

**NIT No.: ATPL/LT/HR/LEGAL/2024-25/09**  
**Dated: 26-August-2024**

**NIT No.: Atpl/LT/HR/LEGAL/2024-25/09**  
**No. 1/2024, Legal**

**Dated: 26<sup>th</sup> August 2024**

**Corrigendum**

**Subject:** Application Invited for “Empanelment of Advocate/Legal Firm at Acolyte Technologies Private Limited”.

With reference to the NIT No. Atpl/LT/HR/LEGAL/2024-25/09 Dated 26<sup>th</sup> August, 2024, on the subject tender, please find below corrigendum for the same. Bidders are requested to submit the bids accordingly.

It is mandatory for the bidder to accept, duly sign and submit this Corrigendum Document along with Bid Documents.

**Notice Inviting Tender (NIT)**

**Jaipur, 26<sup>th</sup> August 2024**

Acolyte Technologies Private Limited, hereby invites sealed bid for “Empanelment of Advocate/Legal Firm” at Acolyte Technologies Private Limited as per following details:

**Tender Activity Schedule**

<b>Scope of Services</b>	Empanelment of Advocate/Legal Firm (As per scope of services given in bid document)
<b>Empanelment Period</b>	<b>1 Year (12 Months)</b>
<b>Eligibility Criteria</b>	As Defined in Bid Document
<b>Payment Terms</b>	Monthly Billing Basis
<b>Scope of Services/Billing Address</b>	Acolyte Technologies Private Limited SB-113, 7 <sup>th</sup> Floor, Galaxy Avenue, Bapu Nagar, Tonk Road, Jaipur, Rajasthan - 302015 GST No. 08AAVCA1643F1ZK
<b>Last Date of submission of Sealed Techno-Commercial Bid</b>	<b>Up to 1600 Hrs. on 10<sup>th</sup> September, 2024, at Acolyte Technologies Private Limited</b>

**NIT No.: ATPL/LT/HR/LEGAL/2024-25/09**

**Dated: 26-August-2024**

Sealed Envelope should be marked with "**Application for Empanelment of Advocate/Legal Firm**"

Interested suppliers/service providers who meet our requirements should submit no regret techno commercial proposal along with product catalogue in a **sealed envelope latest by 10<sup>th</sup> September' 2024 by 1600 Hrs.** at below given address

**To,  
Acolyte Technologies Private Limited  
SB-113, 7th Floor, Galaxy Avenue, Tonk Road,  
Bapu Nagr, Jaipur, Rajasthan – 302015  
Contact No. +91 8655649440**

*Note: Acolyte Technologies Private Limited reserves the right to reject/modify/cancel the tender without assigning any reason thereof.*

**NIT No.: ATPL/LT/HR/LEGAL/2024-25/09**

**Dated: 26-August-2024**

**Notice Inviting Application For Empanelment of Advocate/Legal Firm Acolyte Technologies Private Limited Introduction**

Acolyte Technologies Private Limited provides IT Solutions and Services to Startups and MSMEs across the country.

Applications are invited from eligible Advocates for empanelment of Advocates/Law firms to handle, resolve and initiate legal proceedings and others for/on behalf of Acolyte Technologies Private Limited

The practicing advocates who are registered with Bar Council of India/Bar Council of Rajasthan are eligible for empanelment. The qualification, experience, schedule of fees, other terms and conditions and the application format in which the application has to be made, have been prescribed.

The Advocates who are on the existing panel of Acolyte Technologies Private Limited shall cease to be on the panel of Acolyte Technologies Private Limited after new panel is finalized against this notice. Therefore, they may also apply afresh in response to this notice.

**How to Apply:**

Eligible practicing Advocate/Law Firms must submit application in the format prescribed in **Annexure “A”** enclosed herewith, along with all supporting documents in a sealed envelope to:-

**Acolyte Technologies Private Limited  
SB-113, 7<sup>th</sup> Floor, Galaxy Avenue  
Tonk Road, Bapu Nagar, Jaipur, Rajasthan - 302015**

The envelope should be superscribed as following:-

**“Application for Empanelment of Advocate/Law firms to represent Acolyte Technologies”**

The last date of receiving Applications in the prescribed format along with supporting document is **10<sup>th</sup> September, 2024 till 1600 Hours**.

Application for empanelment at Acolyte Technologies Private Limited does not confer any right/assurance whatsoever; to an applicant that he / she will be empaneled on the panel of Acolyte Technologies Private Limited. Letter to advocate confirming their empanelment will be issued by Acolyte Technologies Private Limited separately.

**Guidelines for Empanelment of Advocates**

Following guidelines are designed to provide and regulate the manner and procedure for empaneling the advocates to represent and assist Acolyte Technologies Private Limited before various courts including the district courts and for regulating the referrals of the cases etc. and payment of fee/remuneration. These guidelines shall supersede all existing instruction in this regard, if any, and is subject to change without assigning any reason thereto.

**Eligibility of Empanelment**

Before filling the application form, the Advocates/ Law Firms are advised to carefully read and follow the eligibility criteria, instructions and terms & conditions for empanelment of Advocate in Acolyte Technologies Private Limited mentioned herein below:

**Qualification & Experience (Eligibility Criteria):**

- a) Bachelor's degree in law from a recognized university and registration with Bar Council of India/ Bar Council of Rajasthan
- b) Professional experience of at least **5 Years** in handling company's cases / Government department cases (writ petitions / appeals) in Hon'ble Supreme Court / Hon'ble High Court/ Hon'ble District Courts/ etc.
- c) Having good communication skills in English and good knowledge of law and procedure, both in civil and criminal matters.
- d) The Advocates / Law Firms should be familiar with various branches of law especially those conceiving laws of matters related to various writs, PIL, Land Disputes/Constitutional/ Service Law/Contract Law/ Property Laws and Taxations, etc.
- e) The Advocates / Law Firms should be able to draft, review, file and also reply to legal notices in accordance with applicable laws and regulations
- f) Proficient in managing and resolving legal disputes and litigation, and to represent the company in negotiations, mediations, and court proceedings if necessary
- g) Identify potential legal risks and recommend strategies to mitigate them, preserving the company's assets and reputation
- h) The Advocates / Law Firms should be income tax payer.
- i) Advocate shall be presently empaneled by other minimum 2 nos (three) organizations/authorities.
- j) The Advocates / Law Firms should have sufficient office Infrastructure and office staffs.

**Documents required to be submitted by the Advocate as per above eligibility criteria:**

The Advocates will be required to submit their applications in the prescribed format as given in Annexure-A. The self-attested copies duly signed by the authorized person of the firm for the following documents are required to be submitted with application:

- a) Certificates in support of educational qualifications of Advocate (Sr. Partner in case of law firm) along with Certificate of Registration with Bar Council and Identity card issued by Bar Association / Bar Council as per point (a) mentioned in **Qualification & Experience**
- b) Self-declaration certificate in company's letter head regarding having 5 years' experience as per point (b) mentioned in **Qualification & Experience**
- c) Self-declaration certificate in company's letter head regarding requirements as per point (c) mentioned in **Qualification & Experience**
- d) Self-declaration certificate in company's letter head regarding requirements as per point (d) mentioned in **Qualification & Experience**
- e) Income tax return (ITR) of last 3 (three) FY.
- f) Client's PO / letter which shows that Advocate/ firm are presently empaneled by other minimum 2 No's (three) organizations/authorities.
- g) Details of office Infrastructure and office staff should be provided in company's letter head.
- h) Other relevant information, if any.

**Tenure of Empanelment:-**

The initial empanelment will be for one year. Performance of empaneled Advocates/Law Firms shall be reviewed on annual basis. However, on completion of the term and satisfactory performance of the advocate/firm, the empanelment may be extended by **One (1) Year** by the Acolyte Technologies Private Limited as per the terms & conditions in effect at the time of renewal. Acolyte Technologies Private Limited reserves the right to terminate the empanelment of any Advocate / firms at any time without assigning any reason thereof.

**Procedure for Empanelment**

The management of Acolyte Technologies Private Limited will consider the applications for empanelment in terms of these guidelines only on merits after due notice in this regard is published publically. For this purpose, the management of Acolyte Technologies Private Limited may authorize any officials/group of officials of Acolyte Technologies Private Limited and such authorized official(s), while appraising the applications of the Advocates, may consider the following points:

- a) Length of practice and specialization.
- b) Proper and adequate infrastructure such as office premises, number of junior Advocates, assistants, clerks and fax, mobile phone, fixed phone, internet connection etc.
- c) 3 years Annual income-tax return filed with the Tax Authorities.
- d) Track record and integrity.
- e) If considered necessary, an enquiry with the respective Bar Council/Bar Association about the claims and conduct of the Advocate to be empaneled may be made and credentials may also be verified.

**Procedure for Empanelment:**

- a) The applicant advocate must apply on the format prescribed by the Acolyte Technologies Private Limited only. No other format will be entertained.

- b) An applicant advocate willing to be empaneled for more than one forum (i.e. for High Court/CAT/Lower Court/District Court etc.).
- c) Any application received after the last date prescribed in the advertisement shall not be entertained.
- d) No applicant advocate shall be called for interview/interaction unless he/she satisfies the eligibility conditions and is shortlisted for the same.
- e) Depending upon the requirement and number of applications received, Acolyte Technologies Private Limited reserves the right to be shortlist the candidate and to be empaneled.
- f) Merely fulfilling the eligibility criteria will not confer any right on an applicant advocate to be empaneled.
- g) The decision of the competent authority regarding short listing and selection of the candidates shall be final.
- h) Canvassing in any form shall be treated as a disqualification. The candidature of such applicants shall be cancelled forthwith.
- i) The applicant advocate shall bring original documents at the time of interaction with Acolyte Technologies Private Limited.

**Duties of the Empaneled Advocates:**

- a) The Advocate shall not advise any party or accept any case against Acolyte Technologies Private Limited in which he/she has appeared or is likely to be called upon to appear for or advise which is likely to affect or lead to litigation.
- b) Drafting of Legal Documents including but not limited to Agreements, Contracts, MoU and others.
- c) Draft, Reply and Delivery of Legal Notices.
- d) Providing Legal Advices, as when requested and deemed necessary
- e) Timely appearance of the Counsel to contest the cases for Acolyte Technologies Private Limited in the court is a must. His/her absence in the Court, without any reasonable ground and notice in advance, will not be accepted.
- f) Acolyte Technologies Private Limited sends the information to the panel advocates through email regarding entrustment of a case and after receiving the e-mail, it is duty of the panel Advocates to collect the brief/copy of petition along with assignment letter from the concerned office of Acolyte Technologies Private Limited at the earliest.
- g) Refusal by any advocate to accept any work without 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.
- h) The advocates shall accept the terms and conditions of the empanelment as determined by Acolyte Technologies Private Limited from time to time.
- i) In order to ensure that there is effective check on the cases being conducted, the Advocates on the panel must report the status of the cases after each date of hearing. Failure to submit status report will be a ground for removal of the name of the lawyer concerned from the panel.
- j) If required, render all assistance to special or senior Counsel engaged in a particular case before the Supreme Court, High Court and other judicial bodies.
- k) Keep Acolyte Technologies Private Limited informed and updated on all-important developments in the designated cases, dates of hearing, order of the court on the date of its pronouncement, supplying copy of orders /judgment etc.
- l) Furnish monthly statement about the cases represented by him/her before the concerned courts or

any other authority and their outcomes.

- m) When any case attended by him/her is decided against the Organization, the Advocate concerned must give considered opinion regarding the reasons for such adverse order and the advisability of filling an appeal from such a decision not later than 5 working days of the order (kuchha copy).
- n) The advocate shall handle the existing cases of Acolyte Technologies Private Limited.

**Removal from panel:**

- a) Acolyte Technologies Private Limited reserves the right to terminate the empanelment of a Counsel with one month's notice in writing without assigning any reason. The counsel may also resign from the Organization by serving one month's notice.
- b) Empanelment shall be liable to be cancelled due to occurring of any of the following disablements on the part of the Advocate.
- c) Giving false information in the application for empanelment.
- d) Failing to attend the hearing of the case without any sufficient reason and/are prior information.
- e) Not acting as per Acolyte Technologies Private Limited's instructions or going again against specific instructions;
- f) Threatening, intimidating or abusing any of the employees, or representatives of Acolyte Technologies Private Limited;
- g) Passing on information relating to Acolyte Technologies Private Limited's case on to the opposite parties or their advocates or any third party which is likely to cost any damage to the Acolyte Technologies Private Limited's interests;
- h) Giving false or misleading information to Acolyte Technologies Private Limited relating to the proceedings of the case;
- i) Seeking frequent adjournments or not objecting the adjournment moved by other party without sufficient reason; and
- j) Frequent absence from the Court proceeding even if "pass over" or "proxy" is obtained by an advocate.

**General Instructions:**

- a) The size of the panel and number of Advocates / Law Firm in panel shall be determined by Acolyte Technologies Private Limited's management based on the requirement and quantum of work.
- b) Refusal of any Advocate / Law Firm to accept any work without any reasonable cause (e.g. on grounds of conflict of interest) may entail removal of such advocate from the panel.
- c) The Advocate / Law Firm shall accept the terms and conditions of the empanelment as determined by Acolyte Technologies Private Limited from time to time.
- d) The Advocate / Law Firm shall not advise any party or accept any case against Acolyte Technologies Private Limited in which he/she has appeared or is likely to be called upon to appear for (or) advise which is likely to affect or lead to litigation against Acolyte Technologies Private Limited. If the Advocate / law firm happens to be partner of a firm of lawyers or solicitors, it shall be incumbent upon the firms not to take up any case against Acolyte Technologies Private Limited in any court of Law / Tribunal / Commissioner/Forum or any case arising out of those cases e.g. appeals and revisions.
- e) That the empaneled Advocate in matters of urgency shall obtain the order (Dasti) from the concerned Hon'ble court and send it to the Registrar on the same day to avoid any inconvenience.
- f) That the empaneled Advocate (either in person or through an authorized Associate), shall visit

Acolyte Technologies Private Limited to discuss urgent legal cases/matters whenever called upon.

g) That the empaneled Advocates shall send the bills shortly as per approved rates and complete in all respects, preferably within three months of hearing, etc.

h) That the empaneled Advocates when called upon to do so shall assist, as far as possible, the staff of Acolyte Technologies Private Limited.

i) To pass on cases to the Standing Counsel on vice versa, when asked to do so. That the empaneled advocates should have proper infrastructural facilities including man power. It includes scanner, photocopier, computer etc. as well as peon, dealing clerk and Associate advocate.



**Annexure – A**

**Application Form for Empanelment in Acolyte Technologies Private Limited**  
(To Be Filled in By All Applicant Advocate)

To  
**Acolyte Technologies Private Limited**

**Format of Bio-Data for Advocate/Law Firms**

1	Name of the Advocate	
2	Name of the Law Firms	
3	Date of Birth	
4	Date of Enrolment, Name of Bar Council (Enclose attested copy of enrolment certificate)	
5	Period of Practice	
6	Details of Experience/Practice	
7	Area of Practice (specialized)	
8	Specialization, if any (constitution/Taxation/service etc.) The details of a few important cases the advocate has dealt with/handled and reported judgment, if any.	

9	Whether Central/State Govt. Counsel/Pleader (indicate period) (with documentary evidence)	
10	Brief list of clients e.g. Govt./Organization/Institutes or Autonomous body/PSUs (Enclose the documentary evidence)	
11	The Courts where the Advocate is regularly practicing (Enclose attested copy of Bar Association Member Certificate)	
12	Proper and adequate infrastructure of an advocate such as office premises, number of junior advocates, assistants, clerks and fax mobile phone, fixed phone and internet connection etc.	
13	Date of enrolment as an Advocate and Registration No.	
14	Income tax PAN Number (Enclose copy of PAN Card)	
15	A brief note on suitability for empanelment. (If required please enclosed separate Annexure)	
16	Office Address (copy enclose)	
17	Residential Address (copy enclose)	
18	Court Chamber Address (copy enclose)	
19	3 Years Income Tax Return (Enclose the supporting documents)	
20	3 years Audit Reports (Enclose the supporting documents)	

**NIT No.: Atpl/LT/HR/LEGAL/2024-25/09**

**Dated: 26-August-2024**

Declare that never been penalized/convicted by any Bar Council/Court of Law.

I also undertake to maintain absolute secrecy about the case of the Acolyte Technologies Private Limited as required under the Act, Rule and Regulation there under.

A brief note on Suitability for empanelment (details of major case dealt/ contested by the Advocate/Law firm successfully).

Place: - .....

Date: - .....

Signature of Advocate

Name:- .....

**Annexure-B****Fee Structure Payable by Acolyte Technologies Private Limited Legal  
Counsels/Advocates in Different Courts of Law**

<b>SI. No.</b>	<b>Particulars</b>	<b>Amount</b>	<b>Remarks</b>
1	Retainership Fee/month		
2	Appearance in Court Outside Jaipur/Rajasthan		
3	Appearance in Court Jaipur/Rajasthan	Nil	Included in Retainership Fee.
4	Legal Opinion	Nil	Included in Retainership Fee.
5	Drafting of application/Legal notice reply/ Non-disclosure agreement/MOU	Nil	Included in Retainership Fee
6	Vetting of legal Document Agreement MOU/NDA/Letter/Report etc.	Nil	Included in Fee.
7	Local counsellor fee for attending cases in courts outside Jaipur/Rajasthan region	Local Counsellor fee will be on the basis of negotiation by lawyer in different cities under this range.	
8	Conveyance Allowance for out of station visit from Jaipur/Rajasthan to other places using personal vehicle till 600 KMS (to & fro) i.e. car	INR 9/ Per Km (personal car) Parking charges, Toll tax on actual basis.	
9	Travelling Allowance, Food Allowance and Room Tariff 600 KMS & above (to & fro)	As per policy in the category of Executive to Manager level	
10	Other Charges, if any		-

**Acolyte Technologies Private Limited**SB-113, 7<sup>th</sup> Floor, Galaxy Avenue, Bapu Nagar, Tonk Road, Jaipur, Rajasthan – 302015Phone: +91 86556 49440, Email: [info@acolyte.co.in](mailto:info@acolyte.co.in),Website: <https://www.acolyte.co.in/tender>