

**DOEACC Society**  
**Department of Information Technology**  
**Ministry of Communications & Information Technology**  
**Government of India**

**DOEACC SOCIETY – Legal Assistance/2010**

**For empanelment of Advocates for legal assistance to DOEACC Society**

**I. Introduction**

1. The DOEACC Society is an autonomous Scientific Society under the administrative control of Department of Information Technology, Ministry of Communications and Information Technology, Government of India mandated with carrying out Human Resource Development and related activities in the area of Information Technology, Electronics and Telecommunication Technology (IET). In execution of its mandate, the Society conducts various courses through its own centres as also through accredited institutes. Various DOEACC Centres have been assigned the responsibilities of overall coordination and functioning as nodal centre for different courses. The DOEACC HQ located at Electronics Niketan, 6, CGO Complex besides performing the role of headquarters, is also functioning as nodal centre for implementation of DOEACC Scheme. The DOEACC Scheme consists of 4 levels of courses viz. 'O', 'A', 'B' and 'C' levels. Under the DOEACC Scheme, computer training institutions in non-formal sector meeting well-defined criteria are granted accreditation for conducting different levels of courses and examinations are conducted for the students undergoing these courses.

2. In order to avail legal assistance on the court cases and day to day advice on the corporate affairs of legal implications, the Society intends to empanel advocates/Law firms initially for a period of three years, which can be extended for one year on mutually agreed terms. However, the rates finalized would remain unchanged for the period of empanelment/extended empanelment.

3. The empanelment will be a two phase process. In the first phase, the Advocates/Law Firms will be short-listed based on their eligibility and technical details as per Annexure-I. The second phase would constitute evaluation of financial bids called from the technically short-listed agencies.

## **II. Eligibility Criteria**

1. The bidder should be a Delhi based Advocate having 5 years experience in dealing cases upto the level of High Court and should be registered with the Bar Council of India.
2. The bidder should have annual turnover of Rs. Five lakhs from legal services in each of the past three years viz. 2006-07, 2007-08 and 2008-09. Please submit documents supporting legal services turnover.
3. The bidder should have a post qualification experience for at least 5 years in conducting cases at Civil Courts, Session Court, High Court, Labour Court, District Consumer Court on behalf of Educational institutes.
4. Should produce Articles of Association (in case of registered firms), Bye laws and certificates for registration (in case of registered co-operative societies), Partnership deed (in case of partnership firm).
5. The bidder should hold a PAN and service tax registration. Attach Xerox copies.
6. The bidder should have handled and won at least five government cases.
7. The bidder shouldn't have been black listed/debarred by any institution of the Central or State Government. Attach a self certificate.

## **III. Suggestion, if any**

The participating bidders can submit their constructive suggestions, if any, leading to the selection and empanelment of an advocate/Law Firm with DOEACC Society for handling its legal cases.

## **IV. Submission of Responses to the EOI**

The responses to the EOI can be submitted through a sealed envelope superscripted with "DOEACC EOI for empanelment of ADVOCATE". The envelope should contain:

- a. Demand Draft of Rs. 1,000/- drawn from a scheduled commercial bank in favour of 'DOEACC' Society, New Delhi towards EMD.
- b. Documents to support the eligibility criteria

c. Details as sought in Annexure-A & Annexure B.

2. The sealed cover containing sealed envelopes of Annexure A and Annexure B complete in all respects may be addressed to the Executive Director, DOEACC Society and submitted by 9<sup>th</sup> June, 2010 at 1700 Hrs at the following address:

Executive Director  
DOEACC Society  
Electronics Niketan, Lodhi Road,  
6, CGO Complex, New Delhi – 110 003

3. Bids in response to this EOI would be received by the above date and time, beyond which the bids will not be considered/honoured. However, in case the said date is declared a holiday, the last date for receipt of bids shall stand shifted to the next working day by the time mentioned above.

#### **V. Opening of Bids:**

The bids will be opened on 10<sup>th</sup> June, 2010 at 11:30 Hrs in the office of DOEACC Society. The Bidders may depute their representative (one per bidder) for bid opening event. The bids not accompanying with valid draft towards EMD would be rejected. Other bids would be passed on to a duly constituted Technical Evaluation Committee for evaluation.

#### **VI. Notes**

1. The Expression of Interest (EOI) must be accompanied with an Earnest Money Deposit (EMD) of amount Rs. 1,000/- (Rupees One thousand only) in the form of a Demand Draft/Banker's cheque drawn on a scheduled commercial bank favouring DOEACC Society. Without EMD, EOI shall not be considered.

2. The Expression of Interest must be submitted by due date and time with information as per Annexure-I and other clauses of the eligibility criteria. Expression of Interest with incomplete Information or insufficient documentary evidence shall be rejected.

3. DOEACC Society reserves the right to modify, expand, restrict, scrap, and refloat the Expression of Interest without assigning any reason.

**Dy. Director(Finance)**  
**DOEACC SOCIETY**

**Annexure-I****TECHNICAL DETAILS**

1.

a. Name of the Advocate/Law Firm:

b. Address:

c. Telephone No:

d. Mobile:

e. E-mail:

f. Service Tax No:

PAN:

g. Lawyers' strength: \_\_\_\_\_ Numbers. (In case of Law Firm)

h. Name/Designation and Contact  
details of Top Executive in case of Law Firm:2. The courts where the Advocate is regularly practicing (Enclose Bar  
Association membership certificate)

3. Details of 5 government cases won:

S.no.	Year	For	Against	Elapsed time in years

4. Annual Turnover from legal services:  
(Supported by copies of Latest ITRs)

2006-07 or 2006	2007-08 or 2007	2008-09 or 2008

5. EMD and tender fee details:

Particulars	Amount (Rs.)	DD no.	DD Date	Bank	Branch
EMD	1,000/-				

6. Year of passing L.L.B.(Please enclose copy of Certificate)  
(in case of individual) In case of Law Firm similar details of Top Executives may be provided.

7. Date of enrolment as Advocate (please enclose copy of enrolment certificate)

8. Years of relevant experience at

- a) High Court
- b) Civil Court
- c) Session Court
- d) District Consumer Court
- e) Others, if any

9. Key Clients, at present

10. Any other information

I declare that no disciplinary proceedings have been initiated against me before any Bar Council.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Place: \_\_\_\_\_

Name: \_\_\_\_\_

SEAL

**FINANCIAL BID**

**ANNEXURE 'B'**

<b>S.NO.</b>	<b>PARTICULARS</b>	<b>AMOUNT (in Rs.)</b>
1.	For Drafting Legal Notice/reply notice after discussion and filing the same	
2.	For written opinion (including Conference)	
3.	Drafting and filing Caveat petition	
4.	Drafting WP/Plaint/W.S. Rejoinder and filling The same	
5.	Appearances – i) Effective, ii) Non-effective	
6.	Outstation appearances (TA/DA & Boarding Lodging as per the Central Govt. Rules.)	
7.	Others, if any.	

Signatures of Authorized signatory\_\_\_\_\_

Name\_\_\_\_\_

Place: \_\_\_\_\_

Date: \_\_\_\_\_