



Dhakuria Co-operative Bank Ltd.

68, Tanupukur Road, Dhakuria, Kolkata-700 031

Regn. No. : 02/1932 dt. : 09.01.1932

Memo : DCBL/ 263 /25-26

Date: 20-11-2025

NOTICE INVITING QUOTATION FOR EMPANELMENT OF ADVOCATE

Dhakuria Co-operative Bank Ltd., an urban Cooperative bank runs with the approval of RBI, invites sealed quotations from qualified and experienced Advocates for empanelment with the bank to represent and advise the Bank in various legal matters, including but not limited to loan recovery, legal documentation, and litigation before different courts and authorities, under "Two Bid method" with separate envelopes for (A) Technical bid, (B) Financial Bid.

Scope of Work:

1. To appear and represent the Bank before Civil Courts, DRT, DRAT, Consumer Forum, Labour Courts, and other judicial or quasi-judicial authorities.
2. To handle recovery suits, arbitration proceedings, and cases under the SARFAESI Act.
3. To issue legal notices, draft petitions, replies, and written statements on behalf of the Bank.
4. To vet and certify legal documents, title deeds, mortgage papers, and loan documentation.
5. To provide legal opinions and guidance on banking and co-operative law matters.
6. To assist the Bank in framing and reviewing legal policies and documentation formats as required.
7. Any other legal issues

Eligibility Criteria:

1. The applicant must be a practicing Advocate enrolled with the Bar Council and holding a valid registration.
2. Must possess a minimum of 15 years of experience in handling banking cases, with special reference to the cooperative banks.

A. Technical Bid : (The envelope is to mark 'A')

Documents to be submitted for satisfying the eligibility criteria:

1. Updated Bio-data mentioning qualifications and relevant experience.
2. A Copy of the valid Registration Certificate, issued by the Bar Council of India.
3. Copies of PAN and Aadhaar Card.
4. List of Banks/Institutions represented with some referral cases.

B. Financial Bid : (The envelope is to mark 'B')

The offered rate should be submitted for each of the categories stated above, in a sealed envelope.

There will be two separate envelopes (A) and (B), where the envelope (A) will be opened first, for evaluation of eligibility criteria. Financial Bid in the envelope-B of eligible bidder only, will be opened after scrutiny of eligibility documents as provided in envelope (A) by the external expert.



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Sealed offer in one large envelop (with the two sealed envelopes-A & B(inside) along with all supporting documents should reach the undersigned at Dhakuria Co-operative Bank Ltd. on or before 30.11.2025 within 5 P.M.

The Bank reserves the right to accept or reject any or all quotations without assigning any reason whatsoever.

Shondal 20-11-2025
Chief Executive Officer

Memo : DCBL/263/1(7)/25-26

Date: 20-11-2025

Copy forwarded for information and necessary action to:

- (1) The Registrar of Co-operative Societies, West Bengal, Co-operation Directorate, New Secretariat building, 4th Floor, 1, Kiran Sankar Roy Road, Kolkata-700001, with a request to display the instant NOTICE on the Notice Board of the Cooperation Directorate.
- (2) The Additional RCS, Cooperation Directorate, Central Zone, 2nd floor, Anupama Buildings, 60A, Colootola Street, Kolkata – 700073, with a request to display the instant NOTICE on the Notice Board of the Cooperation Directorate, Central Zone.
- (3) The Deputy Registrar of Co-operative Societies, Co-operation Directorate, North 24 Parganas Range, Samabay Bhaban, 2nd Floor, Banamalipur, Barasat, Kol-700124, with a request to display the instant NOTICE on the Notice Board of the Cooperation Directorate, North Range.
- (4) The Assistant Registrar of Co-operative Societies, Co-operation Directorate, South 24 Pgs Range, New Administrative Building, 7th Floor, Alipore, Kol-700027, with a request to display the instant NOTICE on the Notice Board of the Cooperation Directorate, South Range.
- (5) The Post Master, Dhakuria post office, with a request to display the instant NOTICE on the Notice Board of the Post Office.
- (6) The Secretary, Bar Council of the West Bengal. City civil court building 7th floor, 2 & 3 Kiran Sankar Roy Road, Kolkata- 700001, with a request to display the instant NOTICE on the Notice Board of the Bar Council of the West Bengal.

Shondal 20-11-2025
Chief Executive Officer