



राष्ट्रीय प्रौद्योगिकी संस्थान दिल्ली

NATIONAL INSTITUTE OF TECHNOLOGY DELHI

(शिक्षा मंत्रालय, भारत सरकार के अधीन एक स्वायत्त संस्थान)

(An autonomous Institute under the aegis of Ministry of Education (Shiksha Mantralaya), Govt. of India)
Plot No. FA7, Zone P1, GT Karnal Road, Delhi-110036, INDIA

दूरभाष/Tele: +9111-33861000, 1001, 1005 वेबसाइट/Website: www.nitdelhi.ac.in

F.No.: NITD/Reg-Office/2024/06

Dated: 27.12.2024

NOTICE INVITING QUOTATION (NIQ) FOR EMPANELMENT OF LAW

FIRMS AND ADVOCATES

The National Institute of Technology Delhi invites applications from registered and experienced Law Firms and Advocates for this Institute legal matter(s) related to Academic, Service Matters and Other litigations.

The requirements and other details can be seen in the Notice Inviting Quotation document uploaded on the website of this Institute i.e. www.nitdelhi.ac.in.

The last date for submission of applications is 21st January 2025.

National Institute of Technology Delhi is one of the thirty one NIT(s) established in the year 2010 by an act of Parliament and has been declared as an Institute of National Importance.

NIT Delhi is an autonomous Institute which functions under the aegis of the Ministry of Education, Govt. of India. It aims to provide instructions and research facilities in various disciplines of Engineering, Science and Technology, Management, Social Sciences and Humanities for advance learning and dissemination of knowledge.

Taking into consideration the complex needs the NATIONAL INSTITUTE OF TECHNOLOGY DELHI is looking for empanelment of competent & experienced Advocates & Law firms. The services of Advocates/Law firms shall be mainly utilized in the matters/litigation work being contemplated at various forums i.e. Hon'ble Supreme Court of India, Hon'ble High Court of Delhi, District Courts, Industrial Tribunals, National Consumer Disputes Redressal Commission, State Consumer Commission, District Consumer Forum and various Commissions & Other Quasi-judicial bodies in matters relating to Teaching & Non-Teaching Staff, Admission, Attendance, Promotion, Sexual Harassment, Reservation, C.R. & Vigilance, Estate/Arbitration matters, RTI matter at CIC, Employees retirement benefits and Disciplinary proceedings, Recruitment etc., within Delhi as well as outside Delhi.

1. THE NATIONAL INSTITUTE OF TECHNOLOGY DELHI INVITES “NOTICE INVITING QUOTATION” FROM INTERESTED ADVOCATES/LAW FIRMS FOR THE SCOPE OF WORK WHICH INTER-ALIA INCLUDES THE FOLLOWING: -

- i. Rendering legal services and providing opinion, as and when referred, on matters related to Teaching & Non-Teaching Staff, Admission, Attendance, Promotion, Sexual Harassment, Reservation, C.R. & Vigilance, Estate/Arbitration matters, RTI matters at CIC, Employees Retirement benefits and Disciplinary proceedings, Recruitment etc., besides other litigation matters.
- ii. Handling notices and other legal queries, as and when referred.
- iii. Representing the Institute before any Court of Law or Tribunal or Statutory Body or Quasi-judicial authority or Arbitrators/Arbitral Tribunals under the relevant act(s) and any other proceedings, as and when referred.
- iv. Conducting legal due diligence, as and when referred.
- v. Providing legal opinion, advice related to legal matters of this Institute as and when referred.
- vi. Legal Vetting of draft notices, agreements, bidding documents, MoAs, MoUs, etc.

2. ESSENTIAL ELIGIBILITY CRITERIA

- i. The responding Advocates & Law Firms should be registered under the relevant Statutes of India.
- ii. They should have an office in Delhi.
- iii. Advocates/Law Firms should possess minimum experience of Ten years in representing Educational Institutions/Autonomous Bodies/Institute/ Govt. Departments on Contractual Disputes, in Service matters, Environmental Litigation& contractual disputes etc.
- iv. Advocates/Law Firms must have the requisite infrastructure and in-house capability.
- v. Advocates/Law Firms should possess professional expertise especially in handling cases in the areas stated above.
- vi. Advocates/Law Firms should not have been debarred by any Central/State Government/Institute/Government Departments.

3. EXPECTED EXPERTISE/INPUTS

- i. Understanding of the Scope of work.
- ii. Domain specific experience in each of the areas relevant to this Institute.

4. EXPECTED DELIVERABLES

- i. Timely opinions on the referred issues.
- ii. Prompt legal services.

5. CORRESPONDENCE WITH APPLICANT

Given and except as provided in NIQ, the National Institute of Technology Delhi shall not entertain any correspondence with any applicant in relation to the acceptance or rejection of any application. National Institute of Technology Delhi, at its sole discretion and without incurring any obligation or liability, reserves the right, at any time to:

- i. Suspend and/or cancel the NIQ process and/or amend and/or supplement the NIQ process or modify the dates or other terms & conditions relating there-to.
- ii. Consult any applicant in order to receive clarification or further information.
- iii. Empanel or not to empanel any applicant.
- iv. Retain any information and/or evidence submitted to the NATIONAL INSTITUTE OF TECHNOLOGY DELHI, on behalf of, and/or in relation to any applicant and/or.
- v. Independently verify, disqualify, reject and/or accept any and all submissions or other information and/or evidence submitted by or on behalf of any applicant.

6. FEE SCHEDULE

The schedule of fee payable for services rendered shall be applicable as decided by the NATIONAL INSTITUTE OF TECHNOLOGY DELHI from time to time, in accordance with the

rates prescribed by Ministry of Law and Justice, Government of India, including fees for secretarial assistance, contingency charges, TA/DA on Tour, local conveyance charge, board lodging charge, consultancy/legal opinion, etc.

7. EVALUATION CRITERIA

- i. The applications received shall be evaluated and the Advocates/Law Firms will be empanelled on the basis of their expertise and experience in litigation.
- ii. The Advocates/Law Firms shall be solely responsible for the correctness of the details provided in their applications. In case of any misrepresentations noticed at any time, the Advocate/Law Firm shall be removed from the list of empanelment and the cases in hand will be withdrawn and the advocate/firm shall be debarred for 2 years from entrustment of any work of the NATIONAL INSTITUTE OF TECHNOLOGY DELHI.
- iii. NATIONAL INSTITUTE OF TECHNOLOGY DELHI reserves the right to allot matters/cases to the advocates/law firms from the empaneled list or outside the list, at its sole discretion.

8. VALIDITY OF EMPANELMENT

The empanelment shall be **valid for One year**. However, NATIONAL INSTITUTE OF TECHNOLOGY DELHI reserves the right to modify the validity period at its sole discretion, without assigning any reasons, whatsoever.

9. REQUIRED INFORMATION (INTERESTED LAW FIRMS AND ADVOCATES ARE REQUESTED TO SUBMIT THE FOLLOWING DETAILS)

- i. Firm/Individual Profile: Background of the firm or advocate including years of practice, expertise, and major clients served (especially educational institutions or similar organizations).
- ii. Experience: A detailed list of cases handled for organizations of a similar nature.
- iii. Educational Qualifications: For individual advocates, details of academic qualifications, professional certifications, and experience.
- iv. Fee Structure: The expected fee structure for services rendered, including hourly rates, retainer fees (if any), and charges for various services (court appearances, document preparation, etc.).

10. SUBMISSION OF APPLICATION

The duly filled application in enclosed "*Format for application for empanelment of Law firm/advocate*" shall be addressed to **THE REGISTRAR, NATIONAL INSTITUTE OF TECHNOLOGY DELHI** and deliver at the address given below. All applications should include the requisite details mentioned.

Eligible and interested Advocates/Law Firms are invited to submit their applications so as to reach at the following **address and also on email address** mentioned below before due date i.e. 21st January 2025.

To,

The Registrar

National Institute of Technology Delhi

Plot No. FA7, Zone P1, GT Karnal Road, Delhi-110036

11. OTHER TERMS AND CONDITIONS

- i. NIT Delhi reserves the right to reject any application without assigning any reason.
- ii. The Institute retains the authority to amend, alter, or rescind any content within this NIQ at its discretion.
- iii. The selected Law Firm/Advocate will enter into a formal agreement with the Institute.
- iv. The empanelment will be for an initial period of one year, which may be extended based on performance and mutual agreement.
- v. For any further queries, please contact: Office of the Registrar, NIT Delhi, Email: registraroffice@nitdelhi.ac.in, Contact No.: 011 – 33861020, 011-33861005.

Disclaimer: This NIQ is not an agreement and is neither an offer nor invitation by the NIT DELHI to the prospective Applicants or any other person. The purpose of this NIQ is to provide interested parties with information that may be useful to them in the formulation of their applications pursuant to this NIQ. The NATIONAL INSTITUTE OF TECHNOLOGY DELHI may, at its absolute discretion but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this NIQ. The NATIONAL INSTITUTE OF TECHNOLOGY DELHI reserves its rights to reject any or all the applications without assigning any reason thereof.

Sd/-
Registrar (I/c)