

**Directorate of Local Bodies**  
**Department of Local Self Government, Rajasthan**

**Request For Proposal**  
for  
**Empanelment of Chartered Accountants/ Company Secretaries/ Cost Accountants/Legal Practitioners/ Firms as RERA Consultants**

Request For Proposal is invited from competent Chartered Accountants/ Company Secretaries/Cost Accountants/ Legal Practitioners/ Firms for empanelment with Directorate, Local Bodies for Registration/ Compliance/ Litigation/ Representation of the Ongoing/ New Real Estate Projects of the Urban Local Bodies (municipalities) of the State of Rajasthan in RERA for the period of three years with effect from date of work order contract. 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 last date for submission is 27.10.2025 till 05:00 PM. The documents may be downloaded and proposal may be submitted on <https://sppp.rajasthan.gov.in>.

The Cost of Document (Non refundable) is Rs. 1000/- and shall be deposited physically in the form of DD/Banker Cheque in the name of “Director, Local Bodies, Jaipur” along with the proposal.

**Director, Local Bodies**



Tender Document for RFP NO : F.59 STP/DLB/RERA (135)/17-17699/

**Directorate of Local Bodies  
Local Self Government**

**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/schemes of Urban Local Bodies(municipalities) works and financial offer can be invited from them according to requirement of Urban Local Bodies (Nagar Nigam's/Nagar Parishad's/ Nagar Palika's). 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**

- 1.1 Ensure compliance of allotted municipality projects with RERA Act, rules, regulations, notifications, bye- laws etc. as in force from time to time.
- 1.2 Liaison and coordinating with the RERA Rajasthan office for registration of all kinds projects being undertaken by allotted municipalities from time to time.
- 1.3 Undertaking to the allotted municipalities for collecting required information for registration of all kinds projects being undertaken by allotted municipalities from time to time.
- 1.4 Undertaking physical visits for collection of and review & vetting of, all documents and compliances required for the purpose of registration of projects with RERA of the allotted municipalities.
- 1.5 Liaison and coordinating with all external agencies and third parties relevant to the projects for ensuring overall compliance with all RERA regulations.
- 1.6 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.
- 1.7 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.
- 1.8 Handling Litigation of projects assigned at all forums including but not limited to RERA, Consumer Forum, NCLT etc.
  - 1.9 Consulting relevant stakeholders from time to time, seeking and making opinion and suggestions for improvement of existing structure of municipalities for ensuring necessary compliance with RERA regulations.
  - 1.10 Advising on changes required to be carried out on account of amendments made to RERA regulation from time to time.
  - 1.11 Coordinating with RERA consultants appointed in parallel bodies like Development Authorities, UIT, RHB, etc 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.
  - 1.12 Undertaking all other miscellaneous tasks required for compliance of the aforementioned and as instructed or sought or required to be done by allotted municipality from time to time.
  - 1.13 The above works or scope may be altered/amended/enhanced from time to time at the discretion of the Director, Local Bodies, Rajasthan.
  - 1.14 Rs. 5000/- Performance Guarantee (Refundable) after successful completion of the work order is to be deposited by each of the successful bidder after issuance of work order.
  - 1.15 The Cost of this document (Non refundable) is Rs. 1000/- and shall be deposited physically in the form of DD/Banker Cheque in the name of “Director, Local Bodies, Jaipur” along with the proposal.

## **2. Detailed Scope of Work**

The Scope of Work shall be primarily divided into 4 parts:-

### **2.1 Registration, Revocation and Extension of Projects**

- 2.1.1 Assessment of projects before filing application for Registration considering time of completion, phasing etc.
- 2.1.2 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.
- 2.1.3 Submission of application along with detail and representation before authorities and liaison at RERA for Registration.
- 2.1.4 Obtaining Registration Certificate.
- 2.1.5 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.

2.1.6 Filing of application for Revocation of Project including all.

## **2.2 Updation of revised approved maps in RERA**

2.2.1 Preparation of application for filing revision of map as per requirement.

2.2.2 Submission and uploading the application on RERA Portal.

2.2.3 Coordinating with RERA officials in order to obtain approval from RERA.

## **2.3 RERA Compliances**

The applicant shall ensure compliance of all allotted municipality projects with RERA Act, Rules, Regulations, Notifications, Bye- Laws etc. as in force from time to time.

2.3.1 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 (Form-G of RERA Act), execution of conveyance deed etc.

2.3.2 To provide training to Personnel of allotted municipalities regarding RERA Act and Rules.

2.3.3 Vetting of Application Form, Allotment Letter, and Agreement to Sell (Form- G of RERA Act) in compliance with provisions of RERA.

2.3.4 Vetting of Conveyance Deed in compliance with provisions of RERA.

2.3.5 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.

2.3.6 To check and assist 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 including preparation of certificates of withdrawals made from the designated bank accounts.

2.3.7 Preparation and uploading bank account change application (Form 4A & 4B)

2.3.8 Updating the project details on the website of RERA on quarterly basis as prescribed under the Act including preparation and uploading of project and promoter profile modification module on RERA Portal.

2.3.9 To prepare and submit representation to be filed before RERA Authorities.

2.3.10 Vetting of Advertisements/Publications of the project as per RERA.

2.3.11 To prepare and put disclaimers on all advertisements, sample

apartments, brochures etc. as per RERA.

- 2.3.12 Preparation and filing quarterly compliance reports (QPR) on RERA Portal including providing of certificate R-3 (completed in all respect)
- 2.3.13 To assist in preparation of documentation for obtaining prior permission from Buyers in case of addition/alteration to the approved plans.
- 2.3.14 To assist in preparation and Submission of Annual Audited Accounts of Project to RERA.
- 2.3.15 Dealing with encumbrance and representation before RERA authorities as and when required for all notices, letters etc.
- 2.3.16 Liaison and coordinating with all external agencies and third parties relevant to the projects for ensuring overall compliance with all RERA regulations.
- 2.3.17 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.
- 2.3.18 Consulting relevant stakeholders from time to time, seeking and making opinion and suggestions for improvement of existing structure of allotted municipalities for ensuring necessary compliance with RERA regulations.
- 2.3.19 Advising on changes required to be carried out on account of amendments made to RERA regulation from time to time.
- 2.3.20 Coordinating with RERA consultants appointed in parallel bodies like Development Authorities, UIT,RHB, etc, 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.
- 2.3.21 Undertaking all other miscellaneous tasks required for compliance of the aforementioned and as instructed or sought or required to be done by DLB from time to time.

## **2.4 One Time Advisory**

- 2.4.1 To obtain information from all nodal officers of New/old projects of allotted municipalities
- 2.4.2 To give an opinion on applicability of provisions of RERA on such projects.
- 2.4.3 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.

## **2.5 RERA Audit**

The applicant shall be required to conduct a comprehensive Audit of all projects of allotted municipalities 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 allotted Municipalities and commenting on respective compliances, vetting of all legal documents etc. The audit report must include the following:

- 2.5.1 Vetting of Application Submitted Online/Hard Copy
- 2.5.2 Preparation of RERA File of each project containing all documents desired by RERA Act.
- 2.5.3 Analysis of status of execution and registration of agreement to sell of the Project
- 2.5.4 Maintenance and Compliances of RERA Designated Account including Receipt and Expenditure mechanism
- 2.5.5 Vetting of Legal Documents
- 2.5.6 Checking of timely submission of QPRs and other RERA Compliances
- 2.5.7 Website Compliances
- 2.5.8 Vetting of Advertisements and other promotion material
- 2.5.9 Project Site Compliance
- 2.5.10 Permissions for Alterations (if any required)
- 2.5.11 Formation of Association of Allottees (wherever applicable)
- 2.5.12 Provisions related to transfer/handover of Project
- 2.5.13 Checking of Construction stage and delivery timelines
- 2.5.14 Checking of Certifications like CA, Engineer & Architects
- 2.5.15 Compliances of local building bye laws, Apartment Acts.
- 2.5.16 Agents and there registrations
- 2.5.17 Submission of Annual Audit Reports
- 2.5.18 Requirements post CC/OC
- 2.5.19 Pending litigations and compliances

## **2.6 RERA Litigation**

- 2.6.1 Preparation and Submission of Replies and Set of Documents (Paper Book) before Authority, to be filed against complaints made by allottees.
- 2.6.2 Preparation and Submission of Replies and Set of Documents (Paper Book) before Authority, to be filed against notices issued by RERA.
- 2.6.3 Preparation of Compliant to be filed against allottees (if any).
- 2.6.4 Appearance before RERA Authorities for representation.
- 2.6.5 Appearance before Conciliation Forum.

- 2.6.6 Filing of Objections/Rejoinders to the replies submitted by complainant.
- 2.6.7 Preparation of Appeals to be filed before RERA Tribunal along with submission of documents.
- 2.6.8 Appearance before RERA Tribunal and Arguments.
- 2.6.9 Handling Litigation of projects assigned at all forums including but not limited to RERA, Consumer Forum, NCLT etc.

### **3.0 Assignment of works to empanelled consultants.**

- 3.1 The consultants will be empanelled by Director, Local Bodies for providing consultancy services as per Scope of work to all ULBs.
- 3.2 The consultant are required to cater to all the municipalities and the consultant cannot deny services to any ULB.
- 3.3 The ULBs may appoint any consultant among empanelled consultants for providing consultancy services. The ULB may seek advice/guidance from more than one consultant before deciding/finalizing the consultant for a project.
- 3.4 The consultant shall timely prepare and submit all requisite documents and compliances as per scope of work.
- 3.5 The scope of works or assignment of works may be altered/amended/enhanced from time to time at the discretion of the Director, Local Bodies, Rajasthan.

### **4.0 Period of assignment**

- 4.1 The empanelment proceedings are meant for **Three (03) Year** from the date of empanelment or as decided by Director, Local Bodies but as per the rule 31 of RTTP Rules 2013, it may further be extended for another one year after recording reasons.
- 4.2 The empanelled consultants shall be required to ensure timely completion of the consultancy services of the projects awarded to them, in an effective manner strictly as per Rules.
- 4.3 The consultant shall be liable for cancellation of empanelment and/or debarment in the event of defaults attributable to the consultant for non-timely completion/compliance/poor performance of services and/or not providing timely services to the concerned ULBs.
- 4.4 The Directorate of Local Bodies will also carry out periodic performance appraisals of the consultants.

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

S.N o	Particulars	Fees (per project)
1	Registration and Extension of Projects	Rs.12,000.00 + GST
	1.1 Registration	
	(a) After Filing of Application (50%) Rs. 6,000.00 +GST	
	(b) After Obtaining Registration Certificate (50%) Rs. 6,000.00 +GST	
	In case the consultant visit the ULB for preparation/ collection of documents for filling Registration Application.- as per actuals upto Maximum Rs.1,000.00 + GST per project subject to production of Expenditure bills.	
	1.2 Extension	Rs.9,000.00 + GST
	(a) After Filing of Application (50%) Rs. 4,500.00 +GST	
	(b) After Obtaining Registration Certificate (50%) Rs. 4,500.00 +GST	
	1.3 Revocation of Schemes/Projects	Rs.3,000.00 +GST
	1.4 Filing of Application for Updation of revised approved maps in RERA	Rs.6,000.00 +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.6,000.00 + 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. 1,200.00 + GST
4	RERA Audit (Per Project) (One Time) 4.1 On submission of Final Audit Report 100%	Rs. 10,000.00 + GST
5	RERA Litigation (Per Case) 5.1 On Submission of reply 50%	Rs. 12,000.00 +GST
	5.2 On Conclusion of Representation 25%	
	5.3 On Receipt of Order/Closure of case 25%	

Note :-

1. The fees will be paid by the concerned ULB after completion of task/work.
2. The above fees includes all documentation fees, stationery fees, photo copy fees, etc

## **7.0 INFORMATION AND INSTRUCTIONS TO APPLICANT**

- 7.0.1 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 or email and those received after schedule date of submission will not be entertained.
- 7.0.2 The application should preferably be type written. The applicant's name should appear on each page of the application.
- 7.0.3 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.
- 7.0.4 References, information and certificates duly signed by the respective clients certifying suitability, technical know-how or capability of the applicant should also be enclosed.
- 7.0.5 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 Director, Directorate Local Bodies, Rajasthan.
- 7.0.6 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 Director, Local Bodies in no case be responsible or liable for these costs, regardless of the conduct of outcome of the empanelment process.
- 7.0.7 The applicant shall not be considered for empanelment if the applicant is debarred/ blacklisted at the time of submission of the application by any Central or State Government. The applicant shall submit undertaking on non-judicial stamp paper duly notarised to the effect that the applicant has not been debarred or blacklisted by any Central or State Government. or its implementing agencies at Annexure-G.

## **8.0 METHOD OF APPLYING**

- 8.1 If the application is made by an individual, it should be signed by the individual above his full type written name and current address.
- 8.2 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.
- 8.3 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.
- 8.4 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.
- 8.5 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.

## **9.0 ELIGIBILITY REQUIREMENT**

- 9.1 An Applicant or Firm must have experience in registration and compliances of RERA projects and must have filling registration of atleast 05 Real Estate Projects (An affidavit along with name of projects and their RERA number to be submitted); and
- 9.2 Applicant/Firm must have an average turnover of Rs. Fifty lakhs or more, for the last three financial year i.e. 2022-23, 2023-24 and 2024-25 (copy of audited accounts, provisional accounts (FY 2024-2025) and return of income for FY 2022-23, 2023-24 and 2024-25 must be annexed as annexure).
- 9.3 Applicant/Firm must have an Office in Rajasthan.
- 9.4 Applicant or owner/ partner of the Firm must must be registered with respective professional body (ICAI, ICSI, ICMAI or Bar Council).

## **10.0 REQUIRED QUALIFICATION**

- 10.1 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).
- 10.2 The applicant shall furnish the following in the attached formats, wherever applicable.
- i. Letter of intent;
  - ii. Structure of Organization;
  - iii. Details of RERA projects successfully filled for the client till date along with authorization letter from client
  - iv. Details of RERA projects worked upon in the last 3 years;
  - v. Details of project in progress as on the date of submission of application;
  - vi. Application Form along with an application fees of Rs. 1000/-.
  - vii. Any other relevant additional information; and
  - viii. Copy of attested documents defining the legal status, structure and organization, place of registration and principal place of applicant/firm etc.
- 10.3 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
  - (d) Work Experience in RERA
- 10.4 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."**

## **11.0 RIGHT OF THE DEPARTMENT**

- 11.1 Director, Local Bodies, Rajasthan, Jaipur 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 Director, Local Bodies, Rajasthan, Jaipur shall not invite any liability towards the affected applicant/applicants whatsoever it may be.

## **12.0 DEAD LINE FOR SUBMISSION OF APPLICATION**

- 12.1 The empanelment document in prescribed formats duly completed and signed by the authorized signatory shall be submitted to the office of

Director, Directorate, Local self department, Jaipur on or before 27.10.2025 till 5.00 P.M.

- 12.2 Any application received by Director, Local Bodies after the dead line fixed for submission of application will be rejected and returned unopened to the applicant.

### **13.0 DISPUTE RESOLUTION**

- 13.1 If any question, difference of objection, whatsoever shall arise in any way, in connection with of arising out of this instrument of operation of 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 heroine 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 Secretary-in-charge, Local Self Government.
- 13.2 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 DLB. The arbitration shall be as per the provisions of the Indian Arbitration And Conciliation Act, 1996, as may be binding upon the DLB, the Applicant, place of arbitration shall be the city of Jaipur.
- 13.3 In case of any in contrary with RTPP Act, 2012 and RTPP Rules, 2013 and any other relevant Acts or Rules, the provisions of Act and Rules shall prevail.
- 13.4 The provisions of RTPP Act/Rules and amendments from time to time, shall be part and parcel of the Expression of Interest (EOI) document.
- 13.5 The Director, Local Bodies or 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 Secretary-in-charge, Local Self Government. within a period of one month from date of receipt of application.

**Director,  
Directorate of Local Bodies  
Jaipur**

**Directorate of Local Bodies  
Local Self Government**

**LETTER OF INTENT APPLICATION FOR EMPANELMENT**

To,  
The Director,  
Local self Government,  
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 Director, Local Bodies 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)

**DIRECTORATE OF LOCAL BODIES  
LOCAL SELF GOVERNMENT****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. 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
1	CA/CS/CWA/ Legal Practice			
2	RERA Compliance			

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)

**DIRECTORATE OF LOCAL BODIES  
LOCAL SELF GOVERNMENT**

**FINANCIAL STATEMENT**

1. Name :
2. Attach audited balance sheets and : profit and loss statements for last Three years
3. Average turn for last three years for :  
FY 2022-23, 2023-24 and 2024-25
4. Financial Position (As on 31.03.2025):
  - a. Cash and Bank :
  - b. Current assets :
  - c. Current Liabilities :
  - d. Working Capital :
  - e. Net Worth :
5. Total Liabilities :
6. Annual value of total assignments undertaken for each of the last three years Year  
value (Rupees in Lac)
  - 2024-25 :
  - 2023-24 :
  - 2022-23 :

Certificate of financial soundness : from bankers of applicants  
together with their full address mentioning A/c No.
7. Approximate value of projects in : hand
8. Have you ever been declared : Bankrupt.
9. Have you ever been denied : bidding facilities by any Government/Public  
Sector Undertaking if yes, Please give details

Signature of the Applicant  
(Including title of the Capacity)

**DIRECTORATE OF LOCAL BODIES  
LOCAL SELF GOVERNMENT**

**DETAILS OF PROJECTS WORKED**

<b>S.No.</b>	<b>Name of Work</b>	<b>Name of client with address and name of contact person with phone No.</b>	<b>Number of Projects Registered under RERA Act in Rajasthan</b>	<b>Remarks</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>

**RELEVANT DOCUMENT TO BE ATTACHED**

Signature of the Applicant  
(Including title of the Capacity)

**ANNEXURE-E**

**DIRECTORATE OF LOCAL BODIES  
LOCAL SELF GOVERNMENT**

**DETAILS OF PROJECTS IN PROGRESS 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

Signature of the Applicant  
(Including title of the Capacity)

**ANNEXURE-F**

**DIRECTORATE OF LOCAL BODIES  
LOCAL SELF GOVERNMENT**

**DETAILS OF TECHNICAL AND ADMINISTRATIVE PERSONNEL**

Category	S. No.	Name of person	Qualification	Designation	No. of years of Experience	Details of works carried out
CA/CS/ CWA/Adv.						
Paid Assistants						
Article Assistants						
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)

**DIRECTORATE OF LOCAL BODIES  
LOCAL SELF GOVERNMENT**

UNDERTAKING REGARDING CORRECTNESS OF INFORMATION, NON-  
DEBARREMENT/BLACKLISTING ETC. OF FIRM  
(TO BE FURNISHED ON NON-JUDICIAL STAMP PAPER DULY NOTARISED)

**Sub. :      Empanelment of Chartered Accountants/ Company Secretaries/ Cost  
Accountants/ Legal Practitioners/ Firms as RERA Consultants.**

1. I/We, having examined the empanelment document for the aforesaid work and understood its contents, hereby submit my/ our Application for appointment as RERA consultant for Directorate of Local Bodies.
2. All information provided in the application, appendices and annexure is true and correct and all documents accompanying such application are true copies of their respective originals.
3. I/We acknowledge the right of the Director Local Bodies to reject our application without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.
4. I/We certify that in the last Five years, I/We have neither failed to perform on any contract, as evidenced by imposition of a penalty or a judicial pronouncement or arbitration award, nor been expelled from any project or contract nor have had any contract terminated for breach on our part.
5. I/We certify that following are the 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)
6. I/We agree and undertake to abide by all the terms and conditions of the empanelment document

Signature of the Applicant  
(Including title of the Capacity)

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