

**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 & exeadmin@kase.in, Website: www.kase.in

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

**Date: 07-02-2024**

Kerala Academy for Skills Excellence, 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.

**Eligibility**

1. The firm/company/practitioner shall require minimum of 10 years of existence/active practice in India.
2. The firm/company/practitioner who have been on the panel of at least two Government Organization which comes under State or Central Government.
3. The firm shall have adequate infrastructure including office building.
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 who are well versed in contract law, company law and corporate law will 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 mentioned 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 superscribed as ‘Empanelment of Legal Firms / Companies/ Practitioners for KASE’ and should be received in above mentioned address on or before- 24-02-2024, 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 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 20-02-2024, 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 for a term up to 12 months.

**Managing Director**

**Kerala Academy for Skills Excellence**

Affix a latest photograph self-attested  
by Advocate

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**CURRICULAM VITAE**

1.	Name:			
2.	Date of Birth:			
3.	Official			
4.	Address:			
5.	Residential Address:			
6.	Chamber/Office Address:			
7.	PAN-Permanent Account Number			
	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 Experienc e	Total no. of Case of personally handled as on.....	No. of Successful disposal of cases

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	1. Contract Law								
	2. Company Law								
	3. Corporate Law								
10.	Details of Bar Enrollment:								
10(a).	Enrollment No. & Date				Place:				
10(b).	Name of Partner applying on behalf of the firm(s)			Enrollment No. & Date		Place:			
						I			
11.	Professional Association/enrollment in other organization as on date:- (Attach separate sheet, if required)								
	Sl. No	Organization Name	Case Type	From	To	Total no. of cases allotted, as on-----	Total no. of cases disposed, as on	No. of cases disposed successfully	Mention cases of Govt. firms/Depts.
12.	Details of succeeded cases:- (Attach separate sheet, if required)								
	S.I No	Organization Name	Case No.	Court	Cause title	Amount involved	Year of Court verdict	Mention cases of Govt. firms/Depts.	
13.	Details of Reported cases:- (Attach separate sheet, if required)								

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S.I No	Case No.	Court	Cause 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.

Date

Signature with seal

**Appendix-B****PROFORMA FOR EXPERIENCE**

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 for whom worked

Place:

Date :

Signature with Seal

**List of following documents proof to be attached**

1. Degree Certificate
2. Enrolment Certificate
3. Copy of the Enrolment
4. Bar Experience certificate issued by Bar Council / Association
5. Certificate (s) letter of Professional Association / Enrolment
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	

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