ODISHA INDUSTRIAL INFRASTRUCTURE DEVELOPMENT CORPORATION (IDCO)
(A Government of Odisha Undertaking)
Regd. Office: IDCO Towers, Janpath, Bhubaneswar–751002

No. IDCO/Legal-E-5959/2026 30972 **Date:** 21/10/26

ADVERTISEMENT FOR ENGAGEMENT OF LEGAL MANPOWER THROUGH LAW FIRM/ Legal Consultancy Firms

Odisha Industrial Infrastructure Development Corporation (IDCO) invites applications/proposals from reputed and established **Law Firms/Legal Consultancy Firms** (Registered under the Companies Act) for providing **two (02) qualified legal manpower resources** for assisting the Legal Section of IDCO in handling legal matters, court cases, drafting/vetting of legal documents and other legal assignments entrusted by the Corporation for period of 1 year.

1. Position and Requirement

Sl. No.	Position	No. of Manpower	Minimum Qualification	Minimum Experience
1.	Legal Associate / Legal Executive	02	LL.B. from a recognized University/Institution approved by the Bar Council of India	Minimum 05 years' relevant experience in legal drafting, litigation and/or handling legal matters, preferably in Government/PSU sector

2. Essential Qualifications & Experience

The manpower proposed by the selected Law Firm shall possess the following minimum qualifications:

1. **LL.B. degree** from are cognized University/Institution approved by the Bar Council of India.
2. Must have **minimum 05 years of relevant professional experience** in legal matters, preferably involving:
    - Drafting and vetting of legal documents, agreements, notices, affidavits, petitions, replies and legal opinions;
    - Handling/assisting in litigation before Courts and Tribunals;
    - Matters relating to land, property, lease, acquisition, contracts and corporate/commercial laws;
    - Preparation of case briefs, para-wise comments and instructions for conducting advocates; and
    - Examination and processing of legal files and court cases.
3. **Enrolment with the Bar Council** and a valid Certificate of Enrolment/Practice shall be preferred/required, as applicable to the nature of assignment.
4. Candidates having experience in handling legal matters of **Government Departments, Government Companies and PSUs** will be preferred.
5. The manpower should possess good **drafting, communication, research and computer skills**, including proficiency in MS Office and online legal research.

6. The proposed resources should be capable of independently assisting in the day-to-day legal work of IDCO under the supervision of the Legal Section.

3. Submission of Proposal

Interested and eligible Law Firms/Legal Consultancy Firms having adequate experience and professional capability may submit their **Technical and Financial Proposals** in the prescribed manner, along with details of the firm, its experience, profiles/CVs of the proposed manpower, documentary proof of qualifications and experience, and other requisite documents, by email to cgmlegal@idco.in.

The proposals shall be accompanied by an Earnest Money Deposit (EMD) of Rs. 10,000/- in the form of a Bank Draft drawn in favour of the Managing Director, IDCO, Odisha, payable at any branch in Bhubaneswar, Odisha, and a Security Deposit equivalent to 5% of the cost to the Corporation, amounting to approximately Rs. 30,000/-, per month per person excluding tax and other statutory dues.

4. Last Date of Submission

29th Nov 2026, 16:00 Hrs. with a Pre-Bid meeting on 20th Nov 202611:30 Hrs

5. Date of Opening of:

i) Technical Bid 30th Nov 2026,11:30 Hrs

ii) Financial Bid 30th Nov 2026,16:00 Hrs

6. For Doubts and Clarification please contact Mr. Shubhakanta Mallick, Asst. Manager (Admin.)on 9658364714

The Corporation reserves the right to accept or reject any or all proposals, wholly or partly, without assigning any reason thereof.

NB:

1. Financial Instrument is to be sent by speed post only to the Managing Director, Rupali Square IDCO Towers, Janpath, Bhubaneswar, 751002, Odisha.
2. Unsuccessful Firms will receive their instruments back within 30 days of finalizing.
3. This bid is valid for 1year.

21/10/26

General Manager (Law)