

**EXPRESSION OF INTEREST**  
**EMPANELMENT OF LAW FIRM**

1. **Title:**

The Indian Council of Medical Research (ICMR), an apex body under the Department of Health Research, Ministry of Health & Family Welfare, Government of India, invites applications from reputed and experienced Law Firms for empanelment to represent in various legal matters to defend ICMR HQ/Institutes and Centres of ICMR before the Hon'ble Supreme Court, Hon'ble High Court, Hon'ble Tribunals, Appellate Authorities, Commission/s, other Forums having Judicial Authority, Arbitrations etc., in India, as per the applicable Statutory enactments /Rules/Regulations of Government of India.

2. **Need of Law Firm:**

The selected firm shall be responsible for providing legal advice, drafting and vetting of Writ Petition/s, Original Application/s, Suit/s, Plaint/s, Legal Opinion/s, Reply Affidavits/Statement/s, Agreements etc. and any other legal document/s, and defend cases of ICMR Hq/Institute and Centres of ICMR of the nature of Service, Contract, Civil, Criminal and other related matters before various Courts, Tribunals, Commission/s and other Judicial, Sub-judicial forums and any other legal work assigned by ICMR.

3. **Methodology:**

The Indian Council of Medical Research (ICMR) HQ, New Delhi, shall select the Law Firm after following the procedure laid down as per the terms & conditions of the Expression of Interest (EOI). Consideration of relevant fees shall be decided as per the Office Memorandum No. IJ-12011/6/2025-Judicial/E.158060 dated 05.02.2026 issued by the Judicial Section, Department of Legal Affairs, Ministry of Law & Justice, Govt. of India.

**INDIAN COUNCIL OF MEDICAL RESEARCH (ICMR) HQ, New Delhi**  
**INVITES EXPRESSION OF INTEREST (EOI)**

Law Firms to defend Indian Council of Medical Research (ICMR) Hqrs and its Institutes/Centres in India before the Hon'ble Supreme Court, Hon'ble High Court, Hon'ble Tribunals, Appellate Authorities, Commissions, other Forums having Judicial Authority, Arbitrations etc., in India, as per the applicable Statutory enactments /Rules/Regulations of Government of India.

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**1. Letter of Invitation:**

Indian Council of Medical Research (ICMR), New Delhi, invites Expression of Interest (EOI) through Email from experienced Law Firms for defending Court Cases/Arbitrations/Appeals etc. and all other legal disputes before the Hon'ble Supreme Court, Hon'ble High Court, Hon'ble Tribunals, Appellate Authorities, Commissions, other Forums having Judicial Authority etc., and Arbitrations in India.

The EOI Document containing the details of eligibility criteria, submission details, brief objective & scope of work and evaluation criteria etc. can be downloaded from the ICMR website. [URL]

**2. Schedule for the Applicants is as under:**

|                              |   |
|------------------------------|---|
| EOI Document Number          | ICMR / EOI / LEGAL / 2025 dated 31 September, 2025. |
| Date of Publication          | 23 February, 2026.                                  |
| Last date/Time of submission | 09 March, 2026:1730 hrs.                            |

**Note:** The EOI may be submitted through Email to **legalcellicmrhq@gmail.com**. Shortlisted Law Firms shall only be contacted for the further process of selection. ICMR reserves the right to cancel any request for EOI and/or invite afresh with or without amendments, without liability or any obligation for such request for EOI and without assigning any reason. Information provided at this stage is indicative and ICMR reserves the right to amend/add further details in the EOI.

3. **Background:**

The Indian Council of Medical Research (ICMR), the apex body in India for the formulation, coordination and promotion of biomedical research, is one of the oldest medical research bodies in the world. The ICMR has always attempted to address itself to the growing demands of scientific advances in biomedical research on the one hand and to the need of finding practical solutions to the health problems of the country, on the other. The ICMR has come a long way from the days when it was known as the IRFA, but the Council is conscious of the fact that it still has miles to go in pursuit of scientific achievements as well as health targets.

3. **Broad Scope of Work:**

Subject to the terms and conditions of an Agreement, ICMR shall engage the Law Firm to defend ICMR/Institutes/Centres before the Hon'ble Supreme Court, Hon'ble High Court, Hon'ble Tribunals, Appellate Authorities, Commission, other Forums having Judicial Authority etc., Arbitrations in India as per the Statutory enactments/Rules/Regulations of the Government of India. The Law Firm shall be responsible for drafting all kinds of legal documents whatsoever, in consultation with the ICMR and/or the concerned Institute/Centre of ICMR, as the case may be, and after approval of the competent authority in ICMR, the Law Firm shall further file the requisite documents before the respective legal forums.

4. **Tenure of Engagement:** The tenure of engagement shall be for a period of 1 year from the date of engagement, extendable further depending upon the performance of the Law Firm, for a period as determined in this regard, by the Competent Authority, ICMR. The engagement shall be only as per the terms & conditions of the Agreement.

5. **Eligibility Criteria:**

- (1) Minimum 25 years of experience in handling legal matters for Central and State Governments, Autonomous Organizations under the Central and State Governments, Public Sector Undertakings/ Universities or reputed Institutions etc.
- (2) Expertise in laws relating to Service matters, Contracts, Arbitration, Administrative Law, Civil, Criminal and other related legal matters.
- (3) The Law Firm should be a "Company" registered under The Companies Act, 1956 (amended from time to time) or a "Proprietorship Firm" as per law.
- (4) Adequate infrastructure and manpower to handle cases across jurisdictions.

**6. Pre-Qualification Criteria (PQC):**

The following will be the minimum Pre-Qualification Criteria (PQC). Responses not meeting the minimum PQC will be summarily rejected and will not be evaluated further, and no further communication in this regard shall be entertained:

| Sl. No. | Pre-Qualification Criteria  | Supporting copy of documents required<br><i>(All documents must be self-attested by the authorised signatory).</i> |
|---------|---|--|
| 1.      | The Applicant shall be a legal entity, registered as “Company” or “Proprietorship Firm” under the respective laws in India.   | Requisite as mentioned as para 5 (3) above.  |
| 2.      | The Applicant must be registered in India with taxation and other administrative authorities.   | PAN Card and GST Certificate.  |
| 3.      | The Applicant should have practised for at least 25 (years) in the profession.  | Long Term Engagements Documents, Pamphlet / Brochure/s etc.  |
| 4.      | The Applicant should not have been black-listed by any Central/State Government/Public Sector Undertaking, Government of India, at least in three (3) immediate preceding years (2023-2025).                                  | Undertaking on the Letter Head of the Applicant duly signed & stamped by Authorized Signatory (As per Format – 2). |
| 5.      | The Applicant should not be involved in any major litigation against the “Company” or “Proprietorship Firm” that may have an impact of affecting or compromising the conditions required under this EOI and in the Agreement. | Undertaking on Applicant’s Letter Head, duly signed and stamped (As per Format – 3).                               |

**7. Instructions to Applicants:**

- (1) Applicants are requested to go through all the methodology, eligibility criteria, pre-qualification requirements, scope of work for execution & requirements w.r.t. technical/financial capabilities for acceptance and submission of documents for verification by ICMR.
- (2) Photocopies of Documents signed by the authorized signatory to be furnished, as per eligibility & pre-qualification criteria.

- (a) Engagement letters of Central and State Governments, Autonomous Organizations under the Central and State Governments, Public Sector Undertakings or reputed Institutions etc.
- (b) Registration Certificate of the Law Firm from the Registrar of Companies (ROC) if it is a "Company" under The Companies Act, 1956 (amended from time to time) and/or Registration Certificate of the Proprietorship Firm.
- (c) PAN Card and GST Registration Certificate of the Law Firm.
- (d) Mandate Form of the respective Bank.
- (e) Licence to practice of the Advocate on Record, Designated Senior Advocate/s and the Advocate/s.
- (f) Registered Office Address.
- (g) Any other information which the Applicant may like to provide.

ICMR reserves the right to call for any clarifications confined in the broad scope, wherever such a clarification become necessary for proper judgment in evaluation.

**(3) Rejection Criteria:**

The application is liable to be rejected if:

- (a) The proposal is not submitted as per the requirements indicated in the EOI.
- (b) Not in the prescribed format.
- (c) Not properly signed as per requirements.
- (d) Received after the expiry of due date and time.
- (e) All relevant supporting documents are not furnished.
- (f) The proposal shall be substantially responsive without any material deviation, failing which the proposal shall be summarily rejected.

**(4) Disclaimer:**

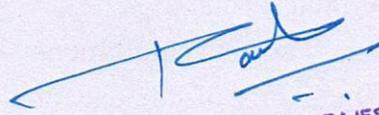
- (a) ICMR HQ shall not be responsible for any late receipt of applications for any reasons whatsoever.
- (b) ICMR HQ reserves the right to reject all applications without assigning any reasons thereof.
- (c) ICMR HQ may relax or waive of any of the conditions stipulated in this document as deemed necessary in the best interest of the ICMR without assigning any reasons thereof.
- (d) To include any other item in the scope of work at any time after consultation with Applicants or otherwise.

(5) Evaluation Methodology:

Screening of EOIs shall be carried out as per Eligible Criteria and Pre-Qualification Criteria mentioned in the EOI document and based on verification of documents submitted by the Applicant. Shortlisted Applicants will be sent the Agreement for execution.

(6) In case of any clarification required, please contact:

Ravi Shanker Meena,  
Section Officer (Legal Cell),  
V. Ramalingaswami Bhawan,  
Ansari Nagar, New Delhi-110029.  
Email legalcellicmrhq@gmail.com  
Phone No. +91-995330003.



जगदीश राजेश / JAGDISH RAJESH  
उपसहायक निदेशक (प्रशा.) / Deputy Director General (Admn.)  
भारतीय आयुर्विज्ञान अनुसंधान परिषद / Indian Council of Medical Research  
स्वास्थ्य अनुसंधान विभाग (स्वास्थ्य एवं परिवार कल्याण मंत्रालय)  
Department of Health Research (Ministry of Health & Family Welfare)  
डी. रामलिंगस्वामी भवन, अंसारी नगर, नई दिल्ली-110029  
V. Ramalingaswami Bhawan, Ansari Road, New Delhi-110029

**Expression of Interest**

*(To be submitted on Letter Head)*

To,

The Director General  
Indian Council of Medical Research,  
V. Ramalingaswami Bhawan,  
Ansari Nagar, New Delhi-110029.

Sub: Submission of Expression of Interest (EOI) for engagement of Law Firm.

Ref: EOI No. ICMR / EOI / LEGAL / 2025 dated 31 September, 2025.

Sir,

The undersigned having read and examined in detail all the EOI documents pertaining to engagement of Law Firm, do hereby express the interest to undertake the assignment/scope of work as mentioned in the EOI document. The details of the Law Firm and contact person are given below:

|    |   |  |
|----|---|--|
| 1. | Name of the Applicant   |  |
| 2. | Address   |  |
| 3. | Name, designation & address of the person to whom all references shall be made. |  |
| 4. | Telephone No. (with STD code).  |  |
| 5. | Mobile No. of the contact person.   |  |
| 6. | Email ID of the contact person.   |  |

The following documents are enclosed:

- (i) Requisite as mentioned as para 5 (3) above.
- (ii) PAN Card and GST Certificate.
- (iii) Long Term Engagements Documents, Pamphlet / Brochure/s etc.

- (iv) Undertaking on the Letter Head of the Applicant duly signed & Stamped by Authorized Signatory (As per Format – 2).
- (v) Undertaking on Applicant's Letter Head, duly signed and stamped (As per Format – 3).
- (vi) Requisite as mentioned as para 5 (4) and para 5 (5) above.
- (vii) Any other information which Applicant may like to provide.

I/we hereby declare that the information contained herein is true and correct to the best of my/our knowledge and belief.

Thanking you,  
Yours faithfully,

(Signature of the Authorised signatory)

Name:

Designation:

Seal:

Place:

Date:

**Undertaking with regard to Blacklisting**

*(To be submitted on Agency's Letter Head)*

To,

The Director General,  
Indian Council of Medical Research,  
V. Ramalingaswami Bhawan,  
Ansari Nagar, New Delhi-110029.

Sub: Undertaking regarding Blacklisting / Non-Debarment

Ref. No. Ref: EOI No. ICMR/EOI / LEGAL/2025 dated 31 September, 2025.

Sir,

It is hereby confirmed and declared that ..... is not blacklisted/debarred by any Government Department/Public Sector Undertaking/Private Sector/or any other agency for which works/assignments/services have been executed/undertaken.

Yours faithfully,

(Signature of the Authorised signatory)

Name:

Designation:

Seal:

Date:

Place:

**Format-3**

**Undertaking with regard to Non-Litigation**

*(To be submitted on Agency's Letter Head)*

To,

The Director General,  
Indian Council of Medical Research,  
V. Ramalingaswami Bhawan,  
Ansari Nagar, New Delhi-110029.

Sub: Undertaking regarding Litigation.

Ref. No. Ref: EOI No. ICMR/EOI/LEGAL/2025 dated 31 September, 2025.

Sir,

It is hereby confirmed and declared that ..... does not have any litigation/arbitration history with any Government Department/Public Sector Undertaking/or any other Public Authority with which any MoU/Agreement was/has been executed/undertaken.

Yours faithfully,

(Signature of the Authorised signatory)

Name:

Designation:

Seal:

Date:

Place: