



नौएडा विशेष आर्थिक क्षेत्र प्राधिकरण  
(अधीनस्थ भारत सरकार)  
वाणिज्य एवं उद्योग मंत्रालय, वाणिज्य विभाग  
नौएडा दादरी रोड, फेस-2, नौएडा जिला गौतम बुद्ध नगर(उ०प्र०)  
ईमेल: dc@nsez.gov.in, वेबसाइट: www.nsez.gov.in  
टेलीफोन 120-2567268/69/70

Dated: 14.09.2022

**NOTICE INVITING 'EXPRESSION OF INTEREST'**

**Subject: Engagement of a legal firm on retainership basis by Noida Special Economic Zone, Authority, Noida-regarding.**

Noida SEZ Authority invites online "Quotation (Monthly Charges)" from experienced and registered legal firms for engagement on retainership basis. The quotation should reach to this office on or before 29.09.2022 up to 3.00 PM.

**2. Scope of work:-**

- i. The firm shall provide necessary legal services of all nature as and when sought during the course of business of NSEZ.
- ii. The services to be performed by the firm shall comprise of general and commercial advice, legal opinion and advice rendered to the Authority including review of all relevant agreements, documents, preparing Affidavits.
- iii. The firm shall go through the files of NSEZ Authority and shall ensure saving of interest of the Authority.
- iv. To visit and participate in meetings/conferences with NSEZ representatives and render legal advice/opinion(s) on documents executed and other legal formalities entered into by NSEZ during the period of retainership.
- v. To peruse all legal documents furnished by lessee(s) for execution of lease documents and legal compliance pertaining to the various formalities associated with such legal agreements and other affairs of NSEZ.

**3. Eligibility Criteria:**

- i. Law firm should be registered with concern council/ Competent Authority.
- ii. Should have five years' experience in matters related to Land issues, P.P. Act, NCLT, DRT, DRI, BIFR, AAFR, Labour, Foreign Trade Policy and SEZ Act/Rules,
- iii. Having established network and offices in Delhi/NCR. (Signed and scanned copy of evidence to be furnished).
- iv. Completed operation for a minimum of 10 (ten) years since its inception in rendering legal services. (Signed and scanned copy of evidence to be furnished).
- v. Should be on the panel of at least 5 (five) PSU/Central Government/Statutory Body/Autonomous Organization/Sub-ordinate and attached offices of Central Government. In support of this, firm shall submit signed and scanned copy of Engagement letter indicating the details of assignment, client, value of assignment etc.
- vi. Law firm should be registered with ROC if it is a Company/LLP. If Partnership/Proprietorship firm, it may have registered deed and having more than one lawyers holding Bar Council membership.

**4. Conditions:**

- i. The firm shall hold all information concerning the business in confidence and shall not disclose without prior consent of the CEO NSEZ Authority/DC, NSEZ.
- ii. Representative of firm shall visit Noida SEZ office once in a week compulsorily for perusal of files, preparing legal opinion, counter affidavits, suits etc. for which NSEZ Authority shall pay monthly retainer ship.

**5. Parameters for selection of legal firm:**

- i. Experience and legal abilities including credentials and background of the partners/lawyers.
- ii. Fulfillment of all conditions mentioned in the tender.
- iii. Fulfillment of other eligibility criteria mentioned in the Tender.
- iv. Willingness to sit in NSEZ twice in a week.
- v. Registration with various Courts and eligible to attend hearing in such courts.

**6. Other Terms & Conditions:-**

- i. The selected Law Firm shall enter into an Agreement with NSEZ. The contract shall be initially for one year extendable upto 02 years at the same rate. Terms & conditions, at the discretion of CEO, NSEZA and subject to willingness of firm.
- ii. The retainership charges will be paid on monthly basis subject to condition that assigned work is performed satisfactorily.
- iii. All the information/details to be supported by authentic documents duly certified by the authorized signatory.
- iv. CEO, NSEZ Authority reserves the right to reject any or all Bids without assigning any reason thereof as well as the right to add/delete/modify any one or more of the terms and conditions.
- v. CEO, NSEZ Authority reserves the right to discontinue the services of the appointed Law Firm(s) at any point of time for non-satisfactory performance by the Law Firm(s).
- vi. GST shall be on zero rated in terms of Section 16 of IGST Act, 2017.

**7. Earnest Money Deposit:**

Earnest Money Deposit amounting to Rs.10,000/- (Rupees ten thousand only) to be deposited in SBI/Canara Bank, NSEZ Branch through challan/by way of Demand Draft in favour of "NSEZ Authority" or online using payment portal available on <http://nsez.gov.in/RegistrationPage.aspx> and firm must produce evidence of the same before Tender Opening Committee on the date and time of opening of tender Copy of challan/DD/online payment receipt may be uploaded on the website.

**8. Opening of Online EOI Responses:-**

The online EOI responses will be opened at 3.30 PM on 29.09.2022. Representative of law firm may be present at the venue on the date and time of opening of online responses. The EOI without EMD would be rejected.

**9. Submission of Bids:-**

- i. Bidder should log into the NSEZ website [www.nsez.gov.in](http://www.nsez.gov.in) well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- ii. The bidder has to upload the required bid documents one by one as indicated in the tender document.
- iii. Bidder should pay/submit the EMD as per the instructions specified in the tender document at S.No.7.
- iv. Bidders are requested to note that they should necessarily submit their financial bids

online only and in the format available there.

- v. Once the details have been completed, the bidder should save it and submit it online, without changing the filename.
- vi. The server time which is displayed on the bidders "dashboard" will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.

#### ASSISTANCE TO BIDDERS

For any queries relating to the tender document and the terms and conditions contained therein or for any queries regarding e-Tendering process, the bidder may contact at address as provided in the tender document. The bidder may contact over phone: 0120-2567268-70 Ext. 20 or send an e-mail to – [ddcl@nsez.gov.in](mailto:ddcl@nsez.gov.in)



(Nitin Gupta)  
Secretary, NSEZ Authority  
&  
Dy. Development Commissioner

To,  
All Notice Board & website of NSEZ