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Govt. Tool Room Training Centre

(1). REQUIREMENT OF ADVOCATES/LAW FIRMS FOR EMPANELMENT TO REPRESENT GTTC BEFORE VARIOUS COURTS

The Government Tool Room Training Centre (GTTC) is a joint venture of Government of Karnataka and Government of Denmark, established in the year 1972 at Bengaluru.

GTTC is conducting various Diploma courses, M. Tech in Tool Engineering short-term training Programmes, COE program etc., over the years GTTC has provided Industrial and Job oriented training skilled man power to various sectors. GTTC Centre's are spread across Karnataka at 22 places.

GTTC intends to have panel of advocates/law firm to attend to legal cases of GTTC in the following fields:

1. Issues related to Establishment/Service matters
2. Issues related to contracts
3. Issues related to Labour Courts
4. Issues related to Industrial dispute act, trade union act and Industrial relations etc.

The Law firms/practicing advocates who are registered with Bar Council of India/Sate Bar Council are eligible for empanelment. The Qualification, Experience, Schedule of Fees, other Terms and Conditions is the application format in which the application are to be made, has been prescribed and are as given below.

Eligible Law Firms/practicing advocates may send their applications in the prescribed format enclosed herewith along with all supporting documents.

The hard copy of the Application shall be forwarded to the below mentioned Address:

Managing Director
Rajajinagar Industrial Estate,
Rajajinagar, West of chord Road,
Bangalore – 560010

Note: Applying for empanelment at GTTC does not confer any right/assurance whatsoever that they will be empanelled on the panel of GTTC. Letters to advocates confirming their empanelment will be issued by GTTC separately.

The last date for submitting Applications in the prescribed format along with supporting documents is 19-02-2019, 5.00 PM hours.

GUIDELINES FOR EMPANELMENT OF ADVOCATES/LAW FIRMS:

Following guidelines are designed to provide and regulate the manner and procedure for empanelling the advocates to represent and assist GTTC before various courts and for regulating the referrals of the case and payment of fee/remuneration.

1. Eligibility of Empanelment:-

The applicants are advised thoroughly read and follow the eligibility criteria, instructions and terms & conditions for empanelment of Advocates in GTTC mentioned here in below, for technical qualification

- i. Enrollment in Bar Council of Karnataka on or before 2008.
- ii. Must have office in Karnataka
- iii. Must have advocates having 5 years relevant experience of 5(five) years of handling Civil, Service, Labour matters, Arbitration, Administrative Tribunal Civil Court, District and High Court.
- iv. Empanelled for at least 5 years in EPF/ESI/GOI/GOK Department since Enrolment
- v. Last 3 Years IT Returns

2. Tenure of Empanelment:-

The empanelment will be for a initial period of 2(two) years. I.e. for the Block year 2019-21 (upto 31.03.2021). The performance of empanelled advocates shall be reviewed at regular interval for further extension in the panel of Advocate.

3. Procedure for Empanelment:-

- a. The applicant advocate shall apply only on the format prescribed by GTTC.
- b. Submission of filled application shall not be received beyond last date mentioned in advertisement
- c. No applicant advocate shall be called for interview/interaction unless he/she satisfies the eligibility criteria and is shortlisted for the same.
- d. Depending upon the requirement and number of applications received, GTTC reserves the right to shortlist the candidates to be called for interview/interaction and to be empanelled.
- e. Merely fulfilling the eligibility criteria not confer any right on an applicant advocate to be called for interview/interaction and for selection.
- f. The decision of the competent authority regarding short listing and selection of the candidates shall be final.
- g. The applicant advocate shall bring necessary for verification original documents, at the time of interview.

4. Duties of the Empanelled Advocates:

- a. The advocate/Law Firm shall not advise any party or to take up any case against the GTTC in which he/she has appeared or is likely to be called upon to appear for or advise which might to affect or lead to litigation against GTTC.
- b. The advocate shall contest the cases of GTTC on time in the Court & His / Her absence in the Court, without any reasonable ground and prior intimation is not acceptable.
- c. GTTC sends the communication to panel advocates while entrusting a case and after receiving the conformation, it is the duty of panel advocates to collect brief / copy of petition along with assignment letter immediately from the concerned officer of GTTC.
- d. GTTC at its discretion can engage any advocates and empanelled advocates shall make no claim that he / she alone should be entrusted with GTTC's legal matter(s).
- e. Refusal by any advocate to accept any work without assigning any reasonable cause (e.g. on grounds of conflict of interest) may entail removal of such advocate from the panel, forthwith without waiting for the empanelment period to expire.
- f. The advocate shall accept the terms and conditions of empanelment as determined by GTTC from time to time.
- g. In order to ensure that there is effective check on the cases being conducted, the advocates on panel must report status of each case after each date of hearing. Any failure to submit status report will be a ground for removal of such advocate concerned from the panel.
- h. If required, the advocate shall render all assistance to Special or senior Counsel engaged in a particular case before the Supreme Court.
- i. The advocate shall keep GTTC informed and updated on important developments in the assigned cases, dates of hearing, orders of the court (on the date of its pronouncement) supplying copy of orders/judgment etc.
- j. The advocate shall submit monthly statement about the cases represented by him/her before the High Court or Civil Courts or District Courts or any other authority and their outcome.
- k. If any of the case attended by him/her is decided against the Organization, the concerned advocate shall give opinion on the reasons considered for such adverse order and the advisability of filing an appeal against(?) such a decision not later than 5(five) working days of the order.
- l. 30% of the fees payable to the advocate shall be deducted if the certified copy of the judgment is not handed over to the GTTC, within three days (excluding the time taken by the Court in preparation of the copy) from the date of judgment.

5. Removal from Panel:-

GTTC reserves the right to terminate the empanelment of an advocate by serving one month's notice in writing without assigning any reason. The advocate can also resign from the empanelment by giving one month's notice in writing.

Empanelment is liable to be cancelled due to occurrence of any of the following on the part of an advocate:-

- i. Giving false information in the application for empanelment.
- ii. Failing to attend hearing of the case without any sufficient/service reason and / or prior intimation.
- iii. Not acting as per GTTC instruction or going against specific instructions.
- iv. Threatening, intimidating or abusing any of GTTC's employees, officers or representatives.
- v. Leaking information pertaining to GTTC's case to opposite parties or their advocates or any third party which is likely to cause any damage to GTTC's interest.
- vi. Giving false or misleading information to GTTC relating to the proceedings of the case.
- vii. Seeking frequent adjournments or not objecting to adjournments moved by other party without proper reason.
- viii. Abstaining frequently from court proceedings even if "pass over" or "proxy" is obtained by an advocate.

6. Tender are invited in two bid envelope system.

An applicant shall to submit bids in two separate covers superscribing Technical & Financial Bid. The technical bids will be scrutinized by a committee and financial bids of only technically qualified bids will be opened for finalization of empanelled advocates/Law firms.

I) Technical Qualification:

- a) Enrollment in Bar Council of Karnataka on as before 2008.
- b) Must have office in Karnataka
- c) Must have advocates having 5 years of relevant experience handling Civil, Service, Labour matters, Arbitration, Administrative Tribunal Civil Court, District and High Court.
- d) Empanelled for at least 5 years in EPF/ESI/GOI/GOK Department since Enrolment
- e) Last 3 Years IT Returns

II) Documents to be Provided along with Technical Bid:

- a) Bar Council Enrollment
- b) Letter from Government Agencies / Department
- c) IT returns of last 3 years
- d) Audited Accounts of last 3 Years
- e) CVS of Advocate employed with experience in Labour Court, Administrative Tribunal, Arbitration Tribunal Civil Court, District Court and High Court.
- f) List of cases with case numbers in various courts in last 5 years where the firm/Advocate employed by the firm has contested on behalf of a government Agency / Company / Department

- g) Undertaking that if selected, the firm as any advocate employed by it shall not take up any case in court against GTTC or SDEL

III) Financial Bid

SI No	Court	Job Description	Fee
1	Supreme Court	1. Drafting petition	
		2. Drafting of counters objections	
		3. Drafting of additional submissions/applications	
		4. Effective Appearance	
		5. Non-effective Appearance	
2	High Court Karnataka	1. Drafting petition	
		2. Drafting of counters objections	
		3. Drafting of additional submissions/applications	
		4. Effective Appearance	
		5. Non-effective Appearance	
3	High Court other States	1. Drafting petition	
		2. Drafting of counters objections	
		3. Drafting of additional submissions/applications	
		4. Effective Appearance	
		5. Non-effective Appearance	
4	District/Civil Court	1. Drafting petition	
		2. Drafting of counters objections	
		3. Drafting of additional submissions/applications	
		4. Effective Appearance	
		5. Non-effective Appearance	
5	Lower Court/Labour Courts	1. Drafting petition	
		2. Drafting of counters objections	
		3. Drafting of additional submissions/applications	
		4. Effective Appearance	

		5. Non-effective Appearance	
5	Commissions	1. Drafting petition	
		2. Drafting of counters objections	
		3. Drafting of additional submissions/applications	
		4. Effective Appearance	
		5. Non-effective Appearance	
7	Arbitration	1. Drafting petition	
		2. Drafting of counters objections	
		3. Drafting of additional submissions/applications	
		4. Effective Appearance	
		5. Non-effective Appearance	
8	Legal Advice	Per case/Issue with drafting	

- a) The competent Authority shall have the right in exceptional cases to approve the payment of a higher fee than the fee mentioned in the annexed schedule keeping in view the importance of the matter and the efforts made by the advocate in a specific case.
- b) No retainer fee shall be paid to any panel advocate, merely because such advocate has been empanelled.

**SD
MANAGING DIRECTOR**

APPLICATION NO..... (To be filled by GTTC)

APPLICATION FORM FOR EMPANELMENT IN GTTC

(TO BE FILLED IN BY ALL APPLICANT ADVOCATES)

To

**Managing Director
Rajajinagar Industrial Estate
Rajajinagar
Bengaluru - 560010**

Name (in Block Letter)	
Father's Name	
Court for which Applied	
List of document attached (Please):	
Copy of all certificate and mark-sheets (Xth std, onwards)	
Experience Certificate:	
Others (Please specify): 1. Technical Bid details	
2. Financial Bid details	

PERSONAL DETAILS (IN BLOCK LETTERS)	
1	Name in full
2	Father's/Husband's name
3	Date of Birth
4	Age on 01.01.2019
5	Nationality
6	Marital Status
7	Address for correspondence with PIN and Phone nos.
8	Address of office/Chamber, if any with PIN and phone nos.
9	Mobile Number(s)
10	e-mail ID:
11	Are you related to any GTTC employee? If so, please give details (viz Name, Designation, Place of work & relationship with the applicant):

- I. I declare that I have never been penalized by any bar council in any Disciplinary Proceedings.
- II. I also undertake to maintain absolute secrecy about the cases of the GTTC as required under the Act, Rules and Regulations there under.
- III. I agree with the Fee Schedule notified by GTTC.

Signature of Advocate Address
(Office & residence/chamber)
Tel. No./Mobile No./ Fax No./
Email ID

