information is true and nothing has been concealed. I/we am/are enclosing duly self-attested copies of the required certificates.

I/we am/are agreeable to the terms & conditions mentioned in the notice inviting applications for empanelment and the advocates' fees structure fixed by BSNL for the matters entrusted to me.

I/we understand that BSNL has right to de panel or take necessary action against me, if any of the particulars given hereinabove are found to be misleading/untrue or on account of professional misconduct or negligence attributable to me/us or my/our authorised representatives which may lead to post my name on IBA's or any other Caution List and initiate necessary legal action including reporting to the matter to Bar Council. I/we request you to consider my/our name/firm for empanelment in the Panel of Advocates/Firm of Advocates.

**Date:**

**Place:**

**Signature of Advocate / Sr. Partner of the firm**

**Enclosures:** Self attested copies of -

1. Matriculation Certificate in support of age.
2. Copy of PAN Card and Aadhaar Card.
3. Mark sheet & certificates of Law Graduate and Post Graduate Certificate, if any.
4. Registration Certificate with Bar Council.
5. Practice Certificate (Issued by Bar).
6. Copy of order, if engaged in Central Govt./State Govt. Panel or empanelment with any PSU.
7. Copy of IT returns (at least of last 2 years).