



Engineering Projects (India) Ltd

(A Govt. of India Enterprises)

EPI/LEGAL/2026/01

Date: 17-08-2026

Sub: Invitation for empanelment of advocates in the panel of EPI Corporate Office New Delhi.

Engineering Projects (India) Ltd., A Government of India Enterprise under the administrative control of Ministry of Heavy Industries, Govt. of India invites applications for empanelment of advocates for defending EPI before Hon'ble Courts.

EPI intends to empanel advocates for representing EPI in various court cases on behalf of the EPI before various courts/tribunals **at PAN India level**. Interested advocates having three (03) years or more experience before various Court may apply for Empanelment as advocate of EPI in the prescribed format and submit to **GM (Legal), EPI, Core- 3 SCOPE Complex, Lodhi Road, New Delhi-110003 along with requisite documents**.

For prescribed format of application along with terms and conditions and list of requisite documents applicants may refer to **Annexure 'A'** attached with this notification. EPI reserves the right to accept or reject any or all the offers at any stage of the process without assigning any reason thereof and no claim/dispute in this regard shall be entertained.

(Gaurav Khanna)
DGM (Legal)



Engineering Projects (India) Ltd
(A Govt. of India Enterprises)

Format of Application for Empanelment of Advocate - PAN India Level

Recent passport
size photograph
(self-attested)

1. Name of the Advocate : _____
(as per Bar Council certificate)
2. Father's/Husband Name : _____
3. Date of Birth : _____
4. Postal Address : _____

5. PAN No. : _____
6. Education Qualifications : _____
7. Details of Registration/Enrollment of advocate : _____
(copy of enrolment certificate must be enclosed)
8. Details of Experience/practice : _____
9. Specialization, if any : _____
(constitution/environment/service etc.)
10. Whether on panel of any State Govt/Central Govt/ : _____
PSU, if yes, details thereof
(Separate list may be enclosed)
11. Brief list of clients : _____
(Separate list may be enclosed)

12. Experience in Corporate Related Matters, if any : _____

Declarations:

- I declare that I have never been penalized by any bar council/courts in any Disciplinary Proceedings.
- I also undertake to maintain absolute secrecy about the cases of EPI as required under the Act, Rules and Regulations thereunder.
- I hereby agreed with fee schedule of EPI.

Date : _____

Place: _____

(Signature of Advocate)

FEE SCHEDULE FOR PANEL ADVOCATES OF EPI

1. Fee Structure by Experience Band

Forum / Activity	Nature of Work	Band I (Up to 10 years)	Band II (More than 10 years but less than 20 years)	Band III (Above 20 years or more)
		(₹)	(₹)	(₹)
High Court / NCLT / NCLAT / NCDRC / NGT / RERA	Study of documents (one time)	6000	10000	12000
	Drafting pleadings (Writ, Petition, Counter, Appeal, etc.)	6000	10000	12000
	Drafting Misc. Applications	4000	5000	6000
	Appearance before Court / Forum	6000	10000	12000
District Court / Labour Court / Civil Court	Study of documents (one time)	5500	7500	9000
	Drafting pleadings (Suit, Petition, Reply, Appeal, etc.)	5500	7500	9000
	Drafting Misc. Applications	3000	4000	5000
	Appearance before Court / Forum	5000	6000	7000
Arbitration (Sole Arbitrator / Tribunal)	Study of documents (one time)	5500	7500	9000
	Drafting Statement of Claim / Counter / Rejoinder etc.	5500	7500	9000
	Drafting Misc. Applications	3000	4000	5000
	Appearance before Arbitrator / Tribunal	5000	6000	7000
MISC.	Written Legal Opinion/ Legal notice / Reply to notice	5000	8000	10000
	Conference with EPI officers	2000	3000	4000
	Conference with Senior Advocate	3000	4000	5000

General Guidelines

- a) All amounts are in Indian Rupees (₹).
- b) The rates mentioned herein are exclusive of GST.
- c) Non-effective hearings shall be payable at 50% of the prescribed appearance fee.

- d) Advocates are expected to maintain confidentiality, professional ethics, and submit periodic progress updates to the Legal Division.

2. Notes

- a) For drafting and filing of Caveats for all bands of advocates shall be Rs 5000/- per caveat inclusive of all expenses towards typing, printing, clerkage and postal charges etc.
- b) No separate appearance fee shall be paid for mentioning, taking adjournments, or filing documents unless specifically directed by the Competent Authority.
- c) When only vetting of documents is required (without fresh drafting), 70% of the applicable drafting fee shall be payable.
- d) In case of any official of EPI is required to appear before Police or any other statutory authority and is accompanied by an empanelled advocate, the same shall be treated as appearance before lower court/ district court and the advocate shall be paid accordingly as applicable.

3. Categories of Experience

Empanelment shall be done in the following categories based on the advocate's standing and experience:

Category	Experience (Post Enrollment)
Band - I	Up to 10 years
Band - II	More than 10 years but less than 20 years
Band - III	Above 20 years or more

4. Essential Eligibility Conditions

1. The advocate must be enrolled with the Bar Council of India or a State Bar Council and be in active practice.
2. The advocate should not have been debarred or suspended by any court or Bar Council.

The advocate should have sound knowledge and experience in one or more of the following areas:

- Civil and commercial disputes arising out of Contractual terms and arbitration law with a knowledge of Real estate and infrastructure laws.
- Company law and insolvency.
- Matters and cases pertaining to CPSEs and government contracts.
- Matters pertaining to Service and labour cases.

3. Must possess adequate infrastructure and professional support to handle EPI's matters efficiently.

5. Empanelment Procedure

- Applications from the eligible advocates shall be invited through EPI's website notification.

6. Tenure of Empanelment

The empanelment shall ordinarily be valid for three (3) years, subject to satisfactory performance and continued eligibility.

7. Communication of Empanelment

After the approval of the Competent Authority a communication in writing shall be sent to the empanelled Advocate/ Law Firm by HOD (Legal). The process of empanelment shall complete when EPI receives an acceptance letter from the Advocate/ Law Firm.

8. Performance Review by Legal Division

Performance of empanelled advocates shall be reviewed periodically based on:

- Timeliness of filing and appearance.
- Quality of pleadings and advice.
- Outcome of cases and feedback from user departments.

However, EPI reserves its right to discontinue empanelment in case of unsatisfactory/ non-performance or misconduct by the Advocate/ Law Firm.

9. Documents to be obtained from the Advocate for Empanelment

- The Advocate will be required to furnish Bio data along with the attested copies of the following documents:
 - i) High School certificate in support of age.
 - ii) Registration with Bar Council.
 - iii) Identity card issued by Bar Association/ Bar Council.
 - iv) Copies of empanelment with other organizations, if any.
 - v) Certificates in support of educational qualifications.
 - vi) An undertaking from advocate to the effect that all information furnished by him/her is correct.

10. Right to Private Practice and Restrictions:

- i) An advocate shall have the right to private practice which should not, however interfere with or be in conflict with the efficient discharge of his duties as an empanelled advocate of EPI.
- ii) An advocate shall not advise any party or accept any case against EPI.

11. Terms of Engagement

- a) Engagement of advocates shall be case-specific, valid till disposal or withdrawal, unless terminated earlier by EPI.
- b) EPI reserves the right to discontinue or reassign any case based on performance, conduct, or administrative reasons.
- c) Advocates must maintain strict confidentiality and integrity in all dealings with EPI.
- d) Advocates are required to share periodic updates on case progress with the Legal Division.
- e) The Fee Structure of the Advocates empanelled shall be as per the Standard Fees Structure duly approved by the Competent Authority. The Standard Fee Structure may be increased by 10% after 2 years with the approval of the Competent Authority.
- f) The matters entrusted to Advocates prior to approval of this scheme shall be governed by the already approved fee structure. However, new matters assigned to the empanelled Advocates shall be as per fee schedule annexed herewith at **Annexure-A**.
- g) **“Effective Hearing”** shall mean a hearing in which either one or both parties involved in a case are heard by the Court or arguments are advanced by the Counsel of any of the parties.

- h) **“Non-effective Hearing”** shall mean a hearing which is not covered under the above definition of effective hearing inclusive of the case adjourned without any hearing or arguments of the Counsel.
- i) Fee invoice shall be ordinarily raised in hard copy by the advocates within a period of 30 days from the date of hearing/ drafting/conference as the case may be, which shall be verified by the concerned Legal officer/ officer of EPI. No soft copy of bills shall be entertained. Further, Fee invoice raised by the Advocates pertaining to previous Financial Years (calculated from 1st April to 31st March) shall not be entertained beyond 30th April under any circumstances unless same is allowed by the Finance Division.
- j) The empanelled Advocates shall not delegate cases and themselves deal with the same. They may have to coordinate and work with designated Senior Advocates/ ASG if any, engaged in cases as well as the officers of EPI, if required.

This scheme shall be effective from the date of approval of Competent Authority and shall be only applicable to the engagement of advocates for the new case henceforth.

12. Other Conditions

- Mere empanelment shall not guarantee allocation of the cases.
- Allocation of cases shall be made on the basis of the advocate's relevant domain expertise, past performance, success rate in matters handled for EPI, availability, and the nature and complexity of the work involved. Such allocation shall be guided by objective professional and administrative considerations and shall not be construed as arbitrary, preferential, or confined to any particular advocate.
- Advocates must maintain confidentiality and adhere to the professional ethics while representing EPI before Courts/tribunals or any other judicial authority.
- The discretion to empanel or reject any Advocate/ Law Firm lies solely with EPI.
- Sr. Advocates/ ASGI may be engaged on the recommendation of the dealing Advocate/ briefing Counsel. Fee Structure of Sr. Advocate/ ASGI shall be settled on case-to-case basis and duly approved by the EPI's Competent Authority.
Further, in exceptional/ urgent circumstances engagement of non-empanelled advocates/ Senior Advocates/ASG/SG etc and approval of their fee schedule shall be obtained in consultation and recommendation of the concerned Division/RO-Incharge, thereafter CO-Legal shall put up the file for approval of Competent Authority on case-to-case basis.
- The Advocates empanelled under these guidelines/ policy shall not be treated as employee of EPI and therefore, shall not be eligible for any benefits available to EPI employees.
- In case of outstation travel, the Advocates shall be entitled to travel and stay as per the followings:

a.	For Band I (Up to 10 years)	As per entitlement of DGM-EPI
b.	For Band II (More than 10 years but less than 20 years)	As per entitlement of AGM-EPI
c.	For Band III (Above 20 years or more)	As per entitlement of GM-EPI

- The size of panel and number of Advocates in panel shall be determined by the Competent Authority from time to time based on the requirement and quantum of work.
- In the event of any doubt or difference regarding the interpretation or differences regarding the interpretation of any provisions, the decision of EPI shall be final and binding on the advocates.
