



Head office Building, East Gate
Jawaharlal Nehru Stadium Complex

F. NO. 01-02009/2/2021-HO-Legal Division /2479

Dated: 20.05.2026

EXPRESSION OF INTEREST
EMPANELMENT OF LEGAL COUNSEL(S)

The Sports Authority of India (SAI), an Autonomous body under Ministry of Youth Affairs & Sports, Government of India invites applications for empanelment of Legal Counsels for the Head Office at New Delhi to represent on its behalf before Hon'ble Supreme Court of India, Hon'ble High Court, Tribunals, Commission and in all Courts in the following categories:

1. Service matters
2. Non-Service matters
3. Labour matters
4. Sports related matters
5. Arbitration matters.
6. Contracts, Agreements, Intellectual property Act and Copy Right related matters
7. Any other Miscellaneous matters.

The service of panel of Legal Counsels will also be utilized for seeking advice, vetting of documents, drafting of MoUs / agreements, contracts, Speaking Orders, reply to Legal Notices etc. As per the requirement in crucial cases, the Legal Counsels may have to represent SAI in Courts out of Delhi.

The eligible and desirous Legal Counsels fulfilling the following qualification and experience criteria may apply as per the prescribed format at **Annexure A** alongwith the self-attested documents showing length of experience, proof/details of prior empanelment in government organization / Institutions / Govt. department / PSUs / Banks, enrollment certificate etc.

Interested Legal Counsels fulfilling the requirements are invited to submit their application for empanelment as per Annexure A & B.

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I. ELIGIBILITY CRITERIA:

1. The Legal Counsel should be registered with the Bar Council of India/State Bar Council and must possess a minimum of 08 years' standing at the Bar as on the closing date of submission of applications under this EOI.
2. Legal Counsel must have experience of working in at least **one government organization / Institutions / Govt. department / PSUs / Bank**. The empanelment letter of the same is to be attached with the application being submitted by the individual.
3. Legal Counsel located in Delhi and have well-equipped office in Delhi-NCR .
4. The empanelment is strictly for professional services of experienced Legal Counsel in their personal capacity. The law firm or any individual applicant representing the Law firm shall not be entertained

II. TENURE:

1. The initial tenure of empanelment of the Legal Counsel will be for two (02) years
2. The tenure may be extended by another one year on mutual consent, however, it's purely based on performance review.

III. TERMS AND CONDITIONS RELATING TO FEE:

1. The empaneled Legal Counsel would be paid fee as per the OM dated 05.02.2026 of Ministry of Law & Justice, Dept. of Legal Affairs and the Office Memorandum dated 18.05.2022 attached as Annexure C. All payments will be made in INR
2. No interest shall be paid for any delayed payment.
3. Legal Counsel should submit the bill by the 28th of every month along with details regarding Court order, Cause list or e-mail trail for drafting and legal opinion.
4. No retainer fee shall be paid to SAI Panel Counsel

IV. HOW TO APPLY

1. Eligible Legal Counsels and interested to work with SAI are requested to apply in the format prescribed at Annexure A & Annexure B and no other format of application will be accepted
2. The application should be sent by email panel.advocate.sai@gmail.com with the subject '*Application for empanelment of Legal Counsel in SAI*'
3. The application should reach vide email within 20 days from the date of publication of EOI. Any application received after the cut-off date will not be considered / entertained.
4. The Legal Counsel will be required to furnish the following set of documents:

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- a) Application form as prescribed at Annexure A & B
- b) Detailed Bio-data
- c) Copy of Degree in Law.
- d) Copy of Enrolment certificate issued by Bar Council.
- e) Copy of identity card issued by Bar Association/Council.
- f) Copy of office order/letter of empanelment issued by other PSUs/Government Bodies etc.

V. **RIGHTS OF SAI**

The SAI reserves 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 SAI without assigning any reasons thereof.

VI. **GENERAL TERMS & CONDITIONS**

1. The empanelment of the Legal Counsel shall be the sole discretion of the Sports Authority of India. No person(s) will have any claim for being empanelled. SAI reserves the right to empanel more than one Legal Counsel and assigned them job(s) as per the requirement which is solely its discretion.
2. As per the OM No. J-12012/2/2017 dated 29/30.06.2017 of Ministry of Law and Justice, cases where Union of India is a party along with an autonomous body (i.e., under the administrative control of Ministry), then the counsel engaged by the Department of Legal Affairs will defend the case on behalf of both Union of India and of the autonomous body. In such circumstances, then the Panel counsel may be engaged by SAI required to assist Central Government Counsel on case basis.
3. If there are a large number of applications received, then suitable criteria will be adopted for short listing the Legal Counsel and the panel shall be created based on the personnel interview which will be subsequently scheduled for shortlisted candidates.
4. Legal Counsel's mere submission of application and fulfilling of Eligibility Criteria does not entitle empanelment nor any claim to this effect can be made.
5. The Legal Counsel shall visit the office of SAI as and when required for discussion on any subject matter of legal importance. The Legal Counsel shall also visit the office of SAI periodically (as directed by SAI) for general discussions and to review the progress of court matters.
6. Quick response in cases of emergency is expected by the empaneled Legal Counsel;

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even though the situation may arise on holidays/ non-working days.

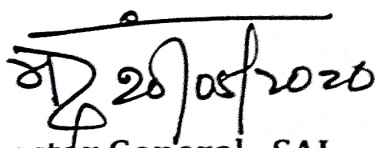
7. The Legal Counsel shall take all necessary steps to protect the interest of SAI in matters entrusted to it from time to time in complete totality.
8. SAI, may at any time, at its discretion withdraw any case proceeding/matter/brief without assigning any clarification from the Legal Counsel. In such situation, the empaneled Legal Counsel will be required to handover the case papers and provide such other assistance as may be required.
9. The Legal Counsel will not use SAI's name/logo/ Symbol on its letter Head/ Signboard/Nameplate etc.
10. All miscellaneous work such as notarization, photocopying etc. of petitions/counters/judgments will be the responsibility of the Legal Counsel. SAI will provide all documents through e-mail or post only to the Legal Counsel's office, and it is their responsibility to take prints etc. themselves and may claim the charges thereof.
11. The empaneled Legal Counsel(s) shall maintain absolute secrecy and confidentiality about the cases of SAI entrusted to them.
12. The empaneled shall be required to sign an Agreement.
13. SAI reserves the right to verify / cross check the information furnished/submitted by the Applicants.
14. The Legal Counsel will be required to advise SAI on matters incidental to litigation and also, when any case is decided against the Authority, give their opinion regarding advisability or otherwise for filing an appeal against such a decision in the interest of SAI.
15. If considered necessary, SAI may engage any Law Officer of the Government to argue the cases on behalf of the SAI/UOI. The Legal Counsel shall be required to assist such law officer as and when required to do so by SAI. The Legal Counsel will however continue to get the fee as admissible in these cases.
16. In case of any misconduct, SAI will take appropriate action against empaneled Legal Counsel which includes filling complaint with the Bar Council and recovery of the financial loss(s) so caused to SAI. Here the word misconduct will have the same meaning as in **Advocate Act, 1961**.
17. The applicant should furnish an undertaking to the effect that the he/ she has not been blacklisted in India or abroad or by any Government Department in the Format as placed at **Annexure B**.

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18. The Panel Counsel should follow various provisions of **Advocate Act, 1961** and abide by the secrecy clause.
19. The empaneled Legal Counsel will be obliged to share their complete communication details including land numbers, mobiles, email addresses etc. along with the communication details of his / her junior counsel or office attendant for proper coordination.
20. The empanelment of the Legal Counsel is liable to be cancelled due to occurring of any or more of the following conditions / situations:
- Giving false information in the application for empanelment;
 - Handing over the brief/matter to any other Legal Counsel without prior written permission of the SAI;
 - Failing to attend the hearing of the case without prior intimation with sufficient reason (s) and not arranging for local counsel;
 - Not acting as per instructions of SAI or going against specific instructions;
 - Threatening, intimidating or abusing any of the employees, officer(s) or representatives of SAI;
 - Committing any act tantamounting to contempt of court or professional misconduct;
 - Passing information relating to SAI's case to any third party likely to harm the interest of SAI except the information as permitted under the law;
 - Giving false or misleading information to SAI relating to any proceeding /case etc.
 - Taking adjournment in any case or not objecting to the adjournment, moved by the opposite party without sufficient reason.
21. The empaneled Legal Counsel is free to undertake private practice which does not interfere with or is not in conflict (direct or indirect) with efficient discharge of its responsibility as an empanel Legal Counsel for SAI.
22. While this document has been prepared in good faith, SAI shall have no responsibility or liability whatsoever in respect of any statements or omissions therein.
23. The existing panel lawyers may also apply afresh

VII. INDEMNITY:

The empaneled Legal Counsel will indemnify against all legal/other obligations of its professionals deployed for SAI's work.


Deputy Director General, SAI

EMPANELMENT OF LEGAL COUNSEL IN SAI

1.	Name:	
2.	Address for Correspondence	
3.	Land No.(off)	
4.	Land No.(Res)	
5.	Mobile (s)	
6.	E-mail	
7.	Permanent Address with Tel. No.	
8.	PAN Card No.	
9.	Aadhar Card No.	
10.	Educational Qualification (Complete details)	
11.	Date of Registration Bar Council (Attach copy of enrolment certificate)	
12.	Area of Experience / Practice	
13.	Field of Specialization	
14.	Government empanelment (Detail the grade)	
15.	Any other achievement worth a mention	
16.	Any other information sought in the scope of work	

Undertaking

- i) I also undertake to maintain absolute secrecy about the cases of the SAI required under the Act, Rules and Regulations there under.
- ii) I agree with the Fee Schedule notified by SAI.

Signature of Legal Counsel
Address (Office & Residence / Chamber)

DECLARATION

I declare that I have never been penalized by any Bar Council or blacklisted by any Government Department in any matter / Issue. I also undertake to maintain absolute secrecy about the cases of the SAL.

Signature of the Legal Counsel.....

Date & Place

Address (office /chamber)

.....
.....
.....
.....
.....

Tel. No.

Mobile No.

E-mail



Head office Building, East Gate
Jawaharlal Nehru Stadium Complex

F. NO. 01-02009/2/2021-HO-Legal Division / 2459

Dated: 18.05.2026

OFFICE MEMORANDUM

Consequent to the approval of the Competent Authority and revision of fee structure payable to Government Counsel by Ministry of Law & justice, mentioned below is the legal fee structure for the empanelled legal Counsel of SAI

I The fee structure applicable to the Counsel Appearing before the Hon'ble Supreme Court:

Sr. No.	Item of work	Fee (in Rupees)
1.	All Regular Appeals and defended Writ Petitioners (for final hearing)	14400/- per case per day
2.	All defended Admission matters (SLP/TP and writ petitions & other misc. matters for admission)	7200/- per case per day
3.	Daily fee for services out of Headquarter	14400/-
4.	Conference	Rs. 1,440- per conference
5.	Clerkage	NIL
6.	Drafting SLP / Counter Affidavit / Rejoinder/Misc. Application etc.	4800/- per case
7.	Miscellaneous and out of pocket expenses	As per actual (to the satisfaction of this office)*

II. The fee structure applicable for the counsel in appearance before Hon'ble High Court of Delhi and Ld. CAT, Principal Bench:-

Sr. No.	Item of work	Fee (in Rupees)
1.	Appearance	14,400/- per case per day of effective hearing In case of non-effective hearing Rs. 2400/- per case per day subject to a maximum of 5 non-effective hearing

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2.	Miscellaneous Application	4800/- per case
3.	Conference	1440/- per conference subject to :- (i) For setting pleadings – one conference. (ii) In respect of Hearing or Writ matters, Suits, Appeals and Supreme Courts leave applications etc- Three Conference (Maximum)
5.	Drafting Writ Petition / Counter Affidavit / Rejoinder	4800/-
6.	Miscellaneous and out of pocket expenses	As per actual (to the satisfaction of this office)*

III. The Fee structure for appearance before the District and Subordinate Courts :-

Sr. No.	Item of Work	Fee (in Rupees)
1.	Fee for effective hearing	Rs. 2880/- per case per day
2.	Fee for non-effective hearing	Rs. 960 per case per day subject to a maximum of 5 non-effective hearing in a case
3.	Fee for drafting written statement, grounds of appeal etc.	Rs. 2400/- per pleading
4.	Fee for drafting other pleadings of misc. nature	Rs. 960 per pleading
5.	Fee per Conference	Rs. 1440 (subject to maximum of 5 such conferences in a case / group of identical cases)
6.	Clerkage	@10% of total fee excluding miscellaneous and out of pocket expenses maximum Rs. 8400 in a case
7.	Miscellaneous and out of pocket expenses	As per actual (to the satisfaction of this office)*

IV. The fee structure for appearance in the matter for Arbitration: -

Sr. No.	Details of Work	Fee (in Rupees)
1	Fee for effective hearing	Rs. 3,600/- per appearance
2	Fee for non-effective hearing	Rs. 720/- per appearance (Maximum four such hearings)
3	For drafting pleadings	Rs. 2,400/- per pleading

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4	Conference fee	Rs. 720/- per conference (Maximum three such conferences in a case)
5.	Clerkage	@10% of total fee in a case subject to a maximum Rs. 2880/-
6.	Miscellaneous and out of pocket expenses	As per actual (to the satisfaction of this office)*

V. Fee for Legal opinion, Legal Vetting and Drafting of MOU

Sr. No.	Details of Work	Fee (in Rupees)
1.	Legal Vetting	Rs. 4800/-
2.	Legal Opinion	
3.	Drafting of MOU/RFP/EOI etc.	Rs. 4800/-
4.	Miscellaneous and out of pocket expenses	As per actual (to the satisfaction of this office)*

(*) The rates and ceiling pertaining to miscellaneous and out-of-pocket expenses shall be notified separately by SAI through a subsequent order.

Rest of the terms of payment of fees is to be followed as per the OM no. J-12011/6/2025-Judicial/E.158060 dated 05.02.2026 of Ministry of Law and Justice except of retainership fee mentioned in the said OM.

This memorandum superseded any other memorandum or any official communication on this subject prior to this date issued by the SAI, Head office. This OM shall be applicable to the newly empanelled Counsel and not to existing panel counsels.

This is issued with the approval of the Competent Authority.

Aakash Pundir
18/5/26

[आकाश पुंडीर/ Aakash Pundir]

[उप निदेशक (विधि प्रभाग/ Deputy Director (Legal Division)]

[कार्यालय नंबर/ Office No.: 011-24362523]

[ईमेल आईडी/ Email ID: legal-sai@gov.in]