



अखिल भारतीय आयुर्विज्ञान संस्थान ,रायपुर (छत्तीसगढ़)  
All India Institute of Medical Sciences Raipur (Chhattisgarh)  
G. E. Road, Tatibandh,  
Raipur-492 099 (CG)  
[www.aiimsraipur.edu.in](http://www.aiimsraipur.edu.in)

No.18774 - 3-9/4/2025-SAO/ 100

Date: 12.04.2025

## **Notice For Empanelment**

### **Empanelment of Advocates /Law Firms to represent the All India Institute of Medical Sciences, Raipur before Hon'ble Supreme Court/ High Courts/ District Courts, CAT and other judicial/ Quasi-Judicial bodies.**

#### **1. Empanelment of Advocates / Law Firms**

AIIMS Raipur is one of the SIX AIIMS like apex healthcare institutes being established by the Ministry of Health & Family Welfare, Government of India under the Pradhan Mantri Swasthya Suraksha Yojna (PMSSY). AIIMS, Raipur is desirous to Empanel Advocates / Law Firms to represent the Institute before Supreme Court / High Courts/ District Courts/ Labour Courts/ Central Administrative Tribunal/Taxation Laws/ Service Matters/ and other judicial / Quasi-judicial bodies. The services of the Advocates / Law Firms will be mainly utilized in the matters/ litigation work being contemplated at various aforesaid forums and also for providing legal opinion on day-to-day affairs of the Institute.

The interested Advocates / Law Firms who are desirous to be considered for empanelment may apply to Senior Administrative Office, All India Institute of Medical Sciences, Raipur, 2nd Floor,, Medical College Building, by **05 MAY, 2025, till 1700 Hrs.**

The Institute invites applications from interested Advocates / Law Firms for the scope of work which inter-alia includes the following:

- 1) Rendering legal services and providing opinion, as and when referred, on matters related to various laws.
- 2) Handling notices and other legal queries, as and when referred.
- 3) Representing the Institute before any court of Law or Tribunal or Statutory Body or Quasi-judicial authority or Arbitrator/ Arbitral Tribunal under the relevant Act(s) and any other proceedings, as and when referred.
- 4) Conducting due diligence, as and when referred.
- 5) Providing legal opinion, advice related to legal matters of the Institute as and when referred.
- 6) Legal vetting of draft notices, agreements, bidding documents /tender documents, MoAs, MoUs etc.

#### **2. Mode of empanelment:**

- A.** The Advocates / Law Firms desirous to come on the panel of the Institute shall send their applications for empanelment to the Institute as per the format of application placed herewith as **Annexure 1.**
- B.** The Advocates / Law Firms who are shortlisted by the Institute will be communicated to appear before the Authorities of the Institute for their respective presentation on

specified dates on the basis of which selection of Advocates/ Law Firms for empanelment shall be done.

### **3. Eligibility of Advocates/Law Firms for empanelment:**

In addition to the qualification prescribed, the Advocates /Law Firms are advised to carefully read and follow the eligibility criteria, instructions and terms & conditions for empanelment in AIIMS Raipur more specifically mentioned herein below:

- a) The Advocates /Law Firms must be a registered Advocates /Law Firms under relevant laws of India.
- b) The representative Advocate(s) or Associate(s) of the Law Firms must possess a Degree in Law from a University, recognized by the Bar Council of India.
- c) The Advocates / Law Firms should be considered having regards to their relevant experience and expertise in Civil Cases, Criminal Cases, Arbitration cases, Service Laws, Labour Laws, Taxation Laws, Consumer Forums, Public Premises & Eviction Laws and other Acts, Rules and Regulations relating to the educational institution or otherwise.
- d) The advocate(s) /associate(s) of the Law Firms should have minimum professional/court experience in handling cases Govt. organizations as follows:
  - i. For handling the cases of Supreme Court\* of India = 5 years' experience in Supreme Court cases.
  - ii. For handling the cases of High Court = 5 years' experience in High Court cases.
  - iii. For handling cases at District Court / Tribunals =3 years' experience in these courts,
  - iv. For handling Arbitration cases =5 years' experience in Arbitration cases.

***\*The advocate(s) / associate(s) of the Law Firms must declare if they have any direct tie-up with Advocate/ Law firm having experience of handling supreme court cases.***

The Advocates / Law Firms should be well versed with the AIIMS act, as amended from time to time, the Statutes of AIIMS and service rules applicable on AIIMS Raipur viz CCS(CCA) Rules, 1965, CCS (Conduct) Rules, 1965 etc.

### **4. Disqualification for applying for empanelment:**

The Advocates/Law Firms shall be treated as disqualified for empanelment if:

- a) The Advocates / Law Firms s(s) has been debarred or blacklisted by any State or Central Government Authority or has been subject to any professional disqualification (suspension of licence) by the Bar Council of India.
- b) The Advocates / Law Firms have any conflict of Interest.

### **5. Tenure of Empanelment:**

The initial empanelment will be for the period of **One year (with the extension of 01 year + 01 year)** or until further orders and the services shall be availed from case-to-case basis.

The Competent Authority reserves the right to review the performance of the empanelled Advocates / Law Firms as and when required and whenever the Institute believes that the performance of the said Advocates / Law Firms is not satisfactory, the said Advocates / Law Firms may be removed from the panel by the Institute at any time without assigning any reason.

## **6. Duties of the Advocates & Law Firms:**

The Advocates/ Law Firms shall have to perform the following duties:

- a) Represent the Institute before Supreme Court/ High Courts / District Courts/ CAT, Labour Courts and other judicial/ Quasi-judicial bodies.
- b) Provide legal advice to the Institute on civil, criminal, arbitration, service matters, taxation laws, IPRs and such other matters arising in the course of administration of the Institute.
- c) Keep Institute informed and updated on all important developments in the designated cases, dates of hearing, order of the court on the date of its pronouncement, supplying copy of judgment etc;
- d) Furnish monthly statement about the cases represented by him/her before the various Court / Quasi-judicial bodies or any other authority and their status/ outcomes.
- e) Perform such other duties of legal nature which may be assigned by the Institute from time to time.
- f) Timely appearance of the Counsel to contest the cases for Institute in the Court is must. His / her absence in the Court without any reasonable ground shall not be accepted.
- g) Institute will send the information to the panel Advocates / Law Firms through email / SMS, regarding entrust of a case and after receiving email / SMS, it is the duty of the panel Advocates / Law Firms to collect the brief / copy of the petition along with entrustment letter from the Senior Administrative Officer/Legal Cell office of Institute.
- h) It will be mandatory for Advocates / Law Firms to visit to the office of Institute from time to time through their representatives, as and when required by the Authorities of the Institute without any excuse, for providing legal opinion on any matter or case regarding the affairs of the Institute so as to enable the Institute to strategize the matter or cases so that they can be handled efficiently. Non-adherence of the same shall be treated seriously and may have adverse impact on the empanelment of the said Advocate(s) / Advocates / Law Firms.
- i) The Advocates / Law Firms shall depute any of their associate / Advocate at the office / department of Institute, as and when required by the authorities of the Institute for preparation of brief(s)/ notices/ pleading(s) / legal documents(s) etc. in consultation with the concerned department of the Institute.

## 7. General Instructions:

The nature of empanelment of an Advocates / Law Firms is purely on cases to case basis and no claim for retainer ship by the panel Advocates/ Law Firms shall be entertained.

- I. In cases where an advocate(s) / associates(s) of the Advocates/ Law Firms appears on behalf of the Institute and on the request of the Ministry of Health & Family Welfare or otherwise, interests of UOI shall have also to be protected, no extra fees shall be paid to the Advocates / Law Firms for safeguarding the interests of Ministry of Health & Family Welfare or UOI.
- II. In case, the Institute drafts a reply / pleadings or miscellaneous applications which are afterwards sent to the counsel for legal vetting, an amount equivalent to 25% of the charges mentioned above for drafting such documents is liable to be deducted.
- III. Institute will be at liberty to engage any Advocate(s) / Advocates / Law Firms of its own choice and the empanelled Advocates / Law Firms shall make no claim to that effect. Mere empanelment of Advocates / Law Firms shall not bind the Institute to necessarily assure of giving any particular case or matter or obtaining any services from the said Advocates / Law Firms or to pay any fees or charge thereof.
- IV. The allotment of a case or matter to the empanelled Advocates / Law Firms shall be solely at the discretion of the Institute.
- V. An empanelled Advocates / Law Firms shall return all the case file(s) / document(s) / record(s) being assigned to them during the empanelment to the Institute upon termination, completion, and non-renewal of the empanelment, as the case may be.
- VI. During the term of empanelment and thereafter, the empanelled Advocates / Law Firms and its associates/advocates shall maintain utmost confidentiality and secrecy of the matters pertaining to Institute.
- VII. The Advocates / Law Firms shall unconditionally accept the terms and conditions of the empanelment prescribed by Institute and shall submit an undertaking to that effect as placed herewith as **Annexure-2**.
- VIII. The Institute will empanel as many as Advocate(s) / Advocates / Law Firms as may be deemed necessary depending upon the area of specialization and expertise of the Advocate(s) / Advocates / Law Firms and no objection shall be entertained in respect thereof.
- IX. The Institute reserves the right to revise the schedule of rates / fees and allowances from time to time which shall be conveyed to Advocates / Law Firms from time to time.
- X. Effective Hearing for the purpose of claiming the fees means a hearing in which either one or more parties involved in the case are heard by the Court/Tribunal/ Commission on the facts or law of the case. If the case is mentioned by the other side and adjourned or only when directions are given or only judgment is delivered by the Court/Tribunal/Commission, the same shall be a non-effective hearing.
- XI. **20%** of the fees payable to the counsel shall be deducted if the certified copy of the judgment is not handed over to the Senior Administrative Officer/ Legal Cell of the

Institute within Fifteen days (excluding the time taken by the Court in preparation of the Copy) from the date of judgment. Such deduction may be relaxed if the counsel submits reasonable grounds for such delay, acceptance of which shall be at the sole discretion of the competent authority of the Institute.

#### **8. Conflict of interest:**

- I. The Advocates / Law Firms or any of its associates / advocates shall not advise any party or accept any case against the Institute in which he/ she has appeared or is likely to be called upon to appear for or advise which is likely to affect or lead to litigation against the Institute;
- II. If the empanelled Advocates / Law Firms or any of its associates, at any relevant period, is a partner of a firm of lawyers or solicitors, which take up or advises a person or a party who is or is likely to be moving against the interest of the Institute, it shall be incumbent upon the advocate/ Advocates / Law Firms to disclose the same and a decision to withdraw a case or matter from such empanelled advocate / Advocates / Law Firms shall be taken by the Institute; however, non-disclosure of such information shall make liable the empanelled Advocate(s) / Advocates / Law Firms to be removed from the panel.
- III. The Advocates / Law Firms or any of its associates shall not take up any case or advice any person or party against the interest of the Institute, which in the opinion of the Institute amounts to conflict of interest.

#### **9. Fees / Remunerations**

The fees/ payments of the empanelled Advocates/Law Firms shall be as per the following:

- (a) All payments of fees shall be done by the Institute against the proper bills raised by the Advocate(s) / Legal Counsel(s)/ Advocates/ Law Firms along with the supporting relevant documents substantiating the claim as per the rates enclosed herewith as **Annexure – 3**.
- (b) In case if same fee structure which was not mentioned in **Annexure 3**, it may payable as per rates approved by the Department of Legal Affairs, Ministry of Law & Justice, Government of India vide Office Memorandum No. 26(1)/2014/judl. dated 01/10/2015 as amended from time to time.

#### **10. Termination of empanelment of the Advocates / Law Firms:**

The Institute reserves the right to terminate the empanelment of the Advocates / Law Firms with one month's notice including but not limited to in case of violation of any terms & conditions of the responsibilities/ duties of the Advocates / Law Firms or if in the opinion of the Institute, the performance of the empanelled Advocates/ Law Firms is not satisfactory. The Advocates / Law Firms may also terminate their services from the Institute empanelment by serving one month's notice.

**Annexure 1**

**Performa for application for the Empanelment of Law Firm(s) in AIIMS Raipur**

1	Name of the Law Firm			
2	PAN No./ TAN No./GST No.			
3	Constitution			
4	Address			
5	Contact No.			
6	E-mail Adress			
7	Name of the Partners / Associates			
8	Date of incorporation			
9	Number of advocates employed			
10	Brief list of Clients eg Govt.Department/Autonomous Body/ Universities, if yes then	Clients Name	No. of Cases	
11	<b>Details of Experience / Area of practice in relevant field</b>			
Sr. No.	Area of Practice	Court/Tribunals/Commissions of Practice	Period of Practice	
A				
B				
C				
D				
E				
12	<b>Details of landmark cases defended on behalf of any Govt.Department/ Autonomous Body / University etc.</b>			
<b>A) Before Hon'ble Supreme Court</b>				
S. N	Title of Matter	Date of Judgement	Details of Judgement	Name of Court/Details of Bench



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

S. N	Name of the Associates	Name of University/law/ College	Year of Enrolment/B ar Membership No.	Total Cases handled, so far	Years of Experience in the relevant field

**14. Details of Profiles of Juniors/Associates available for legal work**

S. N	Name of the Advocate/ Junior	Name of University/law/ College and Year of graduation	Year of Enrolment/B ar Membership No.	Total Cases handled, so far	Years of Experience in the relevant field

15. Any other information you may like to give:

16. A brief note on suitability for empanelment:

17. List of enclosures:



## **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 All India Institute of Medical Sciences, Raipur.
- 3) I agree to the terms and conditions for engagement and placement on panel.

**Signature of the Managing Partner with Seal**

**Name :**

**Address:**

**Mob. No.**

**Email ID:**

**Undertaking**

I/ We hereby agree to unconditionally accept all the terms and conditions of the Notice for empanelment dated \_\_\_\_\_ for Empanelment of Law Firms and specifically agree to the Schedule of rates as mentioned in the Annexure --3 & 3A without any deviations.

I/We undertake that the Institute reserves the right to terminate the empanelment on account of violation of any terms & conditions spelled out in the Notice for empanelment.

I / We also undertake and understand that the specified rates for the legal related work under the said Notice for empanelment are subject to revision from time to time, which shall be appropriately adhered by me/ my Firm from time to time.

**Authorized Signatory of the Law Firm**

**(With Seal)**

**Schedule of Fee and Allowances****Fees for panel Law Firm(s) & Advocate of AIIMS Raipur in Various Courts/Tribunals /Commissions**

<b>S. No.</b>	<b>Item of the Work</b>	<b>Rates</b>
1.	Fee for appearance in Hon'ble Supreme court	Rs. 5000/- per day ( For Effective hearing) Rs. 2000/- per day (For non Effective hearing)
2.	Fee for appearance in High Court	Rs. 3500/- per day ( For Effective hearing) Rs. 1800/- per day (For non Effective hearing)
3.	Fee for appearance in District Courts/ Subordinate Courts	Rs. 2000/- per day ( For Effective hearing) Rs. 1000/- per day (For non Effective hearing)
4.	Fee for appearance in Tribunal/ Commissions	Rs. 3000/- per day ( For Effective hearing) Rs. 1000/- per day (For non Effective hearing)
5.	Fee for Drafting SLP/ Writ Petitions/ Transfer Writ Petition/ Counter Affidavit / Original Application	For Supreme/High Court Rs. 6000/- For District Court Rs. 4000/-
6.	Fee for Drafting Additional Affidavit/ Miscellaneous Applications etc.	Rs. 2500/-
7.	Fee for Legal Opinion/ Legal Notices	Rs. 3000/-
8.	Fee for Filing Appeals (Revision/review) on behalf of the institute	Rs. 6000/-
9.	Clerkage (no Clerkage will be paid on Simple adjournment)	10% maximum upto Rs. 2800/-
10.	Conference	Rs. 900/- per case (along with identical Cases)
11.	Miscellaneous charges	As per Actual
12.	Similar /Identical Cases	Where in two or more cases involve substantially identical questions of law or facts and where the main difference is in the names, addresses of the parties concerned, amount of money involved, etc., and/ or where common or identical judgments are delivered, irrespective of the fact that all the cases are heard together or not, the Counsel/ Advocate shall be paid the full amount in the main case and Rs.250/- per case per effective hearing for each of the connected case(s). SLP/petitions of appeal arising out of one common judgment or order will be considered as one case, if they are heard together.

***The Fee will be subject to maximum ceiling for complete Case in:***

- A) Supreme Court Rs. 28,000/-***
- B) High court/CAT Rs. 25,000/-***
- C) District Court/ Subordinate Courts Rs. 18,000/-***

**Note:**

- i. Conveyance charges @Rs. 1000/- (if, applicable)
- ii. TA/ DA , Accommodation as per Institute rules @ equivalent to pay level of 10 for outstation visits. (if, applicable)
- iii. In case, the Institute drafts a reply I pleadings or miscellaneous applications which are afterwards sent to the counsel for legal vetting, an amount equivalent to 25% of the charges mentioned above for drafting such documents is liable to be deducted.