

# **ODISHA REAL ESTATE REGULATORY AUTHORITY**

## **371, VIVEKANANDA MARG, NEAR BMC BUILDING, BHUBANESWAR**

### **REQUEST FOR PROPOSAL FOR EMPANELMENT OF CHARTERED ACCOUNTANT FIRM/ LAW FIRM/ ARCHITECT FIRM**

This authority is developing a facility in its portal to enable the real estate project promoters to submit their application and connected documents online for registering their respective real estate projects as required under the relevant Act. The documents required to be uploaded by the promoter relate to different domain knowledge; some of these documents will come under the domain knowledge of Chartered Accountants (CA), some under the domain knowledge of lawyers/ advocates and some others under the domain knowledge of Architects. The said documents will be referred online to the empanelled CA / Law firm / Architect firm, as the case may be, for scrutiny and submission of report as spelt out in the scope of work. Therefore, the Authority is desirous of empanelling CA firm / Law Firm / Architect Firm, 3 from each category, to secure professional services in their respective domain knowledge as and when required.

Accordingly the Authority invites proposals from Chartered Accountant Firms, Law Firms, and Architect Firms, based in the state of Odisha for empanelment in accordance with the terms and conditions detailed in this RFP document. Proposal should be submitted in each category only and no composite proposals shall be accepted.

#### **1. Schedule of Events:**

- a. Availability of RFP document in the website: 2<sup>nd</sup> / 3<sup>rd</sup> July 2018
- b. Submission of RFP: Up to 3 PM of 23 July 2018
- c. Opening of Technical Bid: 11 AM of 24 July 2018
- d. Technical Presentation: 11 AM of 27 July 2018
- e. Opening of Financial Bid: To be notified

Prospective bidders are requested to download the RFP documents from web portal and use it to formulate their proposals.

#### **2. RFP Document:**

- a. The RFP Documents include Technical Bid, Presentation Format and Financial Bid.
- b. The Technical Bid document includes Cover Letter and Bid Application Sheet (Please see Annexure-I)
- c. The Financial Bid documents include Cover Letter and Price Schedule. (Please see Annexure-II).
- d. Presentation Format (Annexure-III)

#### **3. Submission of RFP:**

- a. Technical Bid documents, duly and accurately filled in shall be enclosed in an envelope along with bid security money and sealed thereafter. The sealed envelope shall have the superscription on its top cover with “Technical Bid Document for Empanelment of Chartered Accountant Firm/ Law Firm / Architect Firm” and name of the Firm at the left hand bottom corner .
- b. The Financial Bid document duly filled in without any overwriting shall be enclosed in an envelope and sealed thereafter. The sealed cover shall have the superscription on its top cover with “Financial Bid Document for Empanelment of Chartered Accountant Firm/ Law Firm / Architect Firm” and name of the Firm at the left hand bottom corner.
- c. Both sealed envelopes shall be enclosed in another envelope to be sealed in thereafter. The sealed cover shall have the superscription on its top cover with “RFP Document for Empanelment of Chartered Accountant Firm/ Law Firm / Architect Firm” and name of the Firm at the left hand bottom corner.
- d. The Presentation Format (Annexure-III) shall be retained by the bidder to prepare his presentation in accordance with the format.

#### **4. Bid Security**

Each proposal shall be accompanied by a bank draft for Rs.10000/- (Rupees ten thousand only) drawn in favour of Odisha Real Estate Regulatory Authority payable at Bhubaneswar towards bid security and shall be enclosed in the envelope for Technical Bid.

#### **5. Bid Validity**

The bid should remain valid for 90 days from the date of opening of the technical bid. Any period less than it shall render the bid document invalid from consideration.

#### **6. Forfeiture of Bid Security**

Bid security will be forfeited if the proposal is withdrawn on any day after the opening of the technical bid and before finalization of the bid. In case of successful bidder the bid security will be adjusted against performance security and in other cases it will be refunded.

#### **7. Eligibility Criteria**

##### **A. Chartered Accountant Firm;**

- a. Must be a firm registered with Institute of Chartered Accountant of India. (Attach authenticated copy of certificate)
- b. Must be an Odisha based firm. (Attach documentary proof)
- c. Must have been CAG empanelled (Attach authenticated copy of certificate)
- d. Must have minimum of 5 full time Chartered Accountants in the firm, out of which 3 should be FCA partner (Attach authenticated copy of relevant document)
- e. Must have been in the business for last 15 years. (Attach documentary proof)
- f. Must have GST registration number (Attach authenticated copy of certificate)
- g. Must have audited accounts of minimum two public sector undertakings (Attach documentary proof issued by the PSU)

- h. Must have average annual turnover of Rs.50 lakhs for the last 3 financial years. (Attach Income Tax returns in support of turn over)
- i. Must have 5 computer systems ( each not older than 5 years) (Attach procurement bills in support of acquisition of Computer)
- j. Must have high speed internet connectivity of unlimited plan. (Attach proof high speed internet connectivity)

**B. Law Firm;**

- a. Must be a firm registered with Bar Council of Odisha. (Attach documentary Proof)
- b. Must have been in the business for last 15 years. (Attach documentary proof)
- c. Must be an Odisha based firm. (Attach documentary proof)
- d. Must have 5 full time Advocates/lawyers, out of which 4 must be with minimum 10 years of experience (Attach documentary proof)
- e. Must have been empanelled with at least two PSUs for providing professional services.(Attach documentary proof)
- f. Must have handled civil cases in land administration and adequate knowledge on land records, ROR, mutation, title, title transfer etc (Attach list of cases handled in revenue/ land administration with documentary proof)
- g. Must have GST registration number (Attach authenticated copy of certificate)
- k. Must have average annual turnover of Rs.50 lakhs for the last 3 financial years. (Attach Income Tax returns in support of turn over).
- l. Must have 5 computer systems (each not older than 5 years) (Attach procurement bills in support of acquisition of Computer)
- m. Must have high speed internet connectivity of unlimited plan. (Attach documentary proof of high speed internet connectivity)

**C. Architect Firm;**

- a. Must be a firm registered with Council of Architecture, India. (Attach documentary proof)
- b. Must have been in business for last 15 years. (Attach documentary proof)
- c. Must be an Odisha based firm. (Attach documentary proof)
- d. Must have minimum 5 full time Architects, each with minimum of 7 years' of experience. (Attach documentary proof)
- e. Must have prepared plan & design of at least 20 real estate projects, at least one of which must be with a built-up area 50, 000 square metres or more. (Attach documentary proof)
- f. Must have technical associates such as Structural Designer, Electrical Engineer and Water & Sanitation Engineer.(Attach documentary proof)
- g. Must have average annual turnover of Rs.50 lakhs for the last 3 financial years. (Attach Income Tax returns in support of turn over).
- h. Must have 5 computer systems ( each not older than 5 years) (Attach procurement bills in support of acquisition of Computer)

- i. Must have high speed internet connectivity of unlimited plan. (Attach documentary proof of high speed internet connectivity)

**8. Scope of Work:**

**A. CA Firm;**

- I. To scrutinize the following documents;
  - a. Form-1, Annexure-I and Annexure-II
  - b. PAN
  - c. Cancelled Cheque
  - d. Annual Report of last 3 years
  - e. Income Tax returns of last 3 financial years
  - f. Audited statement of Accounts of last 3 financial years
  - g. Registration Certificate (in case of a company)
- II. To prepare report on;
  - h. Correctness of entries in the Form-1, Annexure-I and Annexure-II
    - a. Authenticity of PAN, ROC, Income Tax Returns, Audited statement of Accounts
    - b. Validity of list of Directors furnished in Form-1 and antecedents of the company with regard to statutory compliances under the Company Law.
    - c. Financial viability of the real estate project having regard to antecedents under Company Law, Income Tax Returns, Project Estimate, bank finances, if any, etc.
    - d. Validity of registration no. of the CA associated with the project
- III. To submit a comprehensive report on the above points in a prescribed format within 4 working days of reference.
- IV. To submit supplementary report when certain documents are again referred with compliances on deficiencies pointed out during first scrutiny within 2 working days.

**B. Law Firm;**

- I. To scrutinize the following documents:
  - a. Partnership Deed, if any
  - b. Authorization Letter
  - c. Allotment letter format
  - d. Conveyance deed format
  - e. Agreement for sale format
  - f. Legal heir certificates, if any
  - g. Relinquishment deed, if any
  - h. ROR
  - i. Sale Deed, if any
  - j. Affidavit
  - k. Encumbrance Certificates
  - l. General Power of attorney, if any

- m. Development Agreement, if any
  - n. Litigation cases as in the Annexure-I
- II. To report;
- a. Legal validity of partnership deed, if any.
  - b. Legal validity of allotment letter format
  - c. Consistency of the conveyance deed format with respect to Section-17 of the Odisha Real Estate (Regulation and Development) Act, 2016.
  - d. Consistency of the agreement for sale format with the format prescribed under rule-8(1) of O.R. E. (R&D) Rules, 2017.
  - e. Title of the Promoter on the plots coming under the real estate project.
  - f. Possible impact of litigation cases, if any, on the real estate project
- III. To submit a professional report on the above aspects in a prescribed format within 4 working days of reference.
- IV. To submit supplementary report when certain documents are again referred with compliances on deficiencies pointed out during first scrutiny within 2 working days.

**C. Architect Firm;**

- I. To scrutinize the following documents;
- a. Building Plan Approval letter
  - b. Approved building plan
  - c. Approved site plan
  - d. Approved lay out plan
  - e. Project cost estimate
  - f. Present status report
  - g. Project Area Map on cadastral sheet
  - h. NOC letter from PHED or CGWA for supply of water
  - i. NOC letter from electricity utility companies for supply of power
  - j. Fire Safety Certificate from DG, Fire Services, Government of Odisha.
- II. To report on;
- a. Validity of Building Plan (Whether competent planning authority has approved or not, whether plan is still valid, whether project area as in Annexure-II is same as in plan approval letter, structural stability certificate)
  - b. Correctness of layout plan
  - c. Reasonability of project cost estimate
  - d. Correctness of NOC letters from PHED/CGWA/Utility Company.
  - e. Correctness of Affidavit or undertaking submitted
  - f. Validity of registration or empanelment no. of the Structural Engineer, Architect, and Construction Engineer as the case may be.

- III. To submit a professional report on the above aspects in a prescribed format within 4 working days of reference.
- IV. To submit supplementary report when certain documents are again referred with compliances on deficiencies pointed out during first scrutiny within 2 working days.

**9. Technical Bid Evaluation Criteria:**

Bidders meeting the eligibility criteria will be invited for presentation. The technical bids will be evaluated as per the following criteria.

Sl.	EVALUATION CRITERIA	Maximum Marks
1	No. of CAs / Advocates / Architect in the firm as the case may be a. If 5, mark to be awarded is 10 b. For every additional member 1 mark more	15
2	Scope of Work understanding (Power Point Presentation) (Marks to be awarded by the Committee)	20
3	Hardware available a. Computer system (minimum 5)- 7 marks b. For every additional system 1 mark more	10
4	Internet Connectivity Unlimited Plan	10
5	Past experience of providing online or offline Professional Services a. Offline assignments- 10 marks b. Online assignments-15 marks	25
6.	Average Turnover for last 3 years a. Above Rs.50 lakhs but below Rs.60 lakhs- 10 marks b. Above Rs.60 lakhs, but below Rs.70 lakhs-15 c. Above Rs.70 lakhs- 20 marks	20

Firms securing 70% marks in the technical evaluation process as stated above will be declared qualified for next stage bidding. That means financial bids of only such firms will be opened and others will be rejected.

**10. Financial Bid Evaluation:**

On the appointed date and time financial bids of qualified bidders will be opened and tabulated. L1 bidder in each category will be decided. If felt necessary, professional fees will be negotiated with the L1 bidder in each category to decide the

final professional fees. Consent of other firms to offer professional services at the L1 or final professional fees as the case may be will be obtained.

**11. Award of Work:**

- a. The Authority reserves the right to reject all the bids if in the view of the Authority, L1 price or final price is highly unreasonable.
- b. Firms qualified in two stage bidding will be required to sign an agreement with the authority within 7 days of communication for due performance as envisaged in the RFP.
- c. At the time of signing the agreement, the successful firms shall deposit Rs.20000/- (Rupees twenty thousand only) including bid security money in shape of bank draft payable in favour of the Authority at Bhubaneswar towards performance security.
- d. The empanelment will be initially for a period of 2 years and is extendable by another 2 years on mutual agreement.

**12. Forfeiture of Performance Security:**

If in the assessment of the Authority the firm failed to provide professional services as envisaged in the RFP document, the Performance Security will be forfeited and the firm will be black-listed.

**13. Payment of Professional Fees:**

- a. Upon completion of one calendar month, the Firms will prepare their bills and submit to the Authority for payment.
- b. The Authority with due scrutiny will make arrangements for the payment of the bills within a reasonable period, but not later than 3 weeks. However, in case of any major problem, the Authority may notify the delay in clearing the bills and firms will cooperate to bear with the delay.

**14. Conflict of Interest and Nondisclosure agreement:**

Firms have to sign an online undertaking in regard to conflict of interest and nondisclosure undertaking every time a case is referred to it for professional report. In case of conflict of interest with a particular case the firm has to recuse itself from the assignment. If it comes to the notice of the Authority that an empanelled firm despite having conflict of interest in a case has not recused itself then concerned firm will be black-listed along with recourse to other legal action available to the Authority. Under nondisclosure undertaking, the firm shall not share the documents with any third party nor shall itself make or retain hard or soft copy of those documents.

XXXXXX

Technical Bid Document

Form - 1: Format of Cover Letter

To  
The Secretary,  
Odisha Real Estate Regulatory Authority  
371 Vivekananda Marg, Near BMC Office  
Bhubaneswar-751014

Subject: Proposal for empanelment of CA firm / Law Firm / Architect Firm

Dear Sir,

This has reference to the RFP published on departmental website to the above-mentioned subject. We are interested in submitting our proposal for the empanelment as;

Chartered Accountant Firm / Law Firm / Architect Firm

(Please tick the item appropriate to you. Only one option is to be ticked.)

We would like to clearly state that we qualify for this empanelment as our Firm meets all the eligibility criteria indicated in the document. We understand that if the details given in support of claims made by us are found to be untenable or unverifiable or both our bid will be rejected without any reference to us.

Yours sincerely

<Signature>

<Name, designation, contact address and telephone number of the authorized signatory>



**Technical Bid Document**  
**Form - 2: Bid Application Sheet**  
**(Chartered Accountant Firm)**

1. Name of the Firm:

2. Registered Office Address:

a. Plot / House No. :

b. Street:

c. Area / Locality:

d. City:

e. PIN:

f. Telephone:

g. E-mail:

h. Mobile No.

3. No. of Chartered Accountant in the Firm:

Sl	Name	Registration no.

(Add rows, as per requirement)

(Please attach signed CV of each)

4. No. of Chartered Accountant as FCA Partner

Sl	Name	Registration no.

(Add rows as per requirement)

5. GST Registration Number:

6. CAG Empanelment Number:

7. Annual Turn Over for last 3 Financial Years:

Financial Year	Turn Over (Rs. Lakhs)
2017-18	
2016-17	
2015-16	
Average of three	

8. PSUs Audited for in the last 5 years:

PSU	Financial Year	Turnover of PSU

(Add rows as per requirement)

(Please attach audit completion certificate issued by the PSU in each case)

9. List of self-authenticated documents attached:

Description	Number of document
1. Deed of partnership	
2. CAG Empanelment certificate	
3. GST certificate	
4. Annual audited statement of Accounts for 3 financial years	
5. Income tax return for 3 financial years	
6. Certificates of audit from PSUs (maximum 7)	
7. Scope of work understanding report (original)	
8. Document in proof of being in business for last 15 years	
9. Document in support of rendering professional services, offline and online	
10. Documents in support of Computer systems	
11. Internet connectivity document	
12. Audit completion certificate issued by PSUs	
13. Self-signed CV of each CA	

10. Undertaking:

I, ----- (Name), certify that the information/ documents attached to this bid application are true and I further understand that in the event of its revelation later on to the contrary our empanelment will be cancelled along with forfeiture of performance security and it will be prerogative of the Authority to take such other punitive measures as it may deem appropriate.

(Signature of Authorized Partner)

**Technical Bid Document**  
**Form - 2: Bid Application Sheet**  
**(Law Firm)**

1. Name of the Firm:

2. Registered Office Address:

a. Plot / House No. :

b. Street:

c. Area / Locality:

d. City:

e. PIN:

f. Telephone:

g. E-mail:

h. Mobile No.:

3. No. of Lawyers or advocates in the Firm:

Sl	Name	Registration no.

(Add rows, as per requirement)

(Please attach signed CV of each)

4. GST Registration Number:

5. Odisha Bar Council Registration Number:

7. Annual Turn Over for last 3 Financial Years:

Financial Year	Turn Over (Rs. Lakhs)
2017-18	
2016-17	
2015-16	
Average of three	

8. PSUs empanelled with in the last 5 years:

PSU	Financial Year

(Add rows, as per requirement)

(Please attach empanelment document issued by the PSU in each case)

9. List of court cases, relating to Land Administration handled in the last 5 years

Case No.	Court name	Description of the case	Result of the Case, if any

(Add rows as per requirement and attach documentary proof for each case)

9. List of self-authenticated documents attached:

Description	Number of document
1. Deed of partnership	
2. Odisha Bar Council registration certificate	
3. GST certificate	
4. Annual audited statement of Accounts for 3 financial years	
5. Income tax return for 3 financial years	
6. Letter of empanelment with PSUs (maximum 7)	
7. Scope of work understanding report (original)	
8. Document in proof of being in business for last 15 years	
9. Documents in support of rendering professional services, offline and online	
10. Document in support of Computer systems	
11. Internet connectivity document	
12. PSU empanelment certificate	
13. Self-signed CV of each advocate	

10. Undertaking:

I, ----- (Name), certify that the information/ documents attached to this bid application are true and I further understand that in the event of its revelation later on to the contrary our empanelment will be cancelled along with forfeiture of performance security and it will be prerogative of the Authority to take such other punitive measures as it may deem appropriate.

(Signature of Authorized Partner)

**Technical Bid Document**  
**Form - 2: Bid Application Sheet**  
**(Architect Firm)**

1. Name of the Firm:

2. Registered Office Address:

a. Plot / House No. :

b. Street:

c. Area / Locality:

d. City:

e. PIN:

f. Telephone:

g. E-mail:

h. Mobile No.:

3. No. of Architects in the Firm:

Sl	Name	Registration no.

(Add rows as per requirement)

(Please attach signed CV of each)

4. GST Registration Number:

5. Council of Architecture of India Registration Number:

6. Annual Turn Over for last 3 Financial Years:

Financial Year	Turn Over (Rs. Lakhs)
2017-18	
2016-17	
2015-16	
Average of three	

7. List of projects where architectural services were provided

Sl. No..	Project Name	Location Details	PSU or Private Sector	Built-Up area in square metres

(Add rows as per requirement and attach documentary proof in each case)

8. List of self-authenticated documents attached:

Description	Number of document
1. Deed of partnership	
2. Odisha Bar Council registration certificate	
3. GST certificate	
4. Annual audited statement of Accounts for 3 financial years	
5. Income tax return for 3 financial years	
6. Document in proof of being in business for last 15 years	
7. Document in support of handling projects as at paragraph-7	
8. Document in support of Computer systems	
9. Internet connectivity document	
10. Document in support of being in the business for last 15 years	
11. Self-signed CV of each Architect in the firm	
12. Documents in support of rendering professional services, offline and online	

10. Undertaking:

I, ----- (Name), certify that the information/ documents attached to this bid application are true and I further understand that in the event of its revelation later on to the contrary our empanelment will be cancelled along with forfeiture of performance security and it will be prerogative of the Authority to take such other punitive measures as it may deem appropriate.

(Signature of Authorized Partner)

## Financial Bid

Description	Professional Fee
Scrutiny and submission of professional report on 1 <sup>st</sup> reference	
Scrutiny and submission of professional report on 2 <sup>nd</sup> reference	

Please indicate taxes applicable and rates there of separately.

No over-writing is acceptable.

(Signature of Authorized Partner)

Name of the Firm:

## Presentation Format:

Description	Maximum slides
Profile of the Firm	3
Annual Turnover for last 5 years	1
Professional Experience both offline and online	3
Understanding of Scope of Work	3