



***Indian Institute of Foreign Trade Kolkata Campus  
Deemed to be University  
Under Ministry of Commerce & Industry, Government of  
India***

**Invites Expression of Interest (EOI) inviting application for Empanelment of Advocates.**

Ref: IIFT-K/ADMIN/EOI-Empanelment Advocates/24-25 dtd. 06.03.2025

- 1. Date of Issue of EOI : 06.03.2025**
- 2. Last Date and Time of receipt of EOI : 27.03.2025, 3.00PM**
- 3. Time and Date for opening of (EOI Document) : 27.03.2025, 3.30PM**

Note:1 - EOI conditions may be read properly & accordingly filled the EOI and enclosure may be submitted.

Note:2 - This EOI document contains 11 pages and bidders are requested to sign on all the pages.

The EOI's should be submitted in sealed envelopes superscripted with "Expression of Interest (EOI) inviting application for Empanelment of Advocates" and address:-

To,  
The Assistant Registrar,  
Indian Institute of Foreign Trade,  
1583, Madurdaha, Chowbaga Road,  
Kolkata 700107.  
E-mail: [arkol@iift.edu](mailto:arkol@iift.edu)

## INTRODUCTION

INDIAN INSTITUTE OF FOREIGN TRADE (IIFT) was set up in 1963 by the Government of India as an autonomous organization to help professionalize the country's foreign trade management and increase exports by developing human resources, analyzing and disseminating data and conducting research. IIFT has a campus in Kolkata which Located in MADURDAHA Area behind Ruby General Hospital, overlooking green ridge, the IIFT Campus at Kolkata is considered to be one of the finest in the eastern part of the Country. The campus spread over 7 acres of land houses one academic block and admin block each and two residential blocks for students and visiting faculty. Be it the mystic beauty of the architectural design, or the splendor of the campus in full bloom in winter, it never fails to impress the visitors. The campus itself is a very picturesque with artistically designed buildings and well-maintained plush gardens and water bodies. The facilities available on the campus include, fully air- conditioned lecture halls with modern audio-visual aids, conference halls for round-table conferences, an auditorium of 500 seating capacity, MDP Centre, computer center, indoor games, sports ground, besides excellent residential facilities for the students. The Institute visualizes its future role as:

- ❖ A catalyst for new ideas, concepts and skills for the internationalization of the Indian economy.
- ❖ The primary provider of training and research-based consultancy in the areas of international business, both for the corporate sector, Government and the student's community.
- ❖ An institution with proven capability to continuously upgrade its knowledge base with a view to servicing the requirements of the Government, trade and industry through both sponsored and non-sponsored research and consultancy assignments.

The Institute's portfolio of long-term programmes is diverse, catering to the requirements of aspiring International Business executives and mid-career professionals alike. These are

- ❖ Two-year MBA (International Business), New Delhi and Kolkata
- ❖ Three-year MBA (International Business) (Part-Time), New Delhi
- ❖ Executive PGD in International Business, New Delhi and Kolkata
- ❖ Certificate Programme in Export Management, New Delhi and Kolkata

## **Expression of Interest (EOI) inviting applications for Empanelment of Advocates/Law Firms**

IIFT, Kolkata proposes to reconstitute Panel of Advocates. Sealed Expression of Interest (EOI) is invited in prescribed format from Advocates/Law Firms for empanelment. The EOI document containing detail guidelines for empanelment, submission requirements and application format can be downloaded from the website of IIFT at [www.iift.edu/tenders](http://www.iift.edu/tenders) and CPP Portal: 06.03.2025.

Applications are invited from eligible Advocate for empanelment of Advocates to represent the Institute in legal cases before different Courts of Law in India.

The practicing Advocates who are registered with Bar Council of India/ State Bar Council are eligible for empanelment. The qualification, experience schedule of fees, other term and conditions and the application format in which the application has to be made, have been prescribed.

The response to this EOI can be submitted through Speed Post in sealed envelopes super scribed with "**Application for Empanelment of Advocates**" in prescribed format provided at 'Annexure-I' along with all supporting documents on or before 27.03.2025 latest by 3.00 hours to IIFT( Indian Institute of Foreign Trade, **1583, Madurdaha, Chowbaga Road, Kolkata 700107**. Application submitted through E-mail/Ordinary Post will not be accepted. EOI received after the stipulated date and time of submission of EOI and not in accordance to guidelines shall be summarily rejected.

### **Guideline for Empanelment of Advocates.**

Following guideline are designed to provide and regulate the manner and procedure for empanelling the advocates to represent and assist IIFT before various including the district courts and for regulating the referrals of the cases and payment of fee/remuneration. These guidelines shall supersede all existing instruction in this regard, if any, and is subject to change without assigning any reason thereto.

#### **ELIGIBILITY CRITERIA:**

- i. Advocates having not less than 7-10 years' experience to be reckoned from the date of Registration with the respective Bar Council and experience in handling/dealing the legal and recovery matters of Companies/Undertakings engaged in the business of trade. Experience in handling matters of Central/State Laws pertaining to Labour matters, Service matters, Land, Finance, Corporate laws, Criminal laws etc.
- ii. The Advocates should be experience of dealing with similar matters preferably in other Central/ State Government Departments/Autonomous bodies/PSUs/Local Bodies/Statutory Authorities etc.”
- iii. The Advocates should be holding valid certificate for practice and duly registered with the Bar Council & under other applicable Legislations.
- iv. The Advocates should have adequate setup/infrastructure to deal with the matters and should be currently practicing in the relevant fields as aforesaid.
- v. The Advocates shall not appear/ be appearing against IIFT in any matter before any forum/court, etc.
- vi. Specialization: Specialization in the areas of law relevant to the Company as mentioned above.

#### **TENURE OF EMPANELMENT:**

- i. The initial empanelment will be for two years.
- ii. Performance of empanelled advocates shall be reviewed on annual basis.
- iii. IIFT reserves its right to terminate empanelment of any Advocate at any time by giving one month notice during the empanelment period.
- iv. IIFT further reserves its right to extend the empanelment period of any empanelled Advocate subject to consent of concerned Advocate and no claim shall be entertained from other empanelled Advocates to consider such extension.
- v. The performance of the empanelled Advocates shall be subject to review on yearly basis and if the performance of any Advocate is found unsatisfactory, the Advocate may be deleted from the panel of Advocates without any notice thereof. The performance of advocates shall be reviewed on the basis of certain criteria such as:
  - i. Frequent non availability/non-appearance of advocate in the court during the hearing.
  - ii. Any cost imposed/adverse remarks by the court due to non-appearance in the court.

- iii. If the order/judgement of court has gone against IIFT due to lax attitude of the advocate, etc.

**Procedure for Empanelment:**

- The applicant advocate must apply on the format prescribed by IIFT only. No other format will be entertained.
- Any application received after the last date prescribed in the advertisement shall not be entertained.
- No applicant Advocate shall be called for interview/ Interaction unless he/she satisfies the eligibility conditions and is shortlisted for the same.
- Depending upon the requirement and number of application received, IIFT, reserves the right to shortlist the candidates for empanelment.
- Merely fulfilling the eligibility criteria will not confer any right on an applicant advocate to be empanelled.
- The decision of the competent authority regarding short listing and selection of the candidates shall be final.
- The applicant advocate shall bring original documents at the time of interaction with institute.

**GENERAL TERMS AND CONDITIONS:**

- i. EOI is not an offer and application for empanelment does not confer any right/assurance whatsoever that they will be empanelled on the panel of IIFT.
- ii. The applicant must have read all the terms and conditions set out in this EOI and accept the same without any deviation before submission of application.
- iii. The Advocate who is on the current panel of IIFT is also required to apply afresh to this notice.
- iv. Mere submission of application, fulfilling of eligibility criteria and consent for professional fee does not entitle Advocate for empanelment.
- v. IIFT reserves the right to accept or reject any or all the applications at any stage of the process without assigning any reason thereof and no claim/dispute in this regard shall be entertained.
- vi. IIFT reserves the right to verify/cross check the information furnished /submitted by the Advocate/Law Firm.
- vii. Mere empanelment of the Advocate in IIFT does not guarantee any award of work/assignment by IIFT.
- viii. The size of the panel and number of Advocates in panel shall be determined by IIFT on the requirement and number of pending litigation and Advocates have no right to claim for empanelment even qualified as per eligibility criteria.
- ix. Inclusion of name in the IIFT panel shall not constitute an appointment or a right for an appointment to be made by the IIFT. IIFT reserves its right to terminate such engagement at any time without assigning any reason thereof.
- x. IIFT is authorized to empanel any Advocates of its choice and no right exists for an empanelled Advocate to claim that they alone should be entrusted with IIFT work.

- xi. If Panel Advocate has committed professional misconduct or has indulged in any act of omission or commission which is against professional ethics or has facilitated fraud/perpetration of fraud, IIFT shall take steps to lodge Complaint with the Bar Council concerned, for appropriate action.
- xii. Panel Advocate should not use IIFT name, symbol etc. in their letter head, signboard, name plates, pamphlets, etc. ; such as 'Legal advisor to IIFT/ Advocate for IIFT', etc.
- xiii. Panel Advocate/Law Firm shall not appear/advise against IIFT in which they are engaged under any circumstances
- xiv. While pursuing/defending any litigation on behalf of the IIFT, the Panel Advocate/Law Firm should
  - a) Intimate day-to-day progress of the matter to the IIFT.
  - b) Not to seek adjournment without instructions from IIFT.
  - c) Not to make any submissions contrary to interest of IIFT before the Court/Forum/Tribunal etc. without proper instructions from IIFT.
  - d) Not to appear either directly or indirectly on behalf of his juniors/advocates against IIFT in the matter where Law Firm/Advocate is engaged.
  - e) To maintain absolute secrecy and confidentiality about the cases of IIFT and if any point of time it has been noticed that an Advocate/Law Firm is violating the provision, such Advocate/Law Firm shall be de-panelled with the immediate effect besides legal action as deemed fit.
  - f) To coordinate with Senior Advocates engaged in the case as well as with the officers of IIFT, wherever necessary.
  - g) To give considered opinion within the time specified or 15 (fifteen) days of the judgment/award delivered in the assigned case with suggestions to proceed further.

In the event, Advocate/Solicitor/Law firm does not confirm to above parameters, it can lead to seek automatic removal of such Advocate/Law Firm from the panel.

- xiv. IIFT reserves the right to withdraw the legal suit at any stage of litigation from Advocate/Law Firm without assigning any reason thereof. After completion of case or expiry of tenure or de-panelment of Advocate/Law Firm, IIFT also reserves the right to engage any other Advocate/Law Firm to pursue the litigation and withdraw the brief. It is obligation of Advocate/Law Firm to hand over complete records to IIFT/Authorized Advocate/Law Firm along with no objection.
- xv. Notwithstanding anything contained in the above guidelines for empanelment of Advocate/Law Firm, IIFT may relax, modify or extend any criteria to empanel or panel/de-panel any Advocate/Law Firm

### **SUBMISSION DETAILS:**

- i. Only one application will be accepted from an Advocate/Law Firm against the EOI.
- ii. Application against this Expression of Interest (EOI) may be submitted by the Advocates meeting the above eligibility criteria latest by 27.03.2025 till 3.00p.m. along with requisite documents as stated herein above in a sealed envelope superscribed with "**Application for Empanelment of Advocates/Law Firms**" at the following address:

**To,**

**The Assistant Registrar,**

**Indian Institute of Foreign Trade,**

**1583, Madurdaha, Chowbaga Road,**

**Kolkata 700107 .**

**E-mail: [arkol@iift.edu](mailto:arkol@iift.edu)**

- iii. Application submitted through E-Mail/Ordinary Post will not be accepted.
- iv. Self-attested true copy of all requisite documents i.e. membership of the Bar Council certificate, Proof of establishment, Law degree, Other educational qualifications, Professional experiences, Judgments, detail of chamber/offices in support of his/her empanelment should also be submitted along with the application.
- v. IIFT does not take any responsibility for loss of application in transit.
- vi. IIFT reserves its right to summarily reject application without assigning any reasons thereof and no claim/dispute in this regard shall be entertained. The ground for rejection will not limited to any/all of the following grounds:
  - a) Application not submitted in the prescribed format and mode,
  - b) Do not meet the eligibility and qualifying criteria,
  - c)Not accompanied with requisite documents/information/undertaking,
  - d) Not mentioned professional fee towards rendering legal services
  - e) Incomplete in any respect, or
  - f) Received after last date of submission as per EOI.

Please Note: IIFT reserves its rights to cancel the EOI process at any stage without assigning any reason.



**Application Form- EOI****FORMAT OF BIO-DATA FOR ADVOCATE**

01	Name of the Advocate	
02	Name of the Law- Firms	
03	Date of Birth	
04	Date of the Enrolment, Name of Bar council( enclose attested copy of enrolment certificate)	
05	Period of Practice	
06	Details of Experience /Practice	
07	Area of Practice (Specialized)	
08	Specialization, if any (constitution / taxation/ services etc.) the details of a few important cases the advocate has dealt with / handled and reported judgment, if any.	
09	Whether Central/ State Govt. Counsel/Pleader( Indicate Period) (with documentary evidence)	
10	Brief list of Clients e.g Govt./Organizations/ institutes or autonomous body/PSUs ( Enclose the documentary evidence)	
11	The Courts where the Advocate is regularly practicing (Enclose attested copy of Bar Association Member Certificate)	
12	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.	
13	Date of enrolment as an Advocate and	



	Registration no.	
14	Income tax PAN number (enclosed copy of PAN Card)	
15	A brief note on suitability for empanelment. (Of required please enclosed separate Annexure)	
16	Office Address (Copy Enclose)	
17	Residential Address ( Copy Enclose)	
18	Court Chamber Address	
19	03 years Income Tax Return (attached supporting documents)	
20	03 year Audit Reports	

I declare that I have never been penalized by any Bar Association/Bar Council in any Disciplinary Proceedings. I also undertake to maintain absolute secrecy about the cases of the IIFT as required under the Advocates Act, 1961, and the rules and regulations thereunder.

I agree with the fee scheduled by IIFT.

I also hereby declare that I have verified the details indicated above and confirm that all the information submitted is true to the best of my knowledge.

Place:

Date:

Signature of Advocate

Name : \_\_\_\_\_

### **Declaration cum Undertaking**

I/We.....(Advocate), having Registered office  
at.....

.....,  
hereby declare that I/We have verified the details indicated here-in-above and also confirm that all the information submitted is true to the best of my /our knowledge & belief. In case of any misrepresentation/violation/non adherence of any terms and conditions mentioned in the policy, IIFT may reject my/our application at any stage of tender process without providing any reason.

Further, I/We have no objection to the payment of fee and other condition as per approved of IIFT.

Furthermore, any information shared by IIFT during EOI process will be confidential information and I/We will not share, upload or quote, inform to any person, firm or organization under any circumstances what-so-ever. I/We also undertake that in case any legal action is initiated by concerned Advocate/Law firm, I/We will not make IIFT as party of legal proceedings and will not make IIFT liable/ responsible to any act or omission liable to pay any amount, claim, compensation or damages.

(Signature\_\_\_\_\_)

Name: \_\_\_\_\_

(Advocate/Managing Partner (With seal)

Date:

Place:

**Approved Rated for Different Services from the empanelled Advocates at IIFT,  
Kolkata Campus.**

**\*Fee Structure Payable to the Institute Legal counsels/ Advocates in Different courts of Law.**

<b>Schedule for Advocate Fees</b>		
<b>Sl.No</b>	<b>Particulars</b>	<b>Charges</b>
01	Appearance Fee in Courts/ Tribunals	Rs. 9000/- Per case per day
02	Drafting of Application	Rs. 3000/- Per case
03	Setting of Pleading	Rs. 3000/- Per case
04	Miscellaneous Application	Rs. 3000/- Per case
05	Conference	Rs. 2000/- Per Conference
06	Opinion	Rs. 1800/- Per Opinion
07	Miscellaneous and out of pocket expenses	As per actual.
08	Clerkage	10% of the appearance fee

**\*It may be noted that:**

- i) Advocates may be required to travels outside Kolkata also (Subject to approve by the Competent Authority). Travel expenses incurred outside of Kolkata will be handled similarly to those for the Delhi Campus.
- ii) Reimbursement shall be admissible as per Institutes rules.