

TERMS OF REFERENCE FOR ENGAGEMENT OF CONSULTANT (LAND)

1. Background and Objective of the Assignment

1.1 Background

Jaipur Metro Rail Corporation Limited (JMRC), hereinafter referred to as the "Corporation" or "JMRC", is a wholly owned undertaking of the Government of Rajasthan established for the planning, implementation, operation and maintenance of the Jaipur Metro Rail Project.

1.2 Project Context

JMRC is presently responsible for land-related matters concerning:

- a) the operational Phase-1A corridor from Mansarovar to Chandpole;
- b) the operational Phase-1B corridor from Chandpole to Badi Chaupar;
- c) the ongoing Phase-1C corridor from Badi Chaupar to Transport Nagar;
- d) the Phase-1D corridor from Mansarovar to Ajmer Road/200 Feet Bypass; and
- e) the ongoing Phase-2 corridor from Prahladpura to Todi Mod.

The expansion of the Jaipur Metro network has substantially increased the volume, complexity and urgency of matters relating to land acquisition, land allotment, mutation, demarcation, possession, rehabilitation and resettlement, removal of encroachments, court cases and coordination with various Government departments and agencies.

1.3 Objective

The objective of the assignment is to engage an experienced Consultant having extensive knowledge of land and revenue administration to assist JMRC in the timely resolution of land-related matters and to facilitate effective coordination with the Revenue Department, Jaipur Development Authority, Urban Development and Housing Department, Local Bodies, Rajasthan Housing Board, Land Acquisition Officer and other concerned authorities.

2. Designation, Reporting and Place of Assignment

2.1 Designation

The selected professional shall be designated as "Consultant (Land)" and shall provide professional advisory, coordination and facilitation services to JMRC.

2.2 Reporting

The Consultant shall report to the Joint General Manager (Revenue), or any other officer designated by the Competent Authority of JMRC for handling land-related matters.



2.3 Place of Assignment

The Consultant shall ordinarily provide services from the office of JMRC at Jaipur. The Consultant shall also undertake field visits and attend meetings at Government offices, project sites and other locations as required for the assignment.

3. Scope of Services and Responsibilities

3.1 General Scope

The Consultant shall assist JMRC in all matter related to the land but not limiting to , land acquisition, allotment, mutation, possession, protection and management of land required for the Jaipur Metro Rail Project.

The Consultant shall provide professional advice, prepare proposals and factual reports, undertake field-level coordination and facilitate timely disposal of land-related matters and also supervise all such cases.

3.2 Detailed Scope

The scope of services shall include, but shall not be limited to, the following:

- a) Facilitating mutation and transfer of land acquired, allotted or transferred by the State Government, Revenue Department, Jaipur Development Authority, Municipal Corporations, Rajasthan Housing Board or any other Government department or agency.
- b) Examining revenue records, title documents, allotment orders, possession documents, maps and other land records.
- c) Coordinating demarcation, survey and verification of land proposed for metro construction, property development, leasing, licensing, auction or any other authorised use.
- d) Preparing and processing proposals for allotment or transfer of land belonging to the State Government, JDA, Rajasthan Housing Board, Municipal Corporations, Devasthan Department, General Administration Department, Estate Department and other authorities.
- e) Coordinating with the Land Acquisition Officer/Collector and other concerned authorities for acquisition of land, determination and payment of compensation, possession of acquired land and completion of post-award formalities.
- f) Preparing land acquisition, land allotment, mutation, transfer, possession and demarcation proposals, along with the necessary supporting documents.
- g) Assisting in matters relating to rehabilitation and resettlement of project-affected families/persons in accordance with the applicable laws, rules and Government directions.
- h) Preparing factual reports, para-wise comments and supporting records for court cases, arbitration proceedings, claims and other legal matters involving land.
- i) Providing information, documents and factual clarification to Legal Cell or appointed counsel in land-related cases.
- j) Providing records and information required by statutory, internal and external audit parties and assisting in preparation of replies to audit observations.
- k) Providing land-related information and assistance to the Project, Corporate Affairs, and other directorates of JMRC.



- l) Undertaking periodic site inspections to verify that land acquired, allotted or possessed by JMRC remains properly demarcated, protected and free from encroachment or unauthorised occupation.
- m) Coordinating with the concerned enforcement agencies for prevention and removal of encroachments or unauthorised possession over JMRC land.
- n) Maintaining an updated inventory/register of land acquired, allotted, transferred or otherwise placed under the possession of JMRC.
- o) Assisting in digitisation and reconciliation of land records, including khasra details, ownership particulars, area statements, land plans, possession status, mutation status and utilisation status.
- p) Attending meetings with Government departments, district administration, local bodies and other authorities on behalf of or along with JMRC officers.
- q) Preparing periodic progress reports and exception reports identifying pending issues, responsible agencies and action required for their resolution.
- r) Performing any other land- or revenue-related work assigned by the Competent Authority consistent with the objectives of the assignment.

3.3 Nature of Responsibility

The Consultant shall act in an advisory, supervisory, coordination and facilitation capacity. Exercise of statutory, administrative or financial powers shall remain with the duly authorised officers of JMRC or the concerned Government authority.

4. Qualifications and Experience

The Consultant should possess the following qualifications and experience:

- a) At least 30 years' experience in land administration, revenue administration, land acquisition, rehabilitation and resettlement, land allotment, mutation, demarcation or other related matters.
- b) Extensive practical knowledge of the applicable land and revenue laws, rules, procedures and Government instructions in Rajasthan.
- c) Experience of working or coordinating with the Revenue Department, District Administration, JDA, Urban Development and Housing Department, Local Bodies or other Government agencies.
- d) Adequate knowledge of the Right to Fair Compensation and Transparency in Land Acquisition, Rehabilitation and Resettlement Act, 2013 and the rules framed thereunder.
- e) Ability to examine revenue records, cadastral maps, khasra records, mutation records, allotment orders and land acquisition documents.
- f) Good drafting, coordination, communication and report-preparation skills.

5. Commencement and Duration

5.1 Commencement

The Consultant shall commence the services from the date specified in the Letter of Acceptance or Consultancy Agreement.

5.2 Duration



The initial duration of the assignment shall be 12 months from the date of commencement.

6. Professional Fee and Financial Proposal

6.1 Financial Proposal

The Consultant shall submit a Financial Proposal after considering the complete scope, responsibilities and conditions contained in these Terms of Reference.

6.2 Taxes

GST, where legally applicable, shall be paid by JMRC over and above the accepted professional fee upon submission of a valid tax invoice.

Income tax and other statutory deductions shall be made at source in accordance with the applicable laws.

7. Payment and Reimbursable Facilities

7.1 Monthly Professional Fee

The accepted professional fee shall be paid monthly upon submission of:

- a) monthly invoice;
- b) attendance/service record;
- c) certification of satisfactory performance by the Reporting Officer.

7.2 Communication Expenses

Mobile telephone, data and internet expenses incurred for official work shall be reimbursed up to ₹2,000 per month upon submission of a self-certified claim or supporting documents, as prescribed by JMRC.

7.3 Laptop and IT Support

JMRC may provide a laptop/desktop computer and other necessary IT facilities to the Consultant for official work.

7.4 Local Official Travel

A pool vehicle shall, subject to availability, be provided for official visits connected with JMRC work.

7.5 Office Support

JMRC shall provide reasonable office space, access to official records, secretarial assistance and other administrative support necessary for effective discharge of the assignment.

8. Attendance, Holidays and Leave



A handwritten signature in blue ink, consisting of a stylized 'S' followed by a horizontal line.

8.1 Working Arrangement

The Consultant shall ordinarily observe the working hours and working days applicable to the Corporate Office of JMRC. However, considering the nature of the assignment, the Consultant may be required to attend meetings, visit sites or provide advice beyond normal working hours.

8.2 Holidays

The Consultant shall be entitled to weekly offs and holidays observed by the JMRC Corporate Office.

The Consultant may be required to attend office, meetings or project sites on a weekly off or holiday due to exigencies of work.

8.3 Compensatory Leave

Where the Consultant is required to work on a weekly off or declared holiday, compensatory leave may be allowed by the Reporting Officer, subject to work requirements.

8.4 Leave Entitlement

The Consultant shall be entitled to 12 days' leave during the complete 12-month assignment.

For an assignment of less than 12 months, leave shall accrue proportionately at the rate of 01 day for each completed month of service.

Leave shall ordinarily be availed with the prior approval of the Reporting Officer, except in case of illness or emergency.

8.5 Excess Leave

Where the Consultant avails leave in excess of the admissible leave, deduction shall be made from the monthly professional fee on a proportionate per-day basis.

9. Performance Monitoring and Deliverables

The performance of the Consultant shall be reviewed periodically by the Reporting Officer and may be placed before the Competent Authority whenever required.

10. Conflict of Interest

The Consultant shall perform the services professionally, objectively and impartially and shall at all times hold the interests of JMRC.

The Consultant shall avoid any conflict between the present assignment and any other professional, commercial, financial or personal interest.

The Consultant shall promptly disclose to JMRC any actual, potential or perceived conflict of interest that may arise during the assignment.

The Consultant shall not accept any assignment or engage in any activity that materially conflicts with the responsibilities entrusted under this engagement without prior written approval of JMRC.



11. Confidentiality and Ownership of Records

The Consultant shall maintain strict confidentiality regarding all official information, records, maps, land details, Government correspondence, legal matters and other documents accessed during the assignment.

No official information or document shall be disclosed to any third party without prior written approval of JMRC.

All notes, reports, databases, correspondence, maps, presentations and other material prepared by the Consultant for the assignment shall remain the property of JMRC.

The confidentiality obligations shall survive expiry or termination of the assignment.

12. Independent Professional Status

The engagement shall be in the nature of a professional consultancy assignment and shall not constitute an employer-employee relationship between JMRC and the Consultant.

Except for the facilities and benefits expressly provided in the Letter of Acceptance or Consultancy Agreement, the Consultant shall not be entitled to pension, provident fund, gratuity, seniority, regular appointment, absorption or any other benefit admissible to regular employees of JMRC.

13. Termination

13.1 Termination by Notice

Either party may terminate the assignment by giving 30 days' written notice to the other party.

The notice period may be waived or reduced by mutual written consent.

13.2 Settlement on Termination

Upon termination, the Consultant shall be paid:

- a) professional fee up to the effective date of termination;
- b) admissible reimbursement claims; and
- c) payment for proportionately accrued and unavailed leave, except where termination is on account of established fraud, serious misconduct or material breach by the Consultant.

The Consultant shall return all records, documents, equipment and other property belonging to JMRC before final settlement.

14. Force Majeure

Neither party shall be liable for failure or delay in performance caused by circumstances beyond its reasonable control, including natural calamities, war, civil disturbance, epidemic, Government restrictions or other events constituting force majeure.

The affected party shall promptly notify the other party and take reasonable steps to minimise the impact of the event.

15. Dispute Resolution and Jurisdiction



The parties shall endeavour to resolve any dispute arising out of the assignment amicably through mutual consultation.

Courts at Jaipur, Rajasthan, shall have exclusive jurisdiction over all matters arising from the engagement.

16. General Conditions

- a) The Consultant shall not assign or transfer the engagement, either wholly or partly, to any other person.
- b) Any amendment to the engagement shall be valid only when made in writing and approved by the authorised representatives of both parties.
- c) The Consultant shall comply with the applicable laws, JMRC's security requirements and lawful instructions issued by the Reporting Officer.
- d) The Letter of Acceptance, these Terms of Reference, the accepted Financial Proposal and the Consultancy Agreement shall collectively constitute the contractual documents.

Signature & Name
of the Authorised Signatory

Signature & Name
of the Consultant



ANNEXURE-B**Format of Financial Offer**

SN	Work	Offered Price per Month
1.	Consultancy services as per clause 2 of the Terms of Reference.	In digit: In Words:
	Grand Total per Month	

Note: The present applicable rate of DA is 60% of basic pay as GoR order No. F.6(3)FD (Rules)/2017 Jaipur, dated 23.04.2026 which shall remain unchanged during the entire period of engagement.

Accepted Unconditionally:-

Sh. Suresh Kumar Chawla,
93/46, Vijay Path, Agrawal Farm,
Mansarovar, Jaipur- 302020
Mobile No:- 9414905279

Signature & Name with Address of the Consultant

