



DR. BHIMRAO AMBEDKAR LAW UNIVERSITY, JAIPUR

(A State Funded University of Rajasthan)

“RUSA Bhawan”, Shiksha Sankul, JLN Marg, Jaipur-302015

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F.No.F2 (72)/GAD/ALU/2021-22/ 8288

Dated: 14.02.2022

Sh. D.K. Sharma
265, Mahavir Nagar II -
Maharani Farm, Jaipur

Sub: Engaging of Consultant(Legal) for providing Legal opinion in day to day litigatory matters, vetting at competent level of draft reply to be filed in the Courts, appointment of advocate/Advocates and Officer in Charge for preparing and contesting the legal cases, for filling Caveat in the Court cases and when required, dealing with the cases of Consumer & RTI matters and providing opinion in Consumer & RTI matters etc.

Dear Sir,

On the subject cited above, we are seeking your proposal for engaging of Consultant (Legal). You are requested to submit your financial proposal as per the terms and conditions of the enclosed Terms of Reference (TOR) latest by 22.2.2022 at 2.00 P.M. at University Office-RUSA Block, Ground Floor, Shiksha Sankul, Jaipur.

hmk/14/02/2022

(Ayub Khan RAS)
REGISTRAR

ENGAGING CONSULTANT (LEGAL) FOR DR. BHIMRAO AMBEDKAR LAW UNIVERSITY, JAIPUR

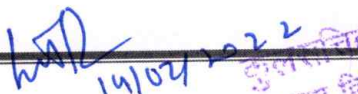
TERMS OF REFERENCE

1. Introduction

Dr. Bhimrao Ambedkar Law University, Jaipur, Rajasthan came into being as a State University of Govt. of Rajasthan by an Act No. 6 of 2019 dated 26th February 2019. The University, besides, its residential campus at Jaipur, is mandated to have its jurisdiction in the entire State of Rajasthan to extend affiliation to all Law Colleges. The University has been recognized by UGC under section 2 (f) of UGC Act, 1956, vide notification No.F.9- 6/2020 (CPP-I/PU) dated 12 May 2020 and letter No. F.9-6/2020(CPP-I/PU) dated 14th May 2020.

2. Objectives

After having newly established in 2020-21, the University has started all the related activities in all the sections of University. The University has granted affiliation to 79 law colleges across the state of Rajasthan. The University has also advertised for recruitment of 35 teaching posts of Professor, Associate Professor and Assistant Professors and other 34 non-teaching posts of Controller of Examination of Examination, Dy. Registrar, Assistant Registrar, Jr. Assistant and Sahayak Karmchari. The activities of all the sections are increasing day by day. At present the University has no legal cell and also has no permanent Assistant Legal Officer. A considerable number of court cases, Consumer & RTI matters are pending in the University. Providing Legal opinion in day to day litigatory matters, vetting at competent level of draft reply to be filed in the Courts, appointment of advocate/Advocates and Officer in Charge for preparing and contesting the legal cases, for filling Caveat in the Court cases and when required, dealing with the cases of Consumer & RTI matters and providing opinion in Consumer & RTI matters, the University requires a


 14/07/2022
 डॉ. भीमराव अंबेडकर विधि विश्वविद्यालय
 जायपुर

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Consultant(Legal) for court cases who has relevant experience and can formulate and execute all the work related to the legal matters.

3. Scope of Work

Consultant (Legal)

The Consultant shall be responsible for all duties and work related to legal as mentioned below:

- 1- Giving Legal opinion in day to day litigatory matters.
- 2- Vetting at competent level of draft reply to be filed in the Courts.
- 3- Appointment of Advocate/Advocates and Officer in Charge for preparing and contesting the cases in respective litigatory matters.
- 4- Monitoring of Court cases of the University and attending Courts when ever required in University legal matters.
- 5- Preparation of factual reports in consultation with the respective sections of the University and presenting them to concerned Advocates to prepare reply for further use.
- 6- Discussing legal matters with the University Advocates for preparing reply as and when required in Court cases.
- 7- Maintaining records of expenses pertaining to legal cases and to verify them.
- 8- For filling Caveat in the Court cases as and when required.
- 9- For maintaining record of date of hearing of the court cases and to ensure for its implementation and apprise concerned section at appropriate time with legal suggestions.
- 10- Dealing with the cases of Consumer & RTI matters and providing legal opinion in Consumer & RTI matters in the prerequisite time frame.
- 11- Assisting administration for the Court case, if any arises relating to recruitment

4. Responsibility and Duties:

To do all work as mentioned in scope of work. The Consultant(Legal) shall be present in office time and schedule.

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5. Qualifications:

The Consultant shall have the following minimum qualification:

- LLB and LLM
- Must have relevant experience in the field of legal matters in reputed University
- Must have 10 years experience of Legal Officer in a reputed university.
- Excellent knowledge of legal matters

6. Commencement of Assignment:

- The Consultant shall commence the assignment as per LOA (Letter of Acceptance).

7. Time Period of assignment


- The Assignment shall be for a period of One Year from the date of commencement.

8. Financial Proposal

- The financial proposal will be submitted by the applicant offering the services of the consultant for this assignment.
- In preparing the Financial Proposal, the applicant is expected to take into account the requirements and conditions of the TOR.

9. Payment Schedule

- The remuneration of the consultant will be paid monthly. GST, if applicable, will be borne by the University in addition to the quoted price.
- Lodging and boarding charges, for the journeys performed outside Jaipur for official purpose by the consultant will be made as per University/Government Rules.
- The payment will be released to the consultant on the production of monthly bill.


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10. University Obligations

- The Consultant shall be provided suitable office space as per requirement of the assignment.

11. Confidentiality

- The consultant must keep confidential all matters relating to the proceedings and files of the University.

12. Conflict of Interest

The University requires that the Consultant provide his services in a professional, objective and impartial manner and at all times hold the University's interest's paramount; avoid conflicts with his other assignments or interests, and act without any consideration for future work. The Consultant shall not engage, either directly or indirectly, during the term of this assignment in any business or activities which would conflict with the activities assigned to him by the University.

13. Termination of Assignment:

The University can terminate the assignment by giving a written notice of not less than one month, without assigning any reason. The Consultant can also resign by giving one month's notice.

Signature & Name of the Consultant

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Format of Financial Offer

| SN | Work | Offered Price per Month |
|----|--|----------------------------|
| 1. | Providing services of a Consultant (Legal) for Dr. Bhimrao Ambedkar Law University, Jaipur | |
| | Total Price per Month (excluding applicable taxes, if any) | |

(Price in Rupee _____)

Signature with Name and Address of the Consultant

14/04/22
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