

Request for Proposal (RFP)  
Empanelment of Legal Firm to Provide Legal Services For  
Andhra Pradesh Real Estate Regulatory

RFP Reference No: Empanelment of Legal Firms/2025

E procurement portal: [www.rera.ap.gov.in](http://www.rera.ap.gov.in)

Date: January”2025

Issued By:

**ANDHRA PRADESH REAL ESTATE REGULATORY AUTHORITY**  
**D.No:60-5-1, Y Tower, Siddhartha Nagar 1st Lane,**  
**Pinnamaneni Polyclinic Road, Vijayawada - 520010,**  
**NTR District, A.P., E-mail : [authority.aprera@gmail.com](mailto:authority.aprera@gmail.com)**

# RFP FOR EMPANELMENT OF LEGAL FIRMS

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## **RFP FOR EMPANELMENT OF LEGAL FIRMS**

### **INTERPRETATION**

In the interpretation of this RFP, unless the context otherwise requires:

- a. The singular of any defined term includes the plural and vice versa, and any word or expression defined in the singular has the corresponding meaning used in the plural and vice versa;
- b. A reference to any gender includes the other gender;
- c. A reference to any agreement is a reference to that agreement and all annexures, Attachments, exhibits, schedules, appendices and the like incorporated therein, as the same may be amended, modified, supplemented, waived, varied, added to, substituted, replaced, renewed or extended, from time to time, in accordance with the terms thereof;
- d. The terms "include" and "including" shall be deemed to be followed by the words "without limitation", whether or not so followed;
- e. Any reference to a person shall include such persons, successors and assignees;
- f. A reference to a "writing" or "written" includes printing, typing, lithography, scanned and other means of reproducing words in a visible form;
- g. Any date or period set forth in this RFP shall be such date or period as may be extended pursuant to the terms of this RFP;
- h. The terms "hereof", "herein", "hereto", "hereunder" or similar expressions used in this RFP mean and refer to this RFP and not to any particular Article,
- i. In case of any inconsistency between the terms mentioned in the RFP and the literary term, the meaning best construed in furtherance of the objectives of this RFP shall prevail.
- j. Where there is a discrepancy between amount in figures and in words, the latter shall prevail.

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### DISCLAIMER

1. The information contained in this document ("**RFP**") or subsequently provided to Bidders (Applicants / Bidders), whether verbally or in documentary or any other form by or on behalf of Andhra Pradesh Real Estate Regulatory Authority i.e., APRERA (herein after referred to as "**Authority**") or any of its employees, representatives, advisors or Consultants is provided to Bidder(s) on the terms and conditions set out in this RFP document and any other terms and conditions subject to which such information is provided.
2. This RFP document is neither an agreement nor an offer by the Authority to the prospective Bidder(s) or any other person. The purpose of this RFP is to provide interested parties with the information that may be useful to them in the formulation & submission of their Proposals pursuant to this RFP document.
3. This document includes statements, which reflect various assumptions and assessments arrived at by the Authority in relation to the Request for Proposal for Selection of Agency for providing legal services by the selected Bidder / Agency selected through a competitive bidding process. The purpose of this RFP is to provide the Bidder(s) with information that may be useful to them in the formulation of their bids (including Price Bids) (the "Bids") pursuant to this RFP document and for no other purpose.
4. This document may not be appropriate for all persons, and it is not possible for the Authority and its employees to consider the objectives, technical expertise and particular needs of each party who reads or uses this document. The assumptions, assessments, statements and information contained in this document, may not be complete, accurate, adequate or correct. Each Bidder should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this tender document and obtain independent advice from appropriate sources. Information provided in this RFP document to the Bidders may be on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Authority accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.
5. The Authority and its employees/ officers/ advisors/ consultants make no representation or warranty and shall have no liability to any person including any Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP document or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the document and any assessment, assumption, statement or information contained therein or deemed to form part of this document or arising in any way in this Selection Process (hereinafter defined).
6. The possession or use of this RFP document in any manner contrary to any applicable law is expressly prohibited. The Bidders shall inform themselves concerning, and shall observe any applicable legal requirements. The information does not purport to be comprehensive or to have been independently verified. Nothing in this document shall be construed as legal, financial or tax advice.
7. The Authority also accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance of any Bidder upon the statements and information contained in this tender document.
8. The Authority may in its absolute discretion, but without being under any obligation to do so, update,

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amend or supplement the information, assessment or assumption contained in this document.

9. The issue of this tender document does not imply that Authority is bound to select a Bidder or to award work to the Selected Bidder, as the case may be, for the subject assignment and the Authority reserves the right to reject all or any of the Proposals without assigning any reasons whatsoever.
10. Laws of the Republic of India are applicable to this Tender document.

This Request for Proposal (RFP) document has been prepared with adequate care. However, the Applicant should verify that the document is complete in all respects. Intimation of discrepancy, if any should be given to the Chairperson at below mentioned address:

O/o The Chairperson,

Andhra Pradesh Real Estate Regulatory Authority

D.No:60-5-1, Y Tower, Siddhartha Nagar 1st Lane,

Pinnamaneni Polyclinic Road, Vijayawada - 520010,

NTR District, A.P., E-mail : [authority.aprera@gmail.com](mailto:authority.aprera@gmail.com)

Courts in Vijayawada will have jurisdiction concerning or arising out of this RFP document. AP RERA reserves the right to accept or reject any RFP application. AP RERA also reserves the right annul the selection process at any time without assigning any reason and any liability to the Authority.

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## **1. Introduction**

### **Background:**

Andhra Pradesh Real Estate Regulatory Authority (APRERA), an Authority set up under the Real Estate (Regulation & Development) Act, 2016 has the prime responsibility of regulating the Real Estate business in the State of Andhra Pradesh and ensuring that the real estate activities in the state are properly regulated and streamlined as per the provisions of the act and the subsequent rules/regulations applicable from time to time and amendments thereof.

Keeping in view the objective of the government to reform the real estate sector in Andhra Pradesh and to meet the mandate of APRERA, encouraging greater transparency, citizen centricity, accountability and financial discipline, applications are invited for enrolment of various agencies, who shall be on the approved list of agencies to render the services to Real Estate Projects in State of A.P.

### **Key Objectives of the ACT:**

- ☐ Ensuring Transparency & Efficiency in real estate sector in regards to sale of plot, apartment, building or real estate project.
- ☐ Protecting the interest of consumers in Real estate sector
- ☐ Establishing adjudicating mechanism for speedy dispute redressal
- ☐ Establishing Appellate Tribunal to hear appeals from the decisions, directions or orders of the Real Estate Regulatory Authority

RFP document is available at the website [www.rera.ap.gov.in](http://www.rera.ap.gov.in). Interested parties may download the RFP documents from the website and submit their Application.

The scope of services (as mentioned in this document below) to be provided by the legal firms are illustrative and the list is not exhaustive i.e., does not mention the entire incidental services required to be performed. The services shall be provided with true intent and meaning, regardless of whether the same has or has not been particularly described but can be reasonably inferred there-from. The scope of services shall be governed by the provisions of the RFP and the work order. There may be several incidental services & assignments which are not mentioned herein but will be necessary to complete the work in all aspects.

The statements and explanations contained in this RFP are intended to provide a proper understanding to the Firms about the subject matter of this RFP. APRERA may amend, alter, change, supplement or clarify the scope of work, the Right to be awarded pursuant to this RFP (Addendum/Corrigendum) or the terms thereof or herein contained. Consequently, any omissions, conflicts or contradictions in the Bidding Documents including this RFP are to be noted, interpreted, and applied appropriately to give effect to this intent, and no claims on that account shall be entertained by APRERA.

APRERA shall receive Application pursuant to this RFP and accordance with the terms set forth in this RFP and any addendum issued subsequent to this RFP, as modified, altered, amended, and clarified from time to time by APRERA and the Application shall be prepared and submitted in accordance with such terms.

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### 2. ELIGIBILITY

Legal Firm should have the following PQ:

- 1 The bidder / An Applicant shall be a Legal entity. An Applicant may be a Legal Person, Proprietorship firm, Private entity, a Partnership firm, an LLP or a body corporate incorporated in India or as per applicable laws of the country of its origin. Consortium / JV are not allowed in this Tender Process.
- 2 The bidder / An Applicant shall have Minimum Five-year prior experience in providing similar services “Legal Services” (share some reference i.e., work order/vakalath/certificate/document) for atleast two clients i.e., two assignments, preferably services provided to Banks / PSUs / NBFCs / Regulatory Authorities.
- 3 The firm should have atleast Five (05) key personnel of minimum Seven (07) years of standing experience who are also registered in Bar Council of Andhra Pradesh.
- 4 Firms should have office in AP / Telangana State.

Note: The entity claiming experience under eligibility criteria (as mentioned above) should have held, in the company or Consortium owning the eligible Assignment, a minimum of 26% (twenty-six per cent) equity during the entire assignment duration for which eligible experience is being claimed. The experience/qualifications of the Associate shall be considered and parent/subsidiary company of any of the consortium members will not be considered.

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### 3. EXPRESSION OF INTEREST

The following is the list of documents to be submitted as a part of the RFP:

- i. Letter of Application (As per the template attached in Annexure 1)
- ii. Applicant details along with previous experience towards eligibility (Annexure 2)
- iii. Annual Turnover (Annexure 3)
- iv. Power of attorney for authorized signatory (Annexure 4)
- v. Financial Quote (Annexure A)

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### 4. SCHEDULE OF SUBMISSION OF RFP

Schedule of the empanelment is as follows:

Activity Scheduled date	Activity Scheduled date
Downloading of RFP document	09 <sup>th</sup> January 2025 to 17 <sup>th</sup> Jan 2025 (up to 3 PM)
Due date for RFP document submission	17 <sup>th</sup> January 2025 (up to 4 PM)
Opening of RFP documents	17 <sup>th</sup> January 2025 (5:00 PM)

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The Authority reserves the right to annul this RFP process any time prior to empanelment of consultants.

4.1. Proposal submissions must be received no later than the Bid Due Date specified in the “**Schedule**” above.

4.2. The Original Hard Copies shall be submitted on or before the due date specified at the address given below clearly mentioning the name of the assignment and the item for which they are intending to bid for.

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### 5. SUBMISSION OF RFP

- 1 Consultants shall submit non-refundable application fee of INR 10000/- (Rupees Ten Thousand Only) in the form of a Scheduled Bank’s Demand Draft drawn in favour of “The Chairman, Andhra Pradesh Real Estate Regulatory Authority” and payable at Vijayawada.
- 2 The Proposals shall be filled in English and all entries must be typed and written in blue/black ink. Initials of the Authorized representative (Power of Attorney) of the Applicant must attest all erasures and alterations made while filling the Proposal. Failure to comply with any of these conditions may render the Proposal invalid.
- 3 The Proposal shall be valid for a period of not less than one hundred and eighty (180) days from the Bid Due Date (the “**BDD**”). In exceptional circumstances, prior to the expiry of the original proposal validity period, the Authority may request the Applicants to extend the period of validity for a specified additional period. The request for the extension shall be made in writing. However, Applicants will not be permitted to modify their submitted proposals.
- 4 Proposals shall be prepared and submitted in the manner elaborated in this RFP as per the formats/annexures provided.
- 5 No Applicant or its Associate shall submit more than one Proposal for the Assignment.
- 6 Any entity which has been barred by any agency of the Central Government, any State Government, any Statutory Authority, Banks, NBFCs or any public sector undertaking, as the case may be, from participating in any project, and the bar subsists as on the date of the Proposal, would not be eligible to submit a Proposal either by itself or through its Associate.
- 7 The Authority reserves the right to terminate an Applicant(s) participation in the Tender Process at any time, should the Authority consider that an Applicant has, without the prior consent, failed to comply with any of the procedures and requirements prescribed in the RFP.
- 8 Each Applicant shall submit a Power of Attorney as per the format at Annexure: 5 duly authorizing the signatory of the Proposal to commit and bind the Applicant.
- 9 It shall be deemed that by submitting the Proposal, the Applicant has:
  - made a complete and careful examination of the RFP;
  - received all relevant information requested from the Authority;
  - accepted the risk of inadequacy, error or mistake in the information provided in the RFP or furnished by or on behalf of the Authority or relating to any of the matters referred herein;
  - satisfied itself about all matters, things and information, including matters referred herein, necessary and required for submitting an informed Application and performance of all of its obligations there under;
  - acknowledged that it does not have a Conflict of Interest;



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- agreed to be bound by the undertaking and all other documents provided by it under and in terms hereof; And
  - satisfied itself about the assignment conditions and made a complete and careful examination of the same.
- 10 The Authority shall not be liable for any omission, mistake or error in respect of any of the above or on account of any matter or thing arising out of or concerning or relating to RFP or the Selection Process, including any error or mistake therein or in any information or data given by the Authority.
- 11 The Proposal of an Applicant shall be liable for disqualification in the event of the following:
- if the Applicant refuses to accept the correction of errors in its Proposal, (or)
  - at any time, a misrepresentation is made or uncovered or a suppressed fact is uncovered, (or)
  - the Applicant does not provide, within the time specified by the Authority, the supplemental information sought by the Authority for evaluation of the Proposal or does not respond to any queries raised by the Authority, (or)
  - if the applicant submits a conditional Proposal which would affect unfairly the competitive provision of other firms who submitted substantially responsive proposal and/or is not accepted by the Authority.
  - if the Applicant submits multiple proposals for the subject Assignment.

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### **6. Selection Process**

Andhra Pradesh Real Estate Regulatory Authority (APRERA) shall select the prospective bidders basing upon the L1 quote from the same.

The Agency for providing its services for the said Assignment will be selected on the basis of the lowest quote (L1) method as quoted by the applicant(s) under each service head in the prescribed format as mentioned in Annexure-A (retainership basis) adhering to process as described in this RFP. The Financial Proposals (Price Proposals) of only those Applicants, who qualify the eligibility criteria as mentioned in this RFP shall be processed further.

For avoidance of doubt, it is to be clarified that there may be a single firm or pool of firms selected for providing the required services basing on the L1 quote provided by the respective firms/bidders/agencies against each service mentioned in Annexure-A upon qualification of minimum eligibility criterion.

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### **7. Fee And Payment Milestone**

Andhra Pradesh Real Estate Regulatory Authority (APRERA) shall select the prospective bidders/firms basing upon the L1 quote from the same towards providing each of the services as per the given scope under Annexure-A.

The payment shall be on the basis of retainership which shall be paid within 14 days by APRERA upon submission of invoice for the respective month / services provided by the selected agency on actuals.

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### **8. Duration**

The service provided by our Firm are for a period of twelve (12) months from the Commencement Date and may be renewed based on mutual consent. During the aforesaid term, either Party may terminate the services by giving thirty (30) days' prior written notice to the other Party

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### **Annexure 1: Letter of application**

Date: \_\_\_\_\_

To,  
The Chairman,  
A.P.R.E.R.A.,  
D.No:60-5-1, Y Tower,  
Siddhartha Nagar 1st Lane,  
Pinnamaneni Polyclinic Road,  
Vijayawada - 520010,  
Krishna District, A.P.

Email: **authority.aprera@gmail.com**

**Subject: "REQUEST FOR PROPOSALFOR EMPANELMENT OF LEGAL FIRMS"**

Dear Sir,

In response to your invitation for Request for Proposal for the captioned subject matter, we submit our RFP in the prescribed format.

Accordingly, we are herewith submitting the details enclosed to this

letter. Thanking you,

Yours sincerely,

(Name, Signature)

Address of

Communication

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## **Annexure 2: Applicant details**

### **1. Applicant details**

Name of the Applicant:

Applicant's Constitution (Partnership / Private Limited / Public Limited):

Country of incorporation:

Address of corporate headquarters and its branch office(s), if any, in India:

Date of incorporation and/or commencement of business (attach registration/incorporation certificate):

Business Profile:

Total Experience (in years):

### **Details of individual (s) who will serve as the point of contact / communication for the purpose of this RFP:**

Name:

Designation:

Company:

Address:

Telephone Number:

E-Mail Address:

Fax Number:

### **Name, Designation, Address and Phone Numbers of Authorized Signatory of the Applicant:**

Name

Designation:

Company:

Address:

Telephone Number:

E-Mail Address:

Fax Number:

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### **Annexure 3: General Experience**

General Experience

S. No.	Particulars	Details
1.	Client Name / Location / State /Country	
2.	Proof of completion attached	Y/N

Authorized

Signatory Name:

Designation:

Date:

Company Seal:

Signature of the Authorized Signatory

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**Annexure 4: Details of Key Personnel**

S. No.	Key Personnel	Experience (in years)	Details of Registration
1.			
2.			
3.			
4.			
5.			

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## **Annexure 5: Power of attorney for authorized signatory**

*(To be submitted individually by each Applicant on Rs.100 non-judicial stamp paper)*

### **POWER OF ATTORNEY**

Know all men by these presents, we \_\_\_\_\_ (name and address of the registered office) do hereby constitute, appoint and authorize Mr./Ms. \_\_\_\_\_ (name and address of residence) who is presently employed with us and holding the position of \_\_\_\_\_ as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our RFP for <<insert project name>>, including signing and submission of all documents and providing information/ responses to <<Corporation name>> in all matters before <<Corporation name>>, and generally dealing with in all matters in connection with the said RFP. We hereby agree to ratify all such acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all such acts, deeds and things lawfully done by our aforesaid attorney shall and shall always be deemed to have been done by us.

Executant's Signature

(Name, Title and  
Address)

I Accept

Attorney Signature

(Name, Title and Address of the Attorney)

Attested

Executant

Notes:

1. The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure.
2. Also, where required, the executants(s) should submit for verification the extract of the charter documents and documents such as a resolution / power of attorney in favour of the Person executing this Power of Attorney for the delegation of power hereunder on behalf of the Applicant.
3. In case the Proposal is signed by an authorized Director of the Applicant, a certified copy of the appropriate resolution / document conveying such authority may be enclosed in lieu of the Power of Attorney.

## **Annexure 6: Scope of the work**

The selected agency is mandated to perform and deliver the services as specified and requested by the authority. This obligation ensures that the agency aligns its operations and resources to meet the authority's directives and expectations. All services provided must adhere to the standards, timelines, and requirements outlined by the authority, ensuring compliance with any applicable regulations, policies, or agreements. The agency's role is to act in accordance with these instructions to achieve the intended objectives effectively and efficiently

Note:

1. The selected firm need to quote L1 rates finalized towards the service mentioned in Annexure-A (Financial Bid).
2. The Selected Firm(s) shall provide all the services as per the prevailing rate of the authority as when instructed.
3. The responsibility of providing a detailed background with necessary data and making available such data in writing to the selected agency shall be the responsibility of Authority.



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### **Annexure A-FORMAT FOR FINANCIAL BID**

To,  
The Chairman,  
A.P.R.E.R.A.,  
D.No:60-5-1, Y Tower,  
Siddhartha Nagar 1st Lane,  
Pinnamaneni Polyclinic Road,  
Vijayawada - 520010,  
Krishna District, A.P.

Email: **authority.aprera@gmail.com**

**Subject: "REQUEST FOR PROPOSALFOR EMPANELMENT OF LEGAL FIRMS"**  
-oOo-

We quote our proposal in terms of INR for whole of the project execution as per conditions prescribed in the RFP:

S.No	Scope	Amount to be Quoted
1.	Drafting of Counters	

1. The above fee is inclusive of travel, accommodation, all taxes and levies except GST.
  - These will be included in the bill/invoice on separate columns on actual expenses incurred on such work.
2. All other expenses apart from the list quoted above i.e., out-of-pocket expenses shall be paid over and above by APRERA. Those include:
  - Any expenses incurred in relation to printing, courier, postal, photocopy, printouts, and other miscellaneous pertaining to the work would be reimbursed in full on actuals by the Authority.
  - All the Court fee shall be incurred by the Authority.

#### **Instructions to Bidders**

1. Bidder shall quote the rate keeping the entire aspects the scope of work, terms and conditions etc., mentioned in the RFP. Any deviations observed serious action will be taken and bidder will be blacklisted.
2. APRERA officials not responsible for any additional accessories or equipment requirements. No further claims to be entertained by the bidder once the project is finalized.

*Yours faithfully,*

\_\_\_\_\_  
(Signature of Authorized Signatory)  
(Name, Title, Address, Date)