

**KERALA ACADEMY FOR SKILLS EXCELLENCE**  
**(State Skill Development Mission of Government of Kerala)**

TC 15/1037(24), 3rd floor, Carmel Tower, Vazhuthacaud,  
Thiruvananthapuram – 695014.

Phone: 0471- 2735856, Fax 2735949

Email: kase.kerala@gmail.com & [exadmin@kase.in](mailto:exadmin@kase.in), Website: [www.kase.in](http://www.kase.in)

**Notice Inviting Expression of Interest (EOI) for Empanelment of Legal Firms /  
Companies / Practitioners**

KASE/381/2023-EXEADM

12-09-2024

Kerala Academy for Skills Excellence, the State Skill Development Mission, Government of Kerala (herein after called “KASE”) invites proposals for the scope of work mentioned herein through this Expression of Interest (EOI) for Empanelment from reputed and active legal entities being either a partnership firm, Limited Liability Partnership (LLP) or a registered company or a registered practitioner. The party is expected to support KASE in legal matters including Legal Drafting/Vetting of Agreements, Contracts and/or Undertakings to be signed by KASE and to extend legal opinion as and when required.

**Scope of work**

1. To appear and defend interest of KASE in the various Courts/Tribunals and other forums/statutory authorities located anywhere in India.
2. To provide opinions/legal advice on various legal aspects concerning KASE including MOU, Contracts, tenders etc.
3. To prepare draft of various legal documents pertaining to KASE to be submitted before local Courts/Forums and other Authorities.
4. Conveyance and legal vetting of various tender documents, agreements, deeds, bonds, memorandums, pledges, other legal documents, preparing Standard Operating Procedure(s), guidelines, and standard formats for such legal documents, also give advice on MOU's, Contracts, tenders etc.
5. Perform such other duties of legal nature which may be assigned to him/ her by KASE from time to time.
6. To visit KASE HQ as and when required.

**Eligibility**

1. The firm/company/practitioner should require minimum of 10 years of existence/active practice in India.

2. The firm/company/practitioner should have been on the panel of at least two Government Organization (State or Central Government.) for a minimum period of 3 years.
3. The firm/company/practitioner should have adequate infrastructure, including an office building that is operational in Thiruvananthapuram or Ernakulam.
4. Weightage will be given to the firm/company/practitioner have more relevant experience and having exposure in dealing on behalf of Government Organizations.
5. The firm/company/practitioner that is well versed in contract law, company law and corporate law will also be given weightage.

**Fees and Admissible Expenses:**

The fees for various legal services are payable as per the quote submitted for the nature of work mentioned in the Annexure C.

**General Conditions:**

1. EOI shall be submitted in the given format – (Appendix A, B, C and D) either by hand, or by registered post in sealed cover addressing Managing Director, KASE, 3rd Floor, Carmel Tower, Vazhuthacaud, Thiruvananthapuram – 695014, Kerala . The cover should be super scribed as ‘**Empanelment of Legal Firms / Companies/ Practitioners for KASE**’ and should be received in above mentioned address on or before **30/09/2024, 05.00 PM**.
2. All details about the applicant including document of Registration and certificate(s) showing relevant experience should be enclosed in the submission.
3. Proposals not meeting the eligibility criteria specified in this EOI and the ones received after the deadline shall not be considered.
4. Participating entities shall mail their queries if any, to kase.kerala@gmail.com or exeadmin@kase.in on or before **25/09/2024, 05.00 PM** with subject line ‘Queries – Empanelment for KASE’.
5. The empaneled firm/company/practitioner should execute an agreement in stamp paper worth Rs. 200/- (borne by the party). The agreement will be shared from KASE.

6. The Empaneling will be initially for one year, further extendable at the discretion of KASE.

**-Sd/-**  
**Managing Director**  
**Kerala Academy for Skills Excellence**

**Appendix A**

**Application Form for Empanelment Legal Firms / Companies / Practitioners**

<b>CURRICULAM VITAE</b>				
1.	Name:	<div style="border: 1px solid black; width: 100%; height: 100%;"></div>		
2.	Date of Birth:			
3.	Official Address:			
4.	Residential Address:			
5.	Chamber/Office Address:			
6.	PAN-Permanent Account Number			
7.	E-Mail ID:			
8.	Professional Qualification:			
	Degree	Year of Passing	Name of University	Mark Percentage
9.	Area of Professional Expertise:-			
	Field/Branch of Law	Year of Experience	Total no. of Case of personally handled as on 12-09-2024	No. of Successful disposal of cases
	1. Contract Law 2. Company Law 3. Corporate Law			
10.	Details of Bar Enrolment:			
10(a).	Enrolment No. & Date		Place:	
10(b).				
	Name of Partner applying	Enrolment No. & Date	Place:	

	on behalf of the firm(s)							
11.	Professional Association/enrolment in other organization as on 12/09/2024:- (Attach separate sheet, if required)							
S l . N o	Organization Name	Case Type	From	To	Total no. of cases allotted, as on 12-09-2024	Total no. of cases disposed, as on 12-09-2024	No. of cases disposed successfully	Mention cases of Govt. firms/Depts.
12.	Details of succeeded cases:- (Attach separate sheet, if required)							
S.I N o	Organizat ion Name	Case No.	Court	Cause title	Amount involved	Year of Cou rt verdict	Mention cases o f Govt. firms/Depts.	
13.	Details of Reported cases:- (Attach separate sheet, if required)							
S.I No	Case No.	Court	Case title	Citation details		Mention cases of Govt. firms/ Depts.		
14.	Details of references/Appreciation(if any):-							
15.	Any other Details:-							

**Declaration**

I hereby solemnly declare that all the statements made in the above proforma are true and correct to the best of my knowledge and belief. If selected for empanelment in the Institute, my willingness will not be withdrawn.

Place:

Date:

**Signature with Seal**

**Appendix-B**

**PROFORMA FOR EXPERIENCE**

[To be filled by Advocate(s)/ Legal Counsel(s) Law Firm(s)]

SI. No.	Name of the Advocate /Law Firm	Area of Expertise	Year of Experience in Supreme Court of India	Year of Experience in High Court of India	Year of Experience in District Court of India	Year of Experience in Arbitration cases	Organization /Client s f or whom worked

Place:

Date:

**Signature with Seal**

List of following documents proof to be attached

1. Degree Certificate
2. Enrollment Certificate
3. Copy of the Enrollment
4. Bar Experience certificate issued by Bar Council / Association
5. Certificate (s) letter of Professional Association / Enrollment
6. Copy of reported cases
7. Letters of References / Appreciations
8. Copy of PAN card



**Appendix-C**

**PROFORMA FOR FEE**

Sl. No.	Nature of Work	(Rs)
1.	Fee for Conducting a Civil/ Criminal case in Munsiff Court including drafting , filing and appearances	
2.	Fee for Conducting a Civil/ Criminal case in Sub Court including drafting , filing and appearances	
3.	Fee for conducting a civil/criminal case in District Court including drafting , filing and appearances	
4.	Fee for conducting a civil/criminal case in High Court including drafting , filing and appearances	
5.	Fee for Drafting, filing, appearances of a case in Supreme Court of India	
6.	Fee for Legal Notice	
7.	Fee for Conducting case in Execution Petition before Arbitration Tribunal / Court	
8.	Fee for Conducting case in Execution Petition	
9.	Fee for Legal Drafting/Vetting of Agreements, Contracts and/or Undertakings to be signed by KASE	

Place:

Date:

**Signature with Seal**

**Appendix-D**

**UNDERTAKING**

( To be furnished by Advocate (s) / Legal Counsel (s) / Law firm(s))

I / We hereby agree to unconditionally accept and agree to all the terms and conditions of Expression of Interest for Empanelment of Advocate (s) / Legal Counsel (s) / Law firm (s) without any deviations. I also undertake and understand that the specified rate (s) for service rendered under the said EoI are subject to revision from time to time, which shall be appropriately adhered by me / my Firm.

Place :

Date :

Self / Authorized  
Signatory with Seal