

Notice for Empanelment of Law Firms

EOI Number: IIT DHARWAD/EOI/Law Firm/2025-26/01

Dated: 12/09/2025



ಭಾರತೀಯ ತಂತ್ರಜ್ಞಾನ ಸಂಸ್ಥೆ ಧಾರವಾಡ
ಭಾರತೀಯ ಪ್ರೌಢೋಗಿಕ ಸಂಸ್ಥಾನ ಧಾರವಾಡ
INDIAN INSTITUTE OF TECHNOLOGY DHARWAD
PERMANENT CAMPUS (PC), CHIKKAMALLIGAWAD
DHARWAD 580 011, KARNATAKA

1. About IIT DHARWAD

Indian Institute of Technology DHARWAD (IITdh) is one of the Centrally Funded Technical Institutes (CFTI), an Institution of national importance (INI) which is also one of the six third Generation (3-G) IITs established by the Ministry of Education (MoE), Government of India (GoI). It was started in August 2016 under the mentorship of IIT Bombay. There are currently B. Tech, MS/M. Tech by Research and Ph.D. programs running with more than 1300 students on the campus.

Applications are invited from eligible Law Firms for empanelment to represent IIT DHARWAD before different Courts of Law and provide legal advice in administrative matters.

2. Expression of Interest (EOI) for Empanelment of Law Firms

Those Law Firms who are registered with the *Bar Council of DHARWAD/Karnataka/India* are eligible for empanelment for representing and assisting the IIT DHARWAD before various Courts, Fora and Tribunals/Commissions etc. and for advisory work All Interested and Eligible law firms may submit their EOI as per the schedule mentioned in this document.

3. Eligibility Criteria: -

The eligibility criteria for empanelment of Law Firms shall be as under: -

- a. The Law Firm must be registered with Bar council, or a company registered under Companies Act, 2013 or a partnership firm registered under Partnership Firm Act 1932 or Limited Liability Partnership Firm registered under Limited Liability Act, 2008 in India with valid license to practice law and provide legal advice in India.
- b. The Law Firm should have a minimum of 10 (ten) years of experience and should have worked and completed at least 5 cases every year during the last three years for corporate clients/Govt. organization/Educational institutes/Autonomous bodies/PSUs/.
- c. The Law Firm should be on the panel of reputed Govt. Institutions/Banks/Educational institutions/Corporate organizations/PSUs/Autonomous bodies/PSUs for at least two years.
- d. The Law Firm should have an office with adequate infrastructure at Hubballi-Dharwad-Belagavi to deal with the matters and should be currently functional and practicing in the relevant fields.

- e. Any Law firm which has been barred by the Central Govt./any State Govt./Union Territory (UT) or any entity controlled by them, from participating in any project, and the bar subsists as on the date of Application, is not eligible to submit the application.
- f. An Applicant should have, during the last five years, neither failed to perform on any agreement, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award against the Applicant, nor have been expelled from any project or agreement nor have any agreement terminated for breach of contract by such Applicant.

4. Scope of Work: -

The empaneled Law firm(s) shall be required to assist the IIT DHARWAD in the following activities as assigned from time to time.

- a. To provide advice/legal vetting of documents of any project/ drafting of legal documents or any other legal assistance arising out of the functions of the Authority.
- b. Assistance in drafting regulations, notices, policies or Manual of Institute etc. Legal vetting of orders, decisions, concept papers, bidding/tender documents, undertakings / indemnity bonds / Agreements / Contracts / MoU* / MoA# / NDA@ / Deeds / Petition Reply etc. to be obtained from entities.
- c. Review of regulations based on practical working at IIT DHARWAD.
- d. Review / Concur and support/draft other legal documents and services which IIT DHARWAD may require from time to time to carry out its operations.
- e. To prepare various record note of proceedings of various hearings, handling matters before any of the Hon'ble High Court, District Courts, Supreme Court, other Subordinate Courts/Tribunals/Fora. This will include representing the Institute before Supreme Court of India, any High Courts of India and any District Courts of India etc.
- f. To perform such other work of legal nature as may be directed by IIT DHARWAD from time to time.
- g. The Law Firm will have to represent IIT DHARWAD before the Court in the cases assigned to him/her.

*MoU: Memorandum of Understanding

#MoA: Memorandum of Agreement

@NDA: Non-disclosure Agreement

- h. To take up arbitration cases for the Institute (if any) arising out of any contract, Agreement etc.
- i. To keep IIT DHARWAD informed and updated on all-important developments in the designated cases, dates of hearing, orders of the court on the date of its pronouncement, supply copy of such orders /judgment etc.

5. Terms & Conditions of Empanelment:

- a. The initial term of empanelment of the Law Firms will be for one year and extendable up to extendable up to three years on an annual basis, subject to performance being found satisfactory during the Annual Performance Review by IIT DHARWAD.
- b. IIT DHARWAD reserves the right to select law firms for empanelment or none of them without assigning any reason.
- c. This empanelment is liable to be terminated by giving one month's notice on either side. At its discretion, IIT DHARWAD may assign the Court Cases / Matters to any one of the Law Firms in the panel and no firm has right to claim for the assignment of Court Case/Matter.
- d. Upon termination or non-renewal of the acknowledgement concerned, the Law firm shall return the brief to the IIT DHARWAD along with connected documents and records with no objection certificate.
- e. Empanelment with this Institute does not ensure business of any quantum whatsoever. The institute reserves the right to engage other advocates/firms for similar work. Any deviation from the Terms & Conditions mentioned above will imply disqualification of the Law firm.
- f. The advocate/ person of the Law firm must visit IIT DHARWAD as and when the requirement arises without fail.
- g. Courts at DHARWAD will only have jurisdiction to try any matter, dispute or reference between parties arising out of this EOI.

6. Fee and Expenses

- a. The Law firms shall be paid fees and expenses as per the govt. (Ministry of Law & Justice Department of Legal Affairs) scheduled/approved norms for all the cases where Law firms have to deal a case in the court of law as Institute Counsel.
- b. The empaneled Law Firm shall be paid a fixed fee of INR 5000/- for every opinion/advice/legal vetting of documents of any project/drafting of legal documents or any other legal assistance availed by IIT DHARWAD.

7. Documents required to be submitted by the Law Firm

- a. Registration of the Law Firm
- b. Registration of the firm with Bar Council.
- c. Profile of the Law Firm as per format provided at **Annexure I**
- d. Identity card issued by Bar Association/ Bar Council.
Law Firm must submit a copy of the appointment letters and or experience certificates from the client organizations in support of their minimum experience as per **Annexure II**. It is preferable to mention the type of legal affairs handled.
- e. Certificates in support of educational qualifications of Head/Director/Sr. Partner of the Law Firm.
- f. A self-certification from authorized signatory that the applicant has not been blacklisted/barred/penalized and that all the information furnished is correct (As per **Annexure III**).
- g. Income Tax Return certificate for the last three financial years as per **Annexure IV**.
- h. Copies of empanelment with reputed Govt. Institutions/Banks/Educational institutions/Corporate organizations/PSUs/Autonomous bodies/etc. as per **Annexure V**
- i. Copy of Certificate of Incorporation or partnership deed or other equivalent documents
- j. Details of any court cases/arbitration cases/ or any other case pending against the Applicant (if any).
- k. Details on cases handled in the last three years (Refer to **Annexure VII**)
- l. Other documents as required in the eligibility criteria to fulfill the conditions.

8. Submission of EoI:

The completed EOI document shall be submitted in the e procurement portal (Central Public Procurement Portal) by uploading all the scanned documents as a single pdf file. The list of documents should contain certificates/documents proving the eligibility criteria supported by Annexures.

Random Value to be Entered as a part of BoQ file which is mandatory to be uploaded as a part for bid submission

9. Procedure for Empanelment:

The empanelment of the Law Firm will only be based on merit. For this purpose, the applications received shall be scrutinized by IIT DHARWAD. The final selection will be made based on interview/interaction/presentation or any other criteria as fixed/deem fit by the Authority of the Institute.

ANNEXURE-I

PROFILE OF THE LAW FIRM

- 1) Name of the Firm _____
- 2) Date of Registration/incorporation of the firm _____
- 3) Name of the Proprietor/Director/Head (s) of the firm _____
- 4) Date of Enrolment in Bar Council _____
- 5) Name of Bar Council (enclosed attest copy of enrolment/registration certificate and Identity card issued by Bar Association/Bar council) _____
- 6) Details of Experience/practice _____
- 7) Mention the legals areas of practice _____
- 8) Specialization, if any (constitution/taxation/service etc.) _____
- 9) Details of the clients and related assignments (Refer **Annexure II**).
- 10) Income Tax PAN number & GST (enclose copies, Refer **Annexure III**)
- 11) Details on empanelment of the Law Firm with other organizations with documentary evidence (As per **Annexure V**)
- 12) A brief note on suitability for empanelment (**Annexure VI**)

Declaration

I declare that all the information provided above is true to the best of my knowledge, I have never been penalized by any Bar Council in any disciplinary proceedings. I also undertake to maintain absolute secrecy about the work Assigned by the Authority.

Signature of the Head of the Firm
(Signature and Seal)

Name:
Office Address:
Telephone Number (Landline)
Mobile Number:
Email Address:

Annexure II

EXPERIENCE CERTIFICATE

Sl. No.	Name of Assignment	Brief details of the Service provided	Name of the Client & Email Id	Professional Fee Charged (₹)	Period of Service
1					Start Date: [dd/mm/yyyy] End Date: [dd/mm/yyyy] Contact Person:..... Mobile Phone No:.....
2					Start Date: [dd/mm/yyyy] End Date: [dd/mm/yyyy] Contact Person:..... Mobile Phone No:.....
3					Start Date: [dd/mm/yyyy] End Date: [dd/mm/yyyy] Contact Person:..... Mobile Phone No:.....

[Attach an additional sheet of this table, if required]

Note:

- For the above experience, the Law Firm must submit a copy of the appointment letters from the client organizations.
- The above Experience shall not be considered for evaluation if a certificate from client detailing the name of assignment, nature of work, professional fees and date of start and completion of service is not furnished by the Applicant.
- In the case of Private Client, the Law Firm shall also submit the CA certificate attesting the fee received against the services provided.

Signature of the Head of the Firm
(Signature and Seal)

Name:
Office Address:
Telephone Number [Landline]
Mobile Phone Number:
Email ID:

ANNEXURE III

<< Organization Letter Head >>

DECLARATION

I/ We, hereby certify that all the information and data furnished by me/our organization regarding this Expression of Interest (EOI) are true and complete to the best of our knowledge. I/ We have gone through the specifications, conditions and stipulations in detail and agree to comply with the requirements and intent of specification. I/We further certify that our organization meets all the conditions of eligibility criteria laid down in this EOI document. I/ We, further specifically certify that our organization has not been Blacklisted/De-Listed/Barred/Penalized or put to any Holiday by any Institutional Agency/ Govt. Department/ Public Sector Undertaking/Judicial Authority in the last three years.

NAME & ADDRESS of the Law Firm	
Phone Number [landline]	
Mobile Phone Number	
E-mail ID	
Contact Person's Name	
Mobile Phone Number	
Tax Deduction and Collection Account Number (TAN)	
Permanent Account Number (PAN)	
Goods and Services Tax Identification Number (GSTIN)	

We hereby agree with the payment terms as mentioned at section 6 of this document.

Signature of the Head of the Firm
(Signature and Seal)

Name:
Office Address:
Telephone Number [Landline]
Mobile Phone Number:
Email ID:

ANNEXURE IV

DETAILS ON INCOME TAX RETURNS (ITRs)

Sl. No.	Annual ITR	Annual Turnover (₹)	Is ITR attached?
1	FY 2024-25		
2	FY 2023-24		
3	FY 2022-23		

Signature of the Head of the Firm
(Signature and Seal)

Name:
Office Address:
Telephone Number [Landline]
Mobile Phone Number:
Email ID:

ANNEXURE V

DETAILS OF EMPANELMENT WITH THE REPUTED GOVT. INSTITUTIONS/BANKS/EDUCATIONAL INSTITUTIONS/CORPORATE ORGANIZATIONS/PSUs/AUTONOMOUS BODIES

Sl. No.	Type of the Organization	List/Brief Details of the Major Assignments Handled So Far	Professional Fees Charged (₹)	Period of Service/Empanelment
1				Start Date: [dd/mm/yyyy] End Date: [dd/mm/yyyy] Contact Person:..... Mobile Phone No.
2				Start Date: [dd/mm/yyyy] End Date: [dd/mm/yyyy] Contact Person:..... Mobile Phone No.
3				Start Date: [dd/mm/yyyy] End Date: [dd/mm/yyyy] Contact Person:..... Mobile Phone No.
4				Start Date: [dd/mm/yyyy] End Date: [dd/mm/yyyy] Contact Person:..... Mobile Phone No.

[Attach an additional sheet of this table, if required]

Note: Please attach the documentary evidence in support of the above provided information.

Signature of the Head of the Firm
(Signature and Seal)

Name:
Office Address:
Telephone Number (Landline)
Mobile Phone Number:
Email ID:

ANNEXURE VI

A BRIEF NOTE ON SUITABILITY OF THE AGENCY FOR CONSIDERATION FOR EMPANELMENT

(The note shall cover the details but not limited to professional competence & integrity, experience, infrastructure & resources).

Signature of the Head of the Firm
(Signature and Seal)

Name:
Office Address:
Telephone Number (Landline)
Mobile Phone Number:
Email ID:

ANNEXURE VII**DETAILS OF THE CASES HANDLED IN THE LAST THREE YEARS**

Sl. No.	Financial Year (FY)	List of the Cases Handled
1	2024-25	1) _____ 2) _____ 3) _____ 4) _____ 5) _____
2	2023-24	1) _____ 2) _____ 3) _____ 4) _____ 5) _____
3	2022-23	1) _____ 2) _____ 3) _____ 4) _____ 5) _____

Signature of the Head of the Firm
(Signature and Seal)

Name:
Office Address:
Telephone Number [Landline]
Mobile Phone Number:
Email ID:

ANNEXURE VIII**COMPLIANCE SHEET**

Sl. No.	Eligibility	Compliance (Yes/No)
a	The Empaneled Law Firm must be registered with Bar council, or a company registered under Companies Act, 2013 or a partnership firm registered under Partnership Firm Act 1932 or Limited Liability Partnership Firm registered under Limited Liability Act, 2008 in India with valid license to practice law and provide legal advice in India	
b	The Law Firm should have a minimum of 10 (ten) years of experience and should have worked and completed at least 5 cases every year during the last three years for corporate clients/Govt. organization/Educational institutes/Autonomous bodies/PSUs/.	
c	The Law Firm should be on the panel of reputed Govt. Institutions/Banks/Educational institutions/Corporate organizations/PSUs/Autonomous bodies/PSUs for at least two years.	
d	The Law Firm should have an office with adequate infrastructure at Hubballi-Dharwad or Belagavi to deal with the matters and should be currently functional and practicing in the relevant fields.	
e	Any Law firm which has been barred by the Central Govt. / any State Govt. /Union territory (UT) or any entity controlled by them, from participating in any project, and the bar subsists as on the date of Application, is not eligible to submit the application.	
f	An Applicant should have, during the last five years, neither failed to perform on any agreement, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award against the Applicant, nor have been expelled from any project or agreement nor have any agreement terminated for breach of contract by such Applicant.	

Signature of the Head of the Firm
(Signature and Seal)

Name:
Office Address:
Telephone Number (Landline)
Mobile Phone Number:
Email ID: