

EXPRESSION OF INTEREST

**VISAKHAPATNAM PORT AUTHORITY
GENERAL ADMINISTRATION DEPARTMENT**

**NOTICE INVITING EXPRESSION OF INTEREST FOR
EMPANELMENT OF ADVOCATES / LAW FIRMS FOR HANDLING
CASES BEFORE THE HON'BLE HIGH COURT OF ANDHRA
PRADESH, DISTRICT COURTS AT VISAKHAPATNAM, VARIOUS
OTHER LEGAL FORUMS, AND FOR CONDUCTING
ARBITRATIONS.**

By

**SECRETARY
VISAKHAPATNAM PORT AUTHORITY**

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**NOTICE INVITING EXPRESSION OF INTEREST FOR EMPANELMENT OF
ADVOCATES / LAW FIRMS FOR HANDLING CASES BEFORE THE
HON'BLE HIGH COURT OF ANDHRA PRADESH, AMARAVATI, DISTRICT
COURTS AT VISAKHAPATNAM, VARIOUS OTHER LEGAL FORUMS, AND
FOR CONDUCTING THE ARBITRATIONS.**

Law Firm(s) and practicing Advocate(s) duly registered with any State Bar Council in India are eligible for empanelment. The eligibility criteria, qualification and experience requirements, schedule of fees, other terms and conditions, and the format in which applications are to be submitted are prescribed below.

Eligible Law Firms and practicing Advocates are invited to submit their applications in the prescribed format enclosed herewith, duly completed and accompanied by all relevant supporting documents.

Applications in the prescribed format, along with the requisite supporting documents, must be received on or before 02.07.2026.

Submission of an application pursuant to this notice for empanelment shall not confer any right, claim, or assurance whatsoever upon any Advocate(s)/Law Firm(s) for empanelment with the Visakhapatnam Port Authority.

The Visakhapatnam Port Authority reserves the right to accept or reject any application and to empanel Advocate(s)/Law Firm(s) at its sole discretion.

Separate letters confirming empanelment shall be issued to the selected Advocate(s)/Law Firm(s).

**SECRETARY
VISAKHAPATNAM PORT AUTHORITY**

I. INTRODUCTION:

- 1) Applications are invited from the eligible Advocate(s)/Law Firm(s) desirous of being empanelled with the Visakhapatnam Port Authority for representing and handling cases before the Hon'ble High Court of Andhra Pradesh, Amaravati, District Courts at Visakhapatnam, and other Courts, Tribunals, and legal forums, as well as for conducting the Arbitration proceedings.
- 2) The Visakhapatnam Port Authority shall prepare and maintain the following two panels of Advocate(s)/Law Firm(s):
 - i. For handling cases before the Hon'ble High Court of Andhra Pradesh, District Courts at Visakhapatnam, and other courts, tribunals, and legal forums; and
 - ii. For conducting Arbitration proceedings.

II. DEFINITIONS:

Unless repugnant to the context, for the purposes of this EoI (Expression of Interest), the words and expressions used herein shall have the meanings assigned hereunder:

- i. "Advocate" means an Advocate entered in any roll under the provisions of the Advocates Act, 1961 (Act 25 of 1961) (hereinafter referred to as the "Act");
- ii. "Advocate on Record" means an Advocate to whom the Visakhapatnam Port Authority issues the Vakalatnama for conducting the brief and taking necessary actions in a particular case before the Hon'ble High Court of Andhra Pradesh, Amaravati, District Courts at Visakhapatnam, and other legal forums, in accordance with the prescribed procedure;
- iii. "Competent Authority" means any officer so designated by the Visakhapatnam Port Authority;
- iv. "Effective Hearing" means a hearing in which the matter is substantially heard by the Court, wherein one or more parties are heard. A hearing where the case is only mentioned and adjourned, or where only judgment is pronounced without

substantive hearing, shall not constitute an effective hearing for the purposes of this EoI;

- v. “Firm” includes a partnership firm, LLP, or body corporate registered in India;
- vi. “Non-effective Hearing” means a situation where the matter/case is listed on a particular day and is adjourned for any reason whatsoever, or where procedural directions such as extension of time or similar orders are passed without substantive hearing;
- vii. “Visakhapatnam Port Authority” means the Visakhapatnam Port Authority, a Major Port constituted under the provisions of the Major Port Authorities Act, 2021, and shall include its employees, unless otherwise specifically defined or excluded;
- viii. The term “Identical Cases” means two or more cases in which substantially identical questions of law or facts are involved, and where the primary difference lies in the names, addresses of parties, or amount involved, etc., and/or where common or identical judgments are delivered, irrespective of whether such cases are heard together. Appeals, revisions, and reviews shall not be treated as identical or similar cases.

III. ELIGIBILITY CRITERIA:

The Advocates should be familiar with various branches of law relating to legal issues arising in the maritime sector, including land matters, Concession Agreements, EPC contracts, Land Acquisition, Constitutional law, Environmental law, Labour law, Commercial law, Property law, and Taxation, etc. Due weightage shall be given to Advocates having experience in handling cases of organisations in the maritime sector.

The Advocates/Law Firms are required to possess the minimum professional/Court practice experience as under:

- i. For handling cases before the Hon’ble High Court of Andhra Pradesh, Amaravati, District Courts at Visakhapatnam, and other Courts, Tribunals, and legal forums — minimum 10 years’ experience;

- ii. For handling Arbitration cases — minimum 5 years' experience in Arbitration and at least 10 years' experience in litigation practice.

IV. GENERAL INSTRUCTIONS FOR SUBMISSION OF APPLICATION:

- 1) The interested Advocate(s)/Law Firm(s) who meet the above eligibility criteria and desire to be considered for empanelment may submit their applications in the prescribed formats (Annexure - I or II, as applicable in case of conduct of Court cases) and/or (Annexure - III or IV, as applicable in case of conduct of Arbitrations), along with the details in Annexure-V attached.
- 2) Applicants may submit applications for any of the above two panels, i.e., for conduct of Court cases or for conduct of Arbitrations, individually or for both panels. Applicants desiring to apply for both panels shall submit separate applications for each panel. Submission of Annexure - V is mandatory for all applicants.
- 3) Any application received by the Visakhapatnam Port Authority after the due date, for any reason whatsoever, shall not be considered for empanelment.
- 4) Where the application is submitted by a firm, it shall disclose details of its partners, shareholders, or directors, as the case may be.
- 5) The applicant shall enclose the following documents along with the application:
 - i. Registration/enrolment with the State Bar Council;
 - ii. If the applicant is a firm, documents establishing the nature of the entity and details of its partners/shareholders/directors, as applicable;
 - iii. Details of empanelment with other organisations;
 - iv. List of major clients;

- v. Original certificates in support of experience/expertise issued by a Judge / Bar Association / ICA and/or a declaration substantiating the same;
 - vi. Income Tax Returns filed for the last three years;
 - vii. An undertaking to the effect that all information furnished is correct and that neither the Advocate nor the firm shall take up any case or matter against the Visakhapatnam Port Authority or its officers, employees, or representatives, or advise any client against the interests of the Visakhapatnam Port Authority;
 - viii. An undertaking from the Advocate to the effect that empanelment shall be subject to the terms and conditions of this Expression of Interest.
- 6) All copies of documents submitted along with the application shall be self-attested, except documents under Clause 5(v), which shall be original documents.
- 7) There shall be no fixed size of the panel, and the number of Advocates/Firms in each panel shall be determined by the Visakhapatnam Port Authority from time to time based on the requirement and quantum of cases or matters in any Court or where legal advice is or may be required.
- 8) The Visakhapatnam Port Authority may require the Advocate/Firm to appear before it for discussions regarding empanelment.
- 9) The Visakhapatnam Port Authority reserves the right to empanel any Advocate(s)/Legal Counsel(s)/Law Firm(s) of its choice, as per the requirement, depending upon area of specialization/expertise and subject to eligibility criteria. Only shortlisted Advocate(s)/Law Firm(s) will be informed by the Visakhapatnam Port Authority, and no representation of any kind shall be entertained in this regard. The Authority also reserves the right to negotiate/revise the rates/fees/allowances from time to time.
- 10) The Visakhapatnam Port Authority shall have the liberty to engage or withdraw any Advocate(s)/Legal Counsel(s)/Law

Firm(s), other than those empanelled, at its discretion without NOC, and in such an event, empanelled Advocate(s)/Law Firm(s) shall not raise any claim or objection. The Authority may substitute, change, or appoint any other counsel(s) of its choice.

- 11) Empanelled Advocate(s)/Law Firm(s) shall abide by the terms of engagement prescribed by the Visakhapatnam Port Authority without any objection during the period of empanelment.
- 12) All terms and conditions applicable to empanelled Advocates shall apply mutatis mutandis to Law Firms, if empanelled. The Advocate/Firm shall ensure that there is no conflict of interest at any point of time, in matters where it represents the Visakhapatnam Port Authority and shall not represent any opposing party in such matters until disposal of the case.
- 13) The Advocates empanelled under this Policy shall not be employees of the Visakhapatnam Port Authority and shall therefore not be entitled to any benefits applicable to employees of the Authority.
- 14) The decision of the Competent Authority shall be final and binding on the empanelled Advocate(s)/Legal Counsel(s)/Law Firm(s) in respect of interpretation of any clause or provision of this Expression of Interest or empanelment.

V. DISQUALIFICATION FOR APPLYING FOR EMPANELMENT:

The applicant shall be disqualified from applying as an empanelled Advocate if he:

- I. is an undischarged bankrupt;
- II. is physically or mentally incapable of acting as an Advocate;
- III. has been convicted of an offence, which in the opinion of the competent authority involves moral turpitude;
- IV. has any conflict of interest;
- V. has been subject to any professional disqualification by the Bar Council;
- VI. has, so abused his position as an advocate as to render his empanelment or continuation in the panel detrimental to the interests of the Visakhapatnam Port Authority.

Note: A firm will be similarly disqualified if any of the Advocates of the firm falls in the above category.

VI. CRITERIA FOR EMPANELMENT OF AN ADVOCATE/FIRM:

- 1) The empanelment committee may, among others, consider the following criteria for empanelment of an advocate/firm:
 - i. Experience;
 - ii. Length of practice;
 - iii. Specialization, if any;
 - iv. Nature of cases dealt with or being dealt with by the Advocate/Firm;
 - v. Two preceding annual income-tax returns;
 - vi. Track record and integrity;
 - vii. Major clients and empanelment in other organizations;
 - viii. Previous experience of handling cases of similar organisations;
 - ix. Educational qualifications;
 - x. Proper and adequate infrastructure such as office premises, number of junior advocates, assistants and other support staff.
- 2) The Head of the Visakhapatnam Port Authority may also decide on any other factor relevant for empanelment, more particularly suitability, competency and efficiency.

VII. PROCEDURE FOR EMPANELMENT:

- 1) For the purpose of empanelment, a Search Committee may be constituted. The members of the Committee shall be nominated by the Head of the Visakhapatnam Port Authority.
- 2) The Committee shall be responsible for recommending the names of eligible Advocate(s)/Law Firm(s). The Competent Authority/Head of the Visakhapatnam Port Authority may take a decision on empanelment based on the recommendations of the Committee.

VIII. **PERIOD OF EMPANELMENT:**

The empanelment shall be for a period of five years or until further orders, whichever is earlier. The commencement date of the empanelment shall be decided by the Visakhapatnam Port Authority. The term of empanelment may be extended for a further period at the discretion of the Visakhapatnam Port Authority, based on the performance of the empanelled Advocate(s)/Law Firm(s) and the requirement of services. Further, the Visakhapatnam Port Authority, at its discretion, may permit the empanelled Advocate(s)/Law Firm(s) to continue to handle ongoing cases entrusted to them even after termination of empanelment, on the same terms and conditions.

IX. **TERMINATION OF EMPANELMENT:**

- 1) The empanelment shall cease on the date of expiry of five (5) years or upon issuance of termination intimation, whichever is earlier, unless the Visakhapatnam Port Authority, at its discretion, extends the period of empanelment for further period(s). The empanelled Advocate(s)/Law Firm(s) may be discontinued at the discretion of the Visakhapatnam Port Authority at any time during the period of empanelment, without assigning any reason and without advance notice.
- 2) Removal from Empanelment: Where the Competent Authority is satisfied that an empanelled Firm/Advocate has committed or attempted to commit any of the following acts, such Firm/Advocate may be removed or suspended from the panel, namely:
 - a) Furnishing false information in the application for empanelment;
 - b) Failing to attend hearings without sufficient reason and without prior intimation to the Competent Authority, and without suggesting or making alternative arrangements;
 - c) Handing over the case or matter to another Advocate without prior written permission of the Competent Authority;
 - d) Not acting in accordance with instructions or acting against the general or specific instructions of the Competent Authority or its officers;

- e) Not returning the brief or matter, or failing/refusing to submit a no-objection when demanded by the Competent Authority, or refusing inspection of case records when required;
- f) Misappropriation of any money or property of the Visakhapatnam Port Authority, or adjusting/appropriating the same towards fees without prior permission of the Authority;
- g) Threatening, intimidating, abusing any employee, officer, or representative of the Visakhapatnam Port Authority, or otherwise misbehaving with him/her;
- h) Permitting any associate or junior to appear on behalf of an opposite party in any matter against the interests of the Visakhapatnam Port Authority;
- i) Committing any act amounting to contempt of Court or professional misconduct;
- j) Arrest, detention by police, or disbarment by the Bar Council;
- k) Directly or indirectly sharing any confidential or sensitive information relating to the Visakhapatnam Port Authority or any case/matter with the opposite party or their counsel, causing or likely to cause prejudice or damage to the Authority;
- l) Furnishing false or misleading information to the Visakhapatnam Port Authority or its officers/employees regarding case proceedings;
- m) Not objecting to adjournments sought by the opposite party without sufficient reason;
- n) Seeking adjournments without permission of the Visakhapatnam Port Authority, or failing to object to adjournments sought by the opposite party without sufficient reason;
- o) Seeking discharge from the Court without permission or consent of the Visakhapatnam Port Authority;
- p) Engaging in excessive billing based on manipulated dates of posting/hearing;

- q) Engaging in fraudulent activities, misrepresentation, misappropriation, or any act resulting in loss, damage, or reputational harm to the Visakhapatnam Port Authority at any time during the period of empanelment;
- r) Incapacity or disablement of the Advocate, or any other reason deemed fit by the Head of the Visakhapatnam Port Authority for termination of empanelment.

X. HEADQUARTERS OF THE EMPANELLED ADVOCATE(S)/LAW FIRM(S):

The headquarters/principal office of the empanelled Advocate(s)/Law Firm(s) during the period of empanelment shall be as follows:

- i. For handling cases before the Hon'ble High Court of Andhra Pradesh at Amaravati, District Courts at Visakhapatnam, and other Courts, Tribunals, and legal forums in the State of Andhra Pradesh, the headquarters/principal office of the empanelled Advocate(s)/Law Firm(s) shall preferably be located in the State of Andhra Pradesh. In the event any case pertains to any other State, the headquarters/principal office shall be in that respective State only.
- ii. For conduct of Arbitrations — Anywhere in India, including in the State of Andhra Pradesh where the Visakhapatnam Port Authority is situated.

XI. RESPONSIBILITIES / OBLIGATIONS:

- i. The empanelled Advocate(s)/Law Firm(s) handling cases before the Hon'ble High Court of Andhra Pradesh at Amaravati, District Courts at Visakhapatnam, and other courts, tribunals, and legal forums in the State of Andhra Pradesh may be required to appear before such Courts/forums in matters entrusted to them by the Visakhapatnam Port Authority.
- ii. The empanelled Advocate(s)/Law Firm(s) for conduct of arbitrations may be required to appear in any arbitration proceedings as entrusted by the Visakhapatnam Port Authority.

- iii. In the event a matter is entrusted to a Law Firm, the firm shall nominate only such Advocate(s) who meet the prescribed eligibility criteria as Advocate on Record for that matter.
- iv. Mere empanelment of an Advocate/Law Firm shall not bind the Visakhapatnam Port Authority or the Empanelment Committee or the Competent Authority to necessarily entrust any case or matter, or to obtain any service from them, or to pay any fee or charges therefor.
- v. The allotment of any case or matter to an empanelled Advocate/Law Firm shall be solely at the discretion of the Visakhapatnam Port Authority or the Competent Authority, as the case may be.
- vi. Upon termination, suspension, or non-renewal of empanelment, the empanelled Advocate/Law Firm shall forthwith return the case file/matter to the Competent Authority along with all documents and records connected thereto, duly numbered and flagged, along with a no objection certificate.
- vii. The empanelled Advocate/Law Firm shall not delegate any case, brief, or assignment given to them to any other Advocate/Law Firm without prior written consent of the Visakhapatnam Port Authority and shall handle the matter personally.
- viii. The empanelled Advocate/Law Firm shall assist, coordinate, and cooperate with any other Advocate(s)/Law Firm(s) in any matter assigned by the Competent Authority, wherever required and as instructed.
- ix. The empanelled Advocate/Law Firm shall accept such other terms and conditions of empanelment as may be prescribed by the Competent Authority from time to time.
- x. The volume of work shall be assessed by the Competent Authority based on the pendency of cases during preceding months and the likelihood of addition of new cases in subsequent months.
- xi. The empanelled Advocate shall not be restricted to any particular Court and shall accept any case or matter assigned, including appearances at any place in India, if so required by the

Visakhapatnam Port Authority, and shall not refuse any professional assignment.

- xii. The empanelled Advocate shall not refuse to accept any assignment entrusted by the Visakhapatnam Port Authority.
- xiii. During the term of empanelment and thereafter, any confidential information relating to the Visakhapatnam Port Authority or its officers, employees, or representatives, obtained under or by virtue of empanelment, shall be treated as privileged and confidential within the meaning of Section 132 of the Bharatiya Sakshya Adhiniyam, 2023, and shall not be disclosed to any person without prior written consent of the Visakhapatnam Port Authority, except where disclosure is required by order of a competent Court or tribunal. In such cases, the empanelled Advocate shall promptly inform the Visakhapatnam Port Authority in writing of such disclosure.
- xiv. The empanelled Advocate(s)/Law Firm(s) shall provide assistance and coordination to Senior Counsel(s) engaged by the Visakhapatnam Port Authority, whenever required.
- xv. The empanelled Advocate(s)/Law Firm(s) shall promptly inform the Visakhapatnam Port Authority of developments in cases after each hearing and from time to time, particularly regarding drafting, filing of documents, hearing dates, and supply of judgments, and shall also furnish periodic status reports whenever called for.
- xvi. If any case handled by the empanelled Advocate(s)/Law Firm(s) is decided against the Visakhapatnam Port Authority or its officers, the concerned Advocate(s)/Law Firm(s) shall furnish a written opinion regarding further course of action, including filing of appeal or implementation of the judgment, within one week or such shorter period as may be required depending on urgency.
- xvii. The empanelled Advocate(s)/Law Firm(s) shall provide legal advice or opinions on matters referred to them by the Visakhapatnam Port Authority within the stipulated time.
- xviii. The empanelled Advocate(s)/Law Firm(s) shall draft and/or scrutinize important legal documents, including letters, rules, regulations, licenses, agreements, or any other documents as

may be required and requested by the Visakhapatnam Port Authority from time to time.

- xix. The empanelled Advocate(s)/Law Firm(s) shall attend to such other legal work as may be assigned by the Visakhapatnam Port Authority from time to time.
- xx. The empanelled Advocate(s)/Law Firm(s) shall not advise or represent any party against the Visakhapatnam Port Authority.
- xxi. Where an empanelled Advocate is a partner of a Law Firm, the Firm shall ensure that neither it nor its partners take up any case or provide advice against the Visakhapatnam Port Authority.
- xxii. The empanelled Advocate(s)/Law Firm(s) shall maintain absolute secrecy and confidentiality in respect of all matters of the Visakhapatnam Port Authority.
- xxiii. The empanelled Advocate(s)/Law Firm(s) shall not seek adjournment without prior consent of the Visakhapatnam Port Authority.
- xxiv. If any empanelled Advocate(s)/Law Firm(s) commits professional misconduct or engages in any act contrary to professional ethics or facilitates fraud or any fraudulent activity in connection with matters of the Visakhapatnam Port Authority, the Authority may initiate appropriate action, including lodging a complaint with the Bar Council or any other competent authority for appropriate action.

XII. COMMUNICATION OF EMPANELMENT:

After a decision to empanel an Advocate/Law Firm is taken, a communication to this effect shall be issued in writing as per Annexure-VI. The process of empanelment shall be deemed complete upon receipt by the Visakhapatnam Port Authority of a duly signed acceptance letter in the prescribed format from the Advocate/Law Firm.

XIII. GENERAL CONDITIONS ON PAYMENT OF FEES:

- i. Court Cases: The fee structure for the period of empanelment is enclosed as Annexure-VIII.

- ii. Arbitrations: The fee structure for the period of empanelment is enclosed as Annexure-IX.
- iii. The Visakhapatnam Port Authority shall be at liberty to negotiate the fee structure with the Advocates/Law Firms.
- iv. The fee payable to the Advocate shall be subject to the limits prescribed in the Schedule of Fees of the Visakhapatnam Port Authority.
- v. Advocates engaged may claim the full fee for appearance only in cases of effective hearing. Fees for non-effective appearance shall be paid at the rate of 25% of the fee applicable for effective appearance.
- vi. Where two or more cases involve substantially identical or similar questions of law or facts, one such case shall be treated as the main/lead case and the others as identical or similar cases. The Advocate/Counsel shall be paid full fee for the main/lead case and 25% of the fee of the main/lead case for each identical or similar case, subject to a maximum of ten (10) cases.
- vii. No fee shall be payable for non-appearance before a Court by the empanelled Advocate, or where the case is adjourned by notification, or where adjournment occurs due to non-sitting of the Court.
- viii. The Head of the Visakhapatnam Port Authority/Competent Authority shall have the right, in exceptional cases, to approve or order payment of a fee higher than that specified in the Schedule, keeping in view the importance of the matter or any other relevant consideration. The Head of the Visakhapatnam Port Authority/Competent Authority, as per delegation of powers, shall also have the authority to fix fees for situations not covered under the Schedule.
- ix. Only one set of fees shall be payable to the empanelled Advocate even where more than one party/employee is arrayed on behalf of the Visakhapatnam Port Authority in the same case.
- x. Where the empanelled Advocate is required to visit any Court/place outside his/her station in connection with any case or matter, he/she shall be entitled to claim actual expenses, as admissible.

XIV. RIGHT TO PRIVATE PRACTICE AND RESTRICTIONS:

- i. The empanelled Advocate shall have the right to private practice which should not, however, interfere with or be in conflict of interest with the efficient discharge of his duties as an empanelled Advocate of the Visakhapatnam Port Authority.
- ii. The private practice of empanelled Advocate(s)/Law Firm(s) should not affect the efficient discharge of the Court matters/legal proceeding, etc., entrusted to them by the Visakhapatnam Port Authority.
- iii. The empanelled Advocate including his junior/s shall not advise any party or accept any case against the Visakhapatnam Port Authority in which he has appeared or is likely to be called upon to appear or advise.
- iv. 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 Visakhapatnam Port Authority arising in any Court.

XV. METHOD OF PAYMENT OF FEE:

- i. The empanelled Advocate shall submit the professional fee bills to the competent authority or any officer or employee authorized by him along with the gist of proceedings and certified copy of order or judgement where the bill relates to a claim for appearance fee and where, the bill relates to legal opinion or other reference, the copy of the request or reference sought by the competent authority may be enclosed. The Bills shall also specify the effective and non-effective appearances made during the course of the proceedings.
- ii. The claim for reimbursement of expenses or expenditures for outstation conveyance, boarding and lodging shall be claimed by producing necessary voucher or bill or undertaking to the satisfaction of the competent authority or any officer, employee or representative authorized by him in this behalf.
- iii. The competent authority may affect the payment of bill within a period of 10 working days from the date of submission if the claim is complete in all respects.

- iv. The payments shall be subject to tax deduction at source, Goods and Service Tax or such other taxes as applicable from time to time.
- v. Stages for payment towards professional fee will be decided by the Visakhapatnam Port Authority as per the practice followed on per appearance basis or consolidated fee basis. Wherever consolidated fees are fixed, not more than 50% of the agreed fee be given to the Advocate/Law firm at suitable stages till completion of the case.

XVI. MONITORING & EVALUATING ADVOCATE PERFORMANCE:

1) Monitoring & evaluation is the key to shape, transform & improve advocacy. The activities & actions of empanelled Advocates shall be strictly monitored & evaluated on regular basis on both qualitative (e.g. opinions, survey questionnaire & feedback) & quantitative (e.g. based on statistics) parameters. The following parameters shall be taken into consideration for such evaluation:

- i. Advocate's attitude towards rising to the occasion & understanding business needs of Visakhapatnam Port Authority.
- ii. Effectiveness of Advocate / Court performance / actions including cost aspect thereof.
- iii. Quality of drafting, arguments, case laws relied, etc.
- iv. Success rate in conducting cases.

2) An 'Evaluation Form' for assessing the Advocate on the above parameters has been annexed as Annexure-VII.

XVII. STANDING COUNSEL:

The Visakhapatnam Port Authority may at its discretion designate any or all of the panel Advocate(s) as Standing Counsels in High Court(s) who shall be responsible for receiving notices on behalf of the Visakhapatnam Port Authority and communicating the same to Visakhapatnam Port Authority. However, such receiving of notice won't give it any preferential right of engagement in the case and

allocation of cases after receipt of notice shall be done separately by the Visakhapatnam Port Authority. The Government pleaders nominated as Standing Counsel for the Central Government may also be designated as Standing Counsel in High Court for receiving notice on behalf of the Visakhapatnam Port Authority. It is being clarified that acceptance of notice does not give any right to the Standing Counsel for engagement in the matter or claiming any fees for appearance / accepting notice and service thereof to the Visakhapatnam Port Authority.

XVIII. POWER TO EXEMPT FROM OPERATION OF POLICY:

The Head of the Visakhapatnam Port Authority shall have the authority to exempt any person(s)/Advocate/Law Firm/Entity from the operations of all or any of the clause(s) of this EoI absolutely or subject to any specified conditions.

XIX. REMOVAL OF DIFFICULTY:

In case of any doubt regarding the interpretation of any of the clauses of this tender or any matter connected with empanelment including terms and conditions, the Head of the Visakhapatnam Port Authority shall be the authority to decide on the same and his decision in the matter shall be final.

XX. PROFORMA/FORMATS:

Interested/ willing, Advocate(s)/ Law Firm(s) may submit their Expression of Interest (EOI) in the applicable prescribed format enclosed as follows:

- i. Application Form for Empanelment of Legal Firm(s) for conduct of Court cases (Annexure-I)
- ii. Application Form for Empanelment of Advocate(s)/ Legal Counsel(s) for conduct of Court cases (Annexure-II)
- iii. Application Form for Empanelment of Legal Firm(s) for the conduct of Arbitrations (Annexure-III)
- iv. Application Form for Empanelment of Advocate(s)/Legal Counsel(s) for conduct of Arbitrations (Annexure-IV)
- v. Undertaking (Annexure-VI)

- vi. Format For Empanelment as Advocate(Annexure-V)
- vii. Evaluation Form (Annexure-VII)
- viii. Schedule of Fee for Court case (Annexure-VIII)
- ix. Schedule of fee for Arbitration (Annexure-IX)

ANNEXURE-I

**APPLICATION FORM FOR EMPANELMENT OF LAW FIRMS
FOR CONDUCT OF COURT CASES
(TO BE FILLED BY LAW FIRM(S))**

CURRICULAM VITAE			
1	Name of the Law Firm:		
2	Name of the Partner applying on behalf of the firm :		
3*	Date of Registration:		
4	Official Address:		
5*	PAN Number:		
6	E-Mail ID:		
7	Firm Headquarters and branches:		
8*	Academic Qualification:-		
	Names of partners in the firm	Degree	Year of Passing
			Name of the University
	Names of Advocates in the firm	Degree	Year of Passing
			Name of the University
9*	Area of Professional Expertise:-		
	Names of partners in the Firm	Area of Specialization	Experience From-to-
	Name of Advocates in the Firm	Area of Specialization	Experience From-to-
10*	Number of Sr. Advocates (Designated by High Court) and details thereof:-		
11*	Details of Bar Council Enrolment:-		
	Names of partners in the Firm	Enrolment No & Date:	Place
	Name of Advocates in the Firm	Enrolment No & Date:	Place

12	Details of Government Organisations represented by the Firm/partner in the past:-					
	Name of the Organisations	Case type (HR, contract , etc.,)	From	To	Total no of cases dealt	
13	Details of Government Organisations represented by the Firm/partner:-					
	Name of the Organisation	Case type	From	To	Total no of cases pending as on 31.05.2026	No of cases Disposed of as on 31.05.2026
14	Details of cases successful worth mentioning :-					
	Name of Organisations	Case no	Court	Cause title	Amount involved	Year of Court verdict
15*	Details of Reported Judgments: -					
	Journal name	Court	Cause title	Case number	Citation details	
16*	Details of References/Appreciation(if any):-					
17	Any other Details:-					

Declaration:- We/I, hereby, solemnly declare that all the statements made in the above proforma are true and correct to the best of our/ my knowledge and belief. If selected for empanelment in the Visakhapatnam Port Authority our/my willingness will not be withdrawn.

Place:
Date:

Authorised Signatory
With seal

**Proof of documents to be attached*

**APPLICATION FORM FOR EMPANELMENT OF ADVOCATE(S)
FOR CONDUCT OF COURT CASES
(To be filled by Advocate(s)/Legal Counsel(s))**

CIRICULAM VITAE				
1	Name:			
2	Date of Birth:			
3	Official Address:			
4	Residential Address:			
5*	PAN Number:			
6	E-Mail ID:			
7*	Academic Qualification:-			
	Name of Advocate	Degree	Year of Passing	Name of the University
	Name of Associate/Junior Advocates	Degree	Year of Passing	Name of the University
7	Area of Professional Expertise:-			
	Name of Advocates/Associates/Junior s	Area of Specialization	Experience From-to-	
	Whether designated as Sr. Advocate, if yes details thereof			
8*	Details of Bar Enrolment: -			
	Name of Advocates/ Associates/Junior s	Enrolment No. and date	Place	

9*	Details of Government organizations represented by the Advocate in the past:-					
	Name of Organizations	Case type	From	To	Total no of cases dealt as on 31.05.2026	
	Details of Government organizations presently represented by the Advocate:-					
	Name of Organizations	Case type	From	To	Total no of cases pending as on 31.05.2026	No of cases Dispose d of as On 31.05.2026
10	Details of successful cases worth mentioning:-					
	Visakhapatnam Port Authority name	Case no	Court	Cause title	Amount involved	Year of Court verdict
11*	Details of Reported cases:-					
	Journal name	Court	Cause title	Case number	Citation details	
12*	Details of References/Appreciation(if any):-					
13	Any other Details:-					

Declaration:-

I, hereby, solemnly declare that all the statements made in the above proforma are true and correct to the best of my knowledge & belief. If selected, for empanelment in the Visakhapatnam Port Authority, my willingness will not be withdrawn.

Place:

Date:

Signature

With seal

**Proof of documents to be attached*

ANNEXURE-III

**APPLICATION FORM FOR EMPANELMENT OF LAW FIRMS
FOR CONDUCT OF ARBITRATIONS
(To be filled by Law Firm(s))**

CIRICULAM VITAE

1	Name of the Law Firm:			
2	Name of the Partner applying on behalf of the firm:			
3*	Date of Registration:			
4	Official Address:			
5*	PAN Number:			
6	E-Mail ID:			
7	Head office and Branches:			
8*	Academic Qualification:-			
	Names of partners in the firm	Degree	Year of Passing	Name of the University
	Names of Advocates in the firm	Degree	Year of Passing	Name of the University
9	Area of Professional Expertise:-			
	Names of partners in the Firm	Area of Specialization	Experience From-to-	
	Name of Advocates in the Firm	Area of Specialization	Experience From-to-	
10*	Number of Sr. Advocates (Designated by High Court) and details thereof:-			
11*	Details of Bar Enrolment:-			
	Names of partners in the Firm	Enrolment No & Date:	Place	

	Name of Advocates in the Firm	Enrolment No & Date:	Place			
12	Details of Government organizations represented by the Firm/partner in the past:-					
	Name of the organisation	From	To			
			Total no of Arbitrations conducted			
13	Details of organisations represented by the Firm/partner:-					
	Name of the Organisation	From	Total no of Arbitrations pending as on 31.05.2026			
			No of Arbitrations Disposed of as on 31.05.2026			
14	Details of Arbitrations conducted/ represented by the Firm/partner:-					
	Name of party for whom case was conducted	Opposite Party	Amount involved	Short detail of the case	Award passed	Whether award interfered by higher court. If yes, details to be provided
15*	Details of References/Appreciation(if any):-					
16	Any other Details:-					

Declaration:-

We/I, hereby, solemnly declare that all the statements made in the above proforma are true and correct to the best of our/my knowledge and belief. If selected, for empanelment in[name of the Visakhapatnam Port Authority]....., our/my willingness will not be withdrawn.

Place:

Signature With seal

Date:

**Proof of documents to be attached*

ANNEXURE-IV

**APPLICATION FORM FOR EMPANELMENT OF ADVOCATE(S)
FOR CONDUCT OF ARBITRATION
(To be filled by Advocate(s)/Legal Counsel(s))**

CIRICULAM VITAE				
1	Name:			
2	Date of Birth:			
3	Official Address:			
4	Residential Address:			
5*	PAN Number:			
6	E-Mail ID:			
7*	Academic Qualification:-			
	Name of Advocate	Degree	Year of Passing	Name of the University
	Name of Associate/junior or advocates	Degree	Year of Passing	Name of the University
8	Area of Professional Expertise:-			
	Name of Advocates/Associates/Junior s	Area Specialization	of Experience From-to-	
	Whether designated as Sr. Advocates; if yes details thereof:-			
9*	Details of Bar Council Enrolment:-			
	Name of Advocates/ Associates/Junior s	Enrolment No. and date	Place	

10*	Details of Government organisations represented by the Advocate in the past:-					
	Name of the organisation	From	To	Total no of Arbitrations conducted		
11	Details of Government organization presently represented by the Advocate:-					
	Name of the organisation	From	Total no of Arbitrations pending as on 31.05.2026	No of Arbitrations Disposed of as on 31.05.2026		
12	Details of Arbitrations conducted represented by the Advocate:-					
	Name of party for whom case was conducted	Opposite Party	Amount involved	Short detail of the case	Award passed	Whether award interfered by higher court. If yes, details to be provided
13*	Details of References/Appreciation(if any):-					
14	Any other Details:-					

Declaration:-

We/I, hereby, solemnly declare that all the statements made in the above proforma are true and correct to the best of our/my knowledge and belief. If selected, for empanelment in the Visakhapatnam Port Authority, our/my willingness will not be withdrawn.

Place:

Date:

Signature

With seal

**Proof of documents to be attached*

UNDERTAKING

(To be furnished by Advocate(s)/ Legal Counsel(s)/Law Firm(s))

I/ We hereby agree to unconditionally accept and agree to all the terms and conditions of the Expression of Interest for Empanelment of Advocate(s)/ Law Firm(s) without any deviations. I also undertake and understand that the specified rates for service rendered under the said EoI are subject to revision from time to time, which shall be appropriately adhered by me/my Firm.

Self/Authorized Signatory with seal

Place:

Date:

ANNEXURE-VI

**FORMAT FOR EMPANELMENT AS ADVOCATE FOR
VISAKHAPATNAM PORT AUTHORITY.**

Mr,
Advocate,
.....

Dear Sir,

Sub: Empanelment as Advocate for Visakhapatnam Port Authority

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

- 1) You will abide by terms and conditions mentioned in the EoI and you will not claim employment in the Visakhapatnam Port Authority, unless decided by the Visakhapatnam Port Authority.
- 2) You will not claim retainer fee unless decided by the Visakhapatnam Port Authority. You will not accept any case against the Visakhapatnam Port Authority.
- 3) You will take necessary steps to protect the interest of the Visakhapatnam Port Authority, 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 Visakhapatnam Port Authority, work.
- 5) You will personally deal with the case assigned to you in addition to coordinating and working with designated Senior Advocate, if any, engaged in some matter.
- 6) The Visakhapatnam Port Authority may at any time, at its discretion, withdraw you from any proceedings/ matter/ brief and may discontinue you as the Visakhapatnam Port Authority Advocate without assigning any reason thereof and without paying any further fees.
- 7) You will keep the Visakhapatnam Port Authority, informed about the developments in the matters entrusted to you on regular basis using

all digital modes of communication and shall intimate through call if the situation so demands.

- 8) Unless a case is specially assigned to you by the Visakhapatnam Port Authority, you will not on your own receive Summons / Notices of the Port 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 the Visakhapatnam Port Authority, in this regard.
- 9) You shall not use the Visakhapatnam Port Authority, name or symbol, logo in your letter heads, sign boards name plates etc.
- 10) In case of any conduct not befitting an empanelled Advocate/ Law Firm, the Visakhapatnam Port Authority, will take appropriate action against you which may include but is not limited to filing complaint with Bar Council and recovery of financial loss caused to the Visakhapatnam Port Authority, due to your conduct. In case of misconduct or violation of any terms of empanelment, no fees shall be paid to you and the Visakhapatnam Port Authority, decision on the same shall be final and binding on you.
- 11) Your performance will be reviewed on yearly basis and if your services are not found up to the mark, the Visakhapatnam Port Authority, may remove you from panel and the cases/ matters entrusted to you will be taken back from you.
- 12) You are required to maintain absolute secrecy about the cases of the Visakhapatnam Port Authority, 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 Visakhapatnam Port Authority.
- 13) You are requested to return the duly signed duplicate copy of this letter indicating your unconditional consent.

We look forward for better cooperation and hope for good relations with you

Yours faithfully,

SECRETARY
VISAKHAPATNAM PORT AUTHORITY

EVALUATION FORM

(Each parameter may be rated from 1 to 5.1 being lowest and 5 being highest. Comment, if any, may be written in the space provided.)

Name of the Advocate: _____

Year of Assessment: _____

Significant Cases dealt by the Advocate (if necessary) :

Sl. No	Parameter	Rating				
		1	2	3	4	5
1.	Drafting Skills Are the brief's, pleadings and opinions consistently well drafted explicit and devoid of errors?	1	2	3	4	5
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Preparedness Is the Advocate consistently well prepared for arguments/hearings?	1	2	3	4	5
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Expertise Does the Advocate possess/ develop the requisite expertise for specialized and complex subject matters?	1	2	3	4	5
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Working independently and taking initiative Demonstration to handle complicated matters Competently with minimal supervision.	1	2	3	4	5
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Client Relations Does the Advocate project effort and commitment towards client satisfaction. and strives to ensure a good rapport with the client?	1	2	3	4	5
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6.	Responsiveness Consistence in responding within timeline keeping the client abreast of the progress.	1	2	3	4	5
7.	Work Ethics Demonstration of strong ensuring Client-Advocate confidentiality work ethics and privilege and confidentiality.	1	2	3	4	5
8.	Cost Effectiveness Efficiency of Advocate in terms of Cost to Visakhapatnam Port Authority.	1	2	3	4	5
9.	Competency to brief higher ups like AG/SG/ASG and Senior Advocates	1	2	3	4	5
10.	Benefit to Visakhapatnam Port Authority Impact of association of the Advocate on the business of Visakhapatnam Port Authority.	1	2	3	4	5
11	Overall Rating	1	2	3	4	5

Comments, if any:

Signature:

Name of the Evaluator:

Designation:

Department:

Date:

ANNEXURE - VIII

SCHEDULE OF FEE FOR COURT CASE

Fees shall be payable in accordance with the fee structure of the Visakhapatnam Port Authority (VPA), as may be in force from time to time, and the same shall be communicated to the empanelled Advocate(s)/Law Firm(s) upon empanelment.

ANNEXURE - IX

SCHEDULE OF FEE FOR COURT CASE

Fees shall be payable in accordance with the fee structure of the Visakhapatnam Port Authority (VPA), as may be in force from time to time, and the same shall be communicated to the empanelled Advocate(s)/Law Firm(s) upon empanelment.