

‘Job Description’, ‘Tenure’ and ‘Schedule of Fees’ of BSCL’s Panel Lawyer

1. Job Description:

- 1.1 Appointed Panel Lawyer shall immediately provide BSCL with all information and documents including but not limited to the application /petition /written reply/ plaint/ written statements/ written objections/ interlocutory petitions or alike matters submitted by any party to a concerned case in **High Court and Appellate Division Level, District Court Level also Contract/ Agreement Documentation support for national & international contract with BSCL or any legal opinion on telecommunication and, technology and Satellite related matters.**
- 1.2 The Panel Lawyer shall be present in the Court or engage associate duly signing the vokalotnama, enrolled in the Bangladesh Bar Council and having necessary experience regarding the cases.
- 1.3 The Panel Lawyer or his representative shall, within the time limit given by the Court and/or BSCL, collect necessary information and prepare para-wise comments, pleading, general diary, ejahar, petition, written objection, written reply, written submission, concise statements and alike matters as necessitated in the assigned suit, case, dispute resolution etc. on behalf of BSCL.
- 1.4 The Panel Lawyer/ Advocate(s) shall take all necessary steps and will perform as per the direction/request of BSCL from time to time.
- 1.5 Prior to appointment of a senior advocate or other advocate, the Panel Lawyer shall have to obtain prior permission from BSCL.
- 1.6 In case of appointment of Senior Advocate, the Panel Lawyer/ Advocate(s) shall negotiate schedule of fees and the schedule of fees will be sent to BSCL for prior approval.
- 1.7 The Panel Lawyer shall appoint Senior Advocates on written instruction from BSCL and in such case fees of the concerned Senior Advocate will be paid separately on an actual basis.
- 1.8 The Panel Lawyer / Panel Advocate may appoint Senior Advocate / Second Advocate upon permission of BSCL.
- 1.9 The Panel Lawyer/Advocate(s) shall provide with up-to-date information regarding pending cases and/or other instructed tasks on or before the 5th day of every month.
- 1.10 The Panel Lawyer/ Advocate(s) shall give reminder about the fixed date of assigned case at least one day or at most two days before, through e-mail or phone to the plaintiff/defendant/witness and the concern officer of BSCL.
- 1.11 The Panel Lawyer/Advocate(s) selected for Supreme Court cases, shall provide daily update information regarding the assigned cases in the cause list.
- 1.12 Concern Panel Lawyer/ Advocate(s) shall submit his report about the daily business and progress of the case from time to time and he will submit his final bill after completion of the hearing and disposal of the case.
- 1.13 Non-appearance of the Panel Lawyer/ Advocate on a fixed date shall be treated as misconduct and the concerned Panel Lawyer/ Advocate shall be liable for all the consequences arising out of it.
- 1.14 The Panel Lawyer shall formally attend the meeting of BSCL as and when required and provide necessary support to the Company.
- 1.15 All Conditions mentioned in the Advertisement are integral part of this Agreement.

2. Contract Period:

The appointment period of the Panel Lawyer may be valid for 02 (two) years (which can be extended), but in case of termination before the expiry of the period, 90 (Ninety) days' notice must be given by either party.

3. Billings & Conditions:

- 3.1 The Panel Lawyer shall be payable by Bangladesh Satellite Company Limited (BSCL) as per the schedule of fees approved by BSCL.
- 3.2 The estimated cost of necessary Court Fees depending upon the nature and value of the Suit may be paid in advance on written request of the Panel Lawyer/ Advocate(s) which is to be adjusted soon after the case/suit has field.
- 3.3 During the pendency of the case/suit in the subordinate court the concerned Panel Lawyer/ advocate may submit bill after completion of filing case or suit and/or Written Statement/ objection/ reply and/ or completion of taking evidence and/ or completion of Arguments and/ or after Judgment.
- 3.4 During the pendency of the writ/ company matter/ appeal or alike matter in the Supreme Court of Bangladesh the concerned Panel Lawyer / Advocate may submit bill after completion of filing Petition/ Affidavit in Opposition/ Appeal/ Paper Book/ Concise Statement and/ or interim order and/ or completion of hearing and/ or after Judgment.
- 3.5 For providing services outside the District or Division, in the bar association of which the Advocate has the membership, the fees and charges will increase at the rate of 20% and 25% respectively, if the Panel Lawyer/ Advocate has to travel in person. In this case, he will also be entitled to get TA/DA at the rate of 9th grade Officer of BSCL.
- 3.6 5 % extra fees from the Schedule of Fees depending upon the actual work done will be added for Clerk.
- 3.7 Miscellaneous expenses will be paid at an actual basis supported by bill/ voucher not exceeding 5% of total bill.
- 3.8 Ad valorem Court fees shall be paid by BSCL at an actual basis.
- 3.9 In case of Appellate Division's cases the cost of Paper book binding is payable at an actual basis.
- 3.10 Any missing category not included in the Schedule of Fees will be settled after negotiation between the parties hereto.
- 3.11 The Panel Lawyer/ Advocate(s) shall submit the name and other necessary information of Bank Account, so that BSCL can make payment of bill through issuing Account Payee Cheque.
- 3.12 The schedule of fees and the terms and conditions set out herein are confidential to the parties. BSCL reserved the right to amend the schedule of fees and the terms and conditions of this agreement.

4. Schedule of Fees as per Description of Work:

4.1 Board of Revenue, Court of Settlement, Administrative Tribunals, Arbitrator and Umpire:

Description of Work	Fees (BDT)
a) Perusing papers and preparing & filing statement petitions / Objections including filing Power / Vokalotnama.	12,000/-
b) Preparing Appeals.	10,000/-
c) Preparing Rejoinder or counter statements or any supplementary application or alike matters	6,000/-
d) Appearance for effective hearing	8,000/-

e) For Simple Hajira only.	500/- Per day
f) On request of BSCL for drafting, filing and moving or opposing any time petition for Adjournment.	500/- per day
g) After Judgment submitting certified copy to the BSCL.	3000/-

4.2 Magistrate, Municipal Court, Biddut Court (Electricity Court) And Office:

Description of Work	Fees (BDT)
a) For Perusing papers and preparing & filing statements, Petitions, objections, or alike matters including filing Power / Vokalotnama.	4,000/-
b) Preparing any supplementary application or alike matters.	2000/-
c) For each appearance for hearing of case.	2,000/-
d) For moving petition for bail.	10,000/-
e) For Simple Hajira only.	500/- Per day
f) On request of BSCL for drafting, filing and moving or opposing any time petition for Adjournment.	500/- Per day
g) After Judgment submitting certified copy to the BSCL.	5000/-

4.3 District Courts/ Court of Sessions / Artha Rin Adalat:

Description of Work	Fees (BDT)
(a) For taking instruction and for Preparing & filing Plaint/ Written Statement including filing Power / Vokalotnama.	10,000/-
(b) Preparing Petition for Injunction/ Petition for Attachment before Judgment or other similar matter.	4,000/-
(c) For perusing papers and drafting & filing of Memorandum of Appeal.	10,000/-
(d) On request of BSCL for drafting, filing and moving or opposing any time petition for Adjournment.	1,000/-
(e) For Simple Hajira only.	5,00/-
(f) For Conducting hearing / arguing any interlocutory Matter.	4,000/-
(g) For Conducting Peremptory hearing of the main suit or Conducting appeal hearing.	10,000/-
(h) For Conducting full Argument (One time payable).	15,000/-
(i) After Judgment submitting certified copy to the BSCL	7,000/-
(j) Collecting Court Documents (Except collection of Certified Copy)	At Actual
(k) Filing Summons, Swearing Affidavits, Issuance of Warrants etc.	3,000-6,000
(l) Survey of Property	15,000-20,000
(m) Miscellaneous hearing on Civil Matters	5,000-10,000
(n) Bail Hearing in Criminal Matter	10,000-50,000
(o) Visiting Land Office, RJSC, Registry Office or other relevant Authority	10,000-15,000

4.4 Certificate Officer Court:

Description of Work	Fees (BDT)
a) For Perusing papers and preparing statements, filing Petitions, objections, or alike matters including filing Power / Vokalotnama.	5,000/-
b) Preparing & filing any supplementary application or alike matters & hearing.	2,000/-
c) For issuing of Summon/ warrant & tadbir (miscellaneous expenses) only one time in the Certificate Case.	2,000/-
d) For Simple Hajira only.	500/-
e) On request of BSCL for drafting, filing and moving or opposing any time petition for Adjournment.	500/-
f) For final hearing of case	10,000/-
g) After Judgment submitting certified copy to the BSCL	7,000/-

4.5 Supreme Court (High Court Division), Labour Appellate Tribunal or Administrative Appellate Tribunal Or Review Panel:

Description of Work	Fees (BDT)
a) For formal appearance in Court including appearance for filing powers or any other documents including filing documents after mentioning the matter in court and obtaining permission therefor.	10,000/-
b) For effective mention of the matter in the Court with result (each day).	10,000/-
c) For studying the case and for attending Court to have affidavit affirmed and for preparing & filing petitions/ objections / affidavits-in-opposition.	25,000/-
d) Preparing & filing any supplementary affidavits-in-opposition / counter affidavits-in-opposition / interlocutory Petition / written statement or alike matters	15,000/-
e) Other than final hearing for each interlocutory hearing/ any petition hearing.	30,000/-
f) For appearance in Court for final hearing and the matter is heard and the matter is disposed of.	30,000/-
g) After Judgment submitting certified copy to the BSCL	7,000/-
h) Filing Cost for, Motion, Appeal or Revision	At Actual
i) Collecting Court Documents	At Actual
j) Miscellaneous hearing on Civil/ Company/ Criminal Matters	30,000-50,000
k) Bail Hearing in Criminal Matter	30,000-50,000
l) Senior Engagement Fees	At Actual

4.6 Supreme Court (Appellate Division):

Description of Work	Fees (BDT)
a) For filing power or any other documents including obtaining permission therefor or for attending Court to have affidavits Affirmed and Advocate on Record	15,000/-
b) For studying case and for preparing CMP/ CPLA/ CA appeals/ affidavit or concise statement.	35,000/-
c) For appearance in Court for full hearing in Appellate Division or Judges in Chamber Court.	40,000/-
a) Drafting Additional Paper book	20,000/-
b) After Judgment submitting certified copy to the BSCL	10,000/-

4.7 Deeds and Documents:

Description of Work	Fees (BDT)
a) For preparation of Affidavit	10,000/-
b) For Drafting Power of Attorney	10,000/-
c) For Endorsing to Power or Attorney (including Notary Charge)	5,500/-
d) For preparation of Sale Deed, Lease Deed and other Deeds including Registration	10,000/-
e) For Vetting of Sale Deed, Lease Deed and other documents	15,000/-
f) Stamps, Cartridges	: At Actual

g) Registration Fees	: Depending on Valuation
h) Agreement Review/ Vetting on researched based matters/ International Contracts/ when one of the contracting parties is a foreign entity/Foreign entity having local presence.	10,000 per hour
i) International Contracts/ when one of the contracting parties is a foreign entity/ Foreign entity having local presence Drafting.	10,000 per hour
j) Agreement Drafting on researched based matters.	5,000 per hour
k) Written Opinion on general matters.	10,000-20,000
l) Written Opinion which requires extensive research.	30,000-50,000

4.8 Opinions and Meeting:

Description of Work	Fees (BDT)
a) Legal Opinion	: Tk. 10,000/-
b) For Formal Appearance in a Meeting at BSCL or within Bangladesh.	: Tk. 5,000/-
c) Drafting & Serving Legal Notice/ Legal Reply.	: Tk. 10,000/-
d) Providing Information Beyond the Assigned Cases.	: Tk. 3,500/- (for each case)