

EXPRESSION OF INTEREST (EOI)
FOR EMPANELMENT OF ADVOCATES/LAW FIRMS
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Dated: 02.01.2026

Institute of Digital Education and Employment Development (hereinafter referred to as IDEED) is an Autonomous Institute under NPTEL Government of India and R&D Institute under ISTEM, Gol. IDEED is a premier Local Chapter institute and Research and Development Institute having headquarters at Jaipur (Rajasthan).

IDEED seeks to form a panel of Advocates/ law firms for representing and assisting IDEED before various courts, tribunals and forums, viz., the Supreme Court, High Court of the States, District Courts, Labour Courts, and all other courts/ forums, including but not limited to Statutory Bodies/ Authorities, Arbitration Institutions etc., and deal with the other legal matters that may be referred to them by IDEED.

- **DEFINITIONS:** For the purpose of these guidelines, the terms used shall have the following meaning: -
- **'Advocate'** means an Advocate entered in any roll of Advocates under the provisions of the Advocates Act, 1961.
- **'Competent Authority'** shall be the DDG, IDEED as per the extant Delegation of Financial Powers in IDEED.
- **'Court'** shall mean and include Supreme Court, High Court of all states, subordinate courts, tribunals, all the benches of the Central Government Industrial Tribunal cum Labour Courts, any other tribunal/ forum/ commission/ adjudicating authority.
- **'Effective Hearing'** shall mean a hearing in which either one or both or all the parties involved in a case are heard by the court. When the Advocate is present to represent IDEED, the matter is called in its turn, and the court listens to the submissions made by him/ her or by other side, or both and if, thereafter, the court adjourns the matter, that will be treated as effective hearing. If the case is only mentioned, and adjourned or only directions are given or judgment is pronounced, it would not constitute an effective hearing for the purpose of these guidelines, but as **non-effective hearing**. Also, in case the Advocate is present in the court but seeks Passover due to personal reasons, and the court in turn adjourns the matter, it would not constitute an effective hearing for the purpose of these guidelines, but as **non-effective hearing**.
- **'Similar cases'** shall mean two or more cases in which identical or substantially similar questions of law or facts are involved.

GENERAL GUIDELINES:

- The size of the panel and number of Advocates in panel shall be determined by the Competent Authority from time to time based on the requirement and quantum of work.
- Empanelment will only confer right to be considered for legal work, if any, and not bind IDEED to award or give work to any Advocate/ law firm, so empanelled, at any point of time during the term of engagement.
- Estimated Volume of Business Per Annum - No confirmed business volume, hence, estimation of business cannot be done.
- Not with standing such empanelment, IDEED shall be free and without any restriction to assign cases/ legal work to any other legal professional or Advocate who is not empanelled by it.

- Cases involving similar issues/ points of law or otherwise interlinked or clubbed may be entrusted to the same Advocate as far as possible, while care shall be taken to avoid concentration of cases in the hands of one Advocate/ law firm.
- The empanelled Advocate shall not delegate any case, brief or assignment, and shall himself/ herself deal with the same.
- The Advocate shall ensure efficient and effective professional services and conduct himself/ herself at all times in accordance with the Advocates Act, 1961 and rules laid down by the Bar Council of India, including rules regarding code of conduct and ethics.
- The Advocate while pursuing any case on behalf of IDEED shall not act without the instructions of IDEED and inform IDEED about the proceedings of each hearing by reporting mail and furnish copy of orders of each date without which IDEED may not settle bills of payment.
- The Advocate shall not seek any adjournment without any valid or cogent reasons. Under no circumstances, the matters entrusted by the Authority should go unattended before the Court/Tribunal/ Forum, which shall be viewed as serious violation of conditions of empanelment and may entail taking back the brief or cancellation of such empanelment.
- The empanelled Advocate shall maintain strict confidentiality of the cases or other matters handled on behalf of the IDEED and shall not divulge any information to any third party or to the media. Any Advocate who is found to have violated the above condition shall be liable to have his empanelment cancelled immediately without further notice.
- The empanelled Advocate shall not refuse to accept any assignment otherwise than on grounds of ill health, conflict of interest, or any other reason to the satisfaction of the Competent Authority.
- The Panel Counsel will have the right to private practice but shall not advise any party or accept any case or matter against IDEED in any court or the cases/ matters where interest of IDEED is put at risk.
- If the Panel Counsel is a partner/ associate of any Law Firm, it will be incumbent on the firm not to take prosecution case against IDEED in any court.
- The empanelled Advocate will not make or allow any of his associates or juniors to appear on behalf of any opposing party in any case or matter against the interest of IDEED.
- The empanelled Advocate will not commit an act that tantamount to contempt of court or professional misconduct.
- A contract relating to conflict of interest upon termination of engagement is proposed to prohibit the terminated/ non-renewed/ resigned Panel Counsel to represent any of the other party of the cases handed over to them during the period of engagement.
- IDEED reserves the right to formulate a stricter filter for empanelment/ engagement of the advocate/ law firm based on the response to the EOI and in the interest of IDEED.
- IDEED reserves the right to modify or relax the terms and conditions of engagement at any time, and the right to verify the information submitted by the Advocate/law firm. The Advocates shall in full accept the terms and conditions of the empanelment as determined by IDEED from time to time.
- IDEED reserves the right to accept or reject any application without assigning any reason or to postpone or cancel the entire process.

ELIGIBILITY AND DISQUALIFICATION:

Essential:

- Graduate/ Post Graduate degree in Law from recognized University and registration with Bar Council of India/Delhi.
- Professional experience for empanelment of various court is as under:

(i).	For handling the cases of Hon'ble Supreme Court of India	Minimum 10 years
(ii)	For handling the cases of Hon'ble High Court /Distt. Court/Arbitration Tribunal	Minimum 07 years

- Law firms should have sufficient legal professionals to form a dedicated team comprising associates/senior associates and partners, who have rich experience in litigations/drafting.

Desirable:

- Excellent communication skills.
- Experience of dealing with similar matters preferably in other Central/ State Government Departments/ Autonomous bodies/ PSUs/ Local Bodies/ Statutory Authorities etc.
- Knowledge of Central/State Laws pertaining to Labour matters, Service matters, Land, Finance, Corporate laws, Civil laws, Criminal laws, etc.
- Knowledge of translation of documents from local language to English
- They should have an independent office set up with library, and clerical staff.

Disqualification for applying for empanelment:

A person shall be disqualified to apply for empanelment, if he/ she:

- Is an undischarged bankrupt.
- Is physically or mentally incapable of acting as an advocate.
- Has been convicted of an offence, which in the opinion of the Competent Authority involves moral turpitude.
- Has any conflict of interest.
- Has been subject to any professional disqualification by the Bar Council.
- Has, so abused his position as an advocate as to render his empanelment or continuation in the panel detrimental to the interests of IDEED.

DOCUMENTS REQUIRED TO BE SUBMITTED ALONGWITH PROFORMA- P1

The Advocate/Law firm will be required to furnish their duly signed Bio-data with latest passport size photographs (two) as per prescribed Proforma-P1 along with following self-attested copies of the following documents:

- High School Certificate in support of age of Advocate(Sr. Partner in case of law firm)
- Certificates in support of professional/educational qualifications (Sr. Partner in case of law firm)
- Certificate of Registration of Bar Council
- Identity card issued by Bar Association/Bar Council
- Letter of testimonials for empanelment with other institutions/organizations
- Certificate of experience issued by concerned Bar Association/ Bar Counsel
- Details regarding the cases in which the Advocate was able to get favorable outcome/decision which are reported/referred in reputed legal journal etc.

- Details of office Infrastructure and number of associates in addition to office staff.
- Other relevant information, if any.

TERM AND TERMINATION:

- The currency of the panel will be normally for a period of 01 (one) year or until further renewal, whichever is earlier. Renewal for two terms of 01 (one) year each shall be based on satisfactory performance with review option on yearly basis.
- The performance of the empanelled advocate/ law firms will be subject to review by IDEED from time to time.
- The term can be terminated by giving 1 (one) month's written notice by either side without assigning any reason. No representations of an empanelled Advocate / Law firm against his/ their termination shall be entertained by IDEED.
- Upon expiry of term, termination, resignation, or non-renewal of the term of empanelment, as the case may be, the Advocate shall forthwith return the brief(s) allocated to the Advocate by IDEED along with all other documents/ records connected thereto with no objection certificate, if so required, and the pending bills of the Panel Counsel should be settled within 3 (three) months from the end of the term, subject to the due handover of the relevant documents/files.
- Without prejudice to the foregoing provisions, the Competent Authority reserves the right to terminate the empanelment by giving notice to the empanelled Advocate at any time if he/ she fails to discharge his/her obligation under these guidelines or is found to be negligent, careless, inefficient, or has committed fraud, mischief, misappropriation, or any misconduct to the satisfaction of the Competent Authority, as the case may be.
- In addition, empanelment shall be liable to be terminated due to occurring of any of the following on the part of the Advocate / Law firms :
 - Giving false information in the application for empanelment;
 - Failing to attend the hearing of the case without any cogent reason and/or prior intimation.
 - Not acting as per IDEED's instructions or going against specific instructions, directly or indirectly.
 - Threatening, intimidating or abusing any of the IDEED's employees, officers, or representatives.
 - Passing information relating to IDEED's case to the opposite parties or their advocates or any third party which is likely to cause any damage to the IDEED's interests.
 - Giving false or misleading information to the IDEED relating to the proceedings of the case.
 - Seeking frequent adjournments or not objecting the adjournment moved by other party without cogent reason.

SCOPE OF WORK:

- The Advocate/ law firm will be required to represent and assist IDEED in the courts.
- The Advocate/ law firm will be required to represent and assist IDEED in the Arbitration Tribunals in disputes which are referred by the Courts to the Arbitration Tribunals or by the choice of the parties to the dispute.
- The Advocate/ law firm will be required to draft and vet legal/ technical documents, viz., affidavits, applications, petitions, replies, written statements, replications, rejoinders, caveats, brief of opinion, and any other legal/ technical documents, including but not limited to MOUs, agreements, RFPs, tenders, contracts, agreements, deeds, EOI, letters, etc.

- The Advocate/ law firm will be required to give oral and written legal opinion on queries raised.
- The Advocate/ law firm will be required to keep IDEED informed of the date-wise developments in cases from time to time, particularly with regards to settling of drafts, filing of papers, dates of hearing of cases, supplying copies of judgements/ interim orders.
- The Advocate/ law firm will be required to perform such other duties of legal nature that may be assigned by IDEED.
- The Advocate / law firms shall accept the terms and conditions of the empanelment prescribed by IDEED without any condition.
- When any case attended by advocate / law firms is decided against the Organization, the Advocate / law firms concerned must give opinion on filling an appeal from such a decision not later than 5 working days of the order.

CLOSING DATE OF APPLICATION:

- Application in the format prescribed at “**Proforma – P1**”, along with all the documents in support, should be kept in a sealed envelope addressed to: **The Joint Registrar, Institute of Digital Education and Employment Development (IDEED), C/o Government Women Poly. College, Haldighati Gate, Sanganer, Jaipur - 302033**, and be dropped in the Tender Box, kept at the Security Post of the main gate of the Institute, latest by **27.01.2026 till 16.00 hrs**. Contact: 0141-2991801 and **Email to: con1.dsrvs.rj@nic.in**
- The envelope should be superscribed as: **Application for Empanelment of Advocates/Law firms 2026**.
- Applications received earlier to this notification or after the closing date of this notification will not be considered. Advocates/ law firms who have forwarded their applications/ CVs to IDEED from time to time for consideration are requested to apply afresh in the requisite format as per the Guidelines.
- The existing advocates/ firms must apply again in pursuance of this notice as a new list of empanelled advocates/ firms would be drawn.
- Merely fulfilling the eligibility criteria will not confer any right on an Advocate / Law firm for empanelment.
- No candidate will be called for interview/ presentation unless he/she/they satisfies the eligibility conditions.
- The shortlisted advocates shall bring original documents at the time of interaction with the IDEED.
- No TA/DA or other expenses will be paid to the Advocate/Law firm for appearing in the interview/presentation. A list of short listed candidates with the date, time and venue of interview/ presentation will be uploaded on Institute’s website i.e www.dsrvsindia.ac.in
- The result will be made available on our website www.dsrvsindia.ac.in
- Letter to selected Advocates/Law firms confirming their empanelment will be issued by IDEED separately.

PAYMENT OF PROFESSIONAL FEE:

- The empanelled advocate shall submit the professional fee bills to the Joint Registrar, IDEED, along with the gist of the proceedings, and copy of order or judgment where the bill relates to a claim for appearance fee, and where the bill relates to legal opinion or other reference, the copy of the request or reference sought by IDEED may be enclosed.
- Payment of fees will be at the**

IDEED approved rates. The approved rate list is enclosed with this notification as “Annexure – A”. However, in the event the approved rate list is found silent on any nature of expenditure, the fee structure prescribed by Department of Legal Affairs (DoLA) shall be applicable, as amended from time to time.

- The proposed fees for drafting of legal documents above should be made only when such a legal document is submitted before the Court.

- No fee shall be payable for non-appearance in a court by the empanelled Advocate where he seeks adjournment without any instruction for adjournment from the Competent Authority or on account of his personal reasons, or where adjournment is effected due to no-sitting of the Court.
- When two or more cases together involve, substantially identical question of law/ or facts, one of such cases will be treated as the main case and the other as connected case and the fees in such will be regulated as under, provided the cases are heard together:
 - Full fee would be admissible for appearance in the main case and **30%** in each of the connected case.
 - If substantially identical affidavit, counter-affidavits, plaints, written statement, ground of appeal applications, and other pleadings are drafted in connected cases, then full drafting fee will be admissible in the main case and only 30% separate drafting fees per case shall be admissible in connected case, subject to a maximum of 5 (five) such cases.
- Conference fee will be payable only in case of face discussion (Either physical or virtual) and not for telephonic conversation/ discussion.
- 10% of the fees payable to the counsel shall be deducted if the certified copy of the final judgment is not handed over to the IDEED within three days (excluding the time taken by the court in preparation of the copy) from the date of order / judgment.
- Where the empanelled advocate is required to visit any Court situated outside his ordinary place of practice in connection with any case or matter, he/ she shall be entitled to claim the TA/ DA expenses as will be allowed to an officer in IDEED working in Pay Matrix Level 7 of the 7th CPC. The claim for reimbursement of expenses or expenditures for outstation conveyance, boarding, and lodging shall be claimed by producing necessary voucher or bill or undertaking to the satisfaction of the Competent Authority or any officer authorized by the Competent Authority.
- In case of visit to any city where IDEED has its Campus, the empanelled Advocate would be required to stay at the Guest House of the Institute, subject to availability.
- The Advocate shall attend the offices of IDEED as and when required and shall make their own arrangements for collection of petitions or delivering documents to the Joint Registrar/Legal Cell of IDEED.
- The payments shall be subject to tax deductions at source, GST and/ or such other taxes as applicable from time to time.
- Any engagement to the Panel of Counsels and the termination of engagement must be approved by the Competent Authority.

REMOVAL OF DIFFICULTY:

If any difficulty arises in the implementation of these guidelines or any doubt regarding the interpretation of any of the clauses of these guidelines arises, **the decision of the Competent Authority in the matter shall be final and binding.**

Disputes, if any, in relation to empanelment or out of the process shall be subject to exclusive jurisdiction of courts at Jaipur only.

(Surendra Nayak)
 Section Officer
 aso-ideed@ideedonline.ac.in

PROFORMA – P1

To be furnished by Advocate/ law firm applying for empanelment of Panel Counsel

1.	Name of the Advocate/ Law Firm			
2.	PAN No./ TAN No./GST No.			
3.	Father's/ Guardian's/ CEO's Name			
4.	Date of Birth/ Date of incorporation			
5.	Full residential address: (<i>Name and contact details of the Chief Executive in case of law firm, including direct telephone no, fax no, email address etc.</i>)			
6.	Full office address: (<i>The addresses of headquarters/ registered office and regional offices</i>)			
7.	Telephone Nos., Mobile Nos. and Email IDs [^]			
8.	Educational Qualification [*] (<i>In respect of all Advocates/ associates/ partners in case of law firm</i>)			
9.	Location and Court of Practice [^]			
10.	Bar Council Registration No [*] and Date of enrolment [^]			
11.	• Area(s) of Specialisation: • Number of cases dealt with during the last 7 (seven) years as an Advocate/ Law Firm in the following specialisations: - (A) Labour laws & industrial disputes (B) Arbitration & conciliation			

	(C) Administrative law & service matters (D) Corporate Law (E) Taxation matters & financial offences (F) Civil suits (G) Constitutional law & writ matters (H) Land matters (I) Criminal Law	
12.	Whether already empanelled by Central/State Govt. as Counsel/Pleader (Indicate period with documentary evidence)*	
13.	Brief list of clients e.g. Institutions/Organisation	
14.	Income from professional practice * (copy of the latest IT returns to be attached)	
15.	The Court/s where the Advocate is regularly practicing^ (Attach attested copy of Bar Association Member Certificate)	
16.	Details of infrastructure such as office premises, number of junior advocates, assistants, clerks and fax mobile phone, phone & internet etc.	
17.	Any other information you may like to furnish. (Attach separate sheet)	

* **Applicant to submit documentary proof with respect to the aforesaid item(s)/ information.**

^ Information in respect of all Advocates/ associates/ partners in case of law firm.

VERIFICATION

I S/o/ D/o/ W/o do hereby declare that whatever has been stated in the above application is true to the best of my knowledge and belief.

Date:

Place:

Signature

UNDERTAKING

I S/o/ D/o/ W/o do hereby declare that whatever has been stated in the above application is true to the best of my knowledge and belief. I agree to abide by all the terms and conditions contained in the concerned notification No. dated

Date:

Place:

Signature

ANNEXURE – ‘A’

SCHEDULE OF FEES & ALLOWANCES TO EMPANELLED COUNSEL

The Panel Counsel of IDEED will be engaged in accordance with the following schedule of fees and related terms and conditions, which is largely in tandem with the prescribed rates, rules and norms by Department of Legal Affairs (DoLA), GoI : -

S. No.	Activity	Fees Payable (in Rs.)
1.	Retainership fees	Decide by Competent Authority
2.	Effective Hearing	Rs.5,000/- per day per case, subject to the payment for a maximum of 3 (three) effective hearings per day in a case/ connected cases, irrespective of the number of cases heard on a day
3.	Non-effective Hearing	Rs.1,000/- per day per case, subject to the payment for a maximum of 5 (five) non-effective hearings in a case/ connected cases on a day.
4.	Settling Pleadings	Rs.1,500/- per case
5.	Drafting / Rejoinders/ Written Statements/ Miscellaneous Applications etc.	Rs.2,000/- per case
6.	Conference fees	Rs.900/- per conference subject to payment for a maximum of 4 (four) conferences in a case/ connected cases of its type.
7.	Legal Opinion	Rs. 1500/-
8.	Miscellaneous and out of pocket expenses	As per actual to the satisfaction of the Competent Authority
9.	Outstation Travelling Allowance/ Conveyance	As per TA on tour entitlement of Officers working in 7th CPC's Pay Matrix Level 7, as amended from time to time i.e., fare AC Second Class Train Fare Taxi fare by road