

SAHITYA AKADEMI
NEW DELHI

(LEGAL SECTION)

**Expression of Interest (EOI) for Empanelment
of Law Firms and Advocates**

Sahitya Akademi, New Delhi invites applications from qualified and experienced Advocates and Law Firms for defending Sahitya Akademi, New Delhi mainly in the court cases on service matters and other litigations including contractual disputes. The requirements and other details can be seen in the Expression of Interest document uploaded on the website of Sahitya Akademi, New Delhi at www.sahitya-akademi.gov.in. The last date for submission of applications is 15th July 2026.

SAHITYA AKADEMI
NEW DELHI-110001

LEGAL SECTION

No.

11.06.2026

EXPRESSION OF INTEREST (EoI)
FOR EMPANELMENT OF ADVOCATES/LAW FIRMS
FOR SAHITYA AKADEMI, NEW DELHI

1. The Sahitya Akademi, India's National Academy of Letters, was established in 1954 by the Government of India. As India's Premier literary institution, the Akademi preserves and promotes literature contained in 24 Indian Languages recognized by it through Awards, Fellowships, Grants, Publications, Literary Programmes, Workshops and Exhibitions. The Akademi also undertakes literary exchange programmes with various countries across the globe to promote Indian literature beyond the shores of India.

Taking into consideration the complex needs of the organization, the Sahitya Akademi is looking for empanelment of competent and experienced Advocates and Law firms at its administrative office in New Delhi. The services of Advocates/Law firms will be mainly utilized in the matters/litigation work being contemplated at various forum, that is, Hon'ble Supreme Court of India, Hon'ble High Court of Delhi, District Courts in matters relating to Staff, Promotion, Sexual Harassment, RTI matter at CIC, Disciplinary proceedings etc., within Delhi as well as outside Delhi region.

2. The Sahitya Akademi invites "Expression of Interest Applications" from interested Advocates/Law Firms for the Scope of Work(SoW) which inter-alia includes the following:-
 - i. Rendering legal services and providing opinion, as and when referred to, on matters related to Staff, Sexual harassment, RTI matters at CIC, Employees retirement benefits and Disciplinary proceedings etc., besides other litigation matters.
 - ii. Handling notices and other legal queries, as and when referred.
 - iii. Representing the Sahitya Akademi before any Court of Law or Tribunal or Statutory Body or Quasi-judicial authority or Arbitrators/Arbitral Tribunals under the relevant act(s) and any other proceedings, as and when referred to.
 - iv. Conducting legal due diligence, as and when referred to.
 - v. Providing legal opinion, advice related to Legal matters of the Sahitya Akademi as and when referred to.
 - vi. Legal Vetting of draft notices, agreements, bidding documents, MoAs, MoUs etc.
3. Essential Criteria
 - i. The responding Advocates and Law Firms should be registered under the Statutes of India.
 - ii. They should be having office in Delhi.
 - iii. Advocates/Law Firms should possess minimum experience of Seven/Ten years, respectively, in representing Autonomous Bodies, Government Departments on Contractual Disputes, in Service matters, Environmental Litigation etc.

- iv. Advocates/Law Firms must have the requisite infrastructure and in-house capability.
- v. Advocates/Law Firms should possess professional expertise especially in handling cases in the areas stated above.
- vi. Advocates/Law Firms should not have been debarred by any Central/State Government.

4. Expected expertise/inputs

- i. Understanding of the scope of Work;
- ii. Domain specific experience in each of the areas relevant to Sahitya Akademi; and
- iii. Adequate in-house capacity to meet the SoW.

5. Expected Deliverables

- i. Timely opinions on the referred issues; and
- ii. Prompt legal services

6. Correspondence with Applicant

Given and except as provided in EoI, the Sahitya Akademi shall not entertain any correspondence with any applicant in relation to the acceptance or rejection of any application. Sahitya Akademi, in its sole discretion and without incurring any obligation or liability, reserves the right, at any time to:

- (a) Suspend and/or cancel the EOI process and/or amend and/or supplement the EOI process or modify the dates or other terms and conditions relating there-to.
- (b) Consult any applicant in order to receive clarification or further information.
- (c) Empanel or not to empanel any applicant.
- (d) Retain any information and/or evidence submitted to the Sahitya Akademi, on behalf of, and/or in relation to any applicant and/or.
- (e) Independently verify, disqualify, reject and/or accept any and all submissions or other information and/or evidence submitted by or on behalf of any applicant.

7. Fee Schedule:

The schedule of fee payable for services rendered, shall be applicable as decided by Sahitya Akademi from time to time.

8. (i) The applications received will be evaluated and the Advocates/Law Firms will be empanelled on the basis of their expertise and experience in litigation.

(ii) The Advocates/Law Firms shall be solely responsible for the correctness of the details provided in their applications. In case of any misrepresentations notice at any time, the Advocates/Law Firm shall be removed from the list of empanelment and the cases in hand will be withdrawn and the advocate/firm shall be debarred for two years from entrustment of any work of the Sahitya Akademi.

(iii) Sahitya Akademi reserves the right to allot matters/cases to the advocates/law firms from the empanelled list or outside the list, at its sole discretion.

9. Validity of Empanelment:

The empanelment shall be valid for two years. However, the Sahitya Akademi reserves the right to modify the validity period at its sole discretion, without assigning any reasons.

10. Submission of Application:

All EOI applications shall be addressed to the DS(Admin.) and delivered at the address given below. All EOI applications should include the details mentioned in the format which may be downloaded from the Sahitya Akademi website: www.sahitya-akademi.gov.in. Eligible and interested Advocates/Law Firms are invited to submit their applications so as to reach at the following address and also on email address mentioned below before due date/time, that is 15th July 2026.

Deputy Secretary(Admin.)
Sahitya Akademi,
Rabindra Bhawan,
35, Ferozeshah Road,
New Delhi-110001
Tel: 011-23386626/27/28
Email: ds.admn@sahitya-akademi.gov.in

Applications received late shall be summarily rejected.

Disclaimer: This EOI is not an agreement and is neither an offer nor invitation by the Sahitya Akademi to the prospective applicants or any other person. The purpose of this EoI is to provide interested parties with information that may be useful to them in the formulation of their Applications pursuant to this EoI. The Sahitya Akademi may, in its absolute discretion but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this EoI. The Sahitya Akademi reserves its rights to reject any or all of the applications without assigning any reason thereof.

FORMAT OF APPLICATION FOR ADVOCATE

Affix
Photograph

1. Name :

2. Date of Birth(Age as on application due date) :

3. Educational Qualifications: most recent First)

Sr.No.	Degree/Courses	Institute/University/College	Year of Passing	% Marks/CGPA

4. Address, Contact Nos. and E-mail :

5. Date of Enrolment, Name of Bar Council :
(enclose copy of Enrolment certificate)

6. Date of enrolment as an Advocate-on-Record :
Of the Supreme Court and Registration No.

7. The courts where the Advocate is regularly :
Practicing(enclose Bar Association Membership
Certificate)

8. Period of practice and Area of Specialization :

9. Brief list of clients : Government Departments/ :
Autonomous Body etc

10. Whether Counsel/Pleader of any Government :
Name of Departments/Autonomous Body (indicate
period)

Deptt./Autonomous Body etc.:

On Panel: From_____to_____
Avg. No. of matters assigned in a
Year_____

11. Details of Experience/practice in relevant field :

Sr.No.	Area of Practice	Courts/Tribunals/Authorities before which practiced	Period of practice
A.			
B.			
C.			

12. Details of landmark cases defended by the Advocate on behalf of Government Department/Autonomous Body etc.,

(a) Before Central/State Administrative Tribunals/Quasi-Judicial Bodies

Sr.No.	Title of matter	Date of Judgement	Details of Tribunal	Pl provide copy of Brief(attach the proof of association with this matter)

(b) Before Hon'ble High Court

Sr.No.	Title of matter/Case details	Citation	Date of Judgement	Name of Court & details of Bench(Single/DB)

Landmark Judgments

Sr.No.	Title of matter/Case details	Citation	Date of Judgement	Name of Court & details of Bench(Single/DB)

(c) Before Hon'ble Supreme Court

Sr.No.	Title of matter/Case details	Citation	Date of Judgement	Details of the Bench

Landmark Judgments

Sr.No.	Title of matter/Case details	Citation	Date of Judgement	Details of the Bench

13. (i) Details of Juniors/Associates available for Legal Work (with more than five years of experience)

Sr.No.	Name of the Advocate/Junior/Associate	Name of University/Law College/Institute/year of Law Graduation	Year of Enrolment & Bar Membership No.	Total Cases handled	Years of Experience in the relevant field

(ii) Details of Juniors/Associates available for Legal Work (with below five years of experience)

Sr.No.	Name of the Advocate/Junior/Associate	Name of University/Law College/Institute/year of Law Graduation	Year of Enrolment & Bar Membership No.	Total Cases handled	Years of Experience in the relevant field

14. Any other information you may like to give :
15. A brief note on suitability for empanelment :
16. List of Enclosures : (a) Ref. EOI
(b) Others as required

DECLARATION

- (i) I declare that I have never been penalized by any Bar Council/Courts of Law in any Disciplinary and Judicial Proceedings.
- (ii) I undertake that the information given above is true and correct. I also undertake to maintain absolute secrecy about the cases of the Sahitya Akademi.
- (iii) I agree to the terms and conditions for engagement and placement on panel.

Signature of Advocate

Address(office & residence/chamber)
Tel.No.....
Mobile No.....
Email.....

FORMAT OF APPLICATION FOR LAW FIRM

1. Name of the Law Firm :
2. Constitution :
3. Address :
4. Contact Nos. :
5. E-mail address :
6. Names of Partners/Associates : a.
b.
c.
d.
e.
7. Date of Incorporation :
8. Number of Advocates employed :
9. Period of practice & Areas of Specialization :
10. Brief list of clients e.g. Government Departments/
Autonomous Bodies : a.
b.
c.
d.
e.
11. Whether on Panel of any Government Body : On Panel: From_____to_____
Name of Departments/Autonomous Body(Pl. indicate Avg. No. of matters assigned in a year
period against each name and Avg. No. of matters _____
assigned in a Year)
12. Details of Experience/practice in the relevant field :

Sr.No.	Area of Practice	Courts/Tribunals etc. before which practised	Period of practice
A.			
B.			
C.			

13. Details of landmark cases defended on behalf of any Government Department/Autonomous Body etc.

(a) Before Central/State Administrative Tribunals

Sr.No.	Title of matter	Date of Judgement	Details of Tribunal	PI provide copy (attach the proof of association with this matter)

(b) Before Hon'ble High Court

Sr.No.	Title of matter/Case details	Citation	Date of Judgement	Name of Court & details of Bench(Single/DB)

Landmark Judgments

Sr.No.	Title of matter/Case details	Citation	Date of Judgement	Name of Court & details of Bench(Single/DB)

(c) Before Hon'ble Supreme Court

Sr.No.	Title of matter/Case details	Citation	Date of Judgement	Details of the Bench

Landmark Judgments

Sr.No.	Title of matter/Case details	Citation	Date of Judgement	Details of the Bench

14. Details of profiles of Partners/Sr. Associates/Associates

Sr.No.	Name of the Partners/ Sr.Associates/Associates	Law College/Institute/ year of Law Graduation	Year of Enrolment & Bar Membership No.	Total Cases handled so far	Years of Experience in the relevant field

15. (i) Details of Juniors/Associates available for Legal Work (with more than five years of experience)

Sr.No.	Name of the Advocate/Junior/Associate	Name of University/Law College/Institute/year of Law Graduation	Year of Enrolment & Bar Membership No.	Total Cases handled	Years of Experience in the relevant field

(ii) Details of Juniors/Associates available for Legal Work (with below five years of experience)

Sr.No.	Name of the Advocate/Junior/Associate	Name of University/Law College/Institute/year of Law Graduation	Year of Enrolment & Bar Membership No.	Total Cases handled	Years of Experience in the relevant field

16. Any other information you may like to give :

17. A brief note on suitability for empanelment :

18. List of Enclosures : (a) Partnership deed/Certificate of Incorporation/registration
(b) Details of Partners individually
(c) Ref. EOI
(d) Others as required

DECLARATION

- (i) I declare that our firm or any member thereof have never been penalized by any Bar Council in any Disciplinary Proceedings.
- (ii) I undertake that the information given above is true and correct. I also undertake to maintain absolute secrecy about the cases of the Sahitya Akademi.
- (iii) I agree to the terms and conditions for engagement and placement on panel.

(Signature of Managing Partner with Seal)
Name: _____

Address (office)
Tel.No.....
Mobile No.....
Fax No.....
Email.....