

## **School of Planning and Architecture, Bhopal**

### **Advertisement No.SPAB/RGO/Advt./2016-17/17 dated 12.1.2017**

#### **EXPRESSION OF INTEREST FOR ENGAGEMENT OF ADVOCATES/LAW FIRMS**

School of Planning and Architecture was established by the Government of India as 'Institute of National Importance' in the year 2008. SPA offers Post Graduate and Under Graduate Programme in the field of Architecture and Planning. SPA is presently functioning from its new campus at Neelbad Road, Bhauri, Bhopal (Madhya Pradesh).

The Institute is in process to engage a Legal Counsel experienced in handling litigations in Courts/Tribunals/Consumer Forum etc on the rate fixed by Ministry of Law and Justice, Government of India initially for a period of one year, which can be further extended subject to terms and conditions mentioned below. The tenure can be extended maximum up to three years.

#### **ELIGIBILITY CRITERIA**

The eligibility criteria for selection of Advocates/Law Firms shall be as under:-

1. The Advocates/Law Firms should have minimum 05 (five) years of standing practice.
2. The Advocates/Law Firms shall have experience and expertise in Service Laws, Labour Laws, Taxation Laws, Consumer Forums, Public Premises Eviction Laws and other Acts, Rules and Regulations relating to educational institutions.
3. The Law Firm should not have been blacklisted by any Central/State Government/Public Sector Undertakings of the central/State Government.

#### **SCOPE OF WORK**

1. To provide legal opinion on various issues arising out of the functions of the Institute.
2. To prepare draft of various legal documents pertaining to the Institute to be submitted before Courts Tribunal/Forums and other Authorities.
3. To visit the Institute and tender advice on issues referred if needed on chargeable basis as per Office Memorandum dated 1<sup>st</sup> October, 2015 of Ministry of Law and Justice (**Annexure –B**).
4. To appear and defend interest of the Institute in Courts/ Tribunals/ consumer forum and other Forum/Statutory Authorities located across the country on cases assigned by School of Planning and Architecture, Bhopal.
5. Any other matter referred by the Institute from time to time.

## **GENERAL TERMS AND CONDITIONS**

1. The initial term of engagement will be for a period of one year, extendable by one year, on year to year basis subject to periodical review of performance by SPA Bhopal.
2. School of Planning and Architecture, Bhopal reserves the right to terminate the services any time without assigning any reason.
3. At any time prior to the due date for submission of Expression of Interest, School of Planning and Architecture, Bhopal may, for any reason, modify/ cancel the notice inviting application for engagement of Advocate/Law Firms.
4. The fee structure applicable to the Advocate/ Law Firms shall be as per the provisions contained in the Ministry of Law and Justice OM No. 26(1)/2014/judl. Dated 1<sup>st</sup> October, 2015 annexed at **Annexure -B.**
5. Travelling allowance and other expenses for appearance in the hearing and other legal matters at the Courts / Tribunals shall be paid as per norms of the Institute.
6. Institute reserves the right to cancel the whole process initiated with the EOI without citing any reason thereof.

The short-listed Advocates/Law Firms may be requested for interaction with a committee constituted by the Institute for the purpose of selection of the Legal Advisor.

Selection of Advocates / Law Firms will be based on experience, reputation, accessibility to the Institute and to the satisfaction of Committee.

Interested Advocates/ Law Firms shall furnish details relating to professional qualifications and experience in the format given at **Annexure -A.**

The expression of interest must reach office of the Registrar, School of Planning and Architecture, Neelbad Road, Bhauri, Bhopal – 462030, latest by **31st January, 2017.**