

Appendix – II: Proforma for Applicant (Law Firms)

Please specify whether the Application is for Pan India or specific states/UTs, if certain states-please specify the names.

Area of Interest*:

(Applicant may select any or all of the following or indicate any other preferred area of expertise)

Litigation

Legal Audit

Documentation

Title Search

Any other: _____

(*Note: Applicant(s) are advised to comprehensively describe their area of work experience and attach their updated Firm Profile. Any additional details which the Applicant may seek to provide, should be submitted in an annexure along with this Application)

Sr.No.	Particulars	Details*		
		(*Note: Each field has a character limit. In case of breach of the said limit, separate sheet may be attached.)		
1	Name of the Firm			
2	Address of the Firm			
3	Details of the Contact Person (Name, designation, email Id with Mobile Number)	Location	Name and Designation	Contact Details

		<table border="1"> <tr> <th>Location</th> <th>Name and Designation</th> <th>Contact Details</th> </tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> </table>	Location	Name and Designation	Contact Details																		
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4	Office Telephone Number	<table border="1"> <tr> <th>Mobile</th> <th>Landline</th> </tr> <tr><td></td><td></td></tr> <tr><td></td><td></td></tr> <tr><td></td><td></td></tr> <tr><td></td><td></td></tr> <tr><td></td><td></td></tr> </table>	Mobile	Landline																			
Mobile	Landline																						
5	Official E-mail ID																						

6	<p>Number of years for which the firm is in legal advisory business/ practice</p> <p><i>(Please enclose supporting papers)</i></p>																					
7	<p>Date or year from which the firm is on panel of any Bank/financial institution/ asset reconstruction company/multilateral financing institutions/non-banking financial institutions/ regulatory authorities viz. RBI, IBBI, IRDA, SEBI etc.</p> <p><i>(Please enclose supporting papers)</i></p>	<table border="1"> <thead> <tr> <th>Name of Bank</th> <th>Year of Empanelment or Engagement</th> <th>Reference/contact person of such Bank/ financial institution (include name, email, telephone of such contact person)</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> </tbody> </table>			Name of Bank	Year of Empanelment or Engagement	Reference/contact person of such Bank/ financial institution (include name, email, telephone of such contact person)															
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		Name of Bank	Year of Empanelment or Engagement	Reference/contact person of such Bank/ financial institution (include name, email, telephone of such contact person)
8	Details of Partners <i>(Please attach separate sheet if required)</i>	Name	Designation	Contact Details
			Managing Partner	
			Senior Partner	
			Senior Partner	

9	a. Bio-Data as per Appendix I for the Managing Partner or at least 2 Senior Partners <i>(Please attach separate sheet if required and enclose the copies of relevant testimonials with Bio-Data)</i>	Name of the Partner		Whether Bio - Data enclosed	Whether copies of Testimonials enclosed
				Yes	Yes
				No	No
				Yes	Yes
				No	No
				Yes	Yes
				No	No
	b. Details of the Authorised Person on behalf of the law firm	Location	Name and Designation	Contact Details	

		Location	Name and Designation	Contact Details

10	Any notable documentation/ litigations. Please share order sheets in case of litigation. <i>(Please attach separate sheet if required along with copies of relevant Order sheets containing the name of Firm/Partners)</i>		
		Name of the case/ Transaction	Concerned Court/ Tribunal / Transaction Detail

		Name of the case/ Transaction		Concerned Court/ Tribunal / Transaction Detail	
11	<p>Details of present empanelment with any Bank/financial institution/ asset reconstruction company/multilateral financing institutions/ non-banking financial institutions/ regulatory authorities viz. RBI, IBBI, IRDA, SEBI etc.</p> <p>OR</p> <p>Assignments or engagement undertaken for any Bank/financial institution /asset reconstruction /</p>	<p>Name of Bank <i>(please specify whether empanelled or engaged)</i></p>	<p>Year of Empanelment or Engagement</p>	<p>Reference/contact person of such Bank/ financial institution (include name, email, telephone of such contact person)</p>	

	company/multilateral banking financial institutions/ regulatory authorities viz. RBI, IBBI, IRDA, SEBI etc. <i>(Please attach separate sheet if required along with copies of Empanelment Letters issued by other Banks/ institutions)</i>	<table border="1"> <tr> <th>Name of Bank</th><th>Year of Empanelment or Engagement</th><th>Reference/contact person of such Bank/ financial institution (include name, email, telephone of such contact person)</th></tr> <tr> <td></td><td></td><td></td></tr> <tr> <td></td><td></td><td></td></tr> </table>	Name of Bank	Year of Empanelment or Engagement	Reference/contact person of such Bank/ financial institution (include name, email, telephone of such contact person)						
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12	Number of case(s)/matter(s) handled during the last financial year										
13	Have you ever been debarred/blacklisted/ de-panelled? Give Details.	<table border="1"> <tr> <td>Yes</td><td>No</td></tr> <tr> <td colspan="2">Reasons:</td></tr> </table>	Yes	No	Reasons:						
Yes	No										
Reasons:											
14	Details of the matters where Firm appeared against Exim Bank in										

	any suit/DRT or any other proceedings including CIRP			
15	Details of Professional Achievements, if any			
16	Office Infrastructure	Number of Offices		
		Number of computer systems		
		Printer facility		
		Internet Access		
		Office assistants		
		Clerks		
		Others		

17	Any other relevant information	
18	Whether any of the relatives / persons known to the partners of the firm otherwise than professionally, is working in the Bank. If yes, give the name, designation and posting of such relative/person.	

Declaration:

1. I hereby confirm and declare that the information given hereinabove is true and correct to the best of my knowledge and belief. I hereby express interest of **the Applicant named above** to act as Legal Counsel on behalf of the Bank and confirm that the Law Firm is in adherence with all applicable rules of the Bar Council in the state of practice.
2. In case there is any change in the status of the position indicated above, the

same shall be communicated to Exim Bank forthwith.

3. Copies of relevant supporting papers/testimonials/orders etc. are attached.
4. I further undertake to furnish undertakings and/or declarations as set out in Appendix III of this EOI required in the form and manner acceptable to the Bank.

Seal and Signature of Applicant / Authorised Person of Applicant

Name of Applicant

Full Name & Designation of
Authorised Person of Applicant

Date

Enclosures:

- Copy of Law Degree Certificate of the Managing Partner or of atleast two senior Partners (Self certified)
- Copy of Certificate of Enrolment with State Bar Council of the Managing Partner or of atleast two senior Partners (Self certified)
- Practice Certificate and Renewal of practice certificate, wherever applicable, of the Managing Partner or of atleast two senior Partners(Self certified)
- Identity Card issued by State Bar Council for of the Managing Partner or of atleast two senior Partners (Self certified)
- Copies of empanelment with other Banks & Organisation if any (Self-certified)
- PAN Card copy (Self- certified)
- In case of firms the documents evidencing the constitution of firm (Self certified)
- Undertaking regarding agreement of all terms of EOI as per Appendix III
- Firm Profile