

**UNIVERSITY OF DELHI  
DELHI – 110007**

**(LEGAL SECTION)**

**Expression of Interest (EOI) for Empanelment  
of Law Firms and Advocates**

University of Delhi, Delhi invites applications from qualified & experienced Advocates & Law Firms for defending University of Delhi, Delhi mainly in the court cases on educational, service matters and other litigations including contractual disputes. The requirements and other details can be seen in the Expression of Interest document uploaded on the website of University of Delhi, Delhi at [www.du.ac.in](http://www.du.ac.in). The last date for submission of applications is 07.01.2021 (18.00 Hrs).

**UNIVERSITY OF DELHI**  
**DELHI - 110007**

**LEGAL SECTION**

**No. LC/Panel of Advocates/EoI/2020/**

**30.12.2020**

**EXPRESSION OF INTEREST (EoI)**  
**FOR EMPANELMENT OF ADVOCATES/LAW FIRMS FOR**  
**UNIVERSITY OF DELHI, DELHI**

1. The University of Delhi, Delhi is a centrally funded premier institution imparting higher education in various disciplines. It is a unitary, teaching and residential University enacted by an Act of the Parliament. The University comprises of 91 Colleges, 16 Faculties, 82 Departments and 20 Centres. It offers a total of 516 programmes, which include undergraduate programmes offered by University of Delhi, an array of postgraduate programmes (including Masters, M.Phil. and Ph.D.) and Certificate and Diploma courses. The University exercises control over Departments/Colleges with different parameters laid down in the University Act, Statutes and Ordinances of the University and in consonance with the provisions passed by the Academic Council/Executive Council/Court of the University from time to time.

Taking into consideration the complex needs in this direction, the University of Delhi is looking for empanelment of competent & experienced Advocates & Law firms at its administrative office at Delhi. The services of Advocates/Law firms will be mainly utilized in the matters/litigation work being contemplated at various forums i.e. Hon'ble Supreme Court of India, Hon'ble High Court of Delhi, District Courts, Industrial Tribunals, National Consumer Disputes Redressal Commission, State Consumer Commission, District Consumer Forum and various Commissions & Other Quasi-judicial bodies in matters relating to Teaching & Non-Teaching Staff, Admission, Attendance, Promotion, Sexual Harassment, Reservation, C.R. & Vigilance, Estate/Arbitration matter, RTI matter at CIC, Employees retirement benefits and Disciplinary proceedings etc., within Delhi as well as outside Delhi region.

2. The University of Delhi invites "Expression of Interest Applications" from interested Advocates/Law Firms for the Scope of Work (SoW) which inter-alia includes the following:-

- i. Rendering legal services and providing opinion, as and when referred, on matters related to Teaching & Non-Teaching Staff, Admission, Attendance, Promotion, Sexual Harassment, Reservation, C.R. & Vigilance, Estate/Arbitration matters, RTI matter at CIC, Employees

retirement benefits and Disciplinary proceedings etc. besides other litigation matters.

- ii.** Handling notices and other legal queries, as and when referred.
- iii.** Representing the University before any Court of Law or Tribunal or Statutory Body or Quasi-judicial authority or Arbitrators/Arbitral Tribunals under the relevant act(s) and any other proceedings, as and when referred.
- iv.** Conducting legal due diligence, as and when referred.
- v.** Providing legal opinion, advice related to Legal matters of the University as and when referred.
- vi.** Legal Vetting of draft notices, agreements, bidding documents, MoAs, MoUs etc.

### **3. Essential Eligibility Criteria**

- i.** The responding Advocates & Law Firms should be registered under the Statutes of India.
- ii.** They should be having office in Delhi.
- iii.** Advocates/Law Firms should possess minimum experience of **Seven/Ten years respectively** in representing Educational Institutions/Autonomous Bodies/University/ Govt. Departments on Contractual Disputes, in Service matters, Environmental Litigation & contractual disputes etc.
- iv.** Advocates/Law Firms must have the requisite infrastructure and in-house capability.
- v.** Advocates/Law Firms should possess professional expertise especially in handling cases in the areas stated above.
- vi.** Advocates/Law Firms should not have been debarred by any Central/State Government/University/Government Departments.

### **4. Expected expertise/inputs**

- i.** Understanding of the scope of work;
- ii.** Domain specific experience in each of the areas relevant to University & SoW; and
- iii.** Adequate in-house capacity to meet the SoW

## **5. Expected Deliverables**

- i.** Timely opinions on the referred issues; and
- ii.** Prompt legal services

## **6. Correspondence with Applicant**

Given and except as provided in EoI, the University of Delhi shall not entertain any correspondence with any applicant in relation to the acceptance or rejection of any application. University of Delhi, in its sole discretion and without incurring any obligation or liability, reserves the right, at any time to:

- (a)** Suspend and/or cancel the EOI process and/or amend and/or supplement the EOI process or modify the dates or other terms & conditions relating there-to.
- (b)** Consult any applicant in order to receive clarification or further information.
- (c)** Empanel or not to empanel any applicant.
- (d)** Retain any information and/or evidence submitted to the University of Delhi, on behalf of, and/or in relation to any applicant and/or.
- (e)** Independently verify, disqualify, reject and/or accept any and all submissions or other information and/or evidence submitted by or on behalf of any applicant.

## **7. Fee Schedule:**

The schedule of fee payable for services rendered, shall be applicable as decided by the University of Delhi from time to time.

**8(i)** The applications received will be evaluated & the Advocates/Law Firms will be empanelled on the basis of their expertise and experience in litigation.

**(ii)** The Advocates/Law Firms shall be solely responsible for the correctness of the details provided in their applications. In case of any misrepresentations noticed at any time, the Advocate/Law Firm shall be removed from the list of empanelment and the cases in hand will be withdrawn and the advocate/firm shall be debarred for 2 years from entrustment of any work of University of Delhi.

**iii)** University of Delhi reserves the right to allot matters/cases to the advocates/law firms from the empanelled list or outside the list, in its sole discretion.

## **09. Validity of Empanelment:**

The empanelment shall be valid for two years. However, University of Delhi reserves the right to modify the validity period at its sole discretion, without assigning any reasons.

## **10. Submission of Application**

All EOI applications shall be addressed to the Section Officer (Legal Section) and deliver at the address given below. All EOI applications should include the details mentioned in the format which may be downloaded from the University of Delhi website- <http://www.du.ac.in>. **Eligible & interested Advocates/Law Firms are invited to submit their applications so as to reach at the following address and also on email address mentioned below before due date/time i.e., 07.01.2021 (1800 Hrs.)**

Section Officer (Legal Section)  
Legal Cell, Room No: 217,  
New Administrative Block,  
University of Delhi,  
Delhi -110007.  
Tel: 011-27001141, 27662841  
Email Id: - [legalsectiondu@du.ac.in](mailto:legalsectiondu@du.ac.in).  
[du.sectionofficer.217@gmail.com](mailto:du.sectionofficer.217@gmail.com)

**Applications received lateshall be summarily rejected.**

Disclaimer: This EOI is not an agreement and is neither an offer nor invitation by the University of Delhi to the prospective Applicants or any other person. The purpose of this EoI is to provide interested parties with information that may be useful to them in the formulation of their Applications pursuant to this EoI. The University of Delhi may, in its absolute discretion but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this EoI. The University of Delhi reserves its rights to reject any or all of the applications without assigning any reason thereof.

## FORMAT OF APPLICATION FOR ADVOCATE

Affix  
Photograph

1. Name: \_\_\_\_\_ :
2. Date of Birth (Age as on :  
application due date)
3. Educational Qualifications: (most recent First)

Sr. No.	Degree/Courses	Institute/University/College	Year of Passing	% Marks/CGPA

4. Address, Contact Nos. & E-mail \_\_\_\_\_ :
5. Date of Enrolment, Name of Bar Council: (enclose :  
copy of Enrolment certificate)
6. Date of enrolment as an Advocate – on – Record of :  
the Supreme Court and Registration No
7. The courts where the Advocate is regularly :  
practicing(Enclose Bar Association Membership  
Certificate)
8. Period of practice & Area of Specialization \_\_\_\_\_ :
9. Brief list of clients e.g. Govt. Departments :  
/Autonomous Body/University etc
10. Whether Counsel / Pleader of any Govt. : Name \_\_\_\_\_ of  
Departments/AutonomousBody/University(indicate Deptt/Autonomous  
period) Body etc. :  
On \_\_\_\_\_ Panel \_\_\_\_\_ :  
From \_\_\_\_\_ to \_\_\_\_\_  
Avg. No. of matters  
assigned by in a  
Year \_\_\_\_\_
11. Details of Experience/practice in relevant field \_\_\_\_\_ :

Sr. No.	Area of Practice	Courts/Tribunals/Authorities before which practised	Period of practice
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<b>A.</b>			
<b>B.</b>			
<b>C.</b>			

**12. Details of landmark cases defended by the Advocate on behalf of Govt. Department/Autonomous Body/University etc.**

(a) Before Central/State Administrative Tribunals/Quasi-Judicial Bodies

<b>Sr. No.</b>	<b>Title of matter</b>	<b>Date of Judgement</b>	<b>Details of Tribunal</b>	<b>Pl provide copy of Brief (attach the proof of association with this matter)</b>

(b) Before Hon'ble High Court

<b>Sr. No.</b>	<b>Title of matter/Case details</b>	<b>Citation</b>	<b>Date of Judgment</b>	<b>Name of Court &amp; details of Bench (Single/DB)</b>

Landmark Judgments

<b>Sr. No.</b>	<b>Title of matter/Case details</b>	<b>Citation</b>	<b>Date of Judgment</b>	<b>Name of Court &amp; details of Bench (Single/DB)</b>

(c) Before Hon'ble Supreme Court

<b>Sr. No.</b>	<b>Title of matter/Case details</b>	<b>Citation</b>	<b>Date of Judgment</b>	<b>Details of the Bench</b>

Landmark Judgments

<b>Sr. No.</b>	<b>Title of matter/Case details</b>	<b>Citation</b>	<b>Date of Judgment</b>	<b>Details of the Bench</b>

**13(i)** Details of Juniors/Associates available for Legal Work (with more than five years of experience):

<b>Sr. No.</b>	<b>Name of the Advocate/Junior/Associate</b>	<b>Name of University/Law College/Institute/ year of Law Graduation</b>	<b>Year of Enrolment &amp; Bar Membership No.</b>	<b>Total Cases handled</b>	<b>Years of Experience in the relevant field</b>


**13(ii)** Details of Juniors/Associates available for Legal Work (with below five years of experience):

<b>Sr. No.</b>	<b>Name of the Advocate/Junior/Associate</b>	<b>Name of University/Law College/Institute/Year of Law Graduation</b>	<b>Year of Enrolment &amp; Bar Membership No.</b>	<b>Total Cases handled</b>	<b>Years of experience in the relevant field</b>

**14.** Any other information you may like to give :

**15.** A brief note on suitability for empanelment :

**16.** List of Enclosures : (a) Ref. EOI  
(b) Others as required

**DECLARATION**

- (i) I declare that I have never been penalized by any Bar Council/Courts of Law in any Disciplinary and Judicial Proceedings.
- (ii) I undertake that the information given above is true and correct. I also undertake to maintain absolute secrecy about the cases of the University of Delhi.
- (iii) I agree to the terms and conditions for engagement and placement on panel.

Signature of Advocate

Address (office & residence / chamber)

Tel. No.....

Mobile No.....

Fax No.....

E-mail.....



**FORMAT OF APPLICATION FOR LAW FIRM**

1. Name of the Law Firm :
2. Constitution :
3. Address :
4. Contact Nos. :
5. E-mail addresses :
6. Names of Partners/Associates : a.  
b.  
c.  
d.  
e.
7. Date of Incorporation :
8. Number of Advocates employed :
9. Period of practice & Areas of Specialization :
- 10 Brief list of clients e.g. Govt. : a.  
Departments/Autonomous b.  
Body/University c.  
d.  
e.
- 11 Whether on Panel of any Govt. : Name of Dept./Autonomous  
Departments /Autonomous Body/University etc  
Body/University etc (Pl indicate period On Panel: From \_\_\_ to \_\_\_  
against each name & Average number of Avg. Nos. of matters assigned by  
matters assigned) the above in a Year: \_\_\_\_\_
- 12 Details of Experience / practice in the :  
relevant field

Sr. No.	Area of Practice	Courts/Tribunals etc. before which practised	Period of practice
<b>A.</b>			
<b>B.</b>			
<b>C.</b>			

**13.** Details of landmark cases defended on behalf of any University/Govt. Department/Autonomous Body etc..

(a) Before Central/State Administrative Tribunals

<b>Sr. No.</b>	<b>Title of matter</b>	<b>Date of Judgement</b>	<b>Details of Tribunal</b>	<b>Pl provide copy (attach the proof of association with this matter)</b>

(b) Before Hon'ble High Court

<b>Sr. No.</b>	<b>Title of matter/Case details</b>	<b>Citation</b>	<b>Date of Judgment</b>	<b>Name of Court &amp; details of Bench (Single/DB)</b>

Landmark Judgments

<b>Sr. No.</b>	<b>Title of matter/Case details</b>	<b>Citation</b>	<b>Date of Judgment</b>	<b>Name of Court &amp; details of Bench (Single/DB)</b>

(c) Before Hon'ble Supreme Court

<b>Sr. No.</b>	<b>Title of matter/Case details</b>	<b>Citation</b>	<b>Date of Judgment</b>	<b>Details of the Bench</b>

Landmark Judgments

<b>Sr. No.</b>	<b>Title of matter/Case details</b>	<b>Citation</b>	<b>Date of Judgment</b>	<b>Details of the Bench</b>

**14.** Details of profiles of Partners/Sr. Associates/Associates

<b>Sr. No.</b>	<b>Name of the Partners/Sr. Associates/Associates</b>	<b>Name of University/Law College/Institute/ year of Law Graduation</b>	<b>Year of Enrolment &amp; Bar Membership No.</b>	<b>Total Cases handled so far</b>	<b>Years of experience in the relevant field</b>

**15(i)** Details of Juniors/Associates available for Legal Work (with more than five

years of experience):

Sr. No.	Name of the Advocate/Junior/Associate	Name of University/Law College/Institute/ year of Law Graduation	Year of Enrolment & Bar Membership No.	Total Cases handled	Years of experience in the relevant field

**15(ii)** Details of Juniors/ Associates available for Legal Work (with below five years of experience):

Sr. No.	Name of the Advocate/Junior/Associate	Name of University/Law College/Institute/ year of Law Graduation	Year of Enrolment & Bar Membership No.	Total Cases handled	Years of experience in the relevant field

**16.** Any other information you may like :  
to give

**17.** A brief note on suitability for :  
empanelment

**18.** List of Enclosures :  
a. Partnership deed/Certificate of Incorporation/registration  
b. Details of all Partners individually  
c. Ref. EOI  
d. Others as required

### **DECLARATION**

- 1) I declare that our firm or any member thereof have never been penalized by any Bar Council in any Disciplinary Proceedings.
- 2) I undertake that the information given above is true and correct. I also undertake to maintain absolute secrecy about the cases of the University of Delhi.
- 3) I agree to the terms and conditions for engagement and placement on panel.

(Signature of Managing Partner with Seal)

Name: \_\_\_\_\_

Address (office)

Tel. No.....

Mobile No.....

Fax No.....

E-mail.....