



# Biotech Park

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कूरियर सेवा

सभी पत्राचार मुख्य अधिषासी अधिकारी के नाम से हों, किसी अन्य अधिकारी के नाम से नहीं।

## कोटेशन हेतु निवेदन

सेवा में,

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दिनांक : 25-08-2023  
जांच संख्या : BP/4(1)/02/2023-24  
पहुंचने की तारीख : 09-09-2023  
खुलने की तारीख : 09-09-2023 (3:30 PM)

प्रिय महोदय,

हम नीचे उल्लिखित Expression of Interest for appointment of advocate on record(AOR) के लिए इच्छुक हैं। कृपया सील बन्द लिफाफे में इस कार्यालय को दिनांक 09-09-2023 तक अथवा उसके पूर्व प्रेषित करें।

Sl. No	Nature of work	Rate	Total Amount	
			रु०	पै०
1	Expression of Interest for Appointment of Advocate on Record (AOR)			
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4	(For more details kindly see the attachment.)			
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नोट : आपका प्रस्ताव कोटेशन खुलने की तिथि से कम से कम छः माह तक के लिए वैध होगा।

प्रत्येक कोटेशन मोहरबन्द होना चाहिये तथा लिफाफे पर हमारे कोटेशन नम्बर, दिनांक एवं खुलने की तारीख अवश्य होनी चाहिये अन्यथा कोटेशन स्वीकार नहीं किया जायेगा।

कृते मुख्य अधिषासी अधिकारी

## **Biotech Park, Lucknow**

Subject: - **Expression of Interest for Appointment of Advocate on Record (AOR) in Biotech Park, Lucknow**

Biotech Park, Lucknow, jointly established by Department of Biotechnology, Government of India and Department of Science & Technology, Government of Uttar Pradesh under Society Act 21-1860, invites expression of interest for appointment as Advocate on Record (AOR) from reputed firms of Solicitors/Advocates based in Lucknow for the work relating to the Lower Court /High Court And Arbitration.. The AOR shall represent the Custodian in Special Court, Constituted under the said Act and render legal advice to the Custodian.

The intending firms/individuals may submit their profile including details of infrastructure , experience etc., in sealed cover to CEO/ Acting Head, Biotech Park, Lucknow, Sector-G, Jankipuram, Kursi Road, Lucknow 226021 by September 9, 2023 the terms and conditions for the appointment as AOR area available on the website of Biotech Park ([www.biotechpark.org.in](http://www.biotechpark.org.in))

The offer received after the due date will not be entertained. The envelope containing Application be super scribed as 'Application for the Appointment of AOR in Biotech Park, Lucknow.

### **Terms and Conditions for the Appointment of Advocate on Record (AOR) in Lucknow**

Biotech Park, Lucknow an autonomous body under society Act 21-1860 invites Expression of interest for engagement as AOR from reputed firms of Solicitors/advocates based in Lucknow, for the work relating to the Lower Court) Lucknow/High Court And Arbitration , under the provision of the Special Court Act 1992. The cases under said act are tried in the special court, Lucknow constituted under the Act, presided over by sitting Judges of the Lucknow High Court. The terms and conditions of the appointment as AOR are given in succeeding paras.

### **Period of Appointment:**

- i) The terms of engagement of the AOR would be for a period of three years or until further orders, whichever is earlier. The terms may be extended further at the discretion of the Custodian.
- ii) The Custodian can terminate the engagement of AOR at any time without assigning any reason. The AOR can do the same after a 3 months prior notice.

**Eligibilities/Basic conditions:**

- i) The intending advocates/Solicitor should be eligible for appointment as AOR under provisions of Lucknow High Court.
- ii) The intending advocates/Solicitor should have his Headquarters at Lucknow preferably in the vicinity of the Special Court/High Court, Lucknow.
- iii) The intending advocate/solicitor should have adequate office space, Fax facility, internet connection with adequate staff and usual infrastructure to deal with about 125-150 subject matters in a year.
- iv) The intending advocate/solicitor shall submit his/her profile along with documentary proof of experience.
- v) The advocates. Solicitors, who have/had dealt with the cases of Special Court Act or are empanelled with Government for similar work shall be preferred.

**Duties of AOR: the AOR shall**

- i) Render legal advice /opinion on court matters whenever asked for.
- ii) Represent the Custodian in all the Court proceedings by filing his/her Vakalatnamas / appearance.
- iii) Draft Applications/Petition on behalf of the Custodian and draft first reply in case matter is filed by noticed party/others, and filed the same in the Special Court after obtaining approval of the Custodian.
- iv) To file Affidavits, reply affidavit in rejoinder etc. on behalf of the Custodian in the special court after obtaining approval of the Custodian.
- v) Vet drafting made by the arguing counsels (if any)
- vi) Service the documents and file proof of service in the Special Court. Also receive, service of documents and forward copies of the same to the Custodian's office in Biotech Park, Lucknow.
- vii) Render all assistance to the law Officers, Arguing Counsels or Senior Counsels .He/she will also give them adequate instructions and provide them brief of the matter, etc., will in advance.
- viii) Obtain all relevant notes, records and documents relating to the investigations, and shall check that all relevant matters are addressed in the documents to be filed in the special Court.
- ix) Ensure that the information provided or prepared on behalf of the Custodian is complete, accurate in all respects and updated and not misleading in any manner.
- x) Obtain and provide certified copies of the orders of the special court immediately on pronouncement of the same.

- xi) Give opinion regarding filing an appeal, when any case is decided against the Custodian by the Special Court.
- xii) Keep the office of the Custodian informed of the important developments in the cases from time to time, particularly with regard to drafting, filling of papers, dates of hearing of the case, supplying the copies of the orders/judgments.
- xiii) Keep liaison with the office of the special Court (Lower, court, High Court, Arbitration Court) Lucknow by deputing representative(S) well versed with Court proceedings. or in person and to be present in the court during hearing of the cases, which at present is normally held on any day and time,
- xiv) Furnish to the office of the custodian, periodical statements and other information which may be called for, from time to time.
- xv) Perform such other duties of a legal nature, which may be assigned to him by the office of the Custodian.
- xvi) Attend Court whenever required and so directed.
- xvii) Carry out amendments in court's Copy and in the other party's copies.
- xviii) Give/take inspection of documents as ordered by the court.
- xix) Complying Court office objections relating to explanation of drafting.
- xx) Draft Deeds of Assignment after sale of properties.
- xxi) Preparation of Compilation of orders.
- xxii) Make arrangement for affirming of the draft documents for filing in the Court and follow the court office for numbering the Applications/Petitions etc. and removal of objections raised by the Court office.

**5. General Conditions:-**

- 1 The AOR will have to make available the service from Monday to Friday basis. The same will be made available on holiday also whenever required.
2. The AOR on engagement will provide to the office Custodian, complete contact details including the name of the staff.
6. Fees:- The fee details payable to AOR will given below:-

Sl.No	Item	Fee Payable
1.	Case filed	
2.	Rejoinder/Counter	
3.	Hearing (Composite/per hearing)	
4.	Drafting, Court Fee, Xerox etc.	
5.	Miscellaneous	

**Note:** - In case, common reply is drafted and filed several matters. Being identical in nature, fee payable to the AOR shall be double (1+1) up to 5 cases and triple (1+1+1) in case the number is more than five.

**7. Payment of Bills:-**

**The AOR shall submit fee bill in the office of the custodian at Lucknow along with complete documents in support viz final order, vouchers etc., by 15<sup>th</sup> of the following months and payment will be released generally within a period of the month from the date of receipt of the bill.**