



TRIPURA GRAMIN BANK
(A Joint Undertaking of Govt. of India, Punjab National Bank and Govt. of Tripura)
Head Office, Abhoynagar, Agartala, 799005
Inspection & Audit Division



Ref.No. TGB/HO/INSP/F.Emp of Advocate/2024

Date: 18.05.2024

EMPANELMENT OF ADVOCATES

LAST DATE FOR SUBMISSION OF APPLICATION IS- 15.06.2024

Tripura Gramin Bank invites application from individual practicing Advocates for empanelment in Bank's panel.

I) CRITERIA FOR EMPANELMENT OF ADVOCATE

1. For being included in the panel, an advocate should have experience of at least 5 (five) years active practice at Bar preferably in the field of Civil, Criminal including Cyber, Service matters, Commercial matters, Banking Law, Consumer Law, Labour Law and be well conversant with Banking laws. However, the period of five years of experience as stated above may be relaxed in exceptional cases where an Advocate is already on the panel of this Bank or other banks and PSUs. The retired Law Officer of a Bank/PSU or retired Judicial Officer entitled to practice as an Advocate may also be considered for empanelment on Bank's panel. The length of his/her service Cadre/deputation shall be considered as period of experience for computation period of practice. A certificate in this regard, issued by the concerned Bar Association shall be provided by the advocate as per the format provided at **Annexure 'A'**.
2. Good legal acumen, unblemished integrity and efficiency in Law in respective field and having well experienced in making draft, in attending the Banking matters, providing legal opinion, searching of title report and issuance of Non Encumbrance Certificates, should be main criteria for empanelment.
3. The Advocate should be well versed with Banking Law and practice, Transfer of Property Act, Mercantile Laws. Knowledge of SARFAESI, DRT & IBC, Consumer Law, Civil Law, and Criminal Law is desirable.
4. The Advocate should agree to abide by the prevailing terms and conditions of the Bank in connection with fees, charges, submission of pleadings for approval etc.
5. The Advocate empanelled shall not appear in cases against the Bank and/or shall not provide adverse advice to others against the Bank. Empanelled Advocate to ensure that his/her Junior Advocate practicing under him should not appear in cases against the Bank.
6. Modification in Request for Application document: Tripura Gramin Bank reserves its rights to modify any part of this document at any time prior to the deadline for submission of applications. Such change(s)/modification(s), if any, may be in the form of an addendum/corrigendum will be uploaded

in Bank's website www.tripuragraminbank.org. All such change(s) will automatically become part of this Request for Application and binding on all applicants. Interested applicants are advised to regularly visit the website of the Bank.

7. Mere submission of application and fulfilling of eligibility criteria does not entitle him/her for empanelment.

8. The applications received should be strictly evaluated based on the evaluation criteria as stated above. However, Advocates having more experience in respective field and having empanelment in other Banks in conducting cases and/or any other works (viz. providing legal Advice/issuing Non-encumbrance Certificate/Drafting of pleadings etc.) on behalf of the Banks will be given preference/more weightage for empanelment.

9. The number of relevant assignments undertaken by the advocate for various organizations in the last and current financial year may be indicated with supporting documents.

10. Bank reserves its rights to modify/relax the eligibility criteria in case sufficient number of eligible applications is not received in respective area.

11. Bank reserves right to summarily reject the application without assigning the reason thereof.

12. Engagement of the Advocate shall be at the sole discretion of the Bank.

13. Empanelment of Advocates will be done Sub-division wise. At least 3(three) number of Advocate are required for empanelment in each Sub-Division in Tripura.

14. The Advocates empanelled with the Bank earlier for above purpose prior to publication of this notification are needed to submit afresh. The existing empanelment will be treated as cancelled after the six month from the date of publication of this notification.

15. Assignment may be given to the Empanelled Advocates on requirement basis of the Bank which is totally discretionary power of the Bank.

II) PROCEDURE FOR EMPANELMENT

1. The intending Advocate for empanelment can apply through various Regional Offices of the Tripura Gramin Bank located at various locations on or before **15.06.2024** along with the self-attested copies of the documents as stipulated in the application as per Annexure 'B'.

The address of Regional Offices of Tripura Gramin Bank are given below:

a) The intending Advocates belonging to Gomati, South Tripura and Sepahijala may submit the application dully filled up by Speed Post or by hand in the Office .of "**The Regional Manager-South, Tripura Gramin Bank, Udaipur, Gomati, Pin- 799120.**"

b) Advocates belonging to West Tripura & Khowai District may submit the application dully filled up by Speed Post or by hand to the Office of "**The Regional Manager-West, Tripura Gramin**"

Bank, Jagannath Bari Road (Bidurkarta to Clonel Choumuhani Road), Agartala, Pin-799001."

c) Advocates belonging to Dhalai, Unokoti & North Tripura District may submit the application dully filled up by Speed Post or by hand to the Office of "**The Regional Manager-North, Tripura Gramin Bank, Kailasahar, Unakoti, Pin- 799277."**

2. The applications so received shall be scrutinized and the applications which are complete in all aspects and in conformity with the requirements and after conducting due diligence exercise shall be considered for empanelment.

3. Incomplete applications and/or applications received without supporting documents, and applications submitted after the last date i.e. **15/06/2024** will not be considered for empanelment. Submissions of application to other office of the Bank except Regional Office will not be considered for empanelment.

III. OTHER TERMS AND CONDITIONS FOR EMPANELMENT.

1. Advocate(s) should agree to abide by the Bank's terms and conditions including the professional fees, charges etc. as fixed by the bank.

2. The concerned Advocate(s) will be informed in writing of his/her empanelment and the terms and conditions of his empanelment. The empanelled advocates shall, upon receiving the letter from the Bank confirming their empanelment, submit a letter of acceptance (on their letter heads) to the concerned RM Office as stated herein above and subsequently on the basis of the acceptance an agreement will be executed in between the Bank and the concerned empanelled Advocate.

3. The panel will remain valid for Five Years (subject to yearly review) or till next empanelment process is concluded, whichever is later on continuous basis for the purpose of continuity of the briefs with the empanelled advocate(s).

4. It is made clear that empanelment in Bank's panel of advocates does not amount to an appointment or right for an appointment in the bank and Bank is free to give assignment to any of empanelled advocate of its choice and the empanelled advocate cannot claim/influence to be entrusted with Bank's work.

5. If the performance of the Advocate in rendering service to the bank is not satisfactory or report of professional negligence is received from any source, bank reserves its right to remove the Advocate from banks panel and to take appropriate action as may deem fit and required as per Law.

6. The Advocate(s) should undertake not to appear against the Bank in any Court and they do not support the litigation which is detrimental to Bank's interest and under no circumstances they should use any legend containing Bank's name or symbol in letter heads, signboards, name plates etc. such

as legal advisor to Tripura Gramin Bank or advocate for Tripura Gramin Bank etc.

7. Any effort on the part of applicant to influence the evaluation process in respect of empanelment may result in rejection of the application. From the time the proposals are opened to the time of assignment, Advocate(s) should not contact the Bank or any of its employees or representatives on any matter related to the proposal with a view to influence the examination, evaluation, ranking and assignment. Such an effort shall result in rejection of the proposals.

8. Tripura Gramin Bank is not responsible for non-receipt of applications within the specified date and time due to any reason including postal delays or holidays in between.

9. The applicants shall bear all costs associated with submission of application desired by Tripura Gramin Bank. Tripura Gramin Bank will not be responsible or liable for any cost thereof, regardless of the conduct or outcome of the process.

10. Tripura Gramin Bank shall have the right to cancel the empanelment process itself at any time, without thereby incurring any liabilities to the affected applicants.

Sd/
GENERAL MANAGER

Annexure: 'A'

FORMAT OF CERTIFICATE TO BE OBTAINED FROM THE CONCERNED BAR ASSOCIATION.

This is to certify that Shri/Smt/Ms..... S/o, W/o, D/o
..... having residence at.....chamber/office at
..... is a bonafide member of this Bar Association since
.....and has been practicing since.....in..... Court
on Civil/Criminal/Labour Laws/Property Laws/Banking Laws etc. (Whichever is
applicable) in..... Sub-division under..... District.
It is further certified that Sri/Smt/Ms.....is efficient and having
good knowledge in the field of his/her practice and is conducting cases independently.
Shri/Smt/Ms is hard working and enjoys good moral
character and no adverse report against him/her has come to my knowledge. I wish
him/her the very best in all their future endeavor.

President/Secretary

..... Bar Association.

Place:

Date:

Annexure: 'B'

Photograph

Bio Data of Advocate for Empanelment in Tripura Gramin Bank:

1.	Name of the Advocate:	
2.	Name of Father/Husband:	
3.	Date of Birth:	
4.	Educational Qualifications: (Self-Attested Photocopy of Degree/LLB certificate to be enclosed)	
5.	Name of Bar Council, Month/ Year of Enrolment and Enrolment No: (Self- Attested) enclose photocopy of Bar Council enrolment certificate and ID)	
6.	Residence address with Phone no	

7.	Office address with Phone no.	
8.	a) Total Period of Practice as on date:	
	b) Place of Practice (Mention name of Sub-Division(s) where the Advocate is practicing): (attach experience certificate from Court/Bar Council)	
9.	Details of the matters for appearance against this Bank in any Case/DRT or any other proceedings for last five years:	
10.	Whether the Advocate is willing to withdraw from the case conducted against the Bank, if he is considered for empanelment in this Bank :	
11.	List of Banks, Financial institutions, Companies etc. where empanelled.(attach photocopy for proof mentioning numbers of year engaged with)	
12.	Numbers of relevant assignment undertaken by the Advocate for various Organizations/ Financial Institutions/Banks/Individuals. (Attach the relevant document viz. Vokatnama, Judgment etc.)	
13.	Whether willing to abide by the fees decided by the Bank:	
14.	PAN no. Optional (photocopy of Pan Card to be enclosed)	

15.	Name of two references with address and Phone no.	
16.	Any other relevant information	

Declaration:-

I do hereby confirm and declare that I have gone through the advertisement as published relating to the empanelment and also declared that I will abide by all terms and conditions as stated in the said advertisement and the information given hereinabove is true and correct to the best of my knowledge and belief. If anything is found false in future, the Bank may remove my name from the list of empanelment. In case there is any change in the status of the position indicated above, the same shall be communicated to Tripura Gramin Bank forthwith. Copies of relevant supporting papers/testimonials/orders etc. are attached.

Signature of Advocate:

List of the copies as below as attached herewith:-