

EXPRESSION OF INTEREST (EOI)
FOR EMPANELMENT OF ADVOCATES/LAW FIRMS

No. FDDI-H/18(1)/Admin/Misc./2026-27/10

Dated: 16.07.2026

Footwear Design & Development Institute (hereinafter referred to as FDDI HYDERABAD) is an Autonomous Institute under the Ministry of Commerce & Industry, Government of India. FDDI HYDERABAD is a premier B School and is deemed to be a university with headquarters in New Delhi.

FDDI HYDERABAD seeks to form a panel of Advocates / law firms for representing and assisting FDDI HYDERABAD before various courts, tribunals and forums, viz., the Supreme Court, High Court of the States, District Courts, Labour Courts, and all other courts / forums, including but not limited to Statutory Bodies/ Authorities, Arbitration Institutions etc., and deal with the other legal matters that may be referred to them by FDDI HYDERABAD.

2. DEFINITIONS:

For the purpose of these guidelines, the terms used shall have the following meaning: -

- (i) **‘Advocate’** means an Advocate entered in any roll of Advocates under the provisions of the Advocates Act, 1961.
- (ii) **‘Competent Authority’** shall be the Executive Director, FDDI HYDERABAD, as per the extant Delegation of Financial Powers in FDDI HYDERABAD.
- (iii) **‘Court’** shall mean and include the Supreme Court, High Courts of all states, subordinate courts, tribunals, all the benches of the Central Government Industrial Tribunal cum Labour Courts, any other tribunal/ forum/ commission/ adjudicating authority.
- (iv) **‘Effective Hearing’** shall mean a hearing in which either one or both or all the parties involved in a case are heard by the court. When the Advocate is present to represent FDDI HYDERABAD, the matter is called in its turn, and the court listens to the submissions made by him/ her or by the other side, or both, and if, thereafter, the court adjourns the matter, that will be treated as an effective hearing.
- (v) **A “non-effective hearing”** may mean only such hearing dates where the adjournment is sought at the instance of FDDI’s empanelled advocate and for reasons attributable to the advocate. Hearing dates may not be treated as non-effective where the matter is adjourned due to reasons beyond the control of the advocate, including but not limited to: (a) non-appearance of the opposite party or their counsel; (b) the Presiding Officer being on leave, transferred, or otherwise unavailable; (c) court congestion, administrative reasons, or non-listing of the matter despite presence; or (d) any circumstance where the advocate is present and has reasonably waited for the matter to be called. In all such cases, the advocate shall be entitled to the applicable professional fee, as the advocate has complied with the obligation of appearance and readiness to argue.
- (vi) If a junior or associate advocate appears on counsel's behalf before the Court, then no fees for appearance shall be payable.
- (vii) If the case is only mentioned, and adjourned, or only directions are given, or judgment is pronounced, it would not constitute an effective hearing for the purpose of these guidelines, but **as a non-effective hearing**. Also, in case the Advocate is present in the court but seeks a passover due to personal reasons, and the court in turn adjourns the matter, it would not constitute an effective hearing for the purpose of these guidelines, but as **non-effective hearing**.
- (viii) **‘Similar cases’** shall mean two or more cases in which identical or substantially similar questions of law or facts are involved.

3. GENERAL GUIDELINES:

- (i) The size of the panel and number of Advocates in the panel shall be determined by the Competent Authority from time to time based on the requirement and quantum of work.

- (ii) Empanelment will only confer the right to be considered for legal work, if any, and not bind FDDI HYDERABAD to award or give work to any Advocate/ law firm, so empanelled, at any point in time during the term of engagement.
- (iii) Notwithstanding such empanelment, FDDI HYDERABAD shall be free and without any restriction to assign cases/ legal work to any other legal professional or Advocate who is not empanelled by it.
- (iv) Cases involving similar issues/ points of law or otherwise interlinked or clubbed may be entrusted to the same Advocate as far as possible, while care shall be taken to avoid concentration of cases in the hands of one Advocate/ law firm.
- (v) The empanelled Advocate shall not delegate any case, brief or assignment, and shall himself/ herself deal with the same.
- (vi) The Advocate shall ensure efficient and effective professional services and conduct himself/ herself at all times in accordance with the Advocates Act, 1961 and rules laid down by the Bar Council of India, including rules regarding code of conduct and ethics.
- (vii) The Advocate, while pursuing any case on behalf of FDDI HYDERABAD, shall not act without the instructions of FDDI HYDERABAD and inform FDDI HYDERABAD about the proceedings of each hearing by reporting mail and furnish a copy of orders of each date, without which FDDI HYDERABAD may not settle bills of payment.
- (viii) The Advocate shall not seek any adjournment without any valid or cogent reasons. Under no circumstances shall the matters entrusted by the Authority go unattended before the Court/Tribunal/Forum, which shall be viewed as a serious violation of the conditions of empanelment and may entail taking back the brief or cancellation of such empanelment.
- (ix) The empanelled Advocate shall maintain strict confidentiality of the cases or other matters handled on behalf of the FDDI HYDERABAD and shall not divulge any information to any third party or to the media. Any Advocate who is found to have violated the above condition shall be liable to have his empanelment cancelled immediately without further notice.
- (x) The empanelled Advocate shall not refuse to accept any assignment otherwise than on grounds of ill health, conflict of interest, or any other reason to the satisfaction of the Competent Authority.
- (xi) The Panel Counsel will have the right to private practice but shall not advise any party or accept any case or matter against FDDI HYDERABAD in any court or the cases/ matters where interest of FDDI HYDERABAD are put at risk.
- (xii) If the Panel Counsel is a partner/associate of any Law Firm, it will be incumbent on the firm not to take a prosecution case against FDDI HYDERABAD in any court.
- (xiii) The empanelled Advocate will not make or allow any of his associates or juniors to appear on behalf of any opposing party in any case or matter against the interest of FDDI HYDERABAD.
- (xiv) The empanelled Advocate will not commit an act that is tantamount to contempt of court or professional misconduct.
- (xv) A contract relating to conflict of interest upon termination of engagement is proposed to prohibit the terminated/non-renewed/resigned Panel Counsel from representing any of the other party of the cases handed over to them during the period of engagement.
- (xvi) FDDI HYDERABAD reserves the right to formulate a stricter filter for empanelment/ engagement of the advocate/ law firm based on the response to the EOI and in the interest of FDDI HYDERABAD.
- (xvii) FDDI HYDERABAD reserves the right to modify or relax the terms and conditions of engagement at any time, and the right to verify the information submitted by the Advocate/law firm. The Advocates shall in full accept the terms and conditions of the empanelment as determined by FDDI HYDERABAD from time to time.
- (xviii) FDDI HYDERABAD reserves the right to accept or reject any application without assigning any reason, or to postpone or cancel the entire process.

4. ELIGIBILITY AND DISQUALIFICATION:

(a) Essential:

- (i) Graduate/Post Graduate degree in Law from a recognised University and registration with the Bar Council of India / Delhi / AP / TL.
- (ii) Professional experience for empanelment of various courts is as follows:

(i).	For handling the cases of the Hon'ble Supreme Court of India,	Minimum 10 years, Passed the exam of Advocate-on-Record (AoR).
(ii)	For handling the cases of the Hon'ble High Court /District. Court/Arbitration Tribunal	Minimum 08 years, Passed the exam of Advocate-on-Record (AoR).

- (iii) Law firms should have sufficient legal professionals to form a dedicated team comprising associates/senior associates and partners, who have rich experience in litigation/drafting.

(b) Desirable:

- (i) Excellent communication skills.
- (ii) Experience of dealing with similar matters, preferably in other Central/State Government Departments/Autonomous bodies/PSUs/Local Bodies/Statutory Authorities, etc.
- (iii) Knowledge of Central/State Laws pertaining to Labour matters, Service matters, Land, Finance, Corporate laws, Criminal laws, etc.
- (iv) Knowledge of the translation of documents from the local language to English
- (v) They should have an independent office set up with a library and clerical staff.

(c) Disqualification for applying for empanelment:

A person shall be disqualified to apply for empanelment if he/she:

- (i) Is an undischarged bankrupt.
- (ii) Is physically or mentally incapable of acting as an advocate.
- (iii) Has been convicted of an offence, which, in the opinion of the Competent Authority, involves moral turpitude.
- (iv) Has any conflict of interest.
- (v) Has been subject to any professional disqualification by the Bar Council.
- (vi) Has so abused his position as an advocate as to render his empanelment or continuation in the panel detrimental to the interests of FDDI HYDERABAD.

5. DOCUMENTS REQUIRED TO BE SUBMITTED ALONG WITH PROFORMA- P1

The Advocate/Law firm will be required to furnish their duly signed Bio-data with latest passport size photographs (two) as per the prescribed Proforma-P1, along with the following self-attested copies of the following documents:

- (i) High School Certificate in support of the age of Advocate (Sr. Partner in case of law firm)
- (ii) Certificates in support of professional/educational qualifications (Sr. Partner in case of law firm)
- (iii) Certificate of Registration of the Bar Council
- (iv) Identity card issued by the Bar Association/Bar Council
- (v) Letter of testimonials for empanelment with other institutions/organisations
- (vi) Details regarding the cases in which the Advocate was able to get a favourable outcome/decision, which are reported/referred in reputed legal journals, etc.
- (vii) Details of office Infrastructure and the number of associates, in addition to office staff.
- (viii) Other relevant information, if any.

6. TERM AND TERMINATION:

- (i) The duration of the panel will normally be for a period of 01 (one) year or until further renewal, whichever is earlier. Renewal for two terms of 01 (one) year each shall be based on satisfactory

performance, with a review option on a yearly basis.

- (ii) The performance of the empanelled advocate/ law firms will be subject to review by FDDI HYDERABAD from time to time.
- (iii) The term can be terminated by giving 1 (one) month's written notice by either side without assigning any reason. No representations of an empanelled Advocate / Law firm against his/ their termination shall be entertained by FDDI HYDERABAD.
- (iv) Upon expiry of term, termination, resignation, or non-renewal of the term of empanelment, as the case may be, the Advocate shall forthwith return the brief(s) allocated to the Advocate by FDDI HYDERABAD along with all other documents/ records connected thereto with no objection certificate, if so required, and the pending bills of the Panel Counsel should be settled within 3 (three) months from the end of the term, subject to the due handover of the relevant documents/files.
- (v) Without prejudice to the foregoing provisions, the Competent Authority reserves the right to terminate the empanelment by giving notice to the empaneled Advocate at any time if he/ she fails to discharge his/her obligation under these guidelines or is found to be negligent, careless, inefficient, or has committed fraud, mischief, misappropriation, or any misconduct to the satisfaction of the Competent Authority, as the case may be.
- (vi) In addition, empanelment shall be liable to be terminated due to the occurrence of any of the following on the part of the Advocate / Law firms:
 - (a) Giving false information in the application for empanelment;
 - (b) Failing to attend the hearing of the case without any cogent reason and/or prior intimation.
 - (c) Not acting as per FDDI HYDERABAD's instructions or going against specific instructions, directly or indirectly.
 - (d) Threatening, intimidating or abusing any of the FDDI HYDERABAD's employees, officers, or representatives.
 - (e) Passing information relating to FDDI HYDERABAD's case to the opposite parties or their advocates or any third party, which is likely to cause any damage to FDDI HYDERABAD's interests.
 - (f) Giving false or misleading information to the FDDI HYDERABAD relating to the proceedings of the case.
 - (g) Seeking frequent adjournments or not objecting to the adjournment moved by the other party without a cogent reason.

7. SCOPE OF WORK:

- (i) The Advocate/ law firm will be required to represent and assist FDDI HYDERABAD in the courts.
- (ii) The Advocate/ law firm will be required to represent and assist FDDI HYDERABAD in the Arbitration Tribunals in disputes which are referred by the Courts to the Arbitration Tribunals or by the choice of the parties to the dispute.
- (iii) The Advocate/ law firm will be required to draft and vet legal/ technical documents, viz., affidavits, applications, petitions, replies, written statements, replications, rejoinders, caveats, brief of opinion, and any other legal/ technical documents, including but not limited to MOUs, agreements, RFPs, tenders, contracts, agreements, deeds, EOI, letters, etc.
- (iv) The Advocate/ law firm will be required to give oral and written legal opinions on queries raised.
- (v) The Advocate/ law firm will be required to keep FDDI HYDERABAD informed of the date-wise developments in cases from time to time, particularly with regard to settling of drafts, filing of papers, dates of hearing of cases, and supplying copies of judgments/interim orders.
- (vi) The Advocate/ law firm will be required to perform such other duties of a legal nature that may be assigned by FDDI HYDERABAD.
- (vii) The Advocate/law firms shall accept the terms and conditions of the empanelment prescribed by FDDI HYDERABAD without any condition.
- (viii) When any case attended by an advocate/law firm is decided against the Organisation, the Advocate/law firm concerned must give an opinion on filing an appeal from such a decision not

later than 5 working days after the order.

8. CLOSING DATE OF APPLICATION:

- (i) Application in the format prescribed at “**Proforma – P1**”, along with all the documents in support, should be kept in a sealed envelope addressed to: **The Deputy Manager (Administration), Footwear Design & Development Institute (FDDI HYDERABAD), Near H S Dargah, Raigurgam, Hyderabad -500104**, and be dropped in the Tender Box, kept at the Security Post of the reception of the Institute, latest by **31.07.2026 till 17.00 hrs.**
- (ii) The envelope should be superscribed as: **Application for Empanelment of Advocates/Law firms 2026.**
- (iii) Applications received earlier than this notification or after the closing date of this notification will not be considered. Advocates/ law firms who have forwarded their applications/ CVs to FDDI HYDERABAD from time to time for consideration are requested to apply afresh in the requisite format as per the Guidelines.
- (iv) The existing advocates/ firms must apply again in pursuance of this notice, as a new list of empanelled advocates/ firms would be drawn.
- (v) Merely fulfilling the eligibility criteria will not confer any right on an Advocate / Law firm for empanelment.
- (vi) No candidate will be called for an interview/ presentation unless he/she/they satisfy the eligibility conditions.
- (vii) The shortlisted advocates shall bring original documents at the time of interaction with the FDDI HYDERABAD.
- (viii) No TA/DA or other expenses will be paid to the Advocate/Law firm for appearing in the interview/presentation. A list of shortlisted candidates with the date, time and venue of interview/ presentation will be uploaded on the Institute’s website, i.e. www.fddiindia.com
- (ix) The result will be made available on our website www.fddiindia.com
- (x) Letter to selected Advocates/Law firms confirming their empanelment will be issued by FDDI HYDERABAD separately.

9. PAYMENT OF PROFESSIONAL FEE:

- (i) The empaneled advocate shall submit the professional fee bills to the Deputy Manager (Administration), FDDI HYDERABAD, along with the gist of the proceedings, and copy of order or judgement where the bill relates to a claim for appearance fee, and where the bill relates to legal opinion or other reference, the copy of the request or reference sought by FDDI HYDERABAD may be enclosed. **Payment of fees will be at the FDDI HYDERABAD approved rates. The approved rate list is enclosed with this notification as “Annexure – A”. However, in the event the approved rate list is silent on any nature of expenditure, the fee structure prescribed by the Department of Legal Affairs (DoLA) shall be applicable, as amended from time to time.**
- (ii) The proposed fees for drafting legal documents above should be made only when such a legal document is submitted before the Court.
- (iii) No fee shall be payable for non-appearance in a court by the empanelled Advocate where he seeks adjournment without any instruction for adjournment from the Competent Authority or on account of his personal reasons, or where adjournment is effected due to non-sitting of the Court.
- (iv) When two or more cases together involve a substantially identical question of law/ or facts, one of such cases will be treated as the main case, and the other as a connected case, and the fees in such will be regulated as under, provided the cases are heard together:
 - (i) Full fee would be admissible for appearance in the main case and **30%** in each of the connected cases.
 - (ii) If substantially identical affidavits, counter-affidavits, complaints, written statements, ground of appeal applications, and other pleadings are drafted in connected cases, then the full drafting fee will be admissible in the main case. Only 30% separate drafting fees per case shall be admissible

- in a connected case, subject to a maximum of 3 (Three) such cases.
- (v) Conference fee will be payable only in case of face-to-face discussion (Either physical or virtual) and not for telephonic conversation/ discussion.
 - (vi) The certified copy of the final judgment needs to be handed over to the FDDI HYDERABAD within three days (excluding the time taken by the court in preparation of the copy) from the date of the order/judgment by the counsel.
 - (vii) Where the empanelled advocate is required to visit any Court situated outside his ordinary place of practice in connection with any case or matter, he/ she shall be entitled to claim the TA/ DA expenses as will be allowed to an officer in FDDI HYDERABAD working in E5 grade. The claim for reimbursement of expenses or expenditures for outstation conveyance, boarding, and lodging shall be claimed by producing a necessary voucher, bill or undertaking to the satisfaction of the Competent Authority or any officer authorised by the Competent Authority.
 - (viii) In case of a visit to any city where FDDI HYDERABAD has its Campus, the empanelled Advocate would be required to stay at the Guest House of the Institute, subject to availability.
 - (ix) The Advocate shall attend the offices of FDDI HYDERABAD as and when required and shall make their own arrangements for the collection of petitions or delivering documents to the DM (Administration)/Legal Cell of FDDI HYDERABAD.
 - (x) The payments shall be subject to tax deductions at source, GST and/ or such other taxes as applicable from time to time.
 - (xi) Any engagement of the Panel of Counsels and the termination of engagement must be approved by the Competent Authority.

10. REMOVAL OF DIFFICULTY:

If any difficulty arises in the implementation of these guidelines or any doubt regarding the interpretation of any of the clauses of these guidelines arises, **the decision of the Competent Authority in the matter shall be final and binding.**

Disputes, if any, in relation to empanelment or out of the process shall be subject to the exclusive jurisdiction of the courts at New Delhi only.

(Amit Puri Goswami)
Dy. Manager (Admin & Pers.)

PROFORMA – P1**To be furnished by the Advocate/ law firm applying for empanelment of Panel Counsel**

1.	Name of the Advocate/ Law Firm																			
2.	PAN No./ TAN No./GST No.																			
3.	Father's/ Guardian's/ CEO's Name																			
4.	Date of Birth/ Date of incorporation																			
5.	Full residential address: <i>(Name and contact details of the Chief Executive in case of law firm, including direct telephone no, fax no, email address, etc.)</i>																			
6.	Full office address: <i>(The addresses of the headquarters/ registered office and regional offices)</i>																			
7.	Telephone Nos., Mobile Nos. and Email IDs [^]																			
8.	Educational Qualification * <i>(In respect of all Advocates/ associates/ partners in case of law firm)</i>																			
9.	Location and Court of Practice [^]																			
10.	Bar Council Registration No * and Date of enrolment [^]																			
11.	a. Area(s) of Specialisation: b. Number of cases dealt with during the last 7 (seven) years as an Advocate/ Law Firm in the following specialisations: - <table border="1" data-bbox="279 1400 1077 1769"> <tr> <td>(A) Labour laws & industrial disputes</td> <td></td> </tr> <tr> <td>(B) Arbitration & conciliation</td> <td></td> </tr> <tr> <td>(C) Administrative law & service matters</td> <td></td> </tr> <tr> <td>(D) Corporate Law</td> <td></td> </tr> <tr> <td>(E) Taxation matters & financial offences</td> <td></td> </tr> <tr> <td>(F) Civil suits</td> <td></td> </tr> <tr> <td>(G) Constitutional law & writ matters</td> <td></td> </tr> <tr> <td>(H) Land matters</td> <td></td> </tr> <tr> <td>(I) Criminal Law</td> <td></td> </tr> </table>	(A) Labour laws & industrial disputes		(B) Arbitration & conciliation		(C) Administrative law & service matters		(D) Corporate Law		(E) Taxation matters & financial offences		(F) Civil suits		(G) Constitutional law & writ matters		(H) Land matters		(I) Criminal Law		
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(H) Land matters																				
(I) Criminal Law																				
12.	Whether already empanelled by the Central/State Govt. as Counsel/Pleader (Indicate period with documentary evidence)*																			
13.	Brief list of clients, e.g. Institutions/Organisation																			

14.	Income from professional practice* (<i>copy of the latest IT returns to be attached</i>)	
15.	The Court/s where the Advocate is regularly practicing^ (Attach attested copy of Bar Association Member Certificate)	
16.	Details of infrastructure such as office premises, number of junior advocates, assistants, clerks, fax, mobile phone, phone & internet, etc.	
17.	Any other information you may like to furnish. (<i>Attach a separate sheet</i>)	

*** Applicant to submit documentary proof with respect to the aforesaid item(s)/ information.**
^ Information in respect of all Advocates/ associates/ partners in case of a law firm.

VERIFICATION

I, S/o/ D/o/ W/o..... do hereby declare that whatever has been stated in the above application is true to the best of my knowledge and belief.

Date:

Place:

Signature

UNDERTAKING

I, S/o/ D/o/ W/o do hereby declare that whatever has been stated in the above application is true to the best of my knowledge and belief. I agree to abide by all the terms and conditions contained in the concerned notification No. ... dated

Date:

Place:

Signature

ANNEXURE – ‘A’

SCHEDULE OF FEES & ALLOWANCES TO EMPANELED COUNSEL

The Panel Counsel of FDDI HYDERABAD will be engaged in accordance with the following schedule of fees and related terms and conditions, which is largely in tandem with the prescribed rates, rules and norms by the Department of Legal Affairs (DoLA), GoI: -

S. No.	Activity	Fees Payable (in Rs.)
1.	Retainership fees	Nil
2.	Effective Hearing	Rs.9,000/- per day per case, subject to the payment for a maximum of 3 (three) effective hearings per day in a case/ connected cases, irrespective of the number of cases heard on a day
3.	Non-effective Hearing	Rs.1,500/- per day per case, subject to the payment for a maximum of 5 (five) non-effective hearings in a case/ connected cases on a day.
4.	Settling Pleadings	Rs.3,000/- per case
5.	Drafting / Rejoinders/ Written Statements/ Miscellaneous Applications, etc.	Rs.3,000/- per case
6.	Conference fees	Rs.900/- per conference, subject to payment for a maximum of 4 (four) conferences in a case/ connected cases of its type.
7.	Legal Opinion	Rs. 1800/-
8.	Miscellaneous and out-of-pocket expenses	As per the actual satisfaction of the Competent Authority
9.	Outstation Travelling Allowance/ Conveyance	As per TA on tour entitlement of Officers working in E5 grade or as amended from time to time.
10.	Accommodation, in-station travel and food charges	As per the TA on tour entitlement of Officers working in the E5 grade, or as amended from time to time.