EMBASSY OF INDIA
RIYADH

REQUEST FOR PROPOSAL (RFP)
Empanelment of Law Firms for Providing Legal Services to Indian nationals

1. INTRODUCTION AND BACKGROUND

1.1 The Embassy of India, Riyadh (the "**Embassy**") invites sealed proposals from law firms holding a valid licence to practise law in the Kingdom of Saudi Arabia (the "**Kingdom**") for empanelment with the Embassy. Empanelled law firms will provide legal assistance to the Embassy, and to Indian nationals residing in the Kingdom who are referred by the Embassy.

1.2 Indian nationals, including workers and their families, approach the Embassy for help in labour disputes, compensation claims, criminal and detention matters and other legal difficulties. The purpose of this RFP is to establish a panel of competent, reliable and cost-effective law firms to whom the Embassy can refer such matters.

1.3 Empanelment is non-exclusive. It does not guarantee any minimum number of referrals, and it does not create any employment, agency or partnership relationship between the Embassy and the law firm.

1.4 In this RFP, the following terms have the meanings given below:

Term	Meaning
Applicant	A law firm submitting a proposal in response to this RFP.
Empanelled Firm	An Applicant that has been selected by the Embassy and has signed the Agreement.
Agreement	The contract to be signed between the Embassy and each Empanelled Firm, incorporating the terms in Sections 2 to 6 and 9 of this RFP.
Referred case	Any matter that the Embassy refers to an Empanelled Firm, whether on behalf of the Embassy or of an Indian National.

2. SCOPE OF SERVICES

2.1 The services expected from an Empanelled Firm include, but are not limited to, the following:

(a) providing legal advice to the Embassy, or directly to Indian nationals referred by the Embassy;

(b) gathering and preparing the necessary documents, including translations, and filing cases, complaints, claims and petitions before the competent Saudi courts, tribunals and authorities on behalf of the Embassy or Indian nationals;

(c) representing the Embassy or the Indian national(s) before the relevant courts and concerned Saudi authorities, and pursuing each case to its conclusion, including appeals and enforcement of judgments where the Embassy so requests;

(d) where it is in the client's interest, assisting in amicable settlement, mediation or conciliation, subject to paragraph 4.8; and

(e) visiting clients in jail or detention, and attending police stations, courts and other offices, as required by the case.

2.2 The categories of cases in which legal assistance may be required by Indian nationals are:

(a) claims for compensation for death or injury (including murder, work-related and road accidents);

(b) recovery of unpaid salaries, end-of-service benefits and other legal dues from the employer or other parties, and claims for violation of labour contracts or labour rights;

(c) contesting financial obligations or fines imposed on Indian nationals, and seeking the removal of travel bans;

(d) criminal cases, and securing the release of Indian nationals from jail or detention;

(e) legal action against another party for violation of human rights or other legal rights; and

(f) commercial and other disputes.

2.3 The above list is indicative. The Embassy may refer any other matter that requires legal assistance.

3. ELIGIBILITY CRITERIA

3.1 **Mandatory requirements.** An Applicant must satisfy all of the following criteria. Proposals that do not satisfy them will be rejected.

(a) **Licence.** The Applicant must be a registered firm holding a valid licence issued by the competent Saudi authority to practise law and to appear before all Saudi courts in its own name. A copy of the licence, and of the commercial registration, must be submitted with the proposal.

(b) **Subject knowledge.** The Applicant must be fully conversant with Saudi labour laws, labour contracts and the associated procedures.

(c) **Team.** The Applicant must have a Senior Legal Expert supported by at least three associate lawyers, all on the firm's own roll.

(d) **Qualifications and experience.** The Senior Legal Expert and the associate lawyers must hold a law degree from a recognised university. The Senior Legal Expert must have at least five years, and each associate lawyer at least three years, of professional experience.

(e) **Language.** The Senior Legal Expert must be proficient in both Arabic and English.

(f) **Integrity.** The Applicant, its partners and its lawyers must not have been blacklisted or debarred by any Government body, must not be subject to any disciplinary proceedings that could affect their licence to practise, and must not have any conflict of interest with the Embassy or with Indian nationals (see paragraph 4.13).

3.2 **Desirable qualities.** The following will be viewed favourably during evaluation: the ability to file and pursue cases in all provinces of the Kingdom; lawyers or support staff who speak Indian languages; in-house facilities for translation of documents; prior experience with cases involving Indian nationals; and professional indemnity insurance.

4. TERMS OF ENGAGEMENT

Empanelment and referral

4.1 **Agreement.** Each selected Applicant will sign a Contract with the Embassy on the terms set out in Sections 2 to 6 and 9. The period of empanelment will be [two] years from the date of the Agreement, subject to periodic review under Section 6.

4.2 **Allocation of cases.** The Embassy will decide which Empanelled Firm receives an incoming case, taking into account the nature of the case, the firm's expertise and location, language needs, workload, urgency and the fees quoted. The Embassy is not obliged to refer any minimum number of cases to any firm.

4.3 **Power of Attorney.** The Empanelled Firm shall act on behalf of the Embassy, or directly on behalf of the Indian national referred by the Embassy, under a PoA provided by the Embassy or the Indian national. The Empanelled Firm shall gather the necessary documents, file cases before the Saudi courts, and pursue the case-related documents and processes with the competent courts and other Saudi departments.

4.4 **Acceptance of cases.** The Empanelled Firm is expected to accept cases relating to compensation or recovery of legal dues etc. *[category (a) and (b) mentioned in para 2.2 above]* whenever referred by the Embassy. It shall confirm acceptance, or decline in writing with reasons, within 03 working days of the referral. If, after reviewing a case, the firm advises that it should not be pursued, it shall give a reasoned written opinion. The Embassy will record every instance of refusal, and this record will be considered when deciding whether the firm's empanelment continues.

In other types of cases where receipt of payment is not expected, [category (c), (d), (e) and (f) mentioned in para 2.2 above], the Empanelled Firm may directly deal with the referred client (Indian national).

Standards of conduct

4.5 **Professional standards.** The Empanelled Firm shall act diligently and in the best interests of the client, and in accordance with Saudi law, public order, and the ethics and norms of the legal profession.

4.6 **Dealing with clients.** The Empanelled Firm shall keep each Indian national informed of the progress of the case in a language the client understands, treat clients with courtesy and dignity, and shall not seek any payment from an Indian national other than as provided in Section 5.

4.7 **Reporting.** The Empanelled Firm shall:

(a) submit to the Embassy a monthly status report on all Referred Cases

(b) provide an update on any case urgently on request from the Embassy;

(c) inform the Embassy promptly of significant developments, including hearing dates, judgments, orders, appeal deadlines and settlement proposals;

(d) share with the Embassy, within 07 days of receipt, all relevant legal documents, including court verdicts and orders; and

(e) submit a closure report when a case is concluded.

4.8 **Settlement and withdrawal.** The Empanelled Firm shall not settle or compromise a case, waive any right or claim, withdraw a case, or consent to any order, without the prior written concurrence of the Embassy and the informed consent of the client.

4.9 **Recovered amounts.** All amounts recovered in a Referred Case shall be paid into the account designated by the Embassy, [or directly to the Indian national or legal heirs, as the Embassy may direct], at the earliest possible. The Empanelled Firm shall not withhold or deduct any amount except its agreed fee, which is payable only in accordance with Section 5, and shall provide a written statement of account for each case.

Integrity and confidentiality

4.10 **Misuse of authority.** The Empanelled Firm shall not use the authority conferred by a PoA, or by its empanelment, for its own gain or advantage. Misuse or improper use of a PoA will lead to termination of the Agreement and may make the firm liable to legal action.

4.11 **Publicity.** The Empanelled Firm shall not use its empanelment for publicity or commercial gain. It shall not use the name, emblem or logo of the Embassy or the Government of India in any advertisement or communication without the Embassy's prior written approval.

4.12 **Confidentiality and data protection.** The Empanelled Firm shall keep confidential all information relating to the Embassy, the Indian nationals and the Referred Cases, and shall use it only for the purpose of the case. It shall comply with applicable data protection laws, and this obligation continues after the Agreement ends.

4.13 **Conflict of interest.** The Empanelled Firm shall not act for, or against, any party in a manner that conflicts with its duties to the Embassy or an Indian National. It shall disclose any actual or potential conflict of interest to the Embassy immediately, and the Embassy may then withdraw the case from the firm.

4.14 **Anti-corruption.** The Empanelled Firm shall not offer, give or accept any bribe, gift or improper advantage in connection with any Referred Case, and shall comply with the anti-corruption laws of the Kingdom and of India.

Administration

4.15 **No sub-contracting.** The Empanelled Firm shall not assign or sub-contract any Referred Case, and shall not appoint another lawyer or firm to handle it, without the Embassy's prior written approval. It shall inform the Embassy of any change in its partners or key lawyers.

4.16 **Case records.** The Empanelled Firm shall maintain a complete file for every Referred Case and hand it over to the Embassy on request or when the case ends.

5. LEGAL FEES

5.1 **Free consultation for the Embassy.** Each Empanelled Firm shall provide legal consultation to the Embassy, without any charge, for at least **7 hours per week**, either at the Embassy premises or in virtual mode, at times agreed with the Embassy. Where more than one firm is empanelled, the Embassy may prepare a roster.

5.2 **Fees for filing and pursuing cases.** The legal fees for filing and pursuing cases shall be as follows:

Category of case ***(see paragraph 2.2)***	**Basis of legal fees**
(a) Compensation for death or injury	**Contingency fee only.** No advance payment of legal fees shall be made by the Embassy or by the Indian national. The firm may charge a percentage of the amount realized which is pre-agreed and mentioned in the Agreement, and only after the compensation or entitled amount has actually been realised and credited to the designated account (paragraph 4.9). The Applicant shall state the percentage it proposes in Annex-II. If the percentage quoted is too high, the Applicant may not be considered for empanelment. *(Indicative percentage is 5-7% for cases in Riyadh and upto 10% for cases requiring travel to other provinces)*
(b) Unpaid salaries, end-of-service benefits and other legal dues; compensation for violation of labour contracts and labour rights	
(c) Contesting financial obligations or fines; removal of travel bans	**Fees quoted in Annex-II.**
(d) Criminal cases; release from jail or detention	

Category of case *(see paragraph 2.2)*	Basis of legal fees
(e) Legal actions against violation of human rights and other rights	The Applicant shall quote its fees in Annex-II. Once a fee is included in the Agreement, no amount above it may be demanded. **Note:** Embassy will NOT be responsible for payment of Fees. In these types of cases, the arrangement for legal fees is to be directly settled by the Empanelled Firm with the client which will be the referred Indian nationals (not the Embassy).
(f) Commercial and other cases	

5.3 **Conditions applicable to all fees.**

(a) **Linked empanelment.** A law firm will be empanelled for death and injury cases [category (a)] only if it is also willing to take up cases for recovery of legal dues and for violation of labour rights [category (b)].

(b) **Fees cannot increase.** Quoted fees shall be in Saudi Riyals (SAR), inclusive of all taxes, duties and overheads, and shall remain fixed for the period of the Agreement. Demanding a fee higher than that agreed will lead to cancellation of the Agreement.

(c) **No other charges.** The Empanelled Firm shall not demand or accept any fee, advance or gratuity from an Indian national or the Embassy other than as provided in the Agreement.

(f) **Assessment of fees.** The Embassy may compare the fees quoted by different Applicants, negotiate them, and decline to consider any Applicant whose fees it considers excessive.

6. PERFORMANCE REVIEW, SUSPENSION AND TERMINATION

6.1 **Review.** The Embassy will review the performance of each Empanelled Firm periodically, considering the timeliness and quality of its work and reports, the results obtained, feedback from clients, refusals of cases, and compliance with the Agreement.

6.2 **Discontinuation by the Embassy.** The Embassy may discontinue the empanelment of a law firm at any time if it considers this necessary. It may also withdraw the PoA given to a law firm in any case. Except in cases of misconduct, the Embassy will normally give 30 days' written notice to the extent possible.

6.3 **Immediate termination.** The Embassy may terminate the Agreement with immediate effect in cases of misuse of a PoA, breach of confidentiality or integrity

obligations, submission of false information, loss or suspension of the firm's licence, or other serious misconduct.

6.4 **Transition.** On termination, or on withdrawal of a PoA, the firm shall promptly hand over all case files, documents and any funds held, and shall cooperate with the Embassy and any replacement firm so that the client's interests are not prejudiced. Fees for work already done will be determined by the Embassy in accordance with the Agreement.

6.5 **Withdrawal by the firm.** An Empanelled Firm may withdraw from the panel by giving 30 days' written notice. It must continue to handle Referred Cases already accepted until the Embassy has arranged suitable alternative representation.

7. SUBMISSION OF PROPOSALS

7.1 **Seeking of Clarifications.** An Applicant who needs any clarification, or wishes to request a meeting with Embassy officials, should e-mail **cw.riyadh@mea.gov.in** by **20 October 2026**.

7.2 **Last date of submission:**

The proposal must reach the Embassy by **25 October 2026, 1700 hrs** Saudi time.

7.3 **Required contents of the submission:**

The proposal shall be submitted in a large sealed envelope superscribed "**Proposals for Empanelment of Law Firms**", showing the name and address of the Applicant, and addressed to:

Mr. Y. Sabir, Counsellor (Community Welfare)
Embassy of India in Riyadh, B-1, Diplomatic Quarter,
P.O. Box 94387, Riyadh 11693, Kingdom of Saudi Arabia

The outer envelope shall contain two smaller sealed envelopes: Envelope 1 and Envelope 2

(a) **Envelope 1, superscribed "Technical Details"**, containing:

i. **the completed proposal form** at **Annex-I**, printed on the law firm's letterhead, signed and stamped;

ii. a one- to two-page introduction of the law firm, highlighting its major achievements and what it can offer the Embassy;

iii. copies of the licence to practise and the commercial registration;

iv. short CVs of the Senior Legal Expert and associate lawyers, showing qualifications and experience

v. the signed declaration and undertaking at **Annex-III**; and

vi. proof of professional indemnity insurance, if held.

(b) **Envelope 2, superscribed "Legal Fees"**,

containing only the completed financial proposal at **Annex-II**, printed on the law firm's letterhead, signed and stamped.

7.5 **General instructions.**

(a) Proposals shall be in English. Any document in Arabic shall be accompanied by an English translation.

(b) Each proposal shall be signed by an authorised signatory of the Applicant. Each Applicant may submit only one proposal, and joint proposals or consortia will not be accepted.

(c) Applicants bear all costs of preparing and submitting their proposals. The Embassy will not reimburse any such cost.

8. EVALUATION AND EMPANELMENT

8.1 **Two-stage process.** The Embassy will first open the Technical Details envelopes and check them against the eligibility criteria in Section 3. The Legal Fees envelopes will be opened only for Applicants found technically qualified.

8.2 **Evaluation criteria.** Technical proposals will be evaluated on: (a) compliance with the eligibility criteria; (b) experience and track record, particularly in cases involving Indian Nationals; (c) strength, qualifications and language skills of the team; (d) geographical coverage within the Kingdom; (e) translation and other support facilities; and (f) responsiveness to urgent matters. Financial proposals will be assessed for reasonableness in accordance with paragraph 5.3(f).

8.3 **Verification.** The Embassy may seek clarifications or additional documents, verify any information provided, and interact with or visit Applicants as it considers necessary.

8.4 **Selection.** The Embassy may empanel one or more law firms, by region or by category of case. It may reject any or all proposals without assigning any reason, and its decision will be final.

8.5 **Award.** Selected Applicants will be notified in writing and shall sign the Agreement within 15 days of notification, failing which the offer of empanelment may be withdrawn.

8.6 **Misrepresentation.** Any false or misleading statement in a proposal will lead to disqualification or, if discovered after empanelment, to termination under paragraph 6.3.

9. GENERAL PROVISIONS

9.1 **Privileges and immunities.** Nothing in this RFP or in the Agreement waives, limits or affects any privilege or immunity of the Embassy, the Government of India or their officials under the Vienna Convention on Diplomatic Relations, 1961, or under international law.

9.2 **No liability for outcomes or fees.** The Embassy is not liable for the outcome of any case, or for any fee or cost of a law firm except as expressly provided in the Agreement.

9.3 **Complaints.** Indian nationals may complain to the Embassy about the conduct of an Empanelled Firm. The Embassy may investigate such complaints and act under Section 6.

9.4 **Amendments.** The Embassy may amend this RFP or extend any deadline by written addendum, communicated to all Applicants who have raised queries or requested a meeting.

***

Annex-I

TECHNICAL DETAILS

To be completed in the "Response" column, printed on the letterhead of the law firm, signed and stamped, and sealed inside Envelope 1 marked "Technical Details". Enclose separate sheets where necessary.

S. No.	Particulars	Response
A	**Details of the law firm**	
1	Name of the law firm	
2	Registered address, and address of each office or branch (city and province)	
3	Year of establishment	
4	Commercial registration number and licence number, issuing authority and date of expiry (copies enclosed)	
5	Name and nationality of the Proprietor / Managing Partner	
6	Details of Partners, if any, with their nationalities and percentage share in the firm	
7	Name, designation, mobile number and e-mail of the responsible person for regular communication with the Embassy	
8	Name and mobile number of the contact person for urgent matters, including outside office hours	
B	**Capacity**	
9	Is the law firm able to file and pursue cases in all provinces of the Kingdom? If not, specify the provinces where services can be rendered	
10	List of all lawyers in the firm, with nationality, qualifications, years of experience and languages spoken (enclose a separate sheet if the list is long)	
11	Name, qualifications and experience of the Senior Legal Expert	

S. No.	Particulars	Response
12	Is a facility for translation of documents available? Specify whether in-house or outsourced, and the languages covered	
13	Ability to visit clients in jail or detention and to act on urgent matters within 24 hours (Yes / No, with details)	
C	**Experience**	
14	Types of cases handled by the law firm	
15	Number of cases involving Indian nationals handled in the last five years, and number resolved (year-wise, by category)	
16	Number of cases of different types handled in the last five years	
17	Is the law firm willing to accept all categories of cases listed in paragraph 2.2, including labour claims? (Yes / No)	
18	Professional indemnity insurance held, if any (insurer, cover and validity)	
19	Has the firm, any partner or any lawyer ever been blacklisted, subjected to disciplinary action or convicted of any offence? (Yes / No; if Yes, give details)	
20	Names and contact details of two references, if any	
21	Any other relevant information	

Place: _____ Signature of authorised signatory: _____

Date: _____ Name and designation: _____

Seal of the firm

Annex-II

FINANCIAL PROPOSAL

To be completed in the "Legal Fees" column, printed on the letterhead of the law firm, signed and stamped, and sealed inside Envelope 2 marked "Legal Fees".

Category of case (A)	**Basis of fee**	**Legal fee quoted (B)**
(a) Cases involving compensation for death or injury	Percentage of the total compensation amount realised	_____ %
(b) Cases involving pursuit of pending salaries, end-of-service benefits or other legal dues from the employer or other parties, or compensation for violation of labour contracts and labour rights	Percentage of the total amount realised	_____ %
(c) Cases involving contesting of financial obligations or fines, or removal of travel bans	Fixed fee per case: at first instance Fixed fee per case: each appeal or higher instance	SAR _____ SAR _____
(d) Criminal cases, or seeking release of Indian nationals from jail or detention	Fixed fee per case: at first instance Fixed fee per case: each appeal or higher instance	SAR _____ SAR _____
(e) Cases involving a legal action against another party for violation of human rights and other rights	Fixed fee per case: at first instance Fixed fee per case: each appeal or higher instance	SAR _____ SAR _____

Category of case (A)	Basis of fee	Legal fee quoted (B)
(f) Commercial and other cases	Fixed fee per case, or hourly rate where a fixed fee is not practicable	SAR _____ SAR _____ per hour

Note: The fees for categories (c) to (f) are all-inclusive of the work involved at the stage stated on expenses.

Place: _____ Signature of authorised signatory: _____

Date: _____ Name and designation: _____

Seal of the firm

Annex-III

DECLARATION AND UNDERTAKING BY THE APPLICANT

To be printed on the letterhead of the law firm and placed in Envelope 1 ("Technical Details").

We, _____ (name of law firm), having our registered office at _____, submit this proposal for empanelment with the Embassy of India, Riyadh, and declare and undertake as follows:

1. We have read and understood the Request for Proposal, including all annexes, and accept all its terms and conditions.

2. All information and documents submitted with our proposal are true, complete and correct. We understand that any false or misleading statement may lead to rejection of our proposal or termination of our empanelment.

3. Neither our firm, nor any of its partners or lawyers, has been blacklisted or debarred by any government body, and we are not aware of any conflict of interest with the Embassy or with Indian Nationals. We shall disclose any such conflict as soon as it arises.

4. We shall not charge or accept any fee, advance or gratuity from an Indian National or the Embassy, other than as provided in the Agreement.

5. We shall not misuse any Power of Attorney given to us, and shall not use the empanelment for publicity or commercial gain.

6. We shall keep confidential all information relating to the Embassy, Indian nationals and Referred Cases.

7. Our proposal shall remain valid for 90 days from the last date of submission.

8. The person signing below is duly authorised to sign this declaration and to bind the firm.

Place: _____ Signature of authorised signatory: _____

Date: _____ Name and designation: _____

Seal of the firm