

CENTRAL COUNCIL FOR RESEARCH IN AYURVEDIC SCIENCES
No.61-65 Institutional Area, Opposite D Block, Janakpuri,
New Delhi-110058.

NOTICE INVITING SHORT TERM TENDER

INVITATION FOR BID
FOR
ENGAGEMENT/EMPANELMENT OF ADVOCATE/SENIOR ADVOCATE/LAW
FIRM FOR LEGAL SERVICES TO CCRAS.

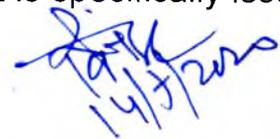
ENGAGEMENT OF ADVOCATE/SENIOR ADVOCATE/LAW FIRM

Tender Release Date	15.07.2020 Hours (IST)
Date & Time of Pre-bid Meeting	25.07.2020 at 15.30 Hours (IST)
Last Date & Time of Bid Submission	05.08.2020 at 14.00 Hours (IST)
Date & Time for Bid Opening	06.08.2020 at 15.30 Hours (IST)

TENDER INFORMATION

Tender Reference No.	F.3-1/2016-CCRAS/Vig.
Work Item Title/Description:	Notice Inviting Bids/proposals for Engagement/empanelment of Advocate, Senior Advocate, Law Firm
Name of the Employer:	Central Council For Research in Ayurvedic Sciences
Mode of Tendering and Listed bidders / parties:	Open tendering for engagement of Advocate, Senior Advocate, Law Firm
Tender Release Date	15.07.2020
Date of Pre-bid Meeting:	25.07.2020 at 15.30 Hours (IST) in the office of Deputy Director (Admn.), CCRAS, New Delhi-110058.
Last Date & Time of Bid Submission:	05.08.2020 at 14.00 Hours (IST)
Date & Time for Opening of Bid	06.08.2020 at 15.30 Hours (IST)
Location of Bid Submission/ Pre-bid Meeting/ Opening	Central Council For Research In Ayurvedic Sciences, No.61-65 Institutional Area, Opposite D Block, Janakpuri, New Delhi-110058
Tender Category: Services	Engagement/Empanelment of Advocate/Senior Advocate/Law Firm for legal services to CCRAS.
Duration of Assignment/Contract:	One year (extendable up to 3 years on same terms and conditions subject to satisfactory performance.

This Notice Inviting Tender ("NIT" or "Bid Document" or "Tender") is meant for the exclusive purpose of inviting bids/proposal for engagement of services of an Advocate, Senior Advocate, and Law Firm as per the detailed scope of work provided herein and shall not be transferred, reproduced or otherwise used for purposes other than that for which it is specifically issued.


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Important Notice:

- 1 The Bid Documents may also be downloaded from web portal provided herein.
3. An incomplete and/or ambiguous and/or conditional and/or late submission of bid is liable to be summarily rejected.
4. The bidder must attest, properly stamp and seal on all the supporting documents as required by CCRAS terms of the Bid Documents. In case of non-compliance of the Bid Documents, the bid submitted is liable to be summarily rejected.
5. The bidders to further note that conditional bidding is not permitted and any conditional bid received from any bidder is liable to be summarily rejected.
6. CCRAS its discretion may cancel this NIT without assigning any reason(s) whatsoever.

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SECTION - I

INTRODUCTION

1. That the Central Council for Research in Ayurvedic Sciences (CCRAS) is an autonomous body under Ministry of AYUSH, Govt. of India. It is a body for undertaking, coordinating, formulating, developing and promoting research on scientific lines in Ayurvedic Sciences. The activities are carried out through its 30 Institutes/Centers/Units located all over India and through collaborative studies with various Universities including Hospitals and Institutes. The research activities of the Council include Medicinal Plant Research (Medico-Ethno Botanical Survey, Pharmacognosy and Tissue Culture), Drug Standardization, Pharmacological Research, Clinical Research, Literary Research & Documentation and Tribal Health Care Research Programme.

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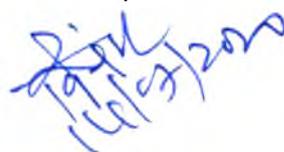
SECTION – II

OBJECTIVE OF WORK

In the course of its routine activities in terms of its objectives and service, related issues there are possibilities of endless disputes, which could not be reasonably foreseen.

Some of the issues/matters in respect of the transactions involve complex questions of law, which requires specialized professional acumen in the subject matter (keeping in mind the jurisprudence developed by the courts, from time to time).

Hence, in order to enable CCRAS to deal with the complex legal issues/matters arising from time to time in various courts, Tribunal (CAT), High court and Supreme Court Of India, CCRAS proposes to invite bids/proposals to engage services of Advocate, Senior Advocate, Law Firm to provide Legal services (for advisory services and routine matters) as per the scope of work, terms and conditions contained in this NIT.



SECTION - III

Terms of Reference/Scope of Work, and Terms and Conditions of Contract and Instructions to Bidders

1. Qualification

- (i) The Advocate must possess a Bachelor's degree in Law. Bachelor Degree in Law means and includes a degree in law conferred by the University recognized by the Bar Council of India.
- (ii) The Advocate must be enrolled with the Bar Council.
- (iii) For Supreme Court matters, AOR code must be there.

2. Eligibility for Empanelment

In addition to the qualification prescribed, the advocates are advised to carefully read and follow the eligibility criteria, instructions and terms & conditions for empanelment of Advocate/ Senior Advocate/Law Firm in CCRAS more specifically mentioned herein below:-

(A) Area of Specialization

The Advocate/Senior Advocate/Law firm should have sound knowledge and expertise in following practice areas. In Central/State service matters, the experience of handling matters in relation to Conduct rules, Pension Rules, Disciplinary Rules and FRSR along with constitutional law, C.P.C., Cr. P.C., Evidence Act, Contract Act, Limitation Act, Negotiable Instrument Act, Arbitration Act etc.

(B) EXPERIENCE

The Advocate/Senior Advocate/Law firm should have minimum professional/court experience in handling cases of **Government organizations/Departments** as follows:-

- i) For handling the cases of Supreme Court of India: Being Advocate on Record shall have 5 years' experience in Supreme Court cases
- ii) For handling the cases of High Court: 7 years' experience in High Court cases with High Court Bar membership with documentary evidence in the form of final judgments of the court.
- iii) For handling cases at District Court/ Tribunals: 5 years' experience in CAT and District Courts and Labour Courts with documentary evidence in the form of final judgments of the court.
- iv) For handling Arbitration cases: 5years' experience in Arbitration cases.

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(C) FINANCE AND INFRASTRUCTURE

(i) The interested parties must have financial capability to perform the assignment/ contract. In view of the same, Tender along with EMD of Rs.16,000/ DD in favour of DG, CCRAS, shall be submitted. Performance security of 5 to 10% of the value of contract has to be deposited by the awardee Firm/Advocate. Proper and adequate infrastructure such as office premises in Delhi, Assistants, Clerks and fax, Mobile phone, Landline phone, computers with internet connection etc. and in case of Law Firm 3-4 practicing Advocates in service matters with the experience of 3-5 years is must. List of the details of the practicing Advocate and partners to be submitted if any who will be appearing on behalf of the concerned Advocate / Senior Advocate/ Law Firm.

(ii) Track record and integrity.

(iii) An enquiry from the respective Bar Council/ Bar Association about the claims and conduct of the Advocate may be conducted.

(iv) If the Advocate is empanelled by other Regulators/ Organizations, attestation of those organizations.

(d) The advocates should furnish their areas of specialization especially in Service matters with documentary evidence.

(e) Firms and individuals should not be blacklisted by any Central /State Govt. or bilateral/multilateral agencies. An undertaking by the law firm duly signed by the authorized representative and by individual himself.

3. Tenure of Empanelment and Termination

The initial empanelment will be for the period of one year, which may continue up to 3 years subject to satisfactory performance. The Competent Authority reserves its right to terminate the empanelment of any advocate/Law Firm at any time without assigning any reason. The empanelment would be reviewed after three years. In case of Law Firm/Advocate, willing to be relieved from the services to CCRAS shall give 6-month prior notice in writing.

4. Payment of Fee and Other Conditions

The legal fees will be paid within 3 months after in receipt of the bill with Daily Order Sheet to the Council **which will be payable as per guidelines and notifications of Ministry of Law and justice from time to time in terms of effective and non-effective hearing etc.**

5. Retainer ship Fee

No retainer ship fee shall be paid to any Advocate/Senior Advocate/Law Firm.

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6. Documents to be submitted

The Advocate/ Senior Advocate/Law Firm will be required to furnish their Bio-data with latest passport size photograph as per the prescribed format given in Annexure 'A' along with the following documents:

- a) Registration Certificate with the Bar Council;
- b) Registration Certificate issued by Bar Association;
- c) Copies of empanelment with other Govt. Offices;
- d) Details of Court cases contested for the clients in last 10 years with specific status i.e. decided in favor/against/pending.
- e) Any other documents regarding experience and area of Specialization

7. Procedure for Empanelment of Advocate/ Senior Advocate/ Law Firm

- a) The above-mentioned must apply on the format prescribed by CCRAS only.
- b) Merely fulfilling the eligibility criteria will not confer any right on an Advocate/Senior Advocate/Law Firm for empanelment.
- c) The decision of the Committee constituted by the Competent Authority of CCRAS regarding empanelling of the Advocate/ Senior Advocate/Law Firm shall be final.
- g) Letter & E- mail to Advocate/Senior Advocate/Law firm confirming their empanelment will be issued by CCRAS separately.

8. Responsibility and Duties of the Empanelled Advocate/Senior Advocate/Law firm.

- a) Drafting for litigation as per Annexure 3 in various courts.
- b) The Advocate/Law Firm shall not indulge in conflicting activities and conflicting assignments such as shall not advise any party or accept any case against CCRAS, 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 CCRAS.
- c) Timely appearance of the Counsel to contest the cases for CCRAS in the courts is must. His/her absence in the court without any reasonable ground will not be accepted and CCRAS management may consider deempanel such advocate/Senior Advocate Law Firm
- d) CCRAS shall send the information to the empanelled advocate/Senior Advocate/Law Firm through email/ SMS/ Telephone, regarding entrusting of a case and after receiving email/ SMS/call, it is the duty of the empanelled

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advocate/Senior Advocate/Law Firm to collect the brief/ copy of the petition along with entrustment letter from the CCRAS.

e) CCRAS is free to engage any Advocate of its own choice and empanelled Advocate/Senior Advocate/Law Firm shall make no claim that he/she alone should be entrusted with the legal matter(s) of CCRAS. Engagement of Advocate whether from among the empanelled advocate/Senior Advocate/Law Firm or outside would depend exclusively on the nature of the case. The concerned Head of Departments would use their wisdom and knowledge/judgmental acumen to engage them on case to case basis. It would be absolutely discretionary.

f) Refusal by any advocate/Senior Advocate/Law Firm to accept any work without any reasonable cause (e.g. On Grounds of conflict of interest) may entail removal of such advocate/law firm from the panel.

g) The Advocate/ Senior Advocate/Law Firm shall accept the terms and conditions of the empanelment prescribed by CCRAS without any condition.

h) In order to ensure that there is effective check on the cases being conducted, the advocate/Senior Advocate/Law Firm must report the status of the cases after each date of hearing.

i) The Advocate/Senior Advocate/Law Firm will be required to keep CCRAS informed and updated on all important developments in the designated cases, dates of hearing, order of the court on the date of pronouncement, supplying copy of judgement etc.

j) The Advocate/Senior Advocate/Law Firm be required to furnish monthly statement about the cases represented by him/ her before the High Court or any other Courts and their outcomes without fail.

k) Whenever any case attended by him/ her is decided against the Council, a considered opinion regarding the losing of the case and advisability of filing an appeal from such a decision not later than 7 working days of the order must be furnished.

l) The Advocate/Senior Advocate/Law Firm Advocate shall provide certified copy of the judgement to CCRAS within five (5) days (excluding the time taken by the court in preparation of the copy) from the date of judgement.

m) The Advocate/Senior Advocate/Law Firm shall not subcontract any part or the whole of services.

n) The Advocate/Senior Advocate/Law Firm Advocate is required to provide professional objective, and impartial advice, at all times holding the CCRAS

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interests paramount, strictly avoiding conflict with other assignments or its own corporate interests and acting without any consideration for future work.

9. Performance Review

Apart from the review of the empanelment of Advocate/Senior Advocate/Law Firm after one year, the Performance of the empanelled Advocate/ Senior Advocate/ Law Firm will be subject to review by CCRAS from time to time on case to case basis. CCRAS reserves the right to terminate the empanelment of any Advocate/ Senior Advocate/Law Firm at any time without assigning any reason and may be blacklisted in case of indulging in conflict of interest and doing conflicting activities.

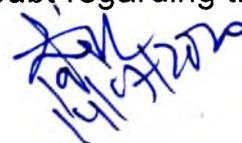
10. Removal from Empanelment

Empanelment of Advocate/Senior Advocate/Law Firm shall stand cancelled automatically due to occurring of any of the following disablements on their part. No reasons/justification shall be given by CCRAS in this regard. No correspondence in the matter shall be entertained.

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

11. Maintaining of Professional Ethics During the term of empanelment and thereafter, the Advocate/Senior Advocate/Law Firm shall maintain confidentiality of the matters pertaining to CCRAS. They shall neither advise any party nor accept any case against CCRAS during the term.

12. Removal of Doubts/ Difficulty In the matter of implementation of the guidelines, if any, doubt or difficulty arises or doubt regarding the interpretation of



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any of the Clause of these guidelines, the same shall be placed before the Director General, CCRAS and his decision shall be final.

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(TECHNICAL BID)

Annexure-1

Annexure A
REQUEST FOR EMPANELMENT
OF ADVOCATE/LAW FIRM IN
CCRAS

To,
The Director General,
Central Council for Research in
Ayurvedic Sciences,
61-65 Institutional Area,
Opp. D. Block, Janakpuri,
New Delhi-110058.

Affix recent
Passport size
Photograph

Subject: Empanelment of Advocates/Law Firms on CCRAS Panel

Sir,

Reference your Circular dated _____ uploaded on CCRAS website on the subject noted above, I intend to represent CCRAS as Advocate/Law Firm and accordingly request that I may be empanelled as CCRAS advocate/Law Firm. My/Our particulars are given below:

1.	Name (CAPITAL LETTERS)	
2.	Father's Name(only for individuals)	
3.	Professional Qualification	
4.	Date of Birth	
5.	Office Address	
6.	Residential Address	
7.	Mobile No.	
8.	Alternate Mobile No.	
9.	Landline No.	
10.	Email ID	

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11.	Alternate Email ID	
12.	PAN No.	
13.	GST No.	
14.	ITR 2017-18, 2018-2019, 2019-2020	
15.	Date of enrolment with Bar Council (Attach copy of enrolment certificate)	
16.	Major field of Specialisation/ practice (ONLY ONE)	
	Additional field(s) of practice	

15. Details of important cases the Advocate has dealt with/ handled and report judgement, if any

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DECLARATION

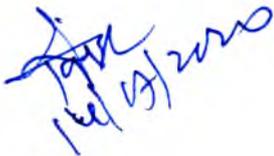
I declare that I have never been penalized by any Bar Council in any Disciplinary Proceedings. There has been no conviction by a Court of Law or adverse order by a regulatory authority. I undertake that the information given above is true and correct.

List of Enclosures:

Date:

Place:

Signature of Advocate with Seal Address
(Office & residence/ Chamber)


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FINANCIAL BID

Annexure-3

S.No.	PARTICULAR	RATE(Rs.)
A.	SUPREME COURT OF INDIA	
i)	Fee for Appearance before Hon'ble Court @ per effective hearing and Non effective hearing	
ii)	Fee for Drafting Special Leave Petition (Civil/Criminal), Writ Petition (Civil/Criminal), Civil Appeal, Review Petition, Counter Affidavit, Rejoinder Affidavit & Written Submission etc.	
iii)	Fee for Drafting Applications, Reply/Rejoinder to the Application etc.	
iv)	Fee for Caveat Petition	
v)	Fee for Conference with Advocate	
B.	HIGH COURT OF DELHI	
i)	Fee for Appearance before Hon'ble Court @ per effective hearing and Non effective hearing	
ii)	Fee for Drafting Writ Petition (Civil/Criminal), Appeal, Suit, Arbitration Petition, Review Petition, Execution Petition, Counter Affidavit, Rejoinder Affidavit & Written Submission etc.	
iii)	Fee for Drafting Applications, Reply/Rejoinder to the Application etc.	
iv)	Fee for Caveat Petition	
v)	Fee for Conference with Advocate	
C.	CENTRAL ADMINISTRATIVE TRIBUNAL	
i)	Fee for Appearance before Hon'ble Court @ per effective hearing and Non effective hearing	
ii)	Fee for Drafting Original Appeal, Transfer Petition, Review Petition, Counter Affidavit, Rejoinder Affidavit & Written Submission etc.	
iii)	Fee for Drafting Applications, Reply/Rejoinder to the Application etc.	
iv)	Fee for Caveat Petition	
v)	Fee for Conference with Advocate	

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C.	DISTRICT COURT/NATIONAL COMMISSION/ STATE COMMISSION etc.	
i)	Fee for Appearance before Hon'ble Court @ per effective hearing and Non effective hearing	
ii)	Fee for Appearance before Registrar/Joint Registrar @ per appearance.	
iii)	Fee for Drafting Appeal, Execution Petition, Compliant, Suit, Arbitration Petition, Written Arguments, Replication, Counter Affidavit, Rejoinder Affidavit & Written Submission etc.	
iv)	Fee for Drafting Applications, Reply/Rejoinder to the Application etc.	
v)	Fee for Caveat Petition	
vi)	Fee for Conference with Advocate	
D.	Fee for Legal Opinion.	
E.	Fee for Legal Notice/Reply to the Legal Notice etc.	

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Signature of Advocate with Seal Address
(Office & residence/ Chamber)