



# चंडीगढ़ इंटरनेशनल एयरपोर्ट लिमिटेड Chandigarh International Airport Limited

CHIAL/Legal/Empl/Adv/01/2025

Date: 08/01/2025

## **Notice of Empanelment of Advocates**

The Chandigarh International Airport Limited (CHIAL) intends to engage two Advocates having their office in Chandigarh for representing it before different Courts and Tribunals, rendering legal advice, drafting and vetting of petitions, appeals, replies, etc.

The details of eligibility criteria, terms and conditions and schedule of fee for empanelment of Advocates/Law firms are attached herewith as Annexure.

Interested and eligible Advocate/Law Firm may send/submit their application in the prescribed proforma to the Manager (HR), CHANDIGARH INTERNATIONAL AIRPORT LIMITED (CHIAL), NEW CIVIL AIR TERMINAL, JHURHERI, MOHALI, PUNJAB-140306 before 29.01.2025.

**Manager (Legal),  
Chandigarh International Airport Limited (CHIAL)**

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पंजीकृत कार्यालय: कक्ष संख्या 1, परियोजना कार्यालय भवन, सिविल एयरपोर्ट, चंडीगढ़- 160003

Registered Office: New Civil Terminal, Civil Airport, Chandigarh- 160003

कॉर्पोरेट कार्यालय: नई सिविल एयर टर्मिनल, झुरेरी, मोहाली (पंजाब) 140306

Corporate Office: New Civil Air Terminal, Jhurheri, Mohali (Punjab) 140306

Tel No. : 0172-2242004, Fax No. 0172-2242003, email: [ceo@chial.org](mailto:ceo@chial.org)

CIN U63013CH2010GOI031999

# **CHANDIGARH INTERNATIONAL AIRPORT LIMITED**

## **Notice for Expression of Interest**

**Subject: Empanelment of advocates for representing and assisting the CHIAL before various Courts/ Tribunal etc. – regarding.**

Chandigarh International Airport Limited (CHIAL) is a joint venture company incorporated under companies Act, 1956 by Airports Authority of India (AAI) in association with Punjab Government through Greater Mohali Area Development Authority (GMADA) and Haryana Government through Haryana Urban Development Authority (HUDA) to develop operate and maintain Chandigarh International Airport which has come up with a new state of art International Airport at Mohali, Punjab.

The Chandigarh International Airport Limited (CHIAL) intends to engage Advocate(s) for representing CHIAL before different Court(s)/Tribunal(s) for rendering legal advice, drafting of petitions, vetting of legal documents etc.

Interested Advocates may submit their application in the attached Performa. The details and terms & conditions are as under:

### **1. General**

For the purposes of these Guidelines, the terms used will have the following meaning:

- i. 'Advocate' means an advocate, entered in any roll of advocates under the provisions of Advocates Act, 1961 (25 1961).
- ii. The court shall mean and include any tribunals, sessions court, district court, High Court, or Supreme Court.
- iii. 'Effective Hearing' shall mean a hearing in which either one or both or all the parties involved in a case are heard by the court. If the case is only mentioned and adjourned or only directions are given or judgment is pronounced, it would not constitute an effective hearing for the purposes of these guidelines.
- iv. The term 'similar cases' shall mean two or more cases in which identical or substantially similar questions of law or facts are involved.
- v. If required and considered appropriate by the CHIAL, Attorney General of India/Solicitor-General of India/Additional Solicitor General/Advocate General/Designated Senior Advocates may be engaged to argue the cases on behalf of

the CHIAL keeping in view the urgency and importance of a particular matter. They shall be engaged on case to cases basis with the approval of the CHIAL.

## **2. Tenure/terms of Empanelment**

The initial empanelment of the Advocate(s) will be for a period of 2 years. Performance of empanelled advocates shall be reviewed on annual basis. However, on completion of the term and satisfactory performance of the advocate, the empanelment may be renewed for a further period as the CHIAL may decide. The CHIAL reserves the right to terminate the empanelment of any Advocate(s) at any time.

## **3. Eligibility for Empanelment**

- i. The Advocate(s) should be familiar with various branches of law especially those concerning Constitutional law, Civil law, Commercial law, Economic laws, Corporate law, Aviation law and other relevant laws relating to regulation.
- ii. The Advocates are required to have the minimum professional/court practice experience as under:
  - a) For empanelment for the High Courts / Subordinate District Courts atleast 10 years' experience needed.
  - b) Legal Counsel located in Chandigarh and have well-equipped Chamber/office in Chandigarh.

For considering empanelment, generally those Advocates, who are regularly practising, including Advocates-on-Record of High Court, would be considered, if they are otherwise found to be competent and suitable.

However, the CHIAL reserves the right to relax, any or all of the above conditions, at its sole discretion.

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

- i. The fee payable to the structure given at Appendix-1 to time. Advocate shall be governed by the Schedule of Fee attached with these guidelines as amended from time
- ii. The advocate empanelled/ engaged may claim full fees for appearance only in cases of effective hearing. For non-effective hearing the Advocates shall be entitled for 1/4th of the fees.

- iii. Where two or more cases involving substantially identical or similar questions of law or facts, one of such cases will be treated as a lead case and others as identical/connected cases and the advocate/counsel shall be paid full fee for the main case and 10% of the fee of main case for each of the identical or similar/ connected case, subject to a maximum of 10 cases only.
- iv. When the case is listed for hearing but adjournment is sought by CHIAL, the Advocate will be entitled for 1/4th of the applicable fee only in one case, irrespective of the number of cases listed for hearing. No fee shall be payable if advance notice of adjournment is received. The fee payable for cases listed for notice or direction shall also be regulated in the similar manner.
- v. The Advocate will be paid clerkage @ 10% only for effective hearing. The miscellaneous expenses such as typing, photocopy, etc. will be paid on actual basis.
- vi. If an Advocate is required to appear in an outstation court/ tribunal, the travelling, hotel and transport arrangement will be made by the CHIAL as under:
  - a) Journey by air (Economy class) or by train (first class). Appropriate arrangements for boarding and lodging will be made as per discretion of CHIAL
- vii. The CHIAL shall have the right in exceptional cases to order for payment of fee more than the fee mentioned in the schedule, keeping in view the importance of the matter and the labour and effort put in by the advocate in a particular case. It shall also have the power to fix the fee for eventualities which have not been mentioned in the schedule or till the appropriate amendment is made in these guidelines by the CHIAL.
- viii. No retainer fee shall be paid to any panel Advocate merely because such advocate has been empanelled.

## **5. Procedure for Empanelment**

- A. The CHIAL will consider the bio-data for empanelment only on merit after due notice in this regard is published on the website of the CHIAL. While considering the request from the advocates, following points shall be considered:
- i. Length of practice and specialization in the area of law concerning the CHIAL.
  - ii. Proper and adequate infrastructure of an advocate, such as office premises, number of junior advocates, assistants, clerks and fax, mobile phone, fixed phone, internet connection, etc.
  - iii. Annual income-tax return filed with the Tax Authorities.

- iv. Track record and integrity.
- v. If considered necessary, an enquiry in the respective Bar Council/ Bar Association about the claims and conduct of the advocate to be empanelled can also be made, and credentials verified.
- vi. If the advocate is empanelled by other regulators/ organizations, opinion of those organizations may be obtained. The above list is illustrative and not exhaustive. The CHIAL may also consider any other factor relevant for empanelment.

B. In case large no. of application are received, only short-listed candidates will be called for interview. The committee constituted for scrutinising the applications may devise criteria with the approval of Competent Authority, for shortlisting the application keeping above factors in to consideration.

C. The documents submitted by applicants in support of their claims made in the application will be verified with original documents at the time of interview.

#### **6. Documents to be obtained from the Advocate**

The Advocates will be required to furnish their Bio-data as per the format given in Appendix

2. The attested copies of the following documents required to be submitted with application:

- 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 office order/letter of empanelment issued by other PSUs/ Government Bodies etc.
- v. Certificates in support of educational qualifications.
- vi. An undertaking from the advocate to the effect that all information furnished is correct.

#### **7. Communication of Empanelment**

After a decision to empanel the advocate(s) is taken, a communication in writing to this effect shall be sent to the Advocate as per Appendix-3 with acknowledgement and acceptance due. The process of empanelment shall be complete when CHIAL receives an acceptance letter from the advocate.

#### **8. Rights Of CHIAL**

The CHIAL reserve the right to:

1. Cancel this notice at any stage of the process without assigning any reason thereof and no claim/ dispute in this regard shall be entertained;
2. To reject any/ all applications without assigning any reason thereof;
3. To relax or waive any of the conditions stipulated in this document as deemed necessary in the best interest of CHIAL without assigning any reason thereof;
4. If there are a large number of applications received, then the CHIAL reserves the right to select candidates for interview according to the specific conditions and requirements.
5. The empanelment of the Advocate shall be the sole discretion of the CHIAL. No person(s) will have any claim for being empanelled. CHIAL reserves the right to empanel and assign them job(s) as per the requirement which is solely its discretion.

### **9. 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 the CHIAL.
- ii. An advocate shall not advise any party or accept any case against the CHIAL in which he has appeared or is likely to be called upon to appear or advice.
- iii. If the advocate happens to be a partner of a firm of lawyers or solicitors, it will be incumbent upon the firm not to entertain any case against the CHIAL arising in any court.

### **10. Disablements**

Disablement on the part of the Advocate shall mean and include any of the following:

- i. Giving false information in the application for empanelment;
- ii. Handing over the brief or matter to another advocate without prior written permission of the CHIAL;
- iii. Failing to attend the hearing of the case without sufficient reason and prior information;
  - a) Not acting as per CHIAL's instructions or going against specific instructions;
  - b) Not returning the brief when demanded or not allowing or evading to allow its inspection on demand;
- iv. Misappropriation of the CHIAL's funds or earmarking, using the same towards his fee without CHIAL's permission;
- v. Threatening, intimidating or abusing any of the CHIAL's employees, officers, or representatives;

- vi. Making any of his associates or juniors to appear on behalf of any of the opposite parties in cases/ appeal related to CHIAL's without permission;
- vii. Committing an act tantamounting to contempt of court or professional misconduct;
- viii. Conviction of the Advocate in any offence resulting into arrest or detention or disbarment by the Bar Council;
- ix. Passing on information relating to CHIAL's case on to the opposite parties or their advocates which is likely to cause damage to the CHIAL's interests;
- x. Giving false or misleading information to the CHIAL relating to the proceedings of the case; and
- xi. Frequent adjournment being obtained or not objecting the adjournment moved by other party without sufficient reason.

Empanelment shall be liable to be cancelled due to occurring of any of the above disablements on the part of the Advocate.

### **11. Removal of 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 CHIAL and the decision of the CHIAL thereon shall be final.

**Appendix-1****SCHEDULE OF FEES****CATEGORY OF SERVICE**

<b>Sl.No.</b>	<b>Category of service</b>	<b>HIGH COURT</b>	<b>Arbitration Tribunal</b>	<b>District &amp; Subordinate Courts</b>
<b>1.</b>	Effective hearing	Rs. 12,000/-	Rs. 10,000/-	Rs. 7,500/-
<b>2.</b>	Non-Effective Hearing	Rs. 3,000/-	Rs. 2,500/-	Rs. 1,875/-
<b>3.</b>	Drafting/Vetting charges of Appeals/Writ petitions/ Replies/ Counter Affidavit/Claim/ Counter Claim/ Written Statement/ Plaints/ petition	Rs.20,000/- Including preparation and study of case	Rs. 10,000/- Including preparation and study of case	Rs. 15,000/- Including preparation and study of case
<b>4.</b>	Drafting/Vetting charges Interim application/ Misc. Civil Petition/ Replies thereto/ Rejoinder/ Replications/Misc. Application/ Caveat etc./ Other than in Clause 3	Rs. 4,000/-	Rs. 4,000/-	Rs. 4,000/-
<b>5.</b>	Conference and Consultations	Rs. 1000/- Per Hour		
<b>6.</b>	Drafting of Written Opinion and legal Notice/replies thereto including conference	Rs. 10,000/- Including preparation and study of case		
<b>7.</b>	Senior Advocate/ ASG / SG/ AG	To be paid with the approval of competent Authority		
<b>8.</b>	Clerkage	Up to 10% of fee subject to a Maximum of Rs. 1500/-		



## Appendix-2

### Application for Empanelment of Advocate

1.	Name of the Advocate		Paste Self - Attested recent passport size photograph
2.	Father's/Husband Name		
3.	Date of Birth (on closing date)		
4.	Office/Chamber Address		
5.	Residence Address		
6.	Mobile Number		
7.	E-mail Address		
8.	Educational Qualifications		
9.	Registration/Enrolment Details of Bar Council		
10.	Courts where the Advocate is regularly practicing (Furnish Bar Association Membership Details)		
11.	Period of Practice		
12.	Area of Practice		
13.	Details of Experience/Practice (Separate sheet may be attached)		
14.	Specialization, if any (Details of a few important cases the Advocate has dealt with /handled and reported judgment, if any) (Separate sheet may be attached)		
15.	Whether a Central Govt. Counsel/Pleader (indicate period)		
16.	Brief list of clients (for e.g., Govt./ Commissions/Regulatory/Statutory/ Autonomous Body) (Separate sheet may be attached)		
17.	PAN Number		
18.	Experience in handling airport services related law matter (which may contain a brief note on suitability for empanelment)		

### Declaration

I declare that I have never been penalized by any Bar Council in any disciplinary proceedings. I also undertake to maintain absolute secrecy about the cases of the CHIAL.

Signature of Advocate

Name

Address (Office/Residence and Chamber)

Mobile No.

Fax No.

E-mail:

To,

Mr./Ms.-----

Advocate

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**Subject: Empanelment as CHIAL's Advocate**

Dear Sir/Madam,

This is with reference to your application dated-----wherein you have evinced interest for empanelment as an advocate with the Authority. We are pleased to inform that your request has been considered favourably and you are advised to give your assent for empanelment on following terms and conditions (A copy of guidelines enclosed):

1. You will abide by CHIAL's terms and conditions and you will not claim any retainer fee or employment in CHIAL service.
2. You will not accept any case against the CHIAL.
3. You will take necessary steps to protect the interest of the CHIAL in matters entrusted to you from time to time.
4. Empanelment does not confer any right or claim that you alone should be entrusted with the CHIAL's work.
5. You will personally deal with the case assigned to you in addition coordinating and working with designated Senior Advocate, if any, engaged in some matter.
6. The CHIAL may at any time, as its discretion, withdraw from you any proceedings/matter/brief and may discontinue you as CHIAL's advocate without assigning any reason thereof and without paying any further fees.
7. You will keep CHIAL informed about the developments in the matters entrusted to you.
8. Unless a case is specially assigned to you by the CHIAL, you will not on your own receive Summons/Notices of the CHIAL's matters and even if you receive, if no Vakalatnama is given to you, you shall not otherwise deal with such cases. However, you will immediately inform CHIAL in this regard.

9. You shall not use CHIAL's name or symbol, logo in your letter heads, sign boards name plates etc.
10. In case of any misconduct, the CHIAL will take appropriate action against you which includes filing complaint with Bar Council and recovery of financial loss caused to the CHIAL due to your misconduct.
11. In case of initiation of any disciplinary proceedings/criminal proceedings against you, the CHIAL may remove you from the panel even without waiting for the conclusion of such proceedings.
12. Your performance will be reviewed on yearly basis and if your services are not required/ found up to the mark, CHIAL may remove you from panel and the cases/matters entrusted to you will be taken back from you.
13. You are required to maintain absolute secrecy about the cases of the CHIAL as required under the Act, relevant rules and regulations and you shall not divulge any details to an outsider or opponent as the case may be without written consent of the CHIAL.
14. You are requested to return the duly signed duplicate copy of this letter indicating your unconditional consent.

Yours faithfully,  
(Authorized Signatory)