



भारतीय मानक ब्यूरो

(उपभोक्ता मामले, खाद्य एवं सार्वजनिक वितरण मंत्रालय, भारत सरकार)

(दिल्ली शाखा कार्यालय-1)

BUREAU OF INDIAN STANDARDS

(Ministry of Consumer Affairs, Food & Public Distribution, Govt. of India)

(Delhi Branch Office-1)



सत्यमेव जयते

यूनिट सं.-601-ए, 6वां तल, कनेक्टस टॉवर, डीएमआरसी भवन,
भवभूति मार्ग, नई दिल्ली रेलवे स्टेशन गेट सं.2 के सामने
(अजमेरी गेट की तरफ), नई दिल्ली -110001

Unit No. 601-A, 6th Floor, Tower-1, Konnectus Tower, DMRC
Building, Bhavbhuti Marg, Opp. New Delhi Railway Station
Gate No.2 (Towards Ajmeri Gate side), New Delhi-110001

दूरभाष/Phone: (011) 2323 7401, 2366 8161

ईमेल/Email: dlbo1@bis.gov.in • वेबसाइट/Website : www.bis.gov.in

BUREAU OF INDIAN STANDARDS

DELHI BRANCH OFFICE-I

Delhi Branch Office-I
Bureau of Indian Standards
601 A, Konnectus Tower
Bhavbhuti Marg
Ajmeri Gate
New Delhi-110002

Ref. No.DLBO-I/Legal/Counsel empanelment

Dated : 25-05-2024

EXPRESSION OF INTEREST

EMPANELMENT OF LEGAL COUNSEL AND LAW FIRMS(S)

Delhi Branch Office-I of Bureau of Indian Standards (BIS), an autonomous body under Ministry of Consumer Affairs, Government of India proposes to invite applications for a empanelment of Legal Counsels/Law Firm for the Delhi Branch Office-I at New Delhi to represent on its behalf before Hon'ble Supreme Court of India, Hon'ble High Court/National Consumer Disputes Redressal Commission/National Green Tribunal, Hon'ble District Courts/State Consumer Disputes Redressal Commission/First Class Magistrates/Metropolitan Magistrates and Similar Level Courts and before any other Authorities/Tribunals/Commission/Forum/Labour Court/CIC in the following categories:

1. Enforcement Cases
2. Writ Petition/Public Litigation/Cases
3. Service matters
4. Non-Service matters
5. Labour matters

6. Criminal Complaints
7. Consumer related matters
8. Arbitration matters.
9. Contracts, Agreements, Intellectual Property Act and Copy Right
10. Any other Miscellaneous matters.

DLBO-I intends to engage Legal Counsel/Law Firm(s) for defending court cases on behalf of the Bureau of Indian Standards before Hon'ble Supreme Court of India, Hon'ble High Court/National Consumer Disputes Redressal Commission/National Green Tribunal, Hon'ble District Courts/State Consumer Disputes Redressal Commission/First Class Magistrates/Metropolitan Magistrates and Similar Level Courts and before any other Authorities/Tribunals/Commission/Forum/Labour Court/CIC. The services of panel of Legal Counsels/Law Firms will also be utilized for seeking advice, vetting of documents, drafting of MoUs / agreements, contracts, Speaking Orders, Reply to Legal Notice etc. As per the requirement arises in crucial cases, the Legal Counsels may have to represent BIS in Courts out of Delhi.

The eligible and desirous Legal Counsels having following qualification and experience may apply as per the prescribed format at **Annexure A** along with the enclosing self-attested documents showing length of experience and any other documents as desired by the Counsel.

Interested Legal Counsels fulfilling the requirements are invited to submit their application for empanelment as per Annexure A.

I. ELIGIBILITY CRITERIA

1. Legal Counsel registered with Bar Council of India/State Bar Council Association for at least 10 years from the date of this EOI.
2. One of the Partner of Law Firm shall have at least 10 years' experience from the date of the issuance of this EOI.
3. Legal Counsel/Law Firm should be located in Delhi and have well-equipped office in Delhi-NCR.

II. TERMS AND CONDITIONS RELATING TO FEE

1. The empaneled Legal Counsel would be paid fee as per the BIS guidelines.
2. All payments will be made in INR.

3. No interest shall be paid for any delayed payment.
4. Legal Counsel should submit the bill by the 28th of every month along with details regarding Court order, Cause list or e-mail trail for drafting and legal opinion.
5. No retainer fee shall be paid to Panel Counsel/Law Firm.

III. HOW TO APPLY

1. Eligible Legal Counsels who are located at Delhi and interested to work with BIS are requested to apply in the format prescribed at **Annexure A** and no other format of application will be accepted
2. The application should be sent by email dlbo1@bis.gov.in with the subject '***Application for empanelment of Legal Counsel in BIS***'.
3. The application should reach by email within 15 days from the date of publication of EOI i.e. **08 June 2024**. Any application received after the cut-off date will not be considered/ entertained.
4. The Legal Counsel will be required to furnish the following set of documents:
 - a. Application form as prescribed at Annexure A.
 - b. Detailed Bio-data
 - c. Copy of Degree in Law.
 - d. Copy of Enrolment certificate issued by Bar Council of India.
 - e. Copy of Enrolment certificate issued by Bar Council of State.
 - f. Copy of identity card issued by Bar Association/Council.

IV. RIGHTS OF BIS

BIS reserves the right to:

1. Cancel this notice at any stage of the process without assigning any reason thereof and no claim/dispute in this regard shall be entertained;
2. To reject any / all applications without assigning any reason thereof;
3. To relax or waive any of the conditions stipulated in this document as deemed necessary in the best interest of BIS without assigning any reasons thereof;

V. GENERAL TERMS & CONDITIONS

1. The empanelment of the Legal Counsel shall be the sole discretion of Bureau of Indian Standards. No person(s) will have any claim for being empaneled. BIS reserves the right to empanel more than one Legal Counsel and assigned them job(s) as per the requirement which is solely its discretion.
2. *As per the OM No. J-12012/2/2017 dated 29/30.06.2017 of Ministry of Law and Justice, cases where Union of India is a party along with an autonomous body (i.e., under the administrative control of Ministry), then the counsel engaged by the Department of Legal Affairs will defend the case on behalf of both Union of India and of the autonomous body. In such circumstance, then the Panel Counsel engaged by BIS requires to assist Central Government Counsel.*
3. If there are a large number of applications received, then suitable criteria will be adopted for short listing the Legal Counsel and the panel shall be created based on the **personnel interview** which will be subsequently scheduled for shortlisted candidates.
4. Legal Counsel's mere submission of application and fulfilling of Eligibility Criteria does not entitle empanelment nor any claim to this effect can be made.
5. The Legal Counsel shall visit the office of BIS as and when required for discussion on any subject matter of legal importance. The Legal Counsel shall also visit the office of BIS periodically (as directed by BIS) for general discussions and to review the progress of court matters.
6. Quick response in cases of emergency is expected by the empaneled Legal Counsel; even though the situation may arise on holidays/ non-working days.
7. The Legal Counsel shall take all necessary steps to protect the interest of BIS in matters entrusted to it from time to time in complete totality.
8. BIS, may at any time, at its discretion withdraw any case proceeding/matter/brief without assigning any clarification from the Legal Counsel. In such situation, the empaneled Legal Counsel will be required to handover the case papers and provide such other assistance as may be required.
9. The Legal Counsel will not use BIS's name/logo/ Symbol on its letter Head/ Signboard/Nameplate etc.
10. All miscellaneous work such as notarization, photocopying etc. of petitions/counters/judgments will be the responsibility of the Legal Counsel. BIS will provide all documents through e-mail or Legal Counsel has to made arrangement to collect these documents from BIS office, and it is their

responsibility to take prints etc. themselves and may claim the charges thereof.

11. The empaneled Legal Counsel(s) shall maintain absolute secrecy and confidentiality about the cases of BIS entrusted to them.
12. BIS reserves the right to verify / cross check the information furnished/submitted by the Applicants.
13. The Legal Counsel will be required to advise BIS on matters incidental to litigation and, when any case is decided against the Authority, give their opinion regarding advisability or otherwise for filing an appeal against such a decision in the interest of BIS.
14. If considered necessary, BIS may engage any Law Officer of the Government to argue the cases on behalf of the BIS/UOI. The Legal Counsel shall be required to assist such law officer as and when required to do so by BIS. The Legal Counsel will however continue to get the fee as admissible in these cases.
15. In case of any misconduct, BIS will take appropriate action against empaneled Legal Counsel which includes filing complaint with the Bar Council and recovery of the financial loss(es) so caused to BIS. Here the word misconduct will have the same meaning as in **Advocate Act, 1961**.
16. The Panel Counsel shall follow various provisions of **Advocate Act, 1961** and abide by the secrecy clause.
17. The empaneled Legal Counsel will be obliged to share their complete communication details including landline numbers, mobiles, email addresses etc. along with the communication details of his / her junior counsel or office attendant for proper coordination.
18. The empanelment of the Legal Counsel is liable to be cancelled due to occurring of any or more of the following conditions / situations:
 - a. Giving false information in the application for empanelment;
 - b. Handing over the brief/matter to any other Legal Counsel without prior written permission of the BIS;
 - c. Failing to attend the hearing of the case without prior intimation with sufficient reason (s) and not arranging for local counsel;
 - d. Not acting as per instructions of BIS or going against specific instructions;

- e. Threatening, intimidating or abusing any of the employees, officer(s) or representatives of BIS;
 - f. Committing any act tantamount to contempt of court or professional misconduct;
 - g. Passing information relating to BIS's case to any third party likely to harm the interest of BIS except the information as permitted under the law;
 - h. Giving false or misleading information to BIS relating to any proceeding /case etc.
19. The empaneled Legal Counsel is free to undertake private practice which does not interfere with or is not in conflict (direct or indirect) with efficient discharge of its responsibility as an empanel Legal Counsel for BIS.
20. While this document has been prepared in good faith, BIS shall have no responsibility or liability whatsoever in respect of any statements or omissions therein.

VI. INDEMNITY:

The empaneled Legal Counsel will indemnify against all legal/other obligations of its professionals deployed for BIS's work.

ANNEXURE-A

EMPANELMENT OF LEGAL COUNSEL IN Delhi Branch Office-I of BIS

1.	Name:	
2.	Address for Correspondence	
3	Land No.(off)	
4.	Land No.(Res)	
5.	Mobile (s)	
6.	E-mail	
7.	Permanent Address with Tel. No.	
8.	PAN Card No.	
9.	Aadhar Card No.	
10.	Educational Qualification (Complete details)	
11.	Date of Registration Bar Council (Attach copy of enrolment certificate)	
12.	Area of Experience / Practice	
13.	Field of Specialization	
14.	Any other achievement worth a mention	
15.	Any other information sought in the scope of work	

Undertaking

- i) I also undertake to maintain absolute secrecy about the cases of the BIS required under the Act, Rules, and Regulations there under.
- ii) I agree with the Fee Schedule notified by BIS.

Signature of Legal Counsel/Partner of law firm
Address (Office & Residence / Chamber)