

RAJASTHAN HOUSING BOARD

No. CE(HQ)/2024-25/133

Dated: 27/08/24

EXPRESSION OF INTEREST 01/2024-25 FOR EMPANELMENT OF CHARTERED ACCOUNTANTS, COMPANY SECRETARIES, COST ACCOUNTANTS AND LEGAL PRACTITIONERS/FIRMS AS RERA CONSULTANTS IN RHB

Expression of interest is invited from competent Chartered Accountants/Company Secretaries/Cost Accountants/Legal Practitioners/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 Accounts/ Company Secretaries/ Cost Accountants/ Legal Practitioners/ Firm having extensive experience in the field of RERA may apply in the prescribed documents. The documents may be downloaded from the RHB website rhb.rajasthan.gov.in and sppp.rajasthan.gov.in from 02.09.2024 to 11.09.2024. The documents duly completed along with the Demand Draft of Rs. 1180/- (Rupees One Thousand One Hundred Eighty) in favour of MD, RISL, Jaipur and 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 Chief Engineer (HQ), RHB latest by 5:00 PM of 12.09.2024.

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/ Company Secretaries/ Cost Accountants/ Legal Practitioners/ Firms according to the policy as decided by the Board from time to time.

UBN:


27/08/24
Chief Engineer(HQ)

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

Empanelment Document

Expressions of Interest for

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

Cost of Document: Rs. 11800/- (Including GST)

Remitted Vide DD/Banker Cheque No.....Dated.....

Of.....(Name of Bank)

Documents downloaded by.....

.....

.....

CHIEF ENGINEER (HQ)
RHB, Jaipur

RAJASTHAN HOUSING BOARD

(A Government of Rajasthan Undertaking)
Jan Path, 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.

1. SCOPE OF WORK

General

- 1.1 Ensure compliance of all RHB 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 RHB from time to time.
- 1.3 Undertaking review and vetting of all documents and compliances required for the purpose of registration of RHB projects with RERA.
- 1.4 Liaison and coordinating with all external agencies and third parties relevant to the projects for ensuring overall compliance with all RERA regulations.
- 1.5 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.
- 1.6 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.
- 1.7 Handling Litigation of projects assigned at all forums including but not limited to RERA, Consumer Forum, NCLT etc.
- 1.8 Consulting relevant stakeholders from time to time, seeking and making opinion and suggestions for improvement of existing structure of RHB for ensuring necessary compliance with RERA regulations.
- 1.9 Advising on changes required to be carried out on account of amendments made to RERA regulation from time to time.
- 1.10 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.

- 1.11 Undertaking all other miscellaneous tasks required for compliance of the aforementioned and as instructed or sought or required to be done by RHB from time to time.
- 1.12 The above works or scope may be altered/amended/enhanced from time to time at the discretion of the Rajasthan Housing Board.

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 RHB 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 RHB Personnel of 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 RHB 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 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.
- 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 RHB from time to time.

2.4 One time advisory

- 2.4.1 To obtain information from all nodal officers of New/old projects of Housing Board
- 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 Housing Board 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 Board 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 Works will be allotted to the consultants on rotation basis but in special circumstances, keeping in view the need and importance of the work, housing commissioner is authorized to select particular consultant out rightly without rotation.
- 3.2 The above works or scope may be altered/amended/enhanced from time to time at the discretion of the Rajasthan Housing Board.

4.0 Period of assignment

The empanelment proceedings are meant for one year i.e. 30.09.2024 to 29.09.2025 or as decided by RHB but as per the rule 31 of RTTP Rules 2013, it may further be extended for another one year after recording reasons.

5.0 Terms of Payment of Fees Each Scope Wise:

5.1 Registration and Extension of Projects (per project)

5.1.1 Registration

- | | |
|---|-----|
| a) After Filing of Application | 50% |
| b) After Obtaining Registration Certificate | 50% |

5.1.2 Extension

- | | |
|---|-----|
| a) After Filing of Application | 50% |
| b) After Obtaining Registration Certificate | 50% |

5.1.3 Revocation

- | | |
|------------------------------|------|
| After approval of revocation | 100% |
|------------------------------|------|

5.2 Updation of revised approved maps in RERA

- | | |
|--------------------------------|-----|
| a) After Filing of Application | 50% |
| b) After approval by RERA | 50% |

5.3 RERA Compliances (Fees to be decided per quarter) (Per Project)

- | | |
|--|------|
| At the end of every quarter
<i>(from date of assignment till end date of project entered in RERA)</i> | 100% |
|--|------|

5.4 RERA Litigation (Per Case)

- | | |
|--|-----|
| a) On Submission of reply | 50% |
| b) On Conclusion of Representation | 25% |
| c) On Receipt of Order/Closure of case | 25% |

5.5 Annual Report on statement of Accounts of the project (APR)

- | | |
|-------------------------------|------|
| After filing of APR on Portal | 100% |
|-------------------------------|------|

6.0 Fees Structure

6.1 Consultancy Fees

6.1.1	Registration	Per Project	30000 plus GST
6.1.2	Extension	Per Project	25000 plus GST
6.1.3	Revocation	Per Project	7500 Plus GST
6.1.4	One time advisory	Per Project	7500 plus GST
6.1.5	Updation of revised maps	Per Project	15000 plus GST
6.1.6	Compliance	Per Project	7500 per quarter plus GST
6.1.7	Audit	One Time	10000 plus GST
6.1.8	Litigation	Per Case	15000 Plus GST
6.1.9	Annual Report on statement of Accounts of the project (APR)	Per project per year	3600 Plus GST

Signature of the Applicant
(Including title of the Capacity)

RAJASTHAN HOUSING BOARD

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

Empanelment Document

7.0 INFORMATION AND INSTRUCTIONS TO APPLICANT

7.1 General

- 7.1.1 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.
- 7.1.2 The application should preferably be type written. The applicant's name should appear on each page of the application.
- 7.1.3 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.
- 7.1.4 References, information and certificates duly signed by the respective clients certifying suitability, technical know-how or capability of the applicant should also be enclosed.
- 7.1.5 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 RHB.
- 7.1.6 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 the Applicant
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Jan Path, Jaipur

Empanelment Document

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.

Signature of the Applicant
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Jan Path, Jaipur

Empanelment Document

9.0 ELIGIBILITY REQUIREMENT

- 9.1 An Applicant/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
- 9.2 Applicant/Firm has had a turnover of Rs. One Crore or more in any one of the last three financial year i.e. 2023-24/2022-23/2021-2022 (copy of audited accounts (FY 2021-22/2022-23), provisional accounts (FY 2023-24) and return of income for (FY 2021-22/2022-23) must be annexed as annexure).
- 9.3 Applicant/Firm has its Office in Rajasthan. (Provide Address)

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 worked upon in the last 3 years;
 - iv. Details of project in progress as on the date of submission of application;
 - v. Application Form along with an application fees of Rs. 11,800/- and 1180/-
 - 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.
- 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 BOARD

11.1 RHB 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.

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 ADD.CE (III), RHB, Jaipur on or before up to 5.00 P.M.

12.2 Any application received by RHB after the dead line fixed for submission of application will be rejected and returned un-opened to the applicant.

13.0 DISPUTE RESOLUTION

13.1 As per clause 23 of prevalent civil contracts of Housing Board, 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 empowered Standing Committee, which would consist of the following:

- (i) Housing Commissioner (Chair person)
- (ii) Financial Advisor & Chief Accounts Officer
- (iii) Director Law
- (iv) Chief Engineer (HQ)
- (v) Dy. Housing Commissioner & TA to Chairman (Member-Secretary)

The Engineer-in-charge 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 committee within a period of one month from date of receipt of application.

Signature of the Applicant
(Including title of the Capacity)

RAJASTHAN HOUSING BOARD

(A Government of Rajasthan Undertaking)
Jan Path, Jaipur

Empanelment Document

**LETTER OF INTENT
APPLICATION FOR EMPANELMENT**

To,

The Addl. Chief Engineer (III)/Chief Engineer (HQ),
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 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 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 the Applicant
(Including title of the Capacity)

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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. :

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RAJASTHAN HOUSING BOARD

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Jan Path, Jaipur

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FINANCIAL STATEMENT

1. Name :
2. Attach audited balance sheets and profit and loss statements for last Three years :
3. Financial Position (As on 31.03.2022) :
 - a. Cash and Bank :
 - b. Current assets :
 - c. Current Liabilities :
 - d. Working Capital :
 - e. Net Worth :
4. Total Liabilities :
5. Annual value of total assignments undertaken for each of the last three years
Year value (Rupees in Lac)
 - 2023-24 :
 - 2022-23 :
 - 2021-22 :
- 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 :

Signature of the Applicant
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ANNEXURE-D

RAJASTHAN HOUSING BOARD

(A Government of Rajasthan Undertaking)

Jan Path, Jaipur

Empanelment Document

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 in Rajasthan	Remarks
1	2	3	4	5

RELEVANT DOCUMENT TO BE ATTACHED

Signature of the Applicant
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Jan Path, Jaipur

Empanelment Document

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
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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

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**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)