



Intelligent Communications Systems India Ltd
Administrative Building above Post Office, Okhla
Industrial Estate Phase III, New Delhi-110020

EOI Ref No: ICSIL/04LD/Tender-EOI/Advocate-Law firms/2024
Issued on: 09/10/2024

Expression of Interest for Empanelment of Law Firms

Issued By:
Material Management/Legal Division
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Visit us at <http://www.icsil.in>

1. Notice Inviting Expression of Interests

Intelligent Communication Systems India Limited (ICSIL) is a joint venture of Telecommunications Consultants India Ltd. (TCIL), a Govt. of India enterprise and Delhi State Industrial and Infrastructure Development Corporation (DSIIDC), an undertaking of Delhi government. It has provided exemplary service in the IT sector, Contractual Manpower supply for Delhi Govt. and Central Govt. departments, specializing in providing complete solutions in computerization, networking and telecommunication since 1987. With a well-focused vision and a global mission, ICSIL looks at greener pastures across the globe. At present total number of employees outsourced by ICSIL is around 8000 which is expected to increase in the next couple of years.

ICSIL intends to empanel Law Firms based at Delhi / NCR through this Expression of Interest (EoI) in the following areas for availing their services as and when required:

- 1.1 (a) HR / Administration/Vigilance related cases in Court /CAT/ Labour court/ District courts
- (b) Criminal cases as criminal complaints, FIR, etc.
- (c) Corporate related cases of Company Law, Insolvency Act before NCLT, company Lawboard etc.
- (d) Other commercial matters of IT & Technical Division and all other divisions of ICSIL.

1.2 In addition to the above, the service of the panel Law Firms are required for miscellaneous cases of Projects, tenders, MSME Cases, execution petitions by ICSIL, Insurance, vetting, drafts of FIR, termination notices, issuance of legal notice, Show Cause notices, low stake matters, etc.

1.3 Important details/timelines are as follows: -

Intent of the EoI	Expression of Interest for Empanelment of Law Firms
Validity of empanelment	Initially, 3 (three) years, which may further be extended on the sole discretion of ICSIL
EoI Ref No	ICSIL/04LD/Tender-EOI/Advocate-Law firms/2024
Type of Tender	Open & Expression of Interest (EoI)
Availability of EoI document	website of ICSIL i.e. www.icsil.in
Date of Commencement	09/10/2024
Pre- Bid Meeting	16/10/2024, 11:00 AM
Last date and time for submission of EoI	30/10/2024, 03:00 PM
Contact person for seeking clarifications	1. Mrs. Deepti Gupta, Manager (Legal) 2. Ms. Nafeesa Bano, Engineer (MM Division) 3. Mr Ravi Tripathy, System Analyst (IT&MM)
Address of Communication and Bid submission	Front Desk Officer, INTELLIGENT COMMUNICATION SYSTEMS INDIA LTD (ICSIL) Administrative Building, Above Post Office, Okhla Industrial Estate, Phase-III, New Delhi -110020
EOI Fee	NIL

1.4. Eligibility Criteria:

The offers of only those Law Firms which fulfil the following Pre-Qualification Criteria will be considered:

Pre-Qualification Criteria

- 1.4.1 Degree of Law of all the partners from recognized University.
- 1.4.2 Only the practicing Advocates of Law firms registered with Bar Council of India/Delhi Bar Council, with the senior most partners should have a practice in Delhi Courts for more than 10 years.
- 1.4.3 The Law firm must either have a Chamber in the Delhi Court Premises and an office in Delhi/New Delhi with all infrastructures as conference/meeting room, computers/laptops, printers, scanners, Internet connection etc. along with office supporting staff.
- 1.4.4 The Law Firm must submit a minimum of 20 Supreme Court/High Court and Arbitration orders showing the presence of the Senior most partner as the Main Counsel for the last five years in different cases.
- 1.4.5 The Partners of the Law Firm must have appeared as an arguing counsel in minimum 10 cases of stake value more than Rs. 28 lakh (in civil cases). 5 cases (out of the said 10 cases) should be in favour of the Law Firm's client in proof of the success rate.
- 1.4.6 The Law Firm can apply for two specific categories showing a minimum of 20 court orders separately for each category as per (1.4.4) above.
- 1.4.7 The Law Firm must agree for the fee to be paid as per the ICSIL fee schedule at Annexure B of the EOI for Senior Counsel and Junior Counsel, whosoever appears and shall not claim any higher fee in any case during the pendency of the cases.(For the purpose of payment of fees as per Fee Schedule at Annexure-B, the Panel Law firm/Advocate of the Firm must have more than 10 years of proven experience/practice in the Courts from the date of enrolment as an Advocate and must be designated as a Senior Counsel by the Supreme Court or a High Court while all other Advocates would be treated as Junior Counsels.)
- 1.4.8 The firm must have at least one Advocate on Records (AOR) in the law firm for filing cases in Supreme Court of India.

***Eligible bidders/law firms may be called for presentation/discussion for assessment of subject matter expertise.**

Note:-

- a) Law Firms, those intending to apply may fill Application-Forms as per format provided at Annexure "A" after ensuring that they qualify above mentioned Pre-Qualification criteria. They have to furnish all the documentary evidence in support of the required eligibility and in the event of their failure to do so, their application shall be rejected. For downloading EOI , please visit our website <https://icsil.in/tenders>
- b) Applications in response to this EoI complete in all respect, can be submitted in sealed covers super scribing "**Expression of Interest for Empanelment of Law Firms**" should be submitted to below mentioned address on or before 30/10/2024, up to 03:00 PM
- c) Applicants (Law Firms) will apply for the empanelment along with all the required documents. Their application along with supporting documents will be evaluated and those Law firms who will qualify all the criteria will be invited to make presentation in Physical or through Video Conferencing.
- d) ICSIL reserves the right to reject any or all bids without assigning any reason(s) and without any cost(s) or compensation there for.
- e) Interested Law Firms may please send their applications exactly as per format specified at Annexure "A" and checklist along with copies of relevant documents in support of the

eligibility conditions latest by 30/10/2024 03:00 PM at the **following address:**

Front Desk Officer,
Intelligent Communication Systems India Limited (ICSIL)
Administrative Building, Above Post Office, Okhla Industrial Estate, Phase – III,
New Delhi -110 020
Telephone: 011-40538951, 011-35024705

For any clarifications Firm(s) may contact:

Contact Person 1-

Name: - Deepti Gupta, Manager (Legal)
Email id: - deepti.gupta@icsil.in
Contact No- 9582474226

Contact Person 2-

Name: - Nafeesa Bano, Engineer(MM/IT)
Email id: - nafeesa@icsil.in
Contact No- 9560729470

Contact Person 3-

Name: - Ravi Prakash Tripathy, System Analyst (IT/MM)
Email id: - ravi.tripathy@icsil.in
Contact No- 8744968611

2 General Conditions:

- 2.1** ICSIL reserves the right to reject or accept any application or cancel this process of empanelment at any stage without assigning any reason.
- 2.2** The applications received shall be scrutinized by ICSIL Committee and decision of MD/Management Committee of ICSIL shall be final on all issues arising out of this empanelment.
- 2.3** The number of Law Firms to be empaneled shall be determined by ICSIL.
- 2.4** Initially, the empanelment shall be for 3 (three) years, which may further be extended on the sole discretion of ICSIL.
- 2.5** The fee for handling ICSIL matters shall be governed by the attached fees schedule of ICSIL for Panel Law Firms. The Law Firm shall give unconditional and unequivocal acceptance of the same.
- 2.6** The Law Firm on being empaneled with ICSIL shall not handle any matter against ICSIL. If the Law Firm is handling any case against ICSIL prior to such empanelment, then it will return the brief of said matter.
- 2.7** ICSIL can assign any matter to any Law Firm or change any Law firm from any matter/case or cancel empanelment of any Law Firm at any time without assigning any reason whatsoever.
- 2.8** Any other terms not mentioned herein will be as per prevailing legal Guidelines.

2.9 Tenure / term of Retainership

The initial Retainership will be for three years. Performance of Law firm shall be reviewed on annual basis. However, on completion of the term and satisfactory performance of the Law firm, the Retainership may be extended further on the sole discretion of ICSIL.

2.10 Procedure for Empanelment

Only those bidders (Law Firms) will be considered for presentation/further process of empanelment that fulfill the pre-qualification criteria. The Competent Authority may also consider any other factor relevant for Empanelment.

2.11 Documents to be submitted by the Law Firms

- 1. Duly filled in application strictly as per Annexure-A.**
- 2. The self-attested copies of the following documents required to be submitted with application:**
 - a) High School certificate in support of age.
 - b) Certificate of registration with Bar Council
 - c) Copies of Empanelment with other Organizations.
 - d) Certificates in support of educational qualifications.
 - e) An undertaking from the Law firm regarding correctness of the information furnished.
 - f) In addition to the above, relevant additional documents may also be asked during the course of evaluation as a clarification call, if required.

2.12 Communication of Empanelment

After a decision to Empanelment of the Law Firm is taken, a communication in writing to this effect shall be sent to the Law Firm as per **Annexure-B** with acknowledgement and acceptance due. The process of Empanelment shall be complete when ICSIL receives an acceptance letter from the Law Firm.

2.13 Right to Private Practice and Restrictions

- (a) The Law Firm 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 empaneled Law Firm of the ICSIL.
- (b) The Law Firm shall not advise any party or accept any case against the ICSIL in which he has appeared or is likely to be called upon to appear or advise
- (c) If the Law Firm 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 ICSIL arising in any court.

2.14 Termination

Termination of empanelment of any empaneled Law Firm if indulges any of the following:

- (i) Giving false information in the application for Empanelment.
- (ii) Handing over the brief or matter to another advocate/Law firm without prior written permission of the ICSIL.
- (iii) Failing to attend the hearing of the case without sufficient reason and prior information.
- (iv) Not acting as per ICSIL's instructions or going against specific instructions
- (v) Not returning the brief when demanded or not allowing or evading to allow its inspection on demand.
- (vi) Misappropriation of the ICSIL's funds or earmarking, using the same towards his fee without ICSIL's permission.
- (vii) Threatening, intimidating or abusing any of the ICSIL's employees, officers, or representatives.
- (viii) Making any of his associates or juniors to appear on behalf of any of the opposite parties in cases/appeal related to ICSIL's without permission.
- (ix) Committing an act tantamount to contempt of court or professional mis-conduct.
- (x) Conviction of the Advocate/Law firm in any offence resulting into arrest or detention or disbarment by the Bar Council.
- (xi) Passing any information relating to ICSIL's case on to the opposite parties or their advocates/Law firms which is likely to cause damage to the ICSIL's interests
- (xii) Giving false or misleading information to the ICSIL relating to the proceedings of the case; and
- (xiii) Frequent adjournment being obtained or not objecting the adjournment moved by other party without sufficient reason.

Notwithstanding anything stated herein above, the organization reserves its right not to empanel any Law firm even on fulfilling the eligible criteria or postpone or cancel the process of Empanelment or terminate the Empanelment of any Law firm at any time without assigning any reasons in this regard.

2.15 Arbitration

In the event of any dispute arising between ICSIL and the Law firm, in any matter covered under this empanelment, the matter shall be referred to the Managing Director, ICSIL who may himself act as sole arbitrator. The Law Firm expressly agrees that the arbitration proceedings shall be held at New Delhi.

3 Scope of Work

Following is the Scope of Work for Law Firm to be empaneled for representing and assisting ICSIL before various Courts/Tribunals, etc including but not limited to: -

3.1 Definitions

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) 'Law firm' means a law firm is a business entity that provides legal services to clients, such as individuals and corporation
- (iii) The competent authority shall be the Managing Director of ICSIL or any officer so designated by the Managing Director of ICSIL.
- (iv) The court shall mean and include any courts, any High Court/Supreme Court or tribunals.

3.2 General

- 3.2.1 The Law firm shall be engaged only in cases where the ICSIL is a necessary party.
- 3.2.2 Reconciliation/Mediation matters where the ICSIL is a party pending in different Consumer/Civil Courts/Tribunal may be taken care of by the officers of the ICSIL. However, the Law Firm may be engaged if deemed necessary in exceptional cases by the Competent Authority.
- 3.2.3 The Law Firm must have from diversified experience in different fields *viz.* Corporate Laws, Arbitration, Service, Labor & Industrial Laws, Information Technology, Laws related Human Resources and all types of civil and criminal matters, etc. depending upon the expertise, experience, performance and conduct of advocates of Law firm in general or experience in dealing labour cases / disputes or cases of the ICSIL, if any, in particular.
- 3.2.4 The Law Firm will have to coordinate and work with designated Senior Advocates, if any, engaged in the case, if required.
- 3.2.5 The Law Firm under these guidelines shall not be employees of the ICSIL and therefore, shall not be eligible for any benefits available to its employees.
- 3.2.6 The Law Firm shall maintain absolute secrecy and confidentiality about the cases of the ICSIL as required under the Act and rules/regulations made there under.
- 3.2.7 The Law Firm shall in full accept the terms and conditions of the Retainership as determined by the ICSIL from time to time.

3.3 The advocate of Law firm shall attend the cases of ICSIL before different Courts/Tribunals / Authorities. The brief of services to be provided by the Law Firms includes but not limited to the following:

- 3.3.1 Handling of approx 150 cases before different Courts/Tribunals / Authorities: -
 - i. Labour Court
 - ii. District Court (for Civil and Criminal Cases)
 - iii. High Court
 - iv. CAT

- v. Office of Labour Commissioner
- vi. Office of Arbitrator

3.3.2 Drafting of all kinds of pleadings as per requirement of the nature of cases:

- i. Writ Petition
- ii. Reply Affidavit to writ petition
- iii. Civil Suit
- iv. Reply to Civil Suit
- v. Counter claim
- vi. Rejoinder/Replication
- vii. Evidence
- viii. Complaint
- ix. Miscellaneous application
- x. Agreement
- xi. Business Contract
- xii. Contract with Employee

3.4 Out station case to be attended on hearing dates/ its drafting and reply promptly.

3.5 The Scope of work under fixed Retainer ship includes but not limited to following: -

- (i) To attend meeting at client office of ICSIL and to attend meeting at Police office, etc if required.
- (ii) Drafting of Legal Notice reply to Legal Notices.
- (iii) Drafting and vetting of all kinds of agreements/ contracts/ MoU /Appointment Letters/ Affidavit/ Undertaking/ Settlement Deed, etc.
- (iv) Drafting /Vetting of official emails/reply of official emails as and when required
- (v) Frequent visits / meetings with the legal division or with the management of ICSIL at least once in a week or as and when required.
- (vi) Any other implication arises on company or official, to be guided /advised.

ANNEXURE 'A'

FORMAT OF APPLICATION FOR LAW FIRMS

- 1) Name of the Law Firm:

- 2) Date of Registration:

- 3) Address:

- 4) (4.1)Contact details:
- (4.2)PAN:
- (4.3) GST:

- 5) Details of Partners of the Firm
 - (5.1)Number of Partners:
 - (5.2)Name of Senior Most Partner:
 - (5.3)Partners Details :(may attach details in proforma given below)

S.No	Name of the Partner	Details of Educational Qualifications		Details of Bar Council Registration (BCI/DBC)		Years Of Practice (as on 30-09-2024)	Number of cases (as per Eligibility conditions 1.4.5)
		Degree (attach Support documents)	Year of acquisition	Name of Bar Council	Date of Enrolment (Certificate to be submitted)		

6) Applied for empanelment in the category (Please tick mark minimum One and maximum Two and strike out whichever is not selected):

- 6.1 HR / Administration/Vigilance related matters before Court /CAT/ Labour court/District courts
- 6.2 Criminal cases as criminal complaints, FIR, etc.
- 6.3 Corporate matters (Company Law, Insolvency and Bankruptcy Code Act before NCLT, NCLAT etc.
- 6.4 Other commercial matters involving Information Technology & other technical issues in Telecom/Electrical fields.

7) Details of Experience/practice: (Applied Category Wise)

Case titles/List of the Cases showing appearance of the Senior Most partner of the Firms in minimum 20 of Supreme Court/High Court/Arbitration orders in the last five years. (i.e. From September 2019 to Aug 2024). (Attach copies of the orders)

(Note: If a Law Firm applies for empanelment against Two categories, then it shall substantiate its eligibility by producing the requisite documents under para 7 or both categories of cases)

8) Case Titles/ List of cases showing that the partners of the law firm have appeared as arguing counsel in minimum 10 cases of stake value more than Rs. 28 lakh (in civil cases only). Indicate minimum 5 cases which are in favour of law firm as a proof of success rate.(Attach copies of the orders)

(Note: If a Law Firm applies for empanelment against Two categories, then it shall substantiate its eligibility by producing the requisite documents under para 7 & 8 for both categories of cases)

9) Details of Advocate of Law firm on Record (attach document in support)

- (9.1) Name of Advocate/law firm on Record (AOR):
- (9.2) Registration No./Date of BCI/DBC Enrolment:
- (9.3) Details of LLB:
- (9.4) Number of years of experience/practice:

10) Details of Office Infrastructure - Please indicate the following:

- Conference/meeting room: Yes/No
- Number of computers/laptops:.....
- Number of printers:.....
- Number of scanners:.....
- Wi-fi/Internet connection:
- Number of office supporting staff (para legal, clerk, work assistants, runners etc.):.....

Declaration:

- I. We declare that We will abide by the Fee Schedule of ICSIL as applicable to ICSIL Panel of Law Firm (As amended time to time).
- II. We have never been penalized by any bar council in any Disciplinary Proceedings.
- III. We also undertake to maintain absolute secrecy about the cases of ICSIL as required under the Act, Rules & Regulations thereunder.
- IV. We will not take any brief/case in any court of Law or will advise/assist any person against the ICSIL.

Signature of Advocate of Law Firm

ON behalf of M/s.

(Name of the Law firm)

Address (Office/Chamber & Residence)

Tel. No./Mobile No./Email:

Annexure -B

Fee Schedule Applicable to Panel Advocates/Law Firm

Sr. No.	Particulars	Amount (Rs.) Senior Counsel	Amount (Rs.) Junior Counsel
A	Appearances		
A-1 A	Before Supreme Court, High Courts in Writ Petitions, Arbitrators appointed by Ministry of Law/DPE/ICA/ICADR/SFCA, appointed by Courts and MD ICSIL in commercial matters		
(i)	For Effective Hearing	10000/-	2500/-
(ii)	For Non Effective Hearing	4500/-	1000/-
A-1 B	Before Registrar, Dy. Registrar, Joint Registrar	3000/-	1000/-
A-1 C	Defending/Pleading Civil Suits , Execution Petition	25,000/- (on consolidated basis)	
A-2 A	Regulatory Matters before Supreme court , High Court and TDSAT		
(i)	For Effective Hearing	12000/-	3000/-
(ii)	For Non Effective Hearing	3000/-	1000/-
A-2(b)	Before Registrar, Dy. Registrar, Joint Registrar	3000/-	1000/-
A-3	Before CCI, National Consumer Dispute Redressal Commission, Income Tax Appellate Tribunal, Sales Tax Appellate Tribunal, Appellate Tribunal for Electricity		
(i)	For Effective Hearing	9000/-	2000/-
(ii)	For Non Effective Hearing	4500/-	1000/-
b.	Before Registrar, Dy. Registrar, Joint Registrar	3000/-	1000/-
A-4 A	Before CEGAT, State Consumer Dispute Redressal Commission, Other Statutory Authorities/Bodies, Company Law Board, CGIT, CAT, Debt Recovery Tribunal, BIFR, AAIFR, Any other statutory authority		
(i)	For Effective Hearing	9000/-	1500/-
(ii)	For Non Effective Hearing	2500/-	1000/-
b.	Before Registrar, Dy. Registrar, Joint Registrar	2500/-	1000/-
A-5	Before the Distt. Courts/City Civil Courts/Lower Courts, Mediators/Conciliators or Adjudicators appointed by Court/Agreement terms		

(i)	Defending/Pleading of Suits	20,000/- (on consolidated basis)	
(ii)	Defending/Pleading of Execution Petition, complaint u/s 138 of NI Act etc. before the Distt. Courts/City Civil Courts/Lower Courts		
(iii)	Criminal Matters before District Courts/Metropolitan Magistrate		
	For Effective Hearing	7000/-	1500/-
	For Non Effective Hearing	2500/-	1000/-
	Before Registrar, Dy. Registrar, Joint Registrar	2500/-	1000/-
(iv)	Defending/Pleading of matters other than (i), (ii) & (iii) above before the Distt. Courts/City Civil Courts/Lower Courts	3000/-	1000/-
A-6	Before District Consumer Forum, Arbitration i.r.o. Disputes u/s 7B of Indian Telegraph Act, 1885	5000/--Consolidated fees per case	1000/- Consolidated feesper case
A-7	Outstation visits (on per day basis)	Rs. 15,000/- (Per Hearing basis. Fixed for two days. Beyond two days additional 50% fee will be paid.)	Rs. 8,000/- (Per Hearing basis. Fixed for two days. Beyond twodays additional 50% fee will be paid.)
B	Drafting and Settling of Pleading		
B-1	Supreme Court/High Court/Arbitration		
A	Special Leave Petitions/Appeals/ Writ Petitions/Replies/Counter Affidavits/ Rejoinders/Replications/W.S./Plaints/Suits/ Statement of Claims and Counter Claims	10000/-	2500/-
B	Interim Application/Misc. Appl./ Misc Civil Petition/Replies thereto	3500/-	1500/-
C	Caveat		1500/-
D	Affidavit by way of Evidence per affidavit	6000/-	2000/-
B-2	Regulatory Matters before Supreme Court, High Court and TDSAT		
A	Special Leave Petitions/Appeals/ Writ Petitions/Replies/Counter Affidavits/ Rejoinders/Replications/W.S./Plaints/Suits/ Statement of Claims and Counter Claims	9000/-	4000/-
B	Interim Application/Misc. Appl./ Misc Civil Petition/Replies thereto	2000/-	1500/-

C	Caveat	2000/-	1500/-
D	Affidavit by way of Evidence per affidavit	2500/-	1500/-
B-3	Before CCI, National Consumer Dispute Redressal Commission, Income Tax Appellate		
	Tribunal, Sales Tax Appellate Tribunal, Appellate Tribunal for Electricity		
A	Petitions/Appeals/Replies/ Rejoinders/	9000/-	1800/-
B	Interim Applications/Misc. Applications/ Replies thereto	3500/-	1000/-
C	Caveat	3500/-	1000/-
D	Affidavit by way of Evidence per affidavit	6000/-	2000/-
B-4	Before CEGAT, State Consumer Dispute Redressal Commission, Other Statutory Authorities/Bodies, Company Law Board, CGIT, CAT, Debt Recovery Tribunal, BIFR, AAIFR		
A	Petitions/Appeals/Replies/Rejoinders/ Applications Origina	8000/-	1600/-
B	Interim Applications/ Misc. Applications/ Replies thereto	3000/-	1000/-
C	Caveat	3000/-	1000/-
D	Affidavit by way of Evidence per affidavit	2000/-	1500/-
B-5 (i)	District Courts/City Civil Courts/Lower Courts, Mediators/Conciliators or Adjudicators appointed by Court/Agreement terms		
A	Plaint/Petitions/Ex. Petition/Recovery Suits/Replies/WS/ Replications/Rejoinders	5000/-	2000/-
B	Interim Applications/Misc. Applications/repliesthereto	2500/-	1000/-
C	Caveat		1000/-
D	Affidavit by way of Evidence per affidavit	1500/-	1000/-
B-5 (ii)	Criminal Matters before District Courts/Metropolitan Magistrate		
A	Petitions/Appeals/Replies/ Rejoinders/	5000/-	1600/-
B	Interim Applications/Misc. Applications/ Replies thereto	1500/-	1000/-
C	Caveat	1500/-	1000/-
D	Affidavit by way of Evidence per affidavit	2000/-	1500/-

Notes:

- 1. In addition to the above, a fixed Retainership Fee @ INR 20,000/- per month will be payable to empaneled Law Firm(s), for Scope of Retainership refer clause 3.5 Page No 8 of EOI.**
2. Consolidated fee to the Law Firm shall be paid 25% after 1st hearing, 25% after three hearings and 50% after finalization of the case on consolidated payment.
3. Clerkage shall be paid at the rate of 10% in addition to fee. For this purpose, the fee means appearance fee and drafting/vetting fees only but shall not include fees towards conferences and any expenses incurred by the Advocates.
4. Reimbursement of misc. expenses up to Rs. 500/- shall be reimbursed to the counsel without production of details. In case the expenses exceed Rs. 500/- the counsels shall be required to produce vouchers there for. However, the rates that would be paid by ICSIL for such expenses shall not exceed the following limit:
 - Photocopy -Rs 2/- per page
 - Scanning-Rs 2/- per page,
 - Affidavit attestation-Rs 50/- per affidavit,
 - Typing charges for pleadings – Nil (as included in fee structure only)
 - Steno/Typing charges for annexures etc. – Rs. 50/- per page
 - Certified copy of orders/Court fee- as per receipt
5. Local conveyance charges (in Delhi NCR) are inclusive in fee structure i.e. no separate fee/reimbursement would be made for travelling in Delhi NCR.
6. When two or more cases together involve, substantially identical questions of law and/ or fact, one of such cases will be treated as the main case and the others as connected case and the fees in such cases will be regulated as under, provided that the cases are heard together.
 - (i) Full fee would be admissible for appearance in the main case and 50% in each of the connected cases, subject to a maximum of one additional full fees, i.e. not more than twice the amount of full fees in the main case would be admissible irrespective of number of cases.
 - (ii) If substantially identical affidavits, counter affidavits, complaints, written statements grounds of appeal applications and other pleadings are drafted in connected cases, or drafting fee will be admissible in the main cases and only 20% separate drafting fee per case will be admissible in connected cases.
7. For the purpose of payment of fees as per Fee Schedule:
 - (i) For law firms: the Advocate of the Firm must have more than 10 years of proven experience/practice in the Courts from the date of enrolment as an Advocate and must have proof of being designated as a Senior Counsel by the Supreme Court or a High Court while all other Advocates would be treated as Junior Counsels.