

भारत सरकार
वाणिज्य और उद्योग मंत्रालय
सीपज़ विशेष आर्थिक क्षेत्र प्राधिकरण
अंधेरी (पूर्व), मुंबई - 400096



Government of India
Ministry of Commerce & Industry
SEEPZ Special Economic Zone Authority
Andheri (E), Mumbai - 400096

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No. SEEPZM-LGL0CRTC/7/2026-LEGL Date: 11-09-2026

NOTICE

Subject: Empanelment of Advocates with SEEPZ-SEZ Authority – Inviting Consent and Professional Credentials

The SEEPZ-SEZ Authority is in the process of constituting a Panel of Advocates for handling litigation, legal advisory, drafting, compliance, dispute resolution and other legal matters of the Authority and the Office of the Development Commissioner, SEEPZ-SEZ.

2. Advocates interested in being considered for empanelment are invited to submit their willingness/consent along with an updated CV/profile, enrolment details, areas of practice/specialization, professional experience, experience in handling matters relating to Government Departments/PSUs/Statutory Authorities, contact details and other relevant credentials.

3. Preference shall be given to Advocates having demonstrated experience in handling matters relating to Special Economic Zones (SEZs), including matters arising under the Special Economic Zones Act, 2005, Special Economic Zones Rules, 2006 and allied laws/regulations, as well as matters concerning Customs, Foreign Trade Policy, taxation, import/export, land/estate, lease/sub-lease, recovery, contractual disputes and other regulatory issues relevant to SEZ administration. Applicants may specifically indicate details of such experience, including important matters/cases handled by them before Courts, Tribunals or other judicial/quasi-judicial authorities.

4. The empanelled Advocates may be required to represent the Authority before judicial/quasi-judicial forums, provide legal advice and opinions, draft/vet legal documents, assist in statutory compliance and dispute resolution, and undertake such other legal assignments as may be entrusted from time to time.

5. Empanelment shall be subject to scrutiny of credentials, relevant experience, including experience in SEZ-related matters, suitability and approval of the Competent Authority. Empanelment shall not confer any right to assignment of work, and allocation of matters shall be at the sole discretion of the SEEPZ-SEZ Authority.

6. The Terms & Conditions of Empanelment are enclosed as Annexure-I and are also available on the official website of SEEPZ-SEZ Authority.

(Sandip D. Bhosale)

Digitally signed by
SANDIP DINKAR BHOSALE
Date: 11-09-2026
16:08:15

Annexure-I

Terms & Conditions of Empanelment

To regulate engagement of Advocates and safeguard the interests of the Authority, the following Terms & Conditions of empanelment shall apply:

- 1. Relevant Experience / SEZ Experience:** While considering empanelment, due weightage shall be given to professional experience, area of specialization and experience in handling matters relating to Government Departments, PSUs and Statutory Authorities. **Preference shall be given to Advocates having experience in matters relating to Special Economic Zones, including the SEZ Act, 2005, SEZ Rules, 2006, Customs laws, Foreign Trade Policy, taxation, import/export regulations, land/estate matters, lease/sub-lease, recovery proceedings, commercial/contractual disputes and other legal or regulatory matters connected with the functioning of SEZs.** The Authority may also consider the nature and complexity of matters handled and experience before the Hon'ble Supreme Court, High Courts, Tribunals and other judicial/quasi-judicial forums.
- 2. Validity:** Empanelment shall ordinarily remain valid for a period of 3 years from the date of inclusion, unless terminated earlier by the Authority.
- 3. Exclusive Representation:** The Advocate shall not appear, advise or act in any matter adverse to the interests of SEEPZ-SEZ Authority during the tenure of empanelment or in any related matter.
- 4. Personal Appearance:** The Counsel shall personally attend hearings and ensure timely preparation and filing of pleadings, submissions, affidavits and other documents with due approval of the Authority.
- 5. Progress Reporting:** The Counsel shall keep the Authority regularly informed regarding the progress, developments and outcome of assigned matters.
- 6. Fee Structure:** The professional fee structure payable to empaneled counsels will be determined by the Competent Authority on a case-to-case basis.
- 7. Billing Requirements:** Bills shall be submitted along with certified copies of Court orders/judgments, proof of appearance and supporting documents for reimbursement of admissible miscellaneous expenses.
- 8. No Retainership Claim:** Empanelment shall not confer any right to claim retainership fees or any assured remuneration unless specifically approved by the Authority.

9. Confidentiality: The Advocate shall maintain strict confidentiality and shall not disclose, publish or use any information relating to the Authority's affairs, cases, records or documents without prior written permission.

10. Conflict of Interest: The Advocate shall maintain professional integrity and shall not appear, advise or act in any matter against the interests of SEEPZ–SEZ Authority or the Office of the Development Commissioner, SEEPZ–SEZ, directly or indirectly, during the period of empanelment.

11. Return of Records: All files, documents, records, pleadings and related materials belonging to the Authority shall be returned immediately upon completion of the matter or termination of empanelment.

12. Prior Intimation of Discontinuation: In the event that an empanelled Advocate is unable to continue providing services due to any difficulty, conflict, personal reason or any other valid cause, the Advocate shall provide prior written notice of at least one month to the Authority. During the notice period, the Advocate shall ensure proper handover of all files, records and relevant documents to facilitate smooth transition.

13. Performance Review: The Authority reserves the right to periodically review the performance of empanelled Advocates and may remove or replace any Advocate found unsuitable or whose performance is considered unsatisfactory.

14. Termination Clause: The Authority may, at its discretion, remove or terminate the empanelment of any Advocate at any time, in accordance with the applicable terms and conditions, under intimation to the concerned Advocate.

15. Point of Contact: The Advocate shall coordinate with the designated Assistant Development Commissioner (Legal) and/or the concerned Section of SEEPZ–SEZ Authority.

16. Meetings: The Advocate shall attend meetings, conferences, consultations and discussions at the SEEPZ–SEZ office or through virtual mode as and when required.

17. No Guarantee of Work: Empanelment shall not guarantee assignment of any case, matter or legal work. Allocation of cases shall be at the sole discretion of the Authority.