



**NATIONAL SEEDS CORPORATION LIMITED**  
**BEEJ BHAWAN PUSA COMPLEX**  
**NEW DELHI-110012**  
(A Government of India Undertaking-  
**Miniratna Company**)  
(CIN : U74899DL1963GOI003913)

No. 8/N/Misc./Adv. Empanelment

Dated 3<sup>rd</sup> August, 2018

**NOTICE INVITING APPLICATIONS FOR EMPANELMENT OF ADVOCATES / LAW FIRMS**  
**IN NEW DELHI**

- (1) National Seeds Corporation Limited (NSC), a Mini-ratna (Schedule-B) PSU under the Ministry of Agriculture & Farmers Welfare proposes to prepare a Panel of Advocates/Law Firms to represent the Corporation before the Hon'ble Supreme Court of India / Delhi High Court/District Courts (Tis Hazari, Karkardooma, Rohini, Dwarka, Patiala House, Saket etc.) and other judicial and quasi judicial bodies in Delhi / New Delhi.
- (2) The Qualifications, Experience, Schedule of Fees/Rates, Other Terms and Conditions and the application format for submission have been prescribed in Annexure 'A' and Annexure-'B'.
- (3) The Advocates (including existing Standing Counsels of NSC) who are on the current panel of NSC may also apply afresh to be on the panel of NSC. Therefore, they are also required to apply afresh to this notice. However, in the pending Court Cases/Legal matters, they will continue till final disposal.
- (4) The last date of receiving Applications in the prescribed format along with the supporting documents is **21 days from the date of publication of this Notice.**
- (5) Application for empanelment at NSC does not confer any right / assurance whatsoever that they will be empanelled on the panel of NSC. Letters to Advocates confirming their empanelment will be issued separately by NSC after a formal interview.

## **GUIDELINES FOR EMPANELMENT OF ADVOCATES / LAW FIRMS**

### **1. Qualification**

- (i) The Advocate must possess a Graduate/Post Graduate Degree in Law from a University, recognized by the Bar Council of India.
- (ii) The Advocate must be enrolled with the Bar Council of Delhi.

### **2. Eligibility for Empanelment**

In addition to the qualifications prescribed, the Advocates are advised to carefully read and follow the eligibility criteria, instructions and terms & conditions for empanelment of Advocates in NSC more specifically mentioned herein below:-

- (a) The Advocate / Law Firms should have sound knowledge about various branches of law, particularly constitutional law, C.P.C., Cr.P.C., Evidence Act, Contract Act, Limitation Act, Companies Act, Negotiable Instrument Act, Arbitration and Conciliation Act, Taxation Laws, Consumer Laws, Labour Laws, Land matters and Service matters etc.
- (b) The Advocates should be having a minimum litigation experience/experience in handling cases of Govt. organizations as follows:-
  - i) For handling the cases of Hon'ble Supreme Court of India = 10 years experience in Supreme Court cases.
  - ii) For handling the cases of Hon'ble Delhi High Court = 05 years experience in High Court cases.
  - iii) For handling the cases of Consumer Dispute = 05 years in State Commission and National Commission.
  - iv) For handling cases at District Court / Tribunals = 03 years experience in these courts,
  - v) For handling Arbitration cases = 05 years experience in Arbitration cases.
- (c) The Corporation will also consider the following points:
  - a. Proper and adequate infrastructure of an advocate such as office premises, number of junior advocates, assistants, clerks etc.
  - b. The Advocates/Law Firms is not contesting any case against NSC in any Court in India.

- c. Track record and integrity.
- d. No inquiry proceedings by the respective Bar Council / Bar Association about the conduct of the Advocate have been held.
- e. If the Advocate is empanelled by other Regulators / organizations, details and opinion of those organizations/regulators, if available.

### **3. Tenure of Empanelment**

The initial empanelment will be for a period of one year extendable by another two years (one year at a time), based on the performance of the Advocate. The Competent Authority reserves the right to terminate the empanelment of any advocate at any time without assigning any reason. No representation of the empanelled Advocate against his termination will be entertained by the Corporation.

### **4. Payment of Fee and Other Conditions**

- (i) The fee payable to the Advocates shall be governed by the Schedule of Rates approved by NSC annexed as Annexure 'B'.
- (ii) The Competent Authority of NSC shall have the right in exceptional cases to approve the payment of a higher fee than the fee mentioned in the annexed schedule keeping in view the importance of the matter/work involved and efforts to be put in by the advocate in a particular case.
- (iii) No Retainership fee shall be paid to any empanelled Advocate. Cases will be assigned on the basis of specific specialization and fees payable.

### **5. Documents to be submitted**

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

- a) High School/Metric Certificate in support of age;
- b) Registration No. /Enrollment No. with the Bar Council/Bar Association;
- c) Copies of Identity Card issued by Bar Association / Bar Council;
- d) Copies of letters or testimonials for empanelment with other PSUs/Companies;
- e) Certificate in support of academic and professional educational qualifications;
- f) Certificate of experience issued by the concerned Bar Association/Bar Council, where the Advocate is/was practicing.

## 6. Procedure for Empanelment

1. The Advocate must apply on the format prescribed by NSC only. No other format will be entertained and will be summarily rejected, if sent.
2. An Advocate shall submit separate applications if he/she wishes to be considered for more than one panels. An Advocate may be empanelled for more than one Court according to his specialization and eligibility, if selected.
3. Any application received after the last date prescribed shall not be entertained.
4. No candidate will be called for interview / presentation unless he / she satisfies the eligibility conditions.
5. Merely fulfilling the eligibility criteria will not confer any right on an Advocate for empanelment.
6. Depending upon the requirement and number of applications received, NSC reserves its right to shortlist the Advocates to be called for interview / presentation. The size of the panel and number of Advocates in a particular field in the panel shall be finalized by NSC based on the requirements and quantum of work involved.
7. The decision of the Committee constituted by the competent authority of NSC regarding short listing of the Advocates after interview shall be final.
8. No T.A./D.A. or other expenses will be paid to the individual candidate for appearing in the interview/ presentation. A list of short listed candidates with the date, time and venue of interview / presentation will be displayed on the Notice Board of NSC at its Registered Office, New Delhi-110012 and shall be uploaded on the website i.e. [www.indiaseeds.com](http://www.indiaseeds.com)
9. The candidate shall bring original documents at the time of interview / presentation.
10. The result will be made available on our website [www.indiaseeds.com](http://www.indiaseeds.com)
11. The result will also be made available on the Notice Board of NSC at its Registered Office, New Delhi. Letter to selected Advocates confirming their empanelment will be issued by NSC separately.

**NOTE :-** The Competent Authority reserves the right to do away with any of the above eligibility criterion and/or other procedures as it deems reasonable, if the candidates is otherwise found to be eligible to protect the interests of the Corporation. In such a situation the professional fees to be paid upon empanelment shall be negotiated with the candidate at the time of his interview.

## **7. Duties of the Empanelled Advocates**

1. The Advocate shall not advise any party or accept any case against NSC, 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 NSC.
2. Timely appearance of the Counsel to contest the cases for NSC in the Court is must. His / her absence in the Court without any reasonable ground will not be accepted.
3. NSC may send the information to the panel advocates through email / SMS, regarding entrustment of a case and after receiving email /SMS, it is the duty of the panel Advocate to collect the brief / copy of the petition along with entrustment letter from the office of NSC, Legal Division, Regd. Office, New Delhi – 110 012.
4. NSC is free to engage any advocate of its own choice and an empanelled Advocate shall make no claim that he / she alone should be entrusted with NSC's Legal matter (s).
5. Refusal by any Advocate to accept any work without any reasonable cause (e.g. on grounds of conflict of interest) may entail removal of such Advocate from the panel.
6. The Advocates shall accept the terms and conditions of the empanelment prescribed by NSC without any condition.
7. It will be mandatory for Panel Advocates to visit the Office of National Seeds Corporation Ltd., Beej Bhawan, Pusa Complex, Legal Division, Regd. Office, New Delhi – 110012 from time to time to enable empanelled lawyers to handle cases efficiently.
8. In order to ensure that there is effective check on the cases being conducted, the lawyers on the panel must report the status of the cases after each date of hearing. Failure to submit status report will be a ground for removal of the name of the lawyer concerned from the panel.
9. Keep NSC 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 important interim order and judgment etc.
10. Furnish monthly statement about the cases represented by him / her before the High Court or any other authority and their outcomes if more than one case are being dealt with by him without fail.
11. When any case attended to by him / her is decided against the Corporation, give

considered opinion regarding the advisability of filing an appeal against such a decision within not later than 5 working days of the order (kachha copy).

12. 10% of the fees payable to the counsel shall be deducted if the certified copy of the order or judgment is not handed over to the Legal Division of NSC within ten days (excluding the time taken by the Court in preparation of the Copy) from the date of order/judgment.

**8. Performance Review**

Performance of the empanelled Advocates will be subject to review by NSC from time to time. NSC reserves its right to terminate the empanelment of the Advocate at any time based on performance review, without assigning any reason, whatsoever.

**9. Removal from Panel**

Empanelment shall stand cancelled automatically due to occurring of any of the following disablements on the Part of the Advocate:-

- (i) Giving false information in the application for empanelment;
- (ii) Failing to attend the hearing of the case without any sufficient reason and / or prior information.
- (iii) Not acting as per NSC's instructions or going against specific instructions, directly or indirectly.
- (iv) Putting outside pressure on the Management for his selection for empanelment through political or other means.
- (v) Threatening, intimidating or abusing any of the NSC's employees, Officers or representatives;
- (vi) Passing information relating to NSC's case to the opposite party or their Advocates or any third party which is likely to cause damage to the NSC's interests;
- (vii) Giving false or misleading information or advice to NSC relating to the proceedings of the case.

**10. Maintenance of Professional Ethics**

During the term of empanelment and thereafter, the Law Firm / Advocates shall maintain utmost confidentiality of the matters pertaining to NSC. They shall neither advise any party against NSC nor accept any case against NSC during the term.

**11. Removal of Doubts / Difficulty**

In the matter of implementation of these guidelines, if any, doubt or difficulty arises or doubt regarding the interpretation of any of the Clause of these guidelines, the same shall be placed before the Competent Authority of NSC and the decision of that Authority shall be final.

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**Enclosed**

1. Appendix-A : Application Form
2. Appendix-B : Schedule of Fee



**NATIONAL SEEDS CORPORATION LIMITED**  
**BEEJ BHAWAN PUSA COMPLEX**  
**NEW DELHI-110012**  
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(CIN : U74899DL1963GOI003913)

**APPLICATION FORM**

To,

**Director(Finance)**  
**National Seeds Corporation**  
**Limited Beej Bhawan, Pusa**  
**Complex,**  
**NEW DELHI –**  
**110 012**

**Photograph**

**Subject:- Empanelment of Advocates on NSC Panel in \_\_\_\_\_ Court**

Sir / Madam,

Reference your advertisement dated \_\_\_\_\_ uploaded on NSC website on the subject cited above, I intend to represent as Advocate for NSC and accordingly request that I may be empanelled as NSC advocate in \_\_\_\_\_ Court. My particulars are given below:

1.	Name	
2.	Father's Name	
3.	Date of Birth	



4.	Address for Correspondence with Tel. No., Mobile, Landline, Email etc.	
5.	Permanent Address with Tel. No.	
6.	PAN No./GST No. if applicable	
7.	Educational Qualifications (Give details)	
8.	Date of enrolment with the Bar Council along with Enrollment No. (Attach copy of enrolment certificate)	
9.	Details of Experience / Practice with PSUs	
10.	Field of Specialization	
11.	If applying for the panel of Supreme Court, Kindly give details of Enrolment as AOR of Supreme Court	

12.	The details of important cases the Advocate has dealt with / handled along with reported judgment, if any	
13.	Aadhaar No.	
14.	A brief note on Suitability	

**Undertaking**

1. I undertake to maintain absolute secrecy about the cases of the NSC.
2. I will abide by the Fee Schedule notified by NSC from time to time.

**Declaration**

I declare that I have never been penalized by any Bar Council in any Disciplinary Proceedings. I undertake that the information given above are true and correct.

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

**ANNEXURE-B**

**Schedule of Fees**

S. No.	<b>Fees Payable</b>
1.	<b>Supreme Court :</b> Professional fees : Rs.25,500/- Clerkage : 10% of the fees Misc. Expenses : On actual basis but not exceeding Rs.7,500/-.
2.	<b>High Court(s)/ National Commission &amp; equivalent Courts/Tribunal</b> Professional fees : Rs.22,500/- Clerkage : 10% of the fees Misc. Expenses : On actual basis but not exceeding Rs.6,000/-.
3.	<b>State Commission/ District Courts &amp; equivalent Courts :</b> Professional fees : Rs.15,000/- Clerkage : 10% of the fees Misc. Expenses : On actual basis but not exceeding Rs.3,000/-.
4.	<b>Civil Court/Criminal Courts cases:</b> Professional fees : Rs.10,000/- Clerkage : 10% of the fees Misc. Expenses : On actual basis but not exceeding Rs.2,000/-.
5.	<b>Advocates defending/ contesting Arbitration cases on behalf of NSC :</b> Professional fees : Rs.22,500/- Clerkage : 10% of the fees Misc. Expenses : On actual basis but not exceeding Rs.6,000/-.

**NOTE :** The above fees are subject to revision upon satisfactory performance after two years.