Consulate General of India
Sydney

Request for Proposal for Empanelment of Law Firms

Consulate General of India, Sydney initiates the process of empanelment of law firms in New South Wales and South Australia to assist with Court cases of Indian nationals in NSW and SA. Proposals are invited from competent law firms in this regard.

2. The legal aid provided to Indian nationals by the Consulate General of India, Sydney shall include inter-alia:

i. Filing bail applications
ii. Filing petitions for review of sentences and remission of sentences and other related review petitions
iii. Fighting cases of Indian nationals in jail
iv. Worker rights related cases
v. End of service benefits cases
vi. Marital Dispute including abandonment, domestic violence and related family law issues
vii. Any other matter that may require legal assistance

3. Proposals may be sent to us latest by 20 February 2026 in sealed covers with the caption "Proposals for Empanelment of Law Firms" addressed to:

Shri. Niravkumar B. Sutariya
Consul (Commercial Representative) & Head of Chancery
265 Castlereagh Street, Sydney, NSW 2000

4. For more details, visit: https://www.cgisydney.gov.in

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Consulate General of India
Sydney
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SYD/215/1/2026 **Dated 12 January 2026**

REQUEST FOR PROPOSAL (RFP) FOR EMPANELMENT OF LAW FIRMS

A). Introduction:

Consulate General of India, Sydney invites Request for Proposal (RFP) from eligible and experienced law firms for empanelment to provide legal services on a case-to-case basis. The contract will be valid for one year and can be renewed through mutual agreement for further one-year period. It is further submitted that The Procuring Entity (i.e. the Consulate) will not be under any obligation to assign any minimum quantum or frequency of work under this RFP; however, any individual matters that are entrusted to the successful/empanelled firm(s) during the currency of the contract shall be remunerated at the rates quoted in the Financial Proposal and accepted by the Procuring Entity.

B). Scope of Work:

The legal aid provided to Indian nationals by the Consulate General of India, Sydney shall include inter-alia:

i. Filing bail applications
ii. Filing petitions for review of sentences and remission of sentences and other related review petitions
iii. Fighting cases of Indian nationals in jail
iv. Worker rights related cases
v. End of service benefits cases
vi. Marital Dispute including abandonment, domestic violence and related family law issues
vii. Any other matter that may require legal assistance

C). Eligibility Criteria:

Firms must fulfill the following:

a) Minimum 5 years of experience in legal practice.
b) Experience to assist deserving Indian nationals in distress.
c) Valid registration to practice law in NSW and/or SA.
d) List of qualified lawyers, with bar registration details.

D). Terms of Reference:

a) Law Firm will act on behalf of the Consulate General of India, Sydney to defend the assigned cases before competent courts and other departments of Australia, file compensation cases and any other case assigned by the Consulate General of India, Sydney.
b) The Law Firm will act on behalf of the extent that it does not conflict with public order, norms and customs of the legal profession.
c) The Law Firm will act on behalf of the Consulate General of India, Sydney for the assigned cases through a power of attorney.
d) The Law Firm will not use the authority assigned to it by the Consulate General of India, Sydney through a power of attorney for its individual gains or advantage.
e) The improper use of the power of attorney will lead to termination of the contract and make the Law Firm liable for legal action.
f) The contract will be valid for one year and can be renewed through mutual agreement for further one-year periods.
g) The Power of Attorney issued to the Law Firm will also be valid for one year.
h) The Law Firm must provide translation services in the assigned cases.
i) The legal fee for cases is shared below:
    i. The cases will be awarded on quotation basis.
    ii. The quotation provided must be inclusive of all legal expenses like court fees, VAT, expert fees (if any), translation fees or any other fees as applicable. No payment over and above the quoted fees will be provided.
    iii. If the case is rejected/dismissed/lost, the Consulate General of India, Sydney shall reimburse only the court and procedural expenses borne by the Law Firm towards the case on production of the original receipts. No legal fees will be paid.
    iv. The court and procedural expenses such as expert fees, execution fees and other expenses with regard to filing the cases in the court all types of cases, compensation and otherwise, will be initially paid by the Law Firm. These expenses will be reimbursed after the completion of the case by the Consulate General of India, Sydney upon production of original receipts.
    v. The legal fees agreed upon will cover all consultancy and other expenses borne by the Law Firm for pleading before the competent courts and other government departments.
    vi. The Law Firm will provide regular updates on all cases being handled by them to the Consulate General of India, Sydney.
    vii. All legal documents related to the case will be shared with the Consulate General of India, Sydney and the concerned Indian national or family members.

viii. Any dispute arising between the parties shall be settled amicably through mutual discussions.

ix. Either party can terminate the contract by giving one (1) month notice to the other Party.

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Request for Proposal from Law Firms for Empanelment
(Firms may please fill this and submit)

1. Name of the Firm	
2. Proprietorship/Partnership	
3. Details of Proprietor	
a) Name	
b) Nationality	
4. Details of Partners (if any) and their percentage share in the firm	
5. Registration No. for practicing Law/Legal firm permission letter from Federal Authority	
6. Whether permitted to allow practice on all states	
7. Details of lawyers with the firm	
a. Name	
b. Nationality	
8. No. of cases involving Indians handled by the Company in the last 5 years	
9. Brief Details of cases handled for Petitioners	
10. Brief Details of cases handled for Respondents	
11. One page synopsis may be enclosed describing/highlighting the major achievements of the law firms in civil/criminal cases in last Any other information3 to 5 years	
12. Any other information	

Supporting documents in all the above must be submitted with the proposal.

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Financial Proposal - Standard Form
(FIN-I form)

Instructions :

1. All rates shall be quoted in AUD, exclusive of GST, unless otherwise specified.
2. All fields are mandatory. Any item left blank shall be deemed to be included elsewhere and no separate payment shall be admissible.
3. These rates shall be treated as the maximum admissible rates for services provided under the contract during its validity.

Part A – Unit Rates for Defined Tasks (Matter-based)

Sl. No.	Description of Service Line	Unit	Unit Rate (AUD, excl. GST)	Remarks
1.	Drafting and settling initial reply / defence / response (up to 15 pages)	Per draft		
2.	Drafting and settling written submissions / brief (up to 10 pages)	Per brief		
3.	Drafting and settling contract / agreement / MoU (up to 20 pages)	Per document		
4.	Written legal opinion (up to 5 pages)	Per opinion		
5.	Appearance at first directions / interlocutory hearing in Primary Court/Tribunal)	Per hearing day		
6.	Appearance at each further effective hearing day in (Primary Court/Tribunal)	Per hearing day		
7.	Appearance at each effective hearing day in (Appellate / Higher Court)	Per hearing day		
8.	Any other recurring standard task (specify)	(Specify unit)		
9.	Any other fees/schedule-please specify			

FIN-2: Financial Proposal Submission Form

(To be printed on Firm's Letterhead)

Date: _____

To,

Sh. Niravkumar B. Sutariya
Consul (Commercial Representative) & Head of Chancery
265 Castlereagh Street, Sydney, NSW 2000

Subject: Financial Proposal for Empanelment of Law Firms

Sir/Madam,

We, the undersigned, offer to provide the legal consultancy services on pre-determined rates for Consulate General of India, Sydney in accordance with the Request for Proposal bearing number SYD/215/1/2026 dated 12 January 2026 along with our Technical Proposal. We also understand that the Procuring Entity will not be under any obligation to assign any minimum quantum or frequency of work under this RFP. We understand that actual payments shall be made based on the quantities of services actually rendered, at the unit rates quoted in Form FIN-1 and accepted by the Procuring Entity.

Our Proposal shall remain valid up to 90 days

Yours faithfully,

(Signature of Authorised Signatory) _____
(Name and Designation) _____
(Name of the Firm) _____
(Address) _____
(Contact Details) _____