



**No. L.11011/02/2025/NMC/Legal**  
**Government of India**  
**National Medical Commission**  
**राष्ट्रीय आयुर्विज्ञान आयोग**



**Pocket-14, Sector- 8,**  
**Dwarka, Phase-1,**  
**New Delhi-110077**

**Date: 23.05.2025**

## Expression of Interest (EOI)

### Inviting Applications for Empanelment of Law Firm (s)

#### **1. General information regarding National Medical Commission**

- 1.1 The National Medical Commission (NMC) has been constituted by an Act of Parliament known as the National Medical Commission Act, 2019 which came into force on 25.09.2020 by Gazette Notification dated 24.09.2020. The Commission consists of four Autonomous Boards, namely the Under-Graduate Medical Education Board (UGMEB), Post-Graduate Medical Education Board (PGMEB), Medical Assessment and Rating Board (MARB) and Ethics and Medical Registration Board (EMRB). The Commission grants recognition of medical qualifications, gives accreditation to medical institutions, grants registration to medical practitioners, monitors medical practice, and assesses the medical infrastructure in India. The general superintendence, direction and control of the administration of the Commission vests with the Chairperson and the Secretary, NMC is the administrative head of the NMC Secretariat.
- 1.2 The NMC intends to empanel professionally managed and experienced Law Firm(s) to represent the NMC in various court cases and other legal matters arising out of enactment of NMC Act, 2019; Regulations made thereunder and other related issues such as medical education, medical professional ethics; establishment of new medical college, admission in UG-PG medical courses, renewal and increase/decrease of seats in medical colleges, administrative matters of NMC etc.
- 1.3 The empanelment shall be initially for a period of 03 (Three) years. However, the NMC may extend or curtail the period of empanelment at its discretion.

- 1.4 Interested Law Firm(s) fulfilling the Eligibility Criteria mentioned in para 4 below may submit their EoI for the proposed empanelment in the prescribed format.

**2. Schedule of EoI process:**

The NMC shall endeavour to adhere to the following schedule:

Issue of Advertisement & Uploading of EoI	25.05.2025
Last Date of Submission of EoI	24.06.2025
Date for opening of EoI application	26.06.2025

Note: Only one EoI shall be accepted from each Law Firm.

**3. Indicative List of services:**

An indicative list of services which are expected from the empanelled Law Firm (s) are as follows: -

- (i) To appear/defend cases on behalf of the NMC in any litigation or arbitration matters before the Hon'ble Supreme Court of India, Hon'ble High Courts, Hon'ble Central Administrative Tribunal, Hon'ble District Courts and other judicial fora, statutory authorities on Pan India basis.
- (ii) To provide legal opinion/advice on important issues as referred by NMC.
- (iii) Consultation in the drafting of Rules/ Regulations/ Policy documents for NMC relating to medical education, administrative matter etc.
- (iv) To provide service for drafting and vetting of affidavits, applications, petitions, suits, appeals, replies, written statements, replications, rejoinders, notices & their replies, FIR, complaints, caveats, briefs for opinion and any other legal document including, guidelines etc..
- (v) To provide oral and/ or written legal consultancy on issues raised by NMC relating to other legal issues, Acts, Rules, Regulations or any policy-related issues as proposed by NMC from time to time.
- (vi) Any other specialist legal services required by NMC.

#### **4. Eligibility Criteria:**

The applicant Law Firm(s) fulfilling the following criteria may be eligible for submission of their applications (EoI) in the specified format along with relevant documents. Any form of Joint Venture/Consortium of Law Firms will not be eligible for participation in the empanelment process.

##### **4.1. General Criterion:**

1. The applicant Law Firm should be registered under the relevant laws.
2. Law Firm should have its office in the NCR of Delhi and functional for the last 02 years.
3. Law Firm should possess the minimum post-registration experience as specified in Clause 4.2.1.
4. Law Firm must have the requisite infrastructure and in-house capability to handle the specified work as specified in clause 4.2.1.
5. Law Firm should not have been debarred by any Central/State Government Departments/Public Sector Undertakings.

##### **4.2. Technical Qualification:**

Applications received in response to the EoI and which comply with the General Criterion mentioned above in para 4.1 above, shall be evaluated as per the criteria given below:

##### **4.2.1 Qualification Criteria for Empanelment of Law Firm (s) for Litigation Purposes.**

The applications of such Law Firms only will be taken up for further evaluation/assigning marks, as per the Criteria given below:

<b>S. No</b>	<b>Parameters</b>	<b>Marks</b>
(i)	Length of experience in providing legal services to PSUs/Govt./Autonomous Organisations. (The Law Firm (s) shall possess a minimum of (05) 5 years of experience in the areas of Court Cases of PSUs/Govt./Autonomous Organisations)	<b>Maximum 25 marks as follows:</b> (i) Above 15 years =25 (ii) 10 to 15 years =20 (iii) 5 to 10 years = 15
(ii)	No. of Litigation/cases handled on behalf of PSUs/Govt./Autonomous Organisations. (Minimum 150 cases)	<b>Maximum 20 marks as follows:</b> i) More than 200 Litigation =20 ii) More than 150 Litigation =15
(iii)	Judgment passed in favour of the	<b>Max 10 Marks as follows:</b>

	client duly represented by the Law Firm on behalf of PSUs/Govt./Autonomous Organisations. (Minimum 100 cases)	(i) More than 150 =10 (ii) More than 100 =05
(iv)	Number of Lawyers (LLB/ LLM) enrolled in respective State Bar Council engaged in the firm, having experience of more than 10 years in providing legal services to PSU/Govt./Autonomous Organisations	<b>Maximum 10 marks as follows:</b> i. Above 11 Lawyers =10 ii. 06 to 10 Lawyers=7 iii. 05 Lawyers=5
(v)	Number of Advocate on Record (AoR) with the firm	<b>Maximum 10 marks as follows:</b> i. 1 or more AoR =10 ii. No Advocate on Record:0
(vi)	Average Annual turnover during the last three years i.e. 2021-22, 2022-23 & 2023-24 shall be at least Rs. 3 Crore.	<b>Maximum 25 marks as follows:</b> i. Above Rs. 10 Crore = 25 ii. Rs. 05 to 10 Crore = 20 iii. Rs. 03 to 05 Crore = 15

## 5. **Submission of EoI:**

- 5.1. The EoI covering letter (As per format given in **Annexure -1**) shall be submitted in sealed cover(hard copy) having the Title as “Empanelment of Law Firms for NMC-May 2025”.
- 5.2. The Applications shall be submitted in sealed envelopes by hand and deposited in the box kept just inside the main gate of NMC and would be marked as “Box for submission of EoI for empanelment of Law Firms May- 2025”. The sealed envelopes would be accepted upto 5 PM on the closing date of submission of EoI.
- 5.3. The application shall include the following documents (including but not limited to):
  - a. EOI Covering letter (**Annexure -1**)
  - b. Law Firm details (**Annexure-2**)
  - c. Financial Capability of the Applicant Law Firm for the fulfilment of conditions in accordance with (**Annexure-3**).
  - d. The EoI shall be submitted along with the undertaking of the applicant as per **Annexure- 4**.
  - e. Partnership Deed/Certificate of Incorporation
- 5.4. Applicant shall submit the EoI in the prescribed format (**Annexure 1**) in English language only and in case of documents and certificates in

other languages, the same shall be supported with authenticated translation in the English language.

5.5. The EoI shall be submitted along with a covering letter along with the desired supporting documents and proof on the letterhead of the Applicant and each page of the Document should be duly signed by the head or Authorized signatory of the Applicant under a seal.

5.6. Each page of the EoI should be serially numbered.

## **6. Amendments to EoI:**

- a. At any time, prior to the due date of submission of the application, the Commission may, for any reason, whether at its own initiative or in response to clarifications requested by an Applicant, modify the terms and conditions of EoI through the issuance of corrigendum and addendum.
- b. Any Addendum or Corrigendum in response to queries raised with regard to this EoI will be available only on the website of the Commission.

## **7. Fraudulent and Corrupt Practices:**

If an Applicant is found to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice during the EoI Process, such Applicant shall not be eligible to participate in any tender or EoI issued by the NMC.

## **8. Right to accept or reject Application:**

Notwithstanding anything contained in this EoI, the NMC reserves the right to accept or reject any EoI and to annul this Empanelment Process and reject all EoIs, at any time without any liability or any obligation for such acceptance, rejection or annulment, and without assigning any reasons thereof. NMC also reserves the right to reject any application if:

- a. At any time, a material misrepresentation is made or uncovered, or
- b. The applicant does not submit sufficient information as being asked for.

8.1 NMC at 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/supplement the EoI process or modify the dates or other terms & conditions relating thereto.

- b. Consult any applicant in order to receive any clarification or further information about the proposal,
- c. Empanel or not to empanel any applicant,
- d. Retain any information and/or evidence submitted to the NMC by or on behalf of, and/ or in relation to any applicant,
- 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.

**9. Validity of EoI:**

EoI shall remain valid for 90 days after the date of opening.

**10. Disputes:**

All legal disputes are subject to the jurisdiction of Courts at Delhi only.

**11. Modifications and Withdrawal of EoI Proposal:**

No modifications to the EoI application shall be allowed once it is received by NMC.

**12. Shortlisting of Lawfirm:**

The shortlisting of law firms shall be taken up as follows:

- i. The applications so received from applicants shall be evaluated by the Consultancy Evaluation Committee (CEC).
- ii. Only such applicants shall be considered for participation in the pre-bid meetings who would score a minimum of 60 marks out of 100 as per the criterion prescribed in para 4.2 above. The minimum qualifying marks criteria can be changed solely at the discretion of the NMC.
- iii. NMC exclusively reserves the right to shortlist the firms for participation in the pre-bid meetings.
- iv. The final list showing the shortlisted firms will be uploaded on the website of NMC i.e. [www.nmc.org.in](http://www.nmc.org.in).
- v. RFP will be circulated only amongst the shortlisted firms.

13. For any further details/clarification, if any, following contact details are provided

**Director/Deputy Secretary(Legal)**  
**National Medical Commission**  
**Sector-8, Dwarka, New Delhi-110077**  
**email ID:** [legal-scn@nmcindia.gov.in](mailto:legal-scn@nmcindia.gov.in)

E mail may be sent one week prior to the last date of submission of EoI. Email received after due date will not be considered.

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**ANNEXURE-1**

**(FORMAT FOR COVERING LETTER)**

To

The Secretary,  
National Medical Commission,  
Sector-8,Dwarka,  
New Delhi-110077.

Dear Sir,

**Ref:Expression of Interest for Expression of Interest for  
Empanelment of Law Firm for NMC, New Delhi.**

1. Being duly authorized to represent and act on behalf of..... (Hereinafter referred to as “the Applicant”), and having reviewed and fully understood all of the information provided in the document provided by the Commission in respect of the captioned EoI, the undersigned hereby submits the Applications in response to the EoI.
2. We have studied the EoI document carefully and understand that we shall have no claim, right or title arising out of any documents or information provided to us by the NMC or in respect of any matter arising out of or concerning or relating to the shortlisting Process.
3. This statement is made for the express purpose of qualifying as an Applicant for the aforesaid EoI.
4. We shall make available to the NMC any additional information it may find necessary or require to supplement or authenticate the qualification statement.
5. We certify that in the last three years, we have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award, nor been expelled from any project or contract by any public authority or have had any contract terminated by any public authority or breach on our part.

6. We understand that you may cancel the process at any time and that you are neither bound to accept any application that you may receive nor to invite the Applicants, without incurring any liability to the Applicants.
7. Our Application is consistent with all requirements of submission as stated in the EoI Document or in any of the subsequent communication issued by the Commission. We would be solely responsible for any errors or omissions in our application.
8. We understand that any omission, commission or mis-statement in facts provided by us will make our application invalid at any time during the shortlisting Process and also after the empanelment; the NMC reserves the right to take appropriate action accordingly.
9. We understand that the NMC reserves the right to accept or reject any or all the Applications and reserves the right to withhold and/or cancel the shortlisting Process without assigning any reason or otherwise.
10. We hereby irrevocably waive any right which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by the Commission in connection with the empanelment of firm, or in connection with the shortlisting Process itself, in respect of the above-mentioned activities and the terms and implementation thereof.
11. We agree and undertake to abide by all the terms and conditions of the EoI Document.

.....  
Signature of the Authorized Person

.....  
Name of the Authorized Person  
Date .....



**ANNEXURE 2 :LAW FIRM DETAILS**

<b>S.No</b>	<b>Description</b>	<b>Particulars</b>
1	Name of the Law Firm	
2	Status (Legal entity)	
3	Constitution	
4	Address with Pin Code	
5	Names of Partners/Associates	
6	Number of Advocates employed	
7	Date of Incorporation	
8	Contact person (Management)	
9	Contact number	
10	Fax No.	
11	Mobile No.	
12	Email Id.	
13	Web address	
14	Details of PAN	
15	Details of GST Registration No.	
16	A copy of complete EoI document duly signed and sealed as a token of acceptance of all terms and conditions	
17	Period of practice &Areas of Specialization	
18	Brief list of clients e.g. Govt. Departments /PSUs	

19	Whether Counsel/ Pleader of any Govt. Departments /PSUs (indicate period)	Name of Dept./PSU :  On Panel: From_____to_____ Avg. No. of matters assigned by Dept./ PSU in a year_____		
20	Details of Experience/practice	S.No.	Courts/ Tribunals/Authorities before which practiced	Period of practice
		1		
		2		
		3		
21	No of cases defended by the firm on behalf of PSU/Govt. Department (Maximum upto 150 cases)	<b>a)Before Hon'ble Supreme Court</b>		
		S. No	No. of cases	Name of Court
		<b>Landmark Judgments</b>		
		S. No	No. of cases	Name of Court
		<b>b) Before Hon'ble High Court</b>		
		S. No	No. of cases	Name of Court
		<b>Landmark Judgments</b>		
		S. No	No. of cases	Name of Court
		<b>c) Before District Courts/Other Fora</b>		
		S. No	No. of cases	Name of Court
22	Number of partners, Sr. Associates/Associat es			
23	Number of Junior Associates/Associat es available for Legal work (with more than five years of experience			

24	Number of Junior Associates/Associates available for Legal work (with less than five years of experience)	
25	Supporting documents, duly signed and stamped, as per the Technical Qualification criteria mentioned in 4.1 & 4.2	
26	Any other relevant information	

.....

**Signature of the Authorised Person**

.....

**Name of the Authorised Person**

**Date:.....**

**ANNEXURE 3**

**FINANCIAL CAPABILITY OF APPLICANT LAW FIRM**

<b>S No.</b>	<b>Financial Year</b>	<b>Annual Turnover</b>
1	2023-2024	
2	2022-2023	
3	2021-2022	
<b>Average Annual Turnover (Rs.)</b>		

.....  
**Signature of the Authorised Person**

.....  
**Name of the Authorised Person**

**Date:.....**

## ANNEXURE 4

### UNDERTAKING BY APPLICANT

1	Is the applicant currently involved in any litigation against NMC?	Yes/No
2	Has the applicant or any of its constituent partners been blacklisted/deregistered by any agency in India during the last 3 years from last date of submission of applications. If yes, give details	Yes/No

It shall be deemed that by submitting the EOI, the applicant undertakes the following:

They acknowledge and accept the risk of inadequacy, error or mistake in the information provided in this invitation document or furnished by or on behalf of NMC.

There shall be no future conflict of interest between NMC and the empanelled Law Firm.

Law Firm must practice Firewall Policy within to deal with contrary interests or confidential information.

Note: If any information in this schedule is found to be incorrect or concealed, qualification application will summarily be rejected.

.....  
Signature of the Authorised Person

.....  
Name of the Authorised Person

Date.....