

FORMAT-I

COVERING LETTER

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

Reference No:

Dated:

From

(Insert name and address of Advocate/ Law Firm)

Tel.

Fax:

Email:

To

The Registrar,

National Institute of Technology, Delhi,

Plot No. FA7, Zone P1, GT Karnal Road, Delhi-110036, INDIA,

Sub: Response to NIQ Document.....date..... for empanelment at NIT DELHI as Law Firm/Advocate – reg.

Sir,

I/We, the undersigned [**insert name of the 'Applicant'**] having read, examined and understood in detail the NIQ Document hereby submit my/our response to NIQ Document.

1. I/We confirm that in response to the aforesaid NIQ Document, I/we have not submitted more than one response to this NIQ Document.
2. I/We am/ are submitting application for seeking empanelment in NIT DELHI.
3. I/We have submitted our response strictly as per the instructions of this NIQ, without any deviations, conditions and without mentioning any assumptions or notes in the said Formats.
4. I/We are enclosing herewith my/our response to the NIQ Document with formats duly signed as desired by NIT DELHI in the NIQ Document for your consideration.
5. It is confirmed that my/our response to the NIQ Document is consistent with all the requirements of submission as stated in the NIQ Document and for subsequent communications from NIT DELHI.
6. The information submitted in my/our response to the NIQ 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 NIQ Document.
7. 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.
8. 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 NIQ.
9. 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 NIT DELHI, I/we agree that our Empanelment shall be treated as cancelled.

Datedthe.....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

S. No	Financial Year	Turnover	Net worth	Remarks
1	2021-22			
2	2022-23			
3	2023-24			

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**

S1 No.	Particulars	Details of particulars (Use Separate Sheet(s) if requires)	Relevant documentary proof attached (Y/N)
1.	Name of Advocate/Law Firm		
2.	Date of Birth (For Advocates) Age (as on 21.01.2025)		
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 (For Law Firms only): (i) Partners; (ii) Principle Associate(s) (iii) Associate(s) and Associate(s)		
6.	Annual Turnover and net worth for past three financial years (i.e. FY 23-24 FY 22-23, FY 21-22): 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 23-24 FY 22-23, FY 21-22)		
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:		

Sl No.	Particulars	Details of particulars (Use Separate Sheet(s) if requires)	Relevant documentary proof attached (Y/N)
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):		
16.	(Enclose proof like Electricity/telephone bill, etc.)		
17.	Number of Panel (Autonomous Bodies/PSUs/ Government bodies, etc.)		
18.	Details of Achievement (s) and award(s), if any, :		
19.	Other documents required as per the qualification criteria: (Submit Proof)		
20.	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:

1. 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 Application, NIT Delhi may reject my application at any stage of empanelment without providing any reason.
2. 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 NIT Delhi.
3. Furthermore, any information shared by NIT Delhi 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.
4. I/We also undertake that in case any legal action is initiated by concerned Advocate /Law firm, I/We will not make NIT Delhi as party of legal proceedings and will not make NIT Delhi 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:

EXPECTED FEES BY LAW FIRM/ADVOCATE**ANNEXURE-A**

Sl No.	<u>Nature of services</u>	<u>Expected Fees in (Rs)</u>
1.	Drafting of SLP, petitions, suits/plaint, appeals, Counter, original application(s), arbitration claimor petitions and its replies, written statements, criminal Complaint etc.	
2.	Drafting of Misc. Application /Inter locutory application, replications, rejoinders, FIR/ complaints, legal document including deeds, guidelines, etc. (including conference)	
3.	Drafting of Legal Opinion, Legal Notices and their replies.	
4.	Drafting and filing of Caveat Petition in any Court. (Including Conference)	
5.	Appearance fees (applicable only when Advocate is appointed on per appearance basis by Competent Authority)	Supreme Court
		High Court
		Other Courts
6.	For non-effective hearing (applicable only when Advocate is appointed on per appearance basis by Competent Authority)	
7.	Fee per Conference.	
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)	
9.	Fee for Outstation	
10.	Clerkage (applicable only when Advocate is appointed on per appearance basis by Competent Authority)	
11.	Out of pocket expenses, if required and permitted by NIT Delhi.	As per actuals with documents in support thereof.
12.	To vet MoUs, agreements/contracts /RFPs/ Tenders/EoI/ bid documents/letters and other documents.	
13.	Lump Sum fees for conducting Criminal Complaint u/s 138 of NI Act, 1881	
14.	Any other fees, if not mentioned, kindly provide details	