



THE DAMAN & DIU STATE CO-OPERATIVE BANK LTD.

(Registration No. ARCS/DMN/DDCBL/211/2015-16 dtd.17.11.2015)

Head Office: H.No.14/54, 1st Floor, Dilip Nagar, Nani Daman-396210.

Ph No: 0260 2255984, 2255985

E-Mail: legal@3dcoopbank.in

Ref: DDCBL/Legal/2025-26/05/72/ 693

Date: 15.09.2025

NOTICE

The Proposals are hereby invited from interested and eligible Advocates for Empanelment as an Advocate on panel of the Daman & Diu State Co-op. Bank Ltd, as per its terms & condition of empanelment review of empanelment and removal of empanelment as per it's time to time updated policy on this. The documents can be downloaded from website www.3dcoopbank.in

The application is to be submitted online on www.3dcoopbank.in as per terms and conditions mentioned at Annexure-01 for fees structure in respect to nature of work and Annxure-02 application for empanelment.

The Daman & Diu State Co-op. Bank Ltd., reserves the right to reject the proposal without assigning any reason thereof. The proposal which is conditional/incomplete will not be entertained.

SUBMISSION OF APPLICATIONS:

Applicants have to submit their application on or before 26.09.2025. No application shall be entitled beyond the stipulated date. Incomplete applications will be rejected.

Sd/-
General Manager (Legal)

EMPANELMENT OF ADVOCATES

1. Eligibility: - Person(s) who are enrolled as advocate with respective Bar Councils are eligible to apply for the Empanelment by the Bank, if he/she satisfies the following: -
 - (i) He/she must have a valid enrolment and license for practice in respective Bar Council.
 - (ii) He/she should have an office at the place where the empanelment is sought.
 - (iii) He/she should not have been depanelled by any Bank, RBI, IBA, Government Departments and organization and / or other institutions due to non-performance, preceding the empanelment by the Bank.
2. The advocate shall submit self-certified copies of the following documents along with application form:
 - i. Certificate of LL. B, BL and/ or equivalent course.
 - ii. Enrolment Certificate Issued by the respective Bar Council
 - iii. Experience Certificate issued by the Court/respective Bar Association.
 - iv. Proof of empanelment by other Public Sector Banks, if any.
 - v. PAN card
 - vi. Aadhar Card

3. Distribution / Allocation of Work:

To the extent possible, the Head Office / Branches may equitably distribute the cases/matters among panel advocate depending on the nature of cases, complexity in each case/matter, performance of the advocates, their availability, vicinity, capacity to complete cases expeditiously, timely reporting/proper conduct of cases, etc.

4. Other Conditions for Empanelment:

- (a) The Panel advocates should not be allowed to use Bank's name, symbol, logo and other intellectual properties of the Bank under any circumstances.
- (b) He/she shall accept the briefs and Cases assigned by the Bank and shall not be selective.
- (c) He/she shall abide by all the terms and conditions determined/to be determined by the Bank from time to time, in respect of empanelment, allocation of the work. review of performance, schedule of fees payable by the Bank, monitoring of suit filed and decreed, etc,
- (d) He/she shall observe high professional standard and integrity and shall be efficient in handling the case(s) assigned by the Bank independently.

- (e) Inclusion of name in the Bank's panel shall not constitute an appointment or a right for an appointment to be made by the Bank and/ or for allotment of cases/matters.
- (f) The panel advocates and their Juniors shall not appear/advice against the Bank under any Circumstances.
- (g) If the Head Office/Branch is of the view that meeting of the empaneled Advocates is necessary and expedient in the interest of the Bank, they may convene the meeting and necessary instructions may be given to them
- (h) The panel advocate shall send monthly reporting of the cases entrusted with him to the Head Office/Branch. However, wherever required the advocate shall make day to day reporting of the proceedings of the cases to Head Office/Branch. If the panel advocate has failed to make the day-to-day reporting of the cases, or wherever required day to day reporting of the proceedings of the cases entrusted with him, the Head Office (legal department) may consider this aspect while reviewing the performance and may recommend Depaneling him on this ground. The panel advocates should be advised accordingly.

Date 15.09.2025

Place : Daman

Sd/-

General Manager (Legal)

PART — A : Fee Structure:

S.No.	Nature of work	Charges to be paid (in rupees)
1.	Vetting of Documents	Rs.1,000/- + Rs. 150/- as Typing expenses Rs. 500/- additional if verification of Documents is required
2.	Drafting of RFP, Agreement, Lease deeds and any other legal document	Rs.5,000/- + Rs. 20/- per page as Typing expenses
3.	Legal Notice	
	A. Any notice	Rs.2,000/- + postal charges
	B. Reply to Legal Notices	Rs. 500/- plus actual expenses
4.	Title Clearance	
	a. Loan below Rs. 15 lacs	Rs. 2,000/- + actual expenses
	b. Loan below Rs. 15 lacs	Rs. 3,500/- + actual expenses
5.	Legal Opinion	Rs. 2,500/-
6.	Conference with Counsel (per hour)	Rs. 5,000
7.	Consultation (per hour)	Rs. 4,000
8.	Appearance in Court outside District Place (per day)	Rs. 4,000

PART - B : Fee Structure:

Law charges/fees to be paid to the advocates at various court including High Court and Supreme Court.

S.No.	Particulars	Supreme Court National Forum/ commission	High Court State/ U T Forum/commission/ Tribunal, DRT, CIT, Income Appellate Tribunal, GST Appellate Tribunal	District Court Any of the except JMFC or equivalent, Commissioner of Appeals (IT/ GST), Section 138 N. I. cases	Collector's Court/ RCS/District Forum/ commission, Revenue Recovery, JMFC or equivalent court, ACTT / ITO, D.C. GST	SDM / Mamlatdar Court
		(1)	(2)	(3)	(4)	(5)
1.	Drafting of Writ Petition/ Counter Affidavit Appeal/ SLP / WS / Revision / Review Petition/ Plaint / Original Suit/ etc.	50,000/- Plus Rs. 5,000/- clerkage	40,000/- Plus Rs. 5,000/- clerkage	20,000/- Plus Rs. 3,000/- clerkage	10,000/- Plus Rs. 2,000/- clerkage	5,000/- Plus Rs. 1,000/- clerkage
2.	Fee for drafting Misc. Application / Interlocutory Application / Replies there to / Interim Application and its Replies / Affidavit / Rejoinder	5,000/-	3,000/-	1,500/-	1,200/-	1,000/-
3.	Written Legal Opinion on matter to be filed & matter disposed of.	10,000/- Consolidated	10,000/- Consolidated	5,000/-	3,000/-	2,000/-
4.	Per Appearance (For effective hearing)	10,000/-	10,000/-	3,000/-	1,000/-	1,000/-
5.	Appearance (For non- effective hearing)	1,500/- (Maximum three in a case)	1,000/- (Maximum three in a case)	600/-	500/-	500/-
6.	- For Drafting and filing Caveat Petition	10,000/-	10,000/-	5,000/-	-	-
7.	Typing	Rs. 20/- per page				
8.	Conference	2,500/-	2,500/-			
9.	Consultation (per hour at Bank office)	5,000/-	5,000/-	3000/-		

Signature
across the

Application for empanelment:

a) Name of the Advocate	
b) Address:	
i. Chamber/Office:	
ii. Home:	
c) Contact Details:	
i. Mobile No(s):	
ii. Chamber/Office:	
iii Home:	
iv. E-mail address:	
d) Age (As on 01.09.2025)	
e) Date of Birth	
f) Name of Bar Council and Enrolment Number(enclose copy of enrolment certificate/enrolment ID)	
g) Brief details of experience(enclose a separate sheet, if required)	
h) Whether practice restricted to a particular Court or nature of cases/ matters or the advocate is practicing in lower courts/tribunals and undertaking other nature of cases/matters(give brief description)	
i) Whether the Advocate is Income Tax Assesses (if yes, then give PAN no.)	
j) Whether in the panel of other Bank, if so, please specify the name of Bank and Branch.	
k) Whether de-panelled by institution. If so, then give brief description	
l) Whether any disciplinary action is initiated by Bar Council/other authority on the Advocate or his Junior/associate and . If yes, then please give details	
m) Any other details that you think would be useful the Bank concerning decision to empanel you as our Advocate	

I/We hereby acknowledge, undertake and confirm the following:

- I accept the terms and conditions of the empanelment as determined by the Bank from time to time without any demur or protest.
- I shall not use Bank's symbol, logo etc. in our letter head, sign board, name plates, pamphlets, visiting card etc. shall not do anything detrimental to the interest of the bank.
- I shall not admit and engage any advocate(s) who is depanelled by any Bank as junior, associate, partner etc. and if bank brought to my notice that such advocate was depanelled by any Bank, I/We Shall immediately remove him from my Office. If contravene the same, then the Bank may immediately depanel me/us even without any notice.
- I and my/our juniors, associates, partners etc. shall not appear / advise against the Bank, under any circumstances.
- I acknowledge and confirm that empanelment/depanelment is the sole discretion of the Bank and the bank may at any time depanel me from the Bank's panel of advocates even without notice.
- I acknowledge that inclusion of name in the Bank's panel shall not constitute an appointment or a right for an appointment be made by the Bank upon myself as well as Juniors, Partners or Associate.
- I am fully aware that the Bank shall review the performance of panel every year and/or during certain intervals and that Bank reserves its right to terminate such engagement/empanelment at time at sole discretion of the Bank without assigning any reason.
- I confirm that the Bank is free to employ any Advocate of its own choice and no right exists for an empaneled Advocate to claim that he/they should be entrusted with Bank's work
- I undertake that I shall maintain absolute secrecy and confidentiality the cases of the Bank and/ or information provided to me.
- I undertake that upon empanelment, I/we shall send monthly statements/ and other statement as per the requirements of the Bank inter-alia showing the day-to-day progress of the cases entrusted with me. I am aware that on non-compliance of any of the conditions mentioned above, the Bank will depanel me/us without any notice.
- I undertake that upon depanelment, due to any reasons whatsoever, the cases, briefs, matter etc. would be returned to the bank, without any objections or conditions.

Signature of Advocate with Seal

Enclosures:

Self- Attested /true copies of the following documents:

1. Certificate of LLB/BL or other equivalent course.
2. Enrolment Certificate & Bar Council Certificate/1D.
3. PAN card
4. Aadhar Card
5. Proof of empanelment by other nationalized bank(s) if any.