

**JAIPUR DEVELOPMENT AUTHORITY, JAIPUR**

No.JDA/OSD(RM)/2023

2888

Dated-

19/07/22

**Notice Inviting EXPRESSION OF INTEREST**

EOI for Empanelment of chartered accountants, company secretaries, cost accountants and legal practitioners /firms as RERA consultants are invited from interested bidders upto 27-07-2023. Other particulars of the EOI may be visited on JDA web site [jda.urban.rajasthan.gov.in](http://jda.urban.rajasthan.gov.in) and [sppp.rajasthan.gov.in](http://sppp.rajasthan.gov.in).



**Director Finance  
Jaipur Development Authority,  
Jaipur**

**JAIPUR DEVELOPMENT AUTHORITY, JAIPUR**

**FOR EMPANELMENT OF CHARTERED ACCOUNTANTS, COMPANY  
SECRETARIES, COST ACCOUNTANTS AND LEGAL PRACTITIONERS/ FIRMS  
AS RERA CONSULTANTS**

Expression of interest is invited from competent Chartered Accountants/ Company Secretaries/ Cost Accountants/ Legal Practitioners/ Firms for empanelment with Jaipur Development Authority for the RERA Registration/ Compliance/ Litigation/ Representation of the Ongoing/ New Real Estate Projects of the JDA, Jaipur for the period of one year. The Chartered Accountants/ Company Secretaries/ Cost Accountants/ Legal Practitioners/ Firms having extensive experience in the field of RERA may apply in the prescribed documents. The documents may be downloaded from the JDA web site [jda.urban.rajasthan.gov.in](http://jda.urban.rajasthan.gov.in) and [sppp.rajasthan.gov.in](http://sppp.rajasthan.gov.in) from 20-07-2023 to 27-07-2023

For participating in the empanelment to apply JDA website [jda.urban.rajasthan.gov.in](http://jda.urban.rajasthan.gov.in) and pay document cost Rs. 11000/- (Non refundable) online only. Payment may be deposited up to 27-07-2023 at 5:00 PM and last date of submission of document up to 01-08-2023 at 5:00PM room no 23 main Building Ground Floor Ram Kishor Vyas Bhawan JDA, Jaipur with seal envelop with all required document along with payment receipt generated through JDA portal. The same will be open at 3:00 PM on date 03-08-2023



**Director Finance  
Jaipur Development Authority,  
Jaipur**

## **JAIPUR DEVELOPMENT AUTHORITY**

### **Empanelment Document**

#### **• PREAMBLE**

The applicant is required to furnish all information desired in the format so that he can be empanelled for RERA Registration and compliance of Housing projects/Plotted schemes/Other Schemes of JDA works and financial offer can be invited from them according to requirement of JDA. After receipt of the applications, the competent authority may categorize the applicants depending upon the capabilities which shall be evident from the information supplied by them. The decision of the Competent Authority shall be final in this regard.

#### **1. SCOPE OF WORK**

##### **General**

1. Ensure compliance of all JDA Schemes/Projects with RERA Act, rules, regulations, notifications, bye-laws etc. as in force from time to time
2. Liaisoning and co-ordinating with the RERA Rajasthan office for registration of all kinds schemes/projects being undertaken by JDA from time to time.
3. Undertaking review and vetting of all documents and compliances required for the purpose of registration of JDA projects with RERA.
4. Liaisoning and co-ordinating with all external agencies and third parties relevant to the projects for ensuring overall compliance with all RERA regulations.
5. Ensuring legal and commercial compliance in both form and substance of RERA regulations including but not limited to pertaining to timelines, opening of bank accounts, escrow accounts, transfer of money, progress of construction in proportion to money received for the purpose, refund.
6. Acting as one single point of contact assisting the concerned nodal officer for resolving and dealing with allottees, queries, grievance, matters pertaining to refund etc. as necessary under RERA regulations.
7. Handling Litigation of projects assigned at all forums including but not limited to RERA, Consumer Forum, NCLT, Hon'ble Courts etc.
8. Consulting relevant stakeholders from time to time, seeking and making opinion and suggestions for improvement of existing structure of JDA for ensuring necessary compliance with RERA regulations.
9. Advising on changes required to be carried out on account of amendments made to RERA regulation from time to time. Co-ordinating with RERA consultants appointed in parallel bodies like RHB, JNN, JMRCL involved in construction activities as well as outside the state for any projects being undertaken on joint basis along with obtaining and making inter-department/body suggestions, advice and consultancy.
10. Undertaking all other miscellaneous tasks required for compliance of the aforementioned and as instructed or sought or required to be done by JDA from time to time.
11. The above works or scope may be altered/amended/enhanced from time to time at the discretion of the Jaipur Development Authority.



## **2.00 Detailed Scope of Work**

### **2.1 Registration and Extension of Schemes/Projects**

1. Assessment of schemes/projects before filing application for Registration considering time of completion, phasing etc.
2. Compilation and vetting of all documents required for registration of project before RERA including maps, project details, draft agreement to sell, affidavits etc. and preparation of online application and hard copy required to be submitted for registration.
3. Submission of application along with detail and representation before authorities and liaison at RERA for Registration.
4. Obtaining Registration Certificate.
5. Filing of application for Extension of Project including compilation and preparation of all documents including explanatory notes, affidavits required for extension, submission of application with required details and obtaining extension.

### **2.2 One time advisory on applicability of RERA on all Schemes/Projects of JDA**

1. To obtain information from all nodal officers of old projects of JDA.
2. To give an opinion on applicability of provisions of RERA on such projects.
3. To submit a list of all projects outside purview of RERA and obtain directions from RERA Rajasthan with respect to non-applicability of provisions of RERA on same.

### **2.3 RERA Compliances**

The Applicant shall ensure compliance of all JDA schemes/projects with RERA Act, Rules, Regulations, Notifications, Bye- Laws etc. as in force from time to time.

1. Preparation of a set of documents to be made available to the buyers as prescribed by RERA at the time of booking, issuance of allotment letter, entering into agreement to sell, execution of conveyance deed etc.
2. To provide training to JDA Personnel of RERA Act and Rules.
3. Vetting of Application Form, Allotment Letter, Agreement to Sell in compliance with provisions of RERA.
4. Vetting of Conveyance Deed in compliance with provisions of RERA
5. Vetting of RERA Compliant financial model of receipts and payments and keeping a regular watch on receivables made from allottees, so that the same are within the prescribed norms and are duly deposited in the designated bank account.
6. To check the regular compliance of maintenance/ withdrawal of funds in/from separate bank account for separate projects adhering to the RERA Rules made in this behalf.
7. To assist in preparation of certificates of withdrawals made from the designated bank accounts.
8. To upload the details of the project on the website of RERA on quarterly basis as prescribed under the Act.

9. To Vet all Advertisements and Publications and Website of the project as per RERA.
10. To assist in drafting of all advertisements, sample apartments, brochures etc. as per RERA Law.
11. To assist in preparation of documentation for obtaining prior permission from Buyers in case of addition/alteration to the approved plans.
12. To assist in preparation and Submission of Annual Audited Accounts of Project to RERA
13. Liaisoning and coordinating with all external agencies and third parties relevant to the projects for ensuring overall compliance with all RERA regulations.
14. Acting as one single point of contact assisting the concerned nodal officer for resolving and dealing with allottees, queries, grievance, matters pertaining to refund etc. as necessary under RERA regulations.
15. Consulting relevant stakeholders from time to time, seeking and making opinion and suggestions for improvement of existing structure of JDA for ensuring necessary compliance with RERA regulations.
16. Advising on changes required to be carried out on account of amendments made to RERA regulation from time to time.
17. Coordinating with RERA consultants appointed in parallel bodies like JDA, JNN involved in construction activities as well as outside the state for any projects being undertaken on joint basis along with obtaining and making inter-department/body suggestions, advice and consultancy.
18. Undertaking all other miscellaneous tasks required for compliance of the aforementioned and as instructed or sought or required to be done by JDA from time to time.

#### **2.4 RERA Statutory Audit**

The applicant shall be required to conduct the Annual Statutory Audit as prescribed under section 4 of the RERA Act, of schemes/projects of JDA already registered with RERA to see whether all provisions of RERA have been complied. This shall include analysis of all liabilities and duties casted on JDA and commenting on respective compliances, vetting of all legal documents etc. The audit report must include the following:-

1. Preparing and Filing of Annual Statutory Audit Report as per section 4 of the RERA Act and Regulation 4 (a) of the Regulations in the FORM R-4.
2. Checking of timely submission of QPRs (Quarterly Progress Reports) and other RERA Compliances.
3. Website Compliances.
4. Vetting of Advertisements and other promotion material.
5. Permissions for Alterations (if any required).
6. Checking of timely submission of Certifications like CA, Engineer & Architects.
7. Agents and there registrations.
8. Post registration changes or amendments such as Alteration of Approved Maps, change in Designated Bank Account of the Project etc.



## **2.5 RERA Litigation**

1. Preparation and Submission of Replies and Set of Documents (Paper Book) before Authority or Adjudicating Officer or the Appellate Tribunal, as the case may be, to be filed against complaints made by allottees.
2. Preparation and Submission of Replies and Set of Documents (Paper Book) before Authority or Adjudicating Officer or the Appellate Tribunal, to be filed against notices issued by RERA or AO or REAT.
3. Preparation of Compliant to be filed against allottees (if any).
4. Filing of Appeal with the REAT regarding any order of the Authority or Adjudicating Officer.
5. Appearance before RERA Authorities or Adjudicating Officer or the Appellate Tribunal for representation.
6. Appearance before Conciliation Forum.
7. Filing of Objections/Re-joinders to the replies submitted by complainant.
8. Handling Litigation of projects assigned at all forums including but not limited to RERA, Consumer Forum, NCLT etc.

**The above works or scope may be altered/amended/enhanced from time to time at the discretion of the Jaipur Development Authority.**

## 2.6 Terms of Payment of Fees Each Scope Wise:

S.No	Particulars	RERA Fees (per project)
1	Registration and Extension of Projects	
	1.1 Registration	
	(a) After Filing of Application (50%) Rs. 5,000.00 +GST	Rs.10,000.00 + GST
	(b) After Obtaining Registration Certificate (50%) Rs. 5,000.00 +GST	
	1.2 Extension	
	(a) After Filing of Application (50%) Rs. 4,000.00 +GST	Rs.8,000.00 + GST
	(b) After Obtaining Registration Certificate (50%) Rs. 4,000.00 +GST	
2	One time advisory on applicability of RERA on Scheme/Projects of JDA (Per Project) 2.1 On issuance of opinion of project 100%	Rs.5,000.00 + GST
3	RERA Compliances (per quarter) (Per Project)  3.1 At the end of every quarter 100% (from date of assignment till end date of project entered in RERA, including any extensions obtained if any)	Rs.1,000.00 + GST
4	RERA Statutory Audit (Per Project)  4.1 On submission of Audit Report 100%	Rs.10,000.00 + GST
5	RERA Litigation (Per Case)  5.1 On Submission of reply 50%	Rs.10,000.00 +GST
	5.2 On Conclusion of Representation 25%	
	5.3 On Receipt of Order/Closure of case 25%	
6	Incidental Expense Rs.1500.00 (Maximum)Subject to production of Expenditure bills.	

Signature of the  
Applicant

### **3. ELIGIBILITY REQUIREMENT**

- 3.1 An applicant should have minimum 5 years extensive experience in the field of RERA/Commercial litigation including RERA/General Audit. Period of experience will be reckoned from the date of registration of applicant/firm.

### **4. REQUIRED QUALIFICATION**

- 4.1 The applicant in the same name or with partner should be registered with the respective Institute, Council or Association (Attach Copy of registration duly certified).

- 4.2 The applicant shall furnish the following in the attached formats, wherever applicable.

- i. Letter of intent (Annexure A);
- ii. Structure of Organization (Annexure B);
- iii. Financial Statement (Annexure C);
- iv. Details of project in progress as on the date of submission of application (Annexure D);
- v. Self Attested Copy of Tender Document along with payment receipt generated through JDA portal
- vi. Any other relevant additional information; and
- vii. Copy of attested documents defining the legal status, structure and organization, place of registration and principal place of applicant/firm etc.

- 4.3 Even though applicants satisfy the above requirements they are subjected to be disqualified if they have

**"Made untrue or false statement in the formats and attachments required in the documents and/or record of proof performance, such as abandoning work, not properly completing contracts, financial failures, litigation history."**



## **JAIPUR DEVELOPMENT AUTHORITY**

### **5. INFORMATION AND INSTRUCTIONS TO APPLICANT**

#### **5.1 General**

- 5.1.1 Information required in the enclosed forms should be furnished against the respective columns in the form. If information is furnished in a separate document, reference of the same should be given against respective column. If any particular query does not pertain to the applicant, "Not Applicable" should be marked against it. However, the applicants are cautioned that not giving complete information called for in the application in the required form, and not giving it in clear terms or making any change in the prescribed format may result in the applicant being summarily disqualified. Applications made by telegram or fax and those received after schedule date of submission will not be entertained.
- 5.1.2 The application should preferably be typewritten. The applicant's signature/initial should appear on each page of the application.
- 5.1.3 Overwriting should be avoided, corrections, if any, shall be made by crossing out and rewriting, under Mini signatures along with date. All pages of this document should be numbered and submitted as a package with signed letter of intent.
- 5.1.4 References, information and certificates duly signed by the respective clients certifying suitability, technical know-how or capability of the applicant should also be enclosed.
- 5.1.5 The applicant is advised to attach any additional information which he thinks necessary for showing his capabilities. All relevant documents are to be attached. No further information will be entertained after submission of the document, unless, it is called for by JDA.
- 5.1.6 The cost incurred by applicants in preparing this application, in providing clarifications or attending discussions, conferences in connection with this application shall be borne by the applicants and JDA in no case be responsible or liable for these costs, regardless of the conduct of outcome of the empanelment process.

### **6. METHOD OF APPLYING**

- 3.1 If the application is made by an individual, it should be signed by the individual above his full type written name and current address.
- 3.2 If the application is made by a proprietary firm, it should be signed by proprietor above his full type written name and the full name of his firm with its current address.
- 3.3 If the application is made by a firm in partnership, it should be signed by all the partners of the firm above with their full typewritten names and current address or alternatively by a partner holding power of attorney for the firm in which case, a certified copy of power of attorney shall be accompany the application. A certified copy of the partnership deed along with copy of Registration with Registrar and current



address of all the partners of the firm should also accompany the application.

- 3.4 If the application is made by a limited company or corporation, it should be signed by duly authorized person Holding power of attorney for signing the application in which case a certified copy of registered power of attorney shall accompany the application, such limited company or corporation may be required to furnish satisfactory evidence of its existence before the empanelment application is filled.

## **7. RIGHT OF THE JDA**

- 7.1 JDA reserves the right to accept or reject any or all applications at any time without assigning any reasons and final the empanelment process, allotment of the work and such action of JDA shall not invite any liability towards the affected applicant/applicants whatsoever it may be.

## **8. DEAD LINE FOR SUBMISSION OF APPLICATION**

- 8.1 The empanelment document in prescribed formats duly completed and signed by the authorized signatory shall be submitted to the office of OSD(RM), JDA, Jaipur on or before ..... upto 5.00 P.M.
- 8.2 Any application received by JDA after the dead line fixed for submission of application will be rejected and returned un-opened to the applicant.

## **9. DISPUTE RESOLUTION**

- 9.1 As per clause 23 of prevalent civil contracts of Housing JDA, if any question, difference of objection, whatsoever shall arise in any way, in connection with or arising out of this instrument of operation or any part thereof, of the rights duties or liabilities of either part then, save in so far as the decision of any such matter, as herein before provided has been otherwise provided for and whether it has been finally decided accordingly, or whether the contract should be terminated, or has been rightly terminated and as regards the rights or obligations of the parties as the result of such termination, shall be referred for decision to the Commissioner, JDA.
- 9.2 The Parties agree that in case of any dispute arising in respect of this instrument the matter shall be referred for conciliation to the sole arbitrator as shall be appointed by the JDA. The arbitration shall be as per the provisions of the Indian Arbitration And Conciliation Act, 1996, as may be binding upon the JDA, the Applicant, place of arbitration shall be the city of Jaipur.
10. In case of any in coranity with RTPP Act,2012 and RTPP Rules,2013 and any other relevant Act or Rules, the provisions of Act and Rules shall prevail.

The receipt of application along with not refundable prescribed fee, (the fee would be two percent of the amount in dispute, not exceeding Rs. One lac) from the contractor shall refer the disputes to the committee within a period of one month from date of receipt of application.

Signature of the Applicant  
(Including title of the Capacity)



**JAIPUR DEVELOPMENT AUTHORITY**

**Empanelment Document**

**ANNEXURE-A**

**LETTER OF INTENT  
APPLICATION FOR EMPANELMENT**

To,  
The Secretary  
Jaipur Development Authority,  
Jan Path, Jaipur.

Dear Sir,

Having examined the empanelment document, we hereby submit all the necessary information and relevant documents to empanel Chartered Accountants/ Company Secretaries/ Cost Accountants/ Legal Practitioners/ Firms as RERA Consultants.

The application is made by us on behalf of.....in the capacity duly authorized to submit the offer.

We understand that JDA reserves the right to reject any application without assigning any reason.

Encl.

1. Annexure duly filled in the prescribed formats
2. Evidence of authority to sign.

Date:

Place:

Signature of the Applicant  
(Including title of the Capacity)

**JAIPUR DEVELOPMENT AUTHORITY**

**ANNEXURE-B**

**STRUCTURE AND ORGANIZATION**

1. Name of Firm :  
Whether the applicant is
  - a. A proprietary/Individual Firm :
  - b. A firm in Partnership :
2. Address of registered Office :  
Local Office :  
Mobile No. :  
Telephone Nos. :  
Fax Nos. :  
PAN No :  
TIN No. :  
GST No. :  
Name of the Contact Person :  
E-mail Address :
3. Description of Applicant/ Firm :
4. Details of Bank Account :  
(Bank Name, Account Number and IFSC)
5. Attach organization chart showing :  
the structure of the company  
including names and position of  
Director and Key Personnel.
6. Details of Human Resource and :  
their experience  

Name	Experience in Years	Remarks
1. CA/CS/CWA/ Legal Practice		
Other Skilled Staff		
7. Details of Registration with respective :  
Institute/Council/Association
8. Were any of your project suspended :after commencement. If so, give  
the reasons thereof
9. Have you ever not completed any :  
project awarded, if so, give the name  
of the project and reasons for not  
completing the project.
10. How many of your projects were :  
delayed and compensation imposed  
Please give details
11. For how many years have your :  
organization been in business of  
similar works under its present name.

Signature of the Applicant  
(Including title of the Capacity)



**JAIPUR DEVELOPMENT AUTHORITY**

**Empanelment Document**

**ANNEXURE-C**

**FINANCIAL AND EXPERIENCE STATEMENT**

1. Name :
2. Attach audited balance sheets and profit and loss statements for last Three years :
3. Have you ever been declared Bankrupt. :
4. Have you ever been denied bidding facilities by any Government/Public Sector Undertaking if yes, Please give details :
5. Experience Details:

<b>Sr No</b>	<b>Particular</b>	<b>Total Number</b>
1.	Total number of Real Estate Project Registered with RERA till the date of filing for Empanelment. (Details in Annexure D)	
2.	Total number of Number of Cases/Notices worked upon and represented before RERA/ AO/ REAT till the date of filing for Empanelment. (Details in Annexure E)	

Signature of the Applicant  
(Including title of the Capacity)

Jan Path, Jaipur

**ANNEXURE-D**

[illegible]

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**JAIPUR DEVELOPMENT AUTHORITY**  
(A Government of Rajasthan Undertaking)  
Jan Path, Jaipur

**Empanelment Document**

**ANNEXURE-E**

**DETAILS OF CASES/NOTICES HANDLED/REPRESENTED TILL DATE**

<b>S.No.</b>	<b>Name AND Number of CASES/NOTICES</b>	<b>Name of Client Along with Address and Contact Details</b>	<b>Name of Forum along with State</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>

Signature of the Applicant  
(Including title of the Capacity)

## JAIPUR DEVELOPMENT AUTHORITY

### Empanelment Document

### ANNEXURE-F

#### DETAILS OF TECHNICAL AND ADMINISTRATIVE PERSONNEL

s. no	Category	Name of person	Qualification	Designation	No. of years of Experience	Details of works carried out
1	CA/CS / CWA/Adv.					
2	Paid Assistants					
3	Article Assistants					
4	Others					

Details of skilled and other employees

(Only numbers be mentioned for each category of staff)

Signature of the Applicant  
(Including title of the Capacity)

**JAIPUR DEVELOPMENT AUTHORITY**  
(A Government of Rajasthan Undertaking)  
Jan Path, Jaipur

**Empanelment Document**

**ANNEXURE-G**

**DETAILS OF LITIGATION IN WHICH THE APPLICANT IS INVOLVED  
OR DETAILS OF THE TERMINATION OF ANY CONTRACT**

(The applicant is required to give relevant details in brief, in case there is no litigation pending regarding any project then it should be stated accordingly)

Signature of the Applicant  
(Including title of the Capacity)