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**INDIAN INSTITUTE OF ASTROPHYSICS**  
**(An Autonomous Body under Department of Science & Technology, Government of India)**  
**Koramangala, Bangalore – 560034**

**Advt. No.IIA/8/2016 dated 16<sup>th</sup> August, 2016**

**Sub: Empanelment of Advocates / Legal Firms**

The Indian Institute of Astrophysics (IIA) is an autonomous academic national institution fully funded by the Department of Science & Technology, Govt. of India dedicated to research in Astronomy, Astrophysics and Allied Sciences & Technology. The Institute is registered under the Societies Registration Act, 1860 and has its main campus in Koramangala, Bangalore. It operates field stations at Kavalur & Kodaikanal in Tamilnadu, Gauribidanur & Hosakote in Karnataka, and Leh/Hanle in Jammu & Kashmir. There are over 250 staff members working in this Institute and 70 students are pursuing M.Tech/Ph.D degrees. .

The Institute is executing several major long and short term development projects, including TMT-India (Thirty Meter Telescope), Visible Line Solar Space Coronagraph for Aditya-1, NLST (National Largest Solar Telescope), Hanle Echelle Spectromer, , UVIT (Ultra Violet Imaging Telescope) etc. IIA is desirous to form a Panel of Advocates/Legal firms, comprising Practising Advocates and Legal Firms at various levels of courts i.e. District Court, CAT, High Court of Karnataka, Supreme Court and before Arbitrators to deal with its legal disputes.

Interested and eligible Advocates/Legal firms are requested to submit their tender with required documents latest by **6<sup>th</sup> September 2016**.

**1. Eligibility:**

**i) Essential:**

- a. Lawyers or Legal Firms shall have independent experience of ten years in handling cases relating to Land matters / Revenue matters/ Contractual matters/ Arbitration matters/Service matters /Taxation/labour laws/ company laws, civil suits, writ matters and constitutional laws in the court applying for.
- b. They should be currently practicing in the relevant fields.
- c. They should have independent office at Bangalore with all infrastructural facilities
- d. Copy of Income Tax Returns (ITR) filed for the last three years along with their financial soundness details to be enclosed.

**ii) Desirable:**

- a. Experience in dealing with similar matters preferably in Central or State Government Departments, PSUs Local Bodies etc, Academic Institutions and Universities/Research Institutions.
- b. Knowledge of State Laws pertaining to land and revenue matters.

## **2. Terms**

- a. The currency of the panel will be for two years from the date of notification of panel.
- b. The tenure can be curtailed or terminated by giving one month's notice from either side without giving any reasons.
- c. The term can be extended for another one year on the basis of satisfactory performance of the counsel/Firm.

## **3. Nature of Work**

- a. The Lawyers or Legal Firms may be required to handle cases in the City Civil Court, Central Administrative Tribunals (CAT) and High Court of Karnataka and Supreme Court.
- b. Giving oral and written opinion on issues relating to the IIA activities which are referred to them.
- c. Legal Vetting of tenders, contracts, and documents related to the transaction of business of IIA and referred to them by the IIA.
- d. Drafting of Legal documents in connection with the official transactions of IIA.
- e. Participation in discussion/conference on behalf of IIA and with their clients.

## **4. Maintaining Professional Ethics**

During the Term of Empanelment and thereafter the Legal Firm/Advocate shall maintain strict confidentiality of the matters pertaining to the IIA. They shall not accept any case against IIA by any other organization/individual during the currency of this contractual period.

## **5. Mode of Empanelment**

Tenders received in response to the above notification will be scrutinized and Applicants will be screened w.r.t. the criteria mentioned above. Testimonials submitted by eligible applicants may be verified with original documents.

## **6. Last date for receipt of Tender**

Tender along with all the documents/ testimonials should reach the Administrative officer, Indian Institute of Astrophysics, II Block, Koramangala, Bengaluru – 560034 on or before **6<sup>th</sup> September, 2016.**

## **7. Submission of Tender**

Advocates and Legal Firms intend to apply for empanelment may submit their tender in the format provided at Annexure-A, B & C.

## **8. Final decision by the Competent Authority**

Decision of the Director, IIA as the competent Authority either in accepting or rejecting the tender is final.

Administrative Officer

**SUB: TENDER FOR EMPANELEMENT OF ADVOCATE/LEGAL FIRM**REF: NO. IIA/08/2016 dated 17<sup>th</sup> July, 2016

Sl. No.	Information Details
1	Name of Advocate/Legal Firm
2	Address with Telephone Nos. & Email ID
3	Academic Qualifications (In case of Firms of all partners of the firm)
4	Location and Court of Practice along with registration number and name of Bar Council
5	Area of Specialization
6	Whether fulfils the requisite eligibility conditions (YES/NO)
7	Whether Documentary proof in support of essential Eligibility attached (YES/NO)
8	Whether Documentary proof in support of Desirable Experience attached (YES/NO)
9	Any other information to be furnished
10	List of Enclosures

**DECLARATION**

I hereby undertake that the information given above are true and correct. I agree to the terms and conditions for engagement and placement on panel.

**Place:** (Name & Signature of the Advocate/Authorised signatory)

**Date:**

**Schedule of Fee**

REF: NO. IIA/08/2016 dated \_\_\_\_\_

Sl. No.	Item of work	District Court Cases	CAT Cases	High Court Cases	Supreme Court Cases
1	Preparation of Petition/Plaint/Written Statement/Reply/Rejoinder/Appeal/interim application/reply to interim application/additional affidavit/rejoinder				
2	Filing of Caveat	---	---		
3	Fee for Court Appearance (a) Effective hearing (b) Non Effective hearing				
4	Professional Fee for Entire Case in Case of Pro forma defendant				
5	Professional Fee for Bunch Cases (a) Fee for Drafting in main case (b) Drafting fee in remaining case (c) Appearance fee for hearing in main case (d) Appearance Fee in remaining Bunch cases				
6	Clerkage				
7	Daily fee for out of Headquarter (a) Travel Expenses (b) Daily Fee + Lodging and other allowances including local conveyance				
8	Reimbursement of Miscellaneous expenses				
9	Fee for written opinion other than pending cases				
10	List of clients				

Place: (Name &amp; Signature of the Advocate/Authorised signatory)

Date:

**Schedule of Fee for Arbitration Cases (Other than contractual arbitration cases)**

REF: NO. IIA/08/2016 dated \_\_\_\_\_

Sl. No.	Details of Work	Charges
1	Fee for (a) Effective hearing (b) Non Effective hearing	
2	Fee for Drafting Arbitration Application, Reply & Misc. Application	
3	Identical cases where two or more cases but not more than ten cases involving the identical question of law the bunch will be made as main case plus reminder up to nine case	
4	Daily Fee for out of Headquarter (a) Travel Expenses (b) Daily Fee + Lodging and other allowance including local conveyance	
5	Reimbursement of Miscellaneous Expenses	
6	Written opinion other than pending Court-Arbitration Cases	
7	Clerkage No additional amount will be paid for bunch cases on account of clerkage	

**NOTE**

1. The Institute shall reimburse only the actual expenses relating to court fees/application fees/search fees, legalization, attestation, notary, Stamp fees etc.
2. The Institute shall make separate payments to Senior Counsels including their junior and clerk provided prior approval has been obtained from the Institute for engaging the said Counsel.
3. Daily fee for out of headquarter is in addition to the professional fee.
4. The clerkage, miscellaneous expenses, travelling expenses & daily fee for out of headquarters will not be included for maximum ceiling limit.

**Place:** \_\_\_\_\_ **(Name & Signature of the Advocate/Authorised signatory)**

**Date:** \_\_\_\_\_