

**Government of India**  
**Office of Controller of Certifying Authorities (CCA)**  
**Ministry of Electronics and Information Technology (MeitY)**  
**Electronics Niketan, 6, CGO Complex, Lodhi Road,**  
**New Delhi**

**Expression of Interest towards Empanelment of Legal Experts**

1. The Government of India enacted the Information Technology Act, 2000 for providing legal recognition to transactions carried out through electronic communications for e-Governance & e-Commerce. Under the Information Technology Act, 2000, the Office of CCA has been set up in the Ministry of Electronics and Information Technology (MeitY) with the objective of promoting trust in the electronic environment.
2. The Office of CCA intends to empanel legal experts, who have expertise in the IT Act, 2000, Digital Personal Data Protection (DPDP) Act, 2023, Company laws, taxation laws, including Rules, Regulations and Guidelines issued there-under for advising/representing the office on legal matters for a period of three years. Accordingly sealed offers are invited in two part format (Executive Proforma and Schedule of Fee) in two separate sealed covers with both the covers to be sealed in a single cover. First cover indicating "COVER FOR EXECUTIVE PROFORMA" should consist of only Applicant's profile and requisite details along with supporting documents as per format of annexure – I. Second cover indicating, "COVER FOR SCHEDULE OF FEE" should consist of fees / rates in respect of individual work / line items strictly in the format as per annexure – II.
3. The proforma along with the schedule of fee can be downloaded from Office of CCA website [www.cca.gov.in](http://www.cca.gov.in) . The duly filled in proforma along with requisite details / supporting documents and schedule of fee should be submitted to Sh. R. P. Pandey, Assistant Controller(Investigation), Room No. 3089, Electronics Niketan, 6, CGO Complex, New Delhi-110 003, within 21 days from the date of publication of this advertisement on to the website of this office i.e [www.cca.gov.in](http://www.cca.gov.in). The incomplete or unsigned or unsealed Executive Proforma and/or Schedule of fee will not be accepted for evaluation. Also any offer received after the due date & time will not be accepted in any circumstances. The sealed proforma can be submitted on any working day (as per standard list of holidays in central government) between 10:00 AM to 5:00 PM within a period of 21 days.
4. Office of CCA or its evaluation committee reserves the right to devise any process or mechanism for short-listing and/or evaluation of executive proforma as

deemed fit. Also the committee holds the right to call any or all the applicants/ parties for interaction and/or presentation. The sealed cover of schedule of fee of only those applicants / parties shortlisted by committee after evaluation of executive proforma will be opened for further evaluation.

5. Office of CCA reserves the right to cancel the EoI at any stage without assigning any reasons whatsoever and will not be responsible for any losses incurred by any applicant arising out of such cancellation. O/o CCA will not entertain any correspondence whatsoever during the process of empanelment.

(R. P. Pandey)  
Asstt. Controller (Investigation)

**Executive Proforma**

1. Name of the Attorney/Attorney Company and its Registered Address or Headquarter along with telephone, fax and email addresses:

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2. Name & Designation of the Chief Executive, if any and his/her direct Telephone no., Fax no., email address, etc. (in case of company or law firm):

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3. Full Address with telephone, fax and e-mail address, etc. of various regional offices along with name of their Officer(s) in-charge, if any:

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4. Profile of employees/associates/partners giving their educational qualifications and areas of expertise:

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5. Profile of cases handled under the Information Technologies Act, 2000, Digital Personal Data Protection (DPDP) Act, 2023, Company Act:

S.No.	Section of the relevant Act	Case before AO/CCA/TDSAT/Tribunal High/Court/Supreme Court, etc.	Parties involved	Status of the case (decided or pending)	If decided, then one page brief of the case attach separately
1.					
2.					
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6. Any other important cases handled under various other enactments like IPC, 1860:

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7. Knowledge of Companies Act/taxation laws and experience of cases under the Act (if any):

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8. Undertaking :

This is to certify that to the best of my knowledge and belief, the above statements are true. If later on, any information is found to be incorrect, the office of CCA is authorized to terminate the contract.

Date:

Place:

Signature & Seal  
Advocate/Managing Partner/Director

**Important Note:**

**It may be noted that the offer has to be submitted strictly in the format of Executive Proforma as per annexure - I, however applicant may add additional lines / space for any points if so required.**



**Schedule of fees before different Forums/Tribunals/Courts  
for various types of cases**

**Before Hon'ble Supreme Court**

S. No.	Work Details	Fees (in Rs.)
1.	Drafting & filling of Appeal/SLP/Counter Affidavit/ submission etc. including up to three effective hearings.	
2.	Drafting & Filling any application, or drafting and filling reply to any Application during the course of proceedings	
3.	Appearance (Effective hearing)	
4.	Appearance (ineffective hearing)	
5.	Clerkage (%)	

**Before Hon'ble High Court**

S. No.	Work Details	Fees (in Rs.)
1.	Drafting & filling of Appeal/SLP/Counter Affidavit/Application, including up to three effective hearings	
2.	Drafting & Filling any application, or drafting and filling reply to any Application during the course of proceedings/submissions/synopsis	
3.	Appearance (Effective hearing)	
4.	Appearance (ineffective hearing)	
5.	Clerkage (%)	

**Before Hon'ble TDSAT / Appellate Tribunal**

S. No.	Work Details	Fees (in Rs.)
1.	Drafting & Filling of Written Submission/Reply/Counter Affidavit, etc. including up to three effective hearings.	
2.	Drafting & Filling any application, or drafting and filling Reply to any Application during the course of proceedings/synopsis, etc.	
3.	Appearance (Effective hearing)	
4.	Appearance (ineffective hearing)	
5.	Clerkage (%)	

**Non-Litigation Fees Schedule**

S. No.	Work Details	Fees (in Rs.)
1.	Legal Opinion / Consultation	
2.	Conference / Seminar/ Workshop, etc.	
3.	Drafting of an Agreement	
4.	Vetting of an Agreement	
5.	Agreement negotiation charges	

In case of travel outside the city of residence of the advocate, boarding/lodging charges will be allowed as eligible of the class-I Gazetted Officers as per 7<sup>th</sup> Pay Commission (Level 12 – 78800 – 209200).

Date:

Place:

Signature & Seal  
Advocate/Managing Partner/Director