

F.No.1/1/L/ITPO/1995
India Trade Promotion Organisation

Date: 11/09/2024

NOTICE

INDIA TRADE PROMOTION ORGANISATION, a Govt. of India Enterprise under the aegis of Department of Commerce, Govt. of India, Bharat Mandapam/Pragati Maidan, New Delhi invites applications for fresh empanelment from reputed law firms/advocates having office in Delhi with minimum Ten (10) years of practice/experience in various Tribunals/Forums/District Courts of Delhi, High Court of Delhi and the Supreme Court of India. The broad Fee Schedule, to be effective after fresh empanelment, is as follows:-

S.No.	Particulars	Fees as per Proposed Fee Schedule to be effective after fresh empanelment (B)
1	APPEARANCE	
	Supreme Court	Rs.15,000/- (effective) Rs.7,500/-(Non-effective)
	High Court	Rs.12,000/- (effective) Rs.6,000/-(Non-effective)
	Before Arbitrator	Rs.12,000/- (effective) Rs.6,000/-(Non-effective)
	Distt. Courts, Metropolitan Magistrate, Addl.CMM, AD &SJ, Distt. & Sessions Judge	Rs.7,000/- (effective) Rs.3,500/-(Non-effective)
	Estate Officer	Rs.7,000/- (effective) Rs.3,500/-(Non-effective)
	Distt. Consumer Redressal Forum State & National Redressal Forum	Rs.7,000/- (effective) Rs.3,500/-(Non-effective)
	All other tribunal & forums outside the Distt. & High Courts	Rs.7,000/- (effective) Rs.3,500/-(Non-effective)
	Before Registrar/Jr. Registrar at High Court	Rs.4,000 (effective) Rs.2,000/-(Non-effective)
2.	DRAFTING & FILING OF PETITIONS, ETC.	
	a)Supreme Court	
	i)Drafting and filing of writ petition special writ petition, counter affidavit etc.	Rs.15,000/-
	ii)Drafting and filing of misc. Applications, interim application and reply thereof	Rs.7,500/-
	iii) filing of caveat	Rs.7,500/-
	B)HIGH COURT	
	i) Drafting and filing of petition/writ petitions/appeals, suits, counter affidavits, written statements, etc.	Rs.10,000/-
	ii)Drafting and filing of interim applications, civil misc. Petitions, conciliation petitions, etc.	Rs.4,500/-

	iii)Drafting and filing of reply to criminal contempt petitions etc.	Rs.4,500/-
	iv)Filing of caveat	Rs.6,000/-
	C) Distt. Courts	
	(i)Drafting and filing of plaints, complaints, written statement, rejoinder etc.	Rs.6,000/-
	ii)For drafting and filing replies of interim/other applications & their replies	Rs.4,500/-
	iii)for drafting and filing of review/revision petition	Rs.4,500/-
	iv)for filing of caveat(s)	Rs.3,500/-
3.	CONFERENCES	Rs.3,000/-(per hour)
4.	INSPECTION OF RECORDS	
	Supreme Court, High Court, Tribunals, Distt. Courts and all other courts	Rs.2,000/-
5.	ACTUAL/OUT OF POCKET EXPENSES	
	Distt. Courts & other equivalent forums	As per actual along with supporting documents/receipts
	High Court/MRTP & other equivalent forums	-do-
	Supreme Court	-do-
	Obtaining of orders/certified copies of the orders/judgments	-do-
6.	LEGAL OPINION/ADVICE	Rs.7,500/-
7.	Simple adjournments	Half of the total appearance fee
8.	Clerkage	10% of the fee
9.	Drafting of legal notice and replies	Rs.6,000/-
10.	Drafting of agreement, lease deed, sale deed, article of association, will, power of attorney, etc.	Rs.7,500/-
11.	Settling of draft of agreement, lease deed, sale deed, article of association, will, power of attorney, etc.	Rs.6,000/-

** Besides, Taxes, as applicable, shall be payable.

##Any activities not covered in above, the rate will be decided by ITPO.

All interested eligible law firms/advocates may send their application, in the enclosed form, clearly mentioning their area of specialization/practice, type of cases being handled, Courts of active Practice and their current empanelment with different Govt. of India PSUs/Departments, on or before 31.10.2024 to “**The General Manager (Law), India Trade Promotion Organisation, 4th Floor, ITPO Administrative Building, Gate No.9, Bharat Mandapam, New Delhi – 110001**”

For any clarification, please contact Shri Lovenish Kumar Chadha, Assistant Manager (Law) on Mobile No.9818315190.



(S.R. SAHOO)
GENERAL MANAGER (LAW) & CS

Empanelment of Law Firms /Advocates Application Form

Section A: Advocate Details

1. Full Name of Advocate/Law Firm:
2. Date of Enrolment / Establishment (if applicable):
3. Office Address with Pin Code:
4. Phone Number:
5. Email id:
6. Registration Number (for Advocates):
7. Educational Qualifications:
8. Experience in Civil Matters (Years):
9. Team Size of Legal Firm:
10. Any Other Relevant Information:

Section B: Case Handling

1. Are you willing to handle cases for ITPO? (Yes/No):
2. Have you previously handled cases for ITPO? (Yes/No):
3. If yes, please provide details:

Section C: Fee Approval and Payment Processing

1. Do you agree to adhere to ITPO's approved fee schedule? (Yes/No):

Section D: Declaration

I/We, the undersigned, hereby declare that the information provided above is true and correct to the best of my/our knowledge. I/We understand that any false information provided may result in disqualification from empanelment of ITPO.

Signature: _____

Date: _____

Note: Please attach the following documents along with this application:

1. Educational Qualification Certificates for LLB/LLM
2. Experience Certificates
3. Any other relevant certificates or supporting documents.

Instructions for Submission:

4. Please submit the completed application form along with the required documents to the following address:

The General Manager (Law),
India Trade Promotion Organisation,
4th Floor, ITPO Administrative Building,
Gate No.9, Bharat Mandapam,
New Delhi – 110001