



CENTRAL GOVERNMENT EMPLOYEES WELFARE HOUSING ORGANISATION
M/o Housing & Urban Affairs (An ISO 9001:2015 Organisation)
Head Office : 9TH FLOOR, 'B' WING JANPATH BHAWAN NEW DELHI-110 001
Phone No.011-23739722/23717249/23355408
Website : www.cgewho.in ; E-Mail : cgewho@nic.in,

CENTRAL GOVERNMENT EMPLOYEES WELFARE HOUSING ORGANISATION (CGEWHO) INVITES APPLICATION FOR EMPANELMENT OF ADVOCATES IN CGEWHO FOR DRAFTING, VETTING, FINALISING AND EXECUTING THE AGREEMENT FOR SALE AND CONVEYANCE DEED ON BEHALF OF CGEWHO' ALLOTTEE/BENEFICIARY BEFORE OFFICE OF CONCERNED REGISTRAR WITH THE BENEFICIARIES/ALLOTTEES

The interested party (advocates/law firm) should submit their application / BID alongwith quotes of fees in prescribed format i.e. "Agreement for Sale" and "Conveyance Deed". After execution of "Agreement for Sale" / "Conveyance Deed the advocate / law firm will have to send the original copy alongwith two set of photocopies (one for beneficiary and one copy for office record) through Registered Post/Speed Post and email complete in all respect at the following address to reach on or before on 07/04/2025.

**Head Office: 9TH FLOOR, 'B' WING,
JANPATH BHAWAN
JANPATH, NEW DELHI-110 001**

Dy. Director (Admn)

ELIGIBILITY OF EMPANELMENT: - Before filling the application form for empanelment of advocate/ law firm, it is advised to read and carefully the eligibility criteria, instructions/ guidelines and terms & conditions for empanelment of Advocates in CGEWHO's allottee/beneficiaries mentioned herein below:-

A. No. of Dwelling Units to be registered. In the project, the total number of dwelling units is 1220.

B. **SCOPE OF WORK:** The advocate/legal firm shall engage from CGEWHO on behalf of allottee and will do handholding at every step from the level of scrutiny of Agreement for Sale upto execution of Conveyance Deed of the respective allotted dwelling units (DU) to the allottees.

- i. To Draft and vet of Agreement for Sale & Conveyance Deed & perform such other duties of legal nature that may be assigned by CGEWHO's allottee/beneficiaries from time to time relates to Agreement for sale & Conveyance Deed.
- ii. To prepare /or vet from the level of Payment of cost of stamp paper/ registration fees to Avadi, Chennai, Tamilnadu Treasury & collect the e-stamp paper from respective stamp vendor, for the purpose of preparing the approved Agreement for Sale & conveyance Deed as per RERA Rules AND Co-ordinate with the CGEWHO's allottee/beneficiaries of said project, and authorised CGEWHO'S Authorised Representative to complete the formalities for Agreement for Sale & Conveyance Deed.
- iii. To obtain the appointment from the office of Sub-Registrar for registration of Agreement for Sale & Conveyance Deed and appear before office of Avadi, Chennai Registrar, Registrar Office, on behalf of CGEWHO's allottee/ beneficiaries for registration of Agreement of Sale & Conveyance Deed etc.
- iv. After execution of Agreement for Sale/ Conveyance Deed, the original copy of Agreement for Sale / conveyance Deed alongwith photocopy should be directly submitted to the CGEWHO Head Office at 9th floor 'B' Wing, Janpath Bhawan, Janpath, New Delhi - 110001. Please note that original copy should not be handed over to the allottee.

C. ESSENTIAL ELIGIBILITY CRITERIA: -

- i. Advocate must have possessed the Bachelor of Law Degree from the recognized University of India
- ii. Advocate must have enrolled with the State of Tamilnadu Bar Council.
- iii. Advocate must have knowledge of reading and writing of Tamil regional language.
- iv. The advocate must own an office in the jurisdiction of the project site, i.e., Avadi, Chennai, Tamilnadu and having an official email ID.

D. VALIDITY OF EMPANELMENT:

The empanelment shall be valid for Project specific till all registry completed or the discretion of the Competent Authority of CGEWHO.

E. SECURITY: Empanelment advocate shall to deposit Rs.1,00,000/- (Rs. One Lakh Only) refundable guarantee in the form of Fixed Deposit in favour of CGEWHO for security deposit.

F. FEES QOUTES: The advocate will charge Rs. _____ for the execution of the Agreement for Sale and Rs. _____ for executing of Conveyance Deed.

G. OTHER TERMS AND CONDITIONS: CGEWHO reserves the right to reject any application without assigning any reason.

H. SUBMISSION OF APPLICATION AND QOUTE: The duly filled application/bid in enclosed "Format for application for empanelment of advocate" shall be addressed to CEO CGEWHO and deliver at the address given. All applications should include the requisite & copy of requisite self-attested documents details mentioned. Eligible and interested Advocates are invited to submit their applications so as to reach at the following address mentioned below before due date i.e.7TH April 2025: -

B Wing ,9TH Floor, Janpath Bhawan, Janpath New Delhi 110001

For any further queries, please contact: Office, CGEWHO Delhi, Email: cgewho@nic.in, Contact No.: 011 - 23717249/23355408