

RAJASTHAN HOUSING BOARD

No.: ace3/19-20/217

Date:25/10/19

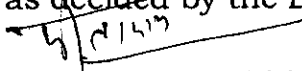
EXPRESSION OF INTEREST 05/2019-20

FOR EMPANELMENT OF CHARTERED ACCOUNTANTS/ FIRMS AS RERA CONSULTANTS

Expression of interest is invited from competent Chartered Accountants/Firms for empanelment with Rajasthan Housing Board for the RERA Registration/ Compliance/ Litigation/ Representation of the Ongoing/ New Real Estate Projects of the Board in various cities of the State of Rajasthan for the period of one year. The Chartered Accountants/Firms having extensive experience in the field of RERA may apply in the prescribed documents. The documents may be downloaded from the RHB web site urban.rajasthan.gov.in/rhb and sppp.rajasthan.gov.in during 5/11/2019 to 18/11/2019.

The document duly completed alongwith the Demand Draft of Rs. 11800/- (Rupees eleven thousand eight hundred) in favour of Rajasthan Housing Board (non refundable) should positively reach the office of the ADD.Chief Engineer (111), RHB latest by 6.00 PM of 25.11. 2019.

The decision of the competent authority in this regard shall be final. The Board may consider awarding RERA consultancy of its existing/future projects to the Chartered Accountants/ Firms according to the policy as decided by the Board from time to time.


ADD.CHIEF ENGINEER-111
Rajasthan Housing Board,
Awasthawan, Janpath, Jaipur

UBN RHB 1920 SLRC 00119

RAJASTHAN HOUSING BOARD
(A Government of Rajasthan Undertaking)
Jan Path, Jaipur.

Empanelment Document

Expressions of Interest for
Empanelment of Chartered Accountant
Firms as RERA Consultants

Cost of Document : Rs. 11800/-

Remitted Vide DD/Banker Cheque No.....Dated
of.....(Name of Bank)

Documents downloaded by

.....

.....

ADD.Chief Engineer (111)

RHB, Jaipur

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• **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/schemes of RHB works and financial offer can be invited from them according to requirement of RHB. 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. Scope of Work (For each Project) Registration & Updation of upcoming projects with RERA authority inclusive of preparation and Submission of all documents, applications, affidavits required for registration till completion of projects including extension if required. To upload the details of the project on the website of RERA on quarterly basis as prescribed under the Act. To update quarterly) on the website of RERA. To assist in all activities related to adherence of RERA Laws and Provisions. To assist in making representation to be filed before RERA Authorities. Representation before RERA Authorities as and when required for compliances. Handling of All Complaints before RERA Authority and RERA Tribunal during the completion period of project

Signature of Applicant
(Including title of Capacity)

RAJASTHAN HOUSING BOARD
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2. INFORMATION AND INSTRUCTIONS TO APPLICANT

2.1 General

- 2.1.1 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.
- 2.1.2 The application should preferably be typewritten. The applicant's name should appear on each page of the application.
- 2.1.3 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.
- 2.1.4 References, information and certificates duly signed by the respective clients certifying suitability, technical know-how or capability of the applicant should also be enclosed.
- 2.1.5 The applicant is advised to attach any additional information which he thinks necessary for showing his capabilities. All relevant document is to be attached. No further information will be entertained after submission of the document, unless, it is called for by RHB.
- 2.1.6 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 RHB in no case be responsible or liable for these costs, regardless of the conduct of outcome of the empanelment process.

Signature of Applicant
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3. 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 an individual or firm who has alliance with an individual or firm, it should be signed by an individual or firm with letter of alliance from an individual or firm with whom it has alliance.
- 3.5 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.

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4. ELIGIBILITY REQUIREMENT

- 4.1** A CA firm having extensive experience in the field of RERA and must have worked upon more than 50 Real Estate Projects for registration/compliance. (an affidavit along with name of projects and their RERA Number to be submitted); and
- 4.2** The firm has had a turnover of Rs. One Crore or more in any of the last three financial year i.e. 2018-19/17-18/16-17 (Copy of Audited Accounts and Return of Income must be annexed as an annexure).

5. REQUIRED QUALIFICATION

- 5.1** The applicant in the same name or with partner should be registered with The Institute of Chartered Accountant of India (Attach Copy of registration duly certified)
- 5.2** The applicant shall furnish the following in the attached formats, wherever applicable.
- i. Letter of Intent;
 - ii. Structure of Organization;
 - iii. Details of projects worked upon in the last 3 years;
 - iv. Details of projects in progress as on the date of submission of application;
 - v. Application Form along with an application fees of Rs. 11,800/-
 - 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 firm etc.
- 5.3** For the purpose of empanelment, the applicants shall be evaluated by the competent authority which may place them in different categories depending upon the following:-
- (a) The type of projects executed by the applicants.
 - (b) Organizational Capacity
 - (c) Financial Capacity.

5.4 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."

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6. RIGHT OF THE BOARD

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

7. DEAD LINE FOR SUBMISSION OF APPLICATION

- 7.1 The empanelment document in prescribed formats duly completed and signed by the authorized signatory shall be submitted to the office of the ADD.CE (111), RHB, Jaipur on or before 25.11.19 November 2019 upto 6.00 P.M.
- 7.2 Any application received by **RHB** after the dead line fixed for submission of application will be rejected and returned un-opened to the applicant.

Signature of Applicant
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ANNEXURE-A

**LETTER OF INTENT
APPLICATION FOR EMPANELMENT**

To,

The ADD. Chief Engineer, (111)

Rajasthan Housing Board,
Jan Path, Jaipur

Dear Sir,

Having examined the empanelment document, we hereby submit all the necessary information and relevant documents to empanel Chartered Accountant/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 RHB 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 Applicant
(Including title of Capacity)

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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 firm :
4. Name and address of Bankers :
5. Attach organization chart showing :
the structure of the company
including names and position of
Director and Key Personnel.
6. No. of years of Experience : The Firms/individuals fill up the
relevant columns of following table
along-with documentary proofs.

S.No	Name of Field	Relevant experience (in Years)	Documentary proof of experience	Remarks
	(i) CA Practice			
	(ii) RERA Compliance			

7. Details of Registration with the Institute of Chartered Accountant of India :
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. :

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Empanelment Document

ANNEXURE-C

FINANCIAL STATEMENT

1. Name :
2. Attach audited balance sheets and profit and loss statements for last three years :
3. Financial Position (As on 31.03.19) :
 - a. Cash and Bank :
 - b. Current assets :
 - c. Current Liabilities :
 - d. Working Capital :
 - e. Net Worth :
4. Total Liabilities :
5. Annual value of assignments undertaken for each of the last three years
Year value (Rupees in Lac)
 - 2018-19 :
 - 2017-18 :
 - 2016-17 :Certificate of financial soundness from bankers of applicants together with their full address mentioning A/c No. :
6. Approximate value of projects in hand :
7. Have you ever been declared Bankrupt. :
8. Have you ever been denied bidding facilities by any Government/Public Sector Undertaking if yes, Please give details :

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Empanelment Document

ANNEXURE-D

DETAILS OF PROJECTS WORKED UPON IN LAST THREE YEARS

S.No.	Name of Work	Name of client with address and name of contact person with phone No.	Number of Projects Registered under RERA ACT 2016	Remarks
1	2	3	4	5

RELEVANT DOCUMENTS TO BE ATTACHED.

**Signature of Applicant
(Including title of capacity)**

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ANNEXURE-E

**DETAILS OF PROJECTS IN PROGRESS AND BID SUBMITTED AS ON DATE
OF SUBMISSION OF APPLICATION**

S.No.	Name of Project /works	Name of client with address and name of contact person with phone No.	Works in hand/ nearing completion				Work under approval		
			Project cost. (in lacs)	Cost of work executed upto date	Stipulated Period of Completion	Anticipated actual date of completion	Estimated cost (in lacs)	Expected date of award of work	Stipulated date and period of completion
1	2	3	4	5	6	7	8	9	10

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ANNEXURE-F

**DETAILS OF TECHNICAL AND ADMINISTRATIVE PERSONNEL &
WORKERS**

Category	S.No.	Name of person	Qualification	Designation	No. of years of Experience	Details of works carried out
Chartered Accountants						
Paid Assistants						
Article Assistants						
Others						

Details of skilled and other workers
(Only numbers be mentioned for each category of staff)

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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 Applicant
(Including title of capacity)**