



**भारतीय विदेश व्यापार संस्थान**  
**INDIAN INSTITUTE OF FOREIGN TRADE**  
**B-21, Qutab Institutional Area, New Delhi-110016**

**NOTICE INVITING APPLICATION FOR EMPANELMENT OF ADVOCATES**

Indian Institute of Foreign Trade (IIFT) is a premier Business School and Deemed to be University working under the Department of Commerce, Government of India. Applications are invited from eligible Advocates / Law firms for empanelment to represent the IIFT before different Courts of Law / Tribunals. The practicing advocates/Law firms who are registered with Bar Council of India/State Bar Council are eligible for empanelment. The qualification, experience, other terms and conditions and the application format in which the application has to be made, have been prescribed. The Advocates who are on the existing panel of IIFT shall cease to be on the panel of IIFT after new panel is finalized against this notice. Therefore, they may also apply afresh in response to this notice.

Eligible practicing Advocate/Law Firms must submit application in the format prescribed in Annexure "A" enclosed herewith, along with all supporting documents in a sealed envelope to: **Registrar, Indian Institute of Foreign Trade (IIFT), B-21, Qutab Institutional Area, New Delhi-110016**. The envelope should be superscribed as following: "**Application for Empanelment of Advocates/Law firms**". The last date of receiving Applications in the prescribed format along with supporting document is 30 September, 2019 till 17.00 hours.

**1. Qualification & Experience**

**Essential:**

Applicant Advocate / Law firm must possess following qualifications & Experience:

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

(i)	For handling the cases of Hon'ble Supreme Court of India	10 years experience in Supreme Court cases.
(ii)	For handling the cases of Hon'ble High Court / Distt. Court	05 years experience in High court / Distt. Court.
(iii)	For handling Arbitration cases	05 years experience in Arbitration cases

**Desirable:**

- (a) Having good communication skills in English and good knowledge of law and procedure in service matters, civil matters, arbitration matters, land disputes, taxation etc.
- (b) IIFT shall also consider following points for empanelment :
  - (i) Proper and adequate infrastructure of an advocate / law firms such as office premises, number of junior advocates, assistants, clerks etc.
  - (ii) The Advocates / Law firms are not contesting any cases against IIFT in any Court in India
  - (iii) Track record and integrity.
  - (iv) No inquiry proceedings by the respective Bar Council / Bar Association about the conduct of the Advocate / law firms have been held.
  - (v) If the Advocates / Law firms are empanelled by other Institutions / Organizations, details and opinion of those Institutions / Organisations, if available.

**2. Tenure of Empanelment**

The initial empanelment will be for one year. During this period services of empanelled advocated / law firm shall be reviewed by institute. Based on performance of empanelled Advocates/Law Firms, empanelment shall be further extended for two years.

**3. Payment of Fee and Other Conditions:**

The fees / other expenses shall be paid to the Advocate / Law firms as per Office Memorandum issued by the Ministry of Law & Justice, Dept. of Legal Affairs, Government of India vide No.26(1)/2014/judl. Dated 01.10.2015(as amended from time to time) and any other instructions issued by Ministry of Law & Justice, Dept. of Legal Affairs from time to time.

**4. Documents required to be submitted by the Advocate**

The Advocate / Law firm will be required to furnish their duly signed Bio-data with latest passport size photograph as per prescribed format along with following self-attested documents :

- (a) High School certificate in support of age of Advocate (Sr. Partner in case of law firm)
- (b) Certificates in support of professional / educational qualifications (Sr. Partner in case of law firm)

- (c) Certificate of Registration with Bar Council
- (d) Identity card issued by Bar Association / Bar Council
- (e) Letter or testimonials for empanelment with other institutions / organizations.
- (f) Certificate of experience issued by concerned Bar Association / Bar Council
- (g) Details regarding the cases in which the Advocate was able to get favourable outcome/decision which are reported/referred in reputed legal journals etc.
- (h) Details of office Infrastructure and number of Associates in addition to office staff.
- (i) Other relevant information, if any.

## **5. Procedure for empanelment :**

- (a) The Advocate / Law firm must apply on the format prescribed by IIFT only. No other format will be entertained.
- (b) An Advocate / Law firm shall submit separate applications if he / she / they wishes to be considered for more than one panels. Advocate / Law firm may be empaneled for more than one Court according to his specialization and eligibility, if selected.
- (c) Any application received after the last date prescribed shall not be entertained.
- (d) No candidate will be called for interview / presentation unless he / she / they satisfies the eligibility conditions.
- (e) Merely fulfilling the eligibility criteria will not confer any right on an Advocate / Law firm for empanelment.
- (f) Depending upon the requirement and number of applications received, IIFT reserves its right to shortlist the Advocates / Law firm to be called for interview / Presentation. The decision of the Committee constituted by the competent authority regarding short listing of the Advocates / Law firm shall be final. The size of the panel and number of Advocate / Law firm in a particular field in the panel shall be finalized by IIFT based on the requirements and quantum of work involved.

- (g) The applicant advocate shall bring original documents at the time of interaction with the IIFT.
- (h) No TA / DA or other expenses will be paid to the Advocate / Law firms 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 our website i.e. [www.iift.edu](http://www.iift.edu)
- (i) The result will be made available on our website [www.iift.edu](http://www.iift.edu)
- (j) Letter to selected Advocates / Law firms confirming their empanelment will be issued by IIFT separately.

**6. Duties of the Empanelled Advocates / Law Firms and other terms & conditions.**

- (a) The Empanelled Advocate / Law firms shall be informed by IIFT through email or other means of communications, regarding entrustment of a case. It is duty of the Empanelled Advocates / Law firm to collect the brief/copy of petition along with assignment letter from the concerned office of IIFT at the earliest.
- (b) The Empanelled Advocate / Law firm shall appear to contest the cases against IIFT. Timely appearance of the Advocate / Law firms in the court is a must. Their absence in the Court, without any cogent reason and notice in advance shall be viewed seriously and may result in termination of empanelment.
- (c) The Empanelled Advocate / Law firm shall not advise any party or accept any case against the IIFT in which they have appeared or is likely to be called upon to appear, in which they have rendered advice or likely to be called upon to rendered advice which is likely to affect or lead to litigation against IIFT.
- (d) The Empanelled advocate / Law firms must report the status of the cases after each date of hearing. Failure to submit status report will be a ground for removal of the name of the advocate / law firms from the panel.
- (e) The Empanelled advocate / Law firms must report the status / all-important development of the cases after each date of hearing including supplying order / judgement of the court. Failure to submit status report, copy of order / judgement will be a ground for termination of empanelment of Advocate / Law firm.
- (f) IIFT is free to engage any advocate of its own choice and an empanelled Advocate / Law firm shall make no claim that they alone should be entrusted with IIFT's legal matter(s).

- (g) Refusal by any advocate / law firms to accept any work without any cogent reason (e.g. on grounds of conflict of interest) may entail termination of empanelment.
- (h) 10% of the fees payable to the counsel shall be deducted if the certified copy of the judgment is not handed over to the IIFT within three days (excluding the time taken by the court in preparation of the copy) from the date of order / judgment.
- (i) When any case attended by advocate / law firms is decided against the Organisation, 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.
- (j) Perform such other duties of a legal nature which may be assigned to him by the IIFT.
- (k) If the Advocate / Law firms appears at the instance of IIFT for parties other than IIFT whose case is not inconsistent with that of IIFT, the advocate / law firms will be entitled to only one set of fee.
- (l) The Advocate / law firms shall accept the terms and conditions of the empanelment prescribed by IIFT without any condition.
- (m) To render all assistance to special or senior Counsel engaged in a particular cases before the Supreme Court, High Court and other judicial bodies.

## **7. Performance Review**

Performance of the empaneled advocate / law firms will be subject to review by IIFT from time to time. IIFT reserves its right to terminate the empanelment of the advocate / law firms at any time with one month's notice based on performance review, without assigning any reason, whatsoever.

## **8. Termination of Empanelment**

1. The IIFT reserves the right to terminate the empanelment of any Advocate / law firms at any time without assigning any reason thereof. No representations of an empanelled Advocate / Law firm against his / their termination shall be entertained by IIFT.
2. 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 :

- (a) Giving false information in the application for empanelment;
- (b) Failing to attend the hearing of the case without any cogent reason and/are prior intimation.
- (c) Not acting as per IIFT's instructions or going again against specific instructions, directly or indirectly.
- (d) Threatening, intimidating or abusing any of the IIFT's employees, officers, or representatives.
- (e) Passing information relating to IIFT's case to the opposite parties or their advocates or any third party which is likely to cause any damage to the IIFT's interests.
- (f) Giving false or misleading information to the IIFT relating to the proceedings of the case.
- (g) Seeking frequent adjournments or not objecting the adjournment moved by other party without cogent reason.

## **9. Maintenance of Professional Ethics**

During the term of empanelment and thereafter, the Advocate / Law firm shall maintain utmost confidentiality of the matters pertaining to IIFT. They shall neither advise any party against IIFT nor accept any case against IIFT during the term.

## **10. Removal of Doubts / Difficulty**

In the matter of implementation of these guidelines, if any, doubt or difficulty arises regarding the interpretation of any of the Clause of these guidelines, the same shall be placed before the Competent Authority of IIFT and the decision of that Authority shall be final.

**APPLICATION FORM FOR EMPANELMENT IN IIFT**  
(TO BE FIELD IN BY APPLICANT ADVOCATE / LAW FIRMS)

Photographs

**FORMAT OF BIO-DATA FOR ADVOCATE / LAW FIRMS FOR  
EMPANELMENT IN \_\_\_\_\_ COURT**

1.	Name of the Advocate / Law firms	
2.	Date of Birth of Advocate (Sr. Partner in case of Law firms)	
3.	Address for Correspondence with Tel. No., Email etc.	
4.	PAN No. / GST No. if applicable	
5.	Educational / Professional qualifications	
6.	Date of Enrolment, Name of Bar Council (Enclose attested copy of enrolment certificate)	
7.	Details of experience / Period of practice	
8.	Field of specialization	
9.	If applying for the panel of Supreme Court, kindly give details of enrolment as AOR of Supreme Court.	
10.	Whether already empanelled by Central/State Govt. as Counsel/Pleader (indicate period) (with documentary evidence)	
11.	Brief list of clients e.g. Institutions/Organization	
12.	The Courts where the Advocate is regularly practicing (Enclose attested copy of Bar Association Member Certificate)	

<b>13.</b>	Proper and adequate infrastructure of an advocate such as office premises, number of junior advocates, assistants, clerks and fax mobile phone, fixed phone and internet connection etc.	
<b>14.</b>	A brief note on suitability for empanelment. (If required please enclosed separate Annexure)	
<b>15</b>	Court Chamber Address (copy enclose)	

### **UNDERTAKING**

1. I undertake to maintain absolute secrecy about the case of the IIFT.
2. I will abide by the fee schedule notified by Ministry of Law & Justice, Dept. of Legal Affairs, Government of India vide No.26(1)/2014/judl. Dated 01.10.2015(as amended from time to time) and any other instructions issued by Ministry of Law & Justice, Dept. of Legal Affairs from time to time.

### **DECLARATION**

I declare that never been penalized / convicted by any bar Council/Court of Law in any proceedings.

Place .....

Signature of Advocate

Date.....

Name:.....