

EXPRESSION OF INTEREST
EMPANELMENT OF LAW FIRM (S)

1. Title:

The Indian Council of Medical Research (ICMR), an autonomous organization under the Department of Health Research, Ministry of Health & Family Welfare, Government of India, invites applications from reputed and experienced Law Firm/ Company/ Proprietorship/ LLP 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 entity/entities 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 Hqrs./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, Quasi forums and any other legal work assigned by ICMR.

3. Methodology:

The Indian Council of Medical Research (ICMR) HQ, New Delhi shall select the entity/entities 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)

The selected entity/entities will be required 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 entity/entities 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.

2. Schedule for the Applicants is as under:

EOI Document Number	ICMR / EOI / LEGAL / 2026 dated August 12, 2026.
Date of Publication	August 17, 2026.
Last date/Time of submission	September 16, 2026:1730 hrs.

Note: The EOI may be submitted through Email to **legalce clicmrhq@gmail.com** shortlisted entity/entities shall 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.

4. Broad Scope of Work:

Subject to the terms and conditions of the Agreement, ICMR shall engage the selected entity/entities to represent and defend the interests of ICMR and its Institutes/Centres before the Hon'ble Supreme Court of India, Hon'ble High Courts, Central Administrative Tribunal and other Tribunals, Appellate Authorities, Commissions, Arbitral Tribunals, and all other judicial, quasi-judicial, statutory, and regulatory forums within India, in accordance with the applicable laws, rules, regulations, and statutory enactments.

The selected entity/entities shall be responsible for drafting, settling, vetting, filing, and conducting all pleadings, petitions, affidavits, written submissions, applications, appeals, rejoinders, replies, counter-affidavits, and such other legal documents as may be required in connection with the proceedings. Such drafting and filing shall be undertaken in consultation with ICMR and/or the concerned Institute/Centre, as the case may be, and shall be subject to the approval of the Competent Authority of ICMR wherever required. The selected entity/entities shall thereafter take all necessary steps for filing and pursuing the matter before the concerned forum and

shall effectively safeguard the interests of ICMR and its Institutes/Centres throughout the proceedings.

5. Tenure of Engagement:

The engagement shall initially be for a period of one (01) year from the date of execution of the Agreement. The tenure may, at the sole discretion of ICMR, be extended for such further period(s) as may be determined by the Competent Authority, based on the performance, conduct, and continued requirement of services of the engaged entity/entities.

The engagement shall be governed exclusively by the terms and conditions stipulated in the Agreement, and no right to extension, renewal, or continuation of the engagement shall accrue to the engaged entity/entities unless expressly approved by the Competent Authority, ICMR.

5. Eligibility Criteria:

- (1) Minimum 10 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) Adequate infrastructure and manpower to handle cases across jurisdictions.

6. Pre-Qualification Criteria (PQC):

The following constitute the minimum Pre-Qualification Criteria (PQC) for participation in the selection process. Applicants failing to satisfy any of the prescribed PQC requirements, or failing to furnish the requisite documentary evidence in support thereof, shall be deemed ineligible and their applications/proposals shall be rejected summarily at the preliminary stage.

Such applications/proposals shall not be considered for further evaluation, and no correspondence, representation, clarification, or request for reconsideration in this regard shall be entertained by ICMR:

Sl. No.	Pre-Qualification Criteria	Supporting copy of documents required <i>(All documents must be self-attested by the authorised signatory).</i>
1.	The Applicant must be a Company/ Law Firm/ Proprietorship/ LLP registered in India.	PAN Card/Registration Certificate (any other relevant documents)
2.	The Applicant Company/ Law Firm/ Proprietorship/ LLP should have been in practice for at least (ten years) in the profession.	Long Term Engagements Documents, Pamphlet / Brochure/s etc.
3.	The Applicant Company/ Law Firm/ Proprietorship/ LLP should not have been black-listed by any Central/State Government/Public Sector Undertaking, Government of India.	Undertaking on the Letter Head of the Applicant duly signed & stamped by Authorized Signatory (As per Format – 2).
4.	The Applicant Company/ Law Firm/ Proprietorship/ LLP should not be involved in any major litigation against any Government Department/Public Sector Undertaking/or any other Public Authority 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 criteria, 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, Authorities Autonomous Organizations under the Central and State Governments, Public Sector Undertakings or reputed Institutions etc.
 - (b) PAN Card
 - (c) Mandate Form of the respective Bank.
 - (d) Licence to practice of the Advocate on Record, Designated Senior Advocate/s and the Advocate/s.
 - (e) Registered Office Address.
 - (f) 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:


17/8/26
रवि शंकर मीणा / Ravi Shanker Meena
प्रशासनिक अधिकारी, विधि प्रकोष्ठ / Administrative Officer, Legal Cell
भारतीय आयुर्विज्ञान अनुसंधान परिषद / Indian Council of Medical Research
स्वास्थ्य एवं परिवार कल्याण मंत्रालय, भारत सरकार
Ministry of Health & Family Welfare, Govt. of India
जी. रामालिंगस्वामी भवन, अंसारी नगर, नई दिल्ली-29
V. Ramalingaswami Bhawan Ansari Nagar, New Delhi-29
(Ravi Shanker Meena)

Administrative Officer (Legal Cell)
Indian Council of Medical Research (ICMR)
V. Ramalingaswami Bhawan,
Ansari Nagar, New Delhi-110029.
Email legalcellicmrhq@gmail.com
Phone No. +91-9953300083.

Format-1

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 / 2026 dated August 12, 2026.

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:

Format-2

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/2026 dated August 12, 2026.

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:

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/2026 dated August 12, 2026.

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: