

Notice for Empanelment of Law Firms/Associates/Lawyers

EOI Number: IIT DHARWAD/EOI/Legal Empanelment/2025-26/01



**ಭಾರತೀಯ ತಂತ್ರಜ್ಞಾನ ಸಂಸ್ಥೆ ಧಾರವಾಡ
भारतीय प्रौद्योगिकी संस्थान धारवाड
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 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/Associates/Lawyers for empanelment to represent IIT DHARWAD before different Courts of Law and provide legal advice in administrative matters whenever referred to.

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

Those Law Firms/Associates/Lawyers enrolled with respective states *Bar Councils in India* are eligible for empanelment for representing and assisting the IIT DHARWAD before various Courts, Fora and Tribunals/Commissions etc. as well as to support the Institute as an advisor. All Interested and Eligible Law firms/Associates/Lawyers may submit their EOI as per the schedule mentioned in this document.

3. Eligibility Criteria: -

The eligibility criteria for empanelment shall be as under: -

- a. In case of Law Firm, it must be 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. **Associates/ Individual Lawyers should be enrolled with respective State Bar Councils.**
- b. The Law Firm/Associates/Lawyers should have **a minimum of 10 (ten) years of experience** and should have worked and completed **at least 5 cases/legal matters every year during the last three financial years or cumulative total of at least fifteen cases during the same period** for corporate clients/Govt. organization/Educational institutes/Autonomous bodies/PSUs (**relevant documents in support of experience must be enclosed**).
- c. **The adequate weightage will be given to Law Firms/Associates/Lawyers who are empaneled with the State or Central Universities for at least two years in the past.**

- d. The Law Firm/Associates/Lawyers should have an office existing operational with adequate infrastructure at Hubballi-Dharwad/Belagavi to deal with the matters.
- e. Any Law firm/Associate/Lawyer who have been barred/whose sanad has been suspended by the Bar Council (State or Central) shall not be eligible to apply.

4. Scope of Work: -

The empaneled Law firm(s)/Associates/Lawyer 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 any legal documents of projects or any other legal assistance arising out of the functions of the Institute
- 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 courts.
- f. To perform such other work of legal nature as may be required by IIT DHARWAD from time to time.
- g. To take up arbitration cases for the Institute (if any) arising out of any contract, Agreement etc.
- h. 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.

*MoU: Memorandum of Understanding

#MoA: Memorandum of Agreement

@NDA: Non-disclosure Agreement

5. Terms & Conditions of Empanelment:

- a. The initial term of empanelment of the Law Firms/Associates/Lawyers will be for one year and extendable up to maximum three years on an year to year basis subject to satisfactory performance.
- b. IIT DHARWAD reserves the right to select any number of Law Firms/Associates/Lawyers 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 Court Cases / Matters to any one of the Law Firms/Associates/Lawyers in the panel and no Law Firm /Associates/Lawyer has right to claim for such assignments of Court Case/Matter.
- d. Upon termination or non-renewal of the acknowledgement concerned, the Law firm/Associates/Lawyer 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/Associates/Lawyer.
- f. The advocate/representative of the law firm/associates must visit IIT Dharwad as and when the requirement arises, with preference for a physical visit; however, electronic communication may be utilized wherever necessary.
- g. Courts at DHARWAD will only have jurisdiction to try Institute's legal matters, disputes or reference between parties arising out of this EOI.

6. Fee and Expenses

- a. The empaneled Law Firm/Associates/Lawyer shall be paid a fixed fee of INR 5000/- for every written opinion/advice/legal vetting of documents of any project/drafting of legal documents or any other legal assistance availed by IIT DHARWAD.
- b. The following are the charges for every drafting/filing a writ petition/written submission to the Courts

Sl. No.	Type of Court	Fees (₹)
1	District courts/Tribunals	5000
2	High Court	10,000
3	Supreme Court	20,000

- c. The following charges apply for presenting a case or attending a hearing in court that requires the physical presence of the lawyer. The charges are on a per-day basis.

Sl. No.	Type of Court	Fees (₹)
1	District courts/Tribunals	3000
2	High Court	5000
3	Supreme Court	10,000

7. Documents required to be submitted by the Law Firm/ Associates/Lawyers

- a. Registration of the Law Firm/ Registration of the Associates/Lawyers with the Bar Council (as applicable)
- b. Profile as per format provided at **Annexure I**
- c. Identity card issued by Bar Association/ Bar Council. Law Firm/Associates/Lawyers must submit a copy of the empanelment 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.
- d. Certificates in support of the **educational qualifications** of the Head/Director/Senior Partner shall be submitted in the case of law firms or associates. In the case of an individual lawyer, the relevant educational qualification certificates of the lawyer must be submitted.

- e. 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**).
- f. Income Tax Return certificate for the last three financial years as per **Annexure IV**.
- g. Copies of empanelment with state or central universities as per **Annexure V**
- h. Copy of Certificate of Incorporation or partnership deed or other equivalent documents (for Law Firm/Associates as applicable)
- i. Details of any court cases/arbitration cases/ or any other case pending against the Applicant (if any).
- j. Details on cases handled in the last three years (Refer to **Annexure VII**)
- k. Other documents as required in the eligibility criteria to fulfill the conditions.

8. Submission of EoI:

The applications for empanelment shall be submitted in a sealed envelope and sent through courier/speed post to the address mentioned below. The applications must be complete in all respects and accompanied by all supporting documents. Incomplete applications shall be rejected without any notice by the Institute. The Institute shall not be responsible for any postal or courier delays. The envelope should be superscribed with '**Notice for Empanelment of Law Firms/Associates/Lawyers**'

To: The Assistant Registrar
Contracts and Services
Permanent Campus, Chikkamalligawad, IIT Dharwad 580011, Karnataka

The applications should be submitted on or before 30th December 2025; 5:30 PM

9. Procedure for Empanelment:

The empanelment of the Law Firm/Associates/Lawyer 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 Firm/Associates/Lawyer

- 1) Name of the Firm/Associates/Lawyer_____
- 2) Date of Registration/Enrolment with Bar Council (as applicable) _____
- 3) Name of Bar Council (enclosed attest copy of enrolment/registration certificate and Identity card issued by Bar Association/Bar council)_____
- 4) Details of Experience/practice_____
- 5) Mention the legal areas of practice_____
- 6) Specialization, if any (constitution/taxation/service etc.)_____
- 7) Details of the clients and related assignments (Refer **Annexure II**).
- 8) Income Tax PAN number & GST (enclose copies, Refer **Annexure III**)
- 9) Details of empanelment of the Law Firm/Associates/Lawyer with documentary evidence (As per **Annexure V**)
- 10) 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/Associates/Lawyer
(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	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:

1. For the above experience, the Law Firm/Associates/Lawyer must submit a copy of the letters of empanelment from the client organizations.
2. The above Experience shall not be considered for evaluation if a certificate from client detailing the name of assignment, nature of work and date of start and completion of service is not furnished by the Applicant.

Signature of the Head of the Firm/Associates/Lawyer
(Signature and Seal)

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

ANNEXURE III

Applicable Letterhead (Organization/ Lawyer)

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.

NAME & ADDRESS of the Law Firm/Assocaites/Lawyer	
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/Associates/Lawyer
(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/Associates/Lawyer
(Signature and Seal)

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

ANNEXURE V

Details of empanelment with State or Central Universities

Sl. No.	Name of the Organization	List/Brief Details of the Major Assignments Handled So Far	Empanelment Charges (₹) (if any)	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.

[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/Associates/Lawyer
(Signature and Seal)

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

ANNEXURE VI

A BRIEF NOTE ON SUITABILITY 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/Associates/Lawyer
(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) _____ 6) _____ 7) _____
2	2023-24	1) _____ 2) _____ 3) _____ 4) _____ 5) _____ 6) _____ 7) _____
3	2022-23	1) _____ 2) _____ 3) _____ 4) _____ 5) _____ 6) _____ 7) _____

Signature of the Head of the Firm/Associates/Lawyer
(Signature and Seal)

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

*At least 15 cases cumulatively in the last three financial years.

ANNEXURE VIII**COMPLIANCE SHEET**

Sl. No.	Eligibility	Compliance (Yes/No)
a	In case of Law Firm, it must be 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. For Associates and Individual Lawyers, registration must be with the Bar Council as applicable.	
b	The Law Firm/Associates/Lawyers should have a minimum of 10 (ten) years of experience and should have worked and completed at least 5 cases/legal matters every year during the last three years for corporate clients/Govt. organization/Educational institutes/Autonomous bodies/PSUs.	
c	The preference will be given to Law Firms/Associates/Lawyers who are empaneled with the State or Central Universities for at least two years.	
d	The Law Firm/Associates/Lawyers should have an office with adequate infrastructure at Hubballi-Dharwad/Belagavi to deal with the matters and should be currently functional.	
e	Any Law firm/Associate/Lawyer who have been barred/whose Sanad has been suspended/cancelled by the Bar Council (State or Central) shall not be eligible to apply.	

Signature of the Head of the Firm/Associates/Lawyer
(Signature and Seal)

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