

**DELHI DEVELOPMENT AUTHORITY**

**TENDER DOCUMENT FOR E-AUCTION**

**OF**

**INSTITUTIONAL PLOTS ON PERPETUAL LEASE HOLD BASIS**

Complete e-auction documents are available on e-auction website [www.ddaland.etender.sbi](http://www.ddaland.etender.sbi) and DDA Website [www.dda.gov.in](http://www.dda.gov.in). Corrigendum, if any, shall only be available on above websites).





**Schedule of Bidding Process**  
**E-Auction of Institutional Plots on Perpetual Leasehold basis**

1	Reserve Price	As per Annexure-I
2	Issue of notice for e-auction of Institutional Plots	30.12.2025
3	Start date of online registration for participating in e-auction on <a href="http://www.ddaland.etender.sbi">www.ddaland.etender.sbi</a>	30.12.2025 (from 11:00 AM)
4	Earnest Money Deposit.	Rs.20,00,000/- for each plot having reserved price upto 100 crores and Rs.30,00,000/- for each plot having reserved price more than 100 crores as Earnest Money Deposit.
5	Last date for online submission of mandatory documents with EMD	27.01.2026 (upto 6:00 PM)
6	Cost of offer documents	Free of cost
7	Help desk operation for training and information on e-auction	30.12.2025 (from 11:00 AM)
8	Date of online bidding under this e-auction	To be notify separately

(Any change in above schedule will be notified only on DDA Website [www.dda.gov.in](http://www.dda.gov.in) and e-auction website [www.ddaland.etender.sbi](http://www.ddaland.etender.sbi))





TERMS AND CONDITIONS OF E-AUCTION FOR ALLOTMENT OF INSTITUTIONAL PLOT ON PERPETUAL LEASEHOLD BASIS UNDER THE DELHI DEVELOPMENT AUTHORITY (DISPOSAL OF DEVELOPED LAND) RULE, 1981.

A. Allotment

1. Any individual who is not a minor or a group of persons including a trust, a firm, a registered society, or a company registered under the Companies Act as a corporate entity may participate in e-auction for allotment of Institutional plots on perpetual lease hold basis.
2. No change in the name of individual bidder/bidders outside the Blood relation will be allowed under any circumstances without the prior approval of the lessor (DDA) in writing and in case consent is given, the lessor would be entitled to recover 50% portion of the unearned increase (UEI) as per policy and terms & conditions of the Lease proforma.
3. The bidder may bid for as many Institutional plots as desires.
4. The bidder shall be required to submit **Rs.20,00,000/- for each plot having reserved price upto 100 crores and Rs.30,00,000/- for each plot having reserved price more than 100 crores as 1<sup>st</sup> Stage Earnest Money Deposit (1<sup>st</sup> Stage EMD)** in the form of online payment on the e-auctioning portal at the time of request. Separate Bid has to be quoted for each plot and separate Earnest Money has to be submitted for each plot.
5. Please note that 2<sup>nd</sup> Stage EMD, the difference in amount of quoted price (H1 Bid) and EMD i.e. (25% of the Quoted Price - EMD, as the case may be) will have to be deposited by the successful Bidder within 7 days of the completion of e-auction in the form of online payment on the BHOOMI portal (issue of LOI).
6. LOI shall be issued online through BHOOMI portal only. User Manual of Bhoomi Portal is also available on BHOOMI Portal. URL of BHOOMI portal is <https://eservices.dda.org.in/user>. Further it is clarified that no formal LOI shall be issued through either offline mode or through e-auction portal i.e. [www.ddaland.etender.sbi](http://www.ddaland.etender.sbi). Intimation of issuance of LOI will be communicated to bidder through system generated email [dda-eauction@dda.gov.in](mailto:dda-eauction@dda.gov.in) to those bidders whose H1 bid will be accepted by Competent Authority. The bidder is also requested to kindly check the spam folder.

Process for making LOI payment and acceptance:-

The successful H1 bidders (new users/ users whose PAN number is not registered) will require to login on BHOOMI portal (URL <https://eservices.dda.org.in/user>) using login details provided via registered email ID registered for e-auction. Also, LOI will be communicated by email ID- [dda-eauction@dda.gov.in](mailto:dda-eauction@dda.gov.in). The existing BHOOMI/AWAS user whose PAN number is registered can use their existing user ID and password as login credentials. For more details clarification dt. 17.12.2021 may be referred. The same is available on BHOOMI portal.

7. If full amount of 2nd stage EMD is received within 2(two) working days of the expiry date mentioned in the LOI, then, the delay period in the payment of 2nd stage EMD shall be automatically regularized on deposit of token penalty as follows:

In case the H1 Bid amount is -



1. less than or equal to Rs 1 Crore - penalty shall be Rs 5000/-
2. more than Rs. 1 Crore but less than or equal to Rs 10 Crores - penalty shall be Rs 10,000/-
3. more than Rs 10 Crores - penalty shall be Rs 20,000/-

**No case where full amount (excluding penalty as above) of 2nd stage EMD is deposited after the regularizable delay period shall be considered for regularization.**

The penalty should be deposited alongwith the 2nd stage EMD amount by the applicant. However, in cases where the bidder fails to deposit penalty (but makes full payment of 2nd stage EMD within the regularizable period), the Penalty amount shall be included in the Letter of Demand and would be required to be paid along with the balance 75% premium.

In case the second stage EMD is not submitted within the stipulated period, the first stage EMD submitted along the Bid shall be forfeited without any further notice.

8. The area of plots proposed are only approximate, and the successful bidder, whose bids are accepted should be prepared to accept variation of upto 10% either side in the area proposed for e-auction. However, in case of any increase in the actual area of the plot, the bidder will be liable to pay pro rata additional premium and in case of decrease in the area, refund will be made by DDA on pro databases.

#### **B. E-auctioning & Submission of Documents.**

1. The officer conducting the e-auctions/Director (IL) may, withdraw any plot from the e-auction at any stage without assigning any reason *till the handing over of possession of the plot*. The bid shall be for the amount of premium offered for the **Perpetual Leasehold** right of the plot. The plots are being auctioned on "as-is where-is basis". It is presumed that the intending purchaser has inspected the plot and has familiarized himself/herself with the prevalent conditions in all respects before offering the bid.
2. The person after submission of bid shall not be permitted to withdraw, surrender or modify his/her bid on any ground, whatsoever. If he/she withdraws or surrenders the bid, the full amount of EMD shall be forfeited absolutely. This shall be without prejudice to other rights or remedies that may be available to DDA.
3. The Officer conducting the e-auctions/Director (IL) shall normally accept the highest bid subject to confirmation by the Competent Authority provided the highest bid is above the reserve price.
4. The officer conducting the e-auctions/Director (IL) may for reasons to be recorded in writing recommend to the competent authority for the rejection of any bid including the highest bid.
5. The confirmation of the highest bid shall be at the sole discretion of the Competent Authority who does not bind himself to confirm the highest bid and reserves to himself the right to reject all or any of the bids without assigning any reason even if the highest bid is above the reserve price.
6. If the bid is not accepted, the Earnest Money will be refunded to the bidder without any interest.
7. The demand-cum-allotment letter would be issued to the successful **Bidder through the BHOOMI portal** after receipt of 2<sup>nd</sup> stage EMD payment and other requisite documents and verification of the second stage EMD. The highest bidder is required to make payment of balance 75% bid amount, as demanded vide said demand letter referred to above, within 60 days from issuance of demand letter (without interest)/within 90 days from date of issuance of demand letter (subject to payment of interest on the balance amount @ 10.00% p.a. during the extended period) through payment tab provided in BHOOMI Portal failing which the bid will automatically stand cancelled without any further notice. No extension of time will be granted for payment of 75% of bid amount for period after 90 days from the date of issuance of demand-cum allotment letter. The



interest is applicable only on the delayed amount of the total amount due and to be computed on every 15 days basis e.g. if the payment is delayed for 1 to 15 days interest is applicable for 15 days. Similarly, if the delay is for 16 to 30 days interest is applicable for 30 days.

8. The intending bidders can register/Participate in the bidding process once they get themselves registered on the e-auction portal i.e. [www.ddaland.etender.sbi](http://www.ddaland.etender.sbi).
9. Bid received by Post /Courier shall not be entertained.
10. Documents to be uploaded online along with Application Form:

- a. Scanned copy of Affidavit (format as per Annexure: II)
- b. Letter of Intent and Application (format as per Annexure: III)
- c. Application form (Annexure: IV)
- d. Copy of PAN Card.

- 11.i. The possession of the plot will be given after receipt and verification of the balance premium along with interest amount, if applicable, through BHOOMI Portal and submission of other requisite documents. A letter for handing over the physical possession will be issued through BHOOMI Portal. The following document/s are required to be submitted after payment of premium along with interest, if applicable:

- a. The terms and conditions of auction duly typed on a Non-Judicial Stamp Paper worth Rs. 100/- signed by the successful Bidder/Allottee and duly attested by a Notary Public.
- b. Specimen signature of successful Bidder if an individual, of all the partners, if the successful Bidder is Partnership Firm or the person authorized by the company through resolution passed by the Board of Directors to enter into contract and take possession, in case the successful Bidder is a company, as the case may be, duly attested by Notary Public/Gazetted Officer.
- c. one passport size photograph duly attested by a Gazetted Officer/ Notary Public.
- d. Proof of identification.
- e. Copy of board of resolution, in case of authorized signatory.
- f. Certificate of incorporation and Memorandum of Association in case of firm/Company.
- g. Copy of partnership deed, in case of firm is a partnership firm
- h. Any other document asked through the BHOOMI portal

- ii. The Auction Purchaser will be required to take over the physical possession from concerned Engineering Division within 30 days from the date of issuance of letter for handing over the physical possession. Please note that in case, you do not turn up in the office of Executive Engineer on or before the given date for taking over the physical possession, the next date for handing over the possession will be fixed by DDA subject to payment of penalty of Rs. 1000/- per month of delay in taking over physical possession caused by bidder. The possession, however, must be taken within three months from date of issuance and in case the possession is not taken over in the timeframe, the allotment shall stand cancelled and the earnest money deposited (EMD) shall stand forfeited without any further notice.

- iii. For taking over the possession, the bidder/s are required to carry a copy of Possession Letter, their registered mobile number and a valid identity proof to the office of concerned Engineering Division. The bidder will be required to intimate the OTP received to their registered mobile number to the officer/ official of concerned Engineering Division for verification.



iv. After verification of the H1 bidder through OTP, the concerned officer/ official of Engineering Division will hand over the physical possession of the site and provide a copy of site possession slip and site plan to the H1 bidder. The H1 bidder is required to upload a scanned copy of the same on BHOOMI portal. In case of default, breach or non-compliance of any of the terms and conditions of the auction or any misrepresentation or concealment of facts or non-payment of balance premium within the due date by the bidder/intending purchaser, the earnest money shall be forfeited.

12. **Disputes:** In case of disputes only local courts in Delhi shall have jurisdiction.

13. In case plot already stand allotted to someone earlier, the amount deposited by the bidder will be refunded and no request to make another allotment of plot will be considered on any ground, whatsoever.

14. In case of disruption of service at the service provider's end while the Forward Auction is live due to any technical snag or otherwise attributable to the system failure at the server end, Auction Inviting Authority in consultation with Application Administrator may decide to resume auction if required. In this case, the status quo of Auction will be maintained prior to failure and process would continue from that point onwards.

#### **D. GROUND RENT**

1. Every successful bidder/allottee shall be liable to pay, in addition to the premium payable, ground rent for holding Nazul land allotted to him at the rate of rupee one per annum for the first five years from the date of physical possession of the plot, (i.e. the date of handing over/taking over of plot), and thereafter it shall be payable at the rate of two and half percent (2.5%) of the total cost of land premium per annum.
2. The rate of ground rent shall be subject to enhancement after each successive period of 30 years from the date of allotment. An interest @ 10% or such other rate, as DDA/lessor may in its absolute discretion decide from time to time without prejudice to the right of re-entry under the lease, shall be charged on all delayed payments in respect of ground rent. It may be clarified that, for a period of delay upto 1 to 15 days, the interest for 15 days shall be calculated and for more than 15 days but upto 31 days, the interest shall be calculated for a full month.

#### **E. EXECUTION OF PERPETUAL LEASE DEED AND OTHER MAIN CONDITION THEREOF**

1. After uploading of handing over/ taking over possession slip along with site plan, the draft of Perpetual Lease Deed will be issued to the H1 Bidder/Allottee through BHOOMI portal. The Allottee shall be required to check the Perpetual Lease Deed papers and upload the copy of e-stamp paper on the BHOOMI portal along with comments/ suggestions/ corrections, if any. After uploading of the e-stamp paper(s) alongwith comments/ suggestions/ corrections, if any, a date will be given to H1 bidder for execution of Perpetual Lease deed by Lease Administration Officer (LAO). The H1 Bidder/ Allottee shall execute the Perpetual Lease Deed in the said form (Chapter. E of this Document) within 3 months from the date of taking over of Possession.
2. The terms & conditions of the lease shall be those which are contained in the form of Perpetual Lease Deed appended to DDA (Disposal of Developed Nazul Land) Rules, 1981. The bidder should in his own interest go through the above said form and should satisfy himself about the terms & conditions prescribed under the Nazul Rules. The bidder shall be deemed to have agreed to all the terms and conditions contained therein with such modifications as may be warranted by the circumstances as specified in the bid document.





3. The plot shall be held by the allottee/bidder as the lessee of the President of India on the terms and conditions prescribed by DDA (Disposal of Development Nazul Land) Rules, 1981, as contained in Perpetual Lease Deed to be executed by the allottee/bidder.
  4. The site is offered on **"as-is where-is basis"**. The construction, interior design and project management of the premises must be done in accordance with the fire safety rules and all other rules & regulation as stipulated in the relevant status, codes and orders as the case may be.
  5. The successful bidder/allottee shall have to erect and complete the building within Five years from the date of taking over of the physical possession of the plot, in accordance with the type, design and order architectural features prescribed by the concerned building Department after sanction of plans and specifications from the appropriate Municipal or other authorities concerned, in accordance with their respective rules, bye-laws etc. as the case may be. The lessee shall be required to obtain specific clearance of DUAC for the specific architectural design/plan it proposes for the plot. The lessee shall not start construction before the said plans etc. are fully sanctioned by the Authorities aforesaid.
  6. The plot or building thereon shall not deviate in any manner from the possession plans, MPD and Zonal Development plans and shall not alter the size of the plot whether by sub-division, amalgamation or otherwise.
  7. The successful bidder shall also confirm to rules of GNCTD and other regulatory body before the same is made functional. The Hospital/Polyclinic shall also confirm to free treatment as may be fixed by Govt. of NCT of Delhi/Govt. of India from time to time. Violation of these rules shall lead to cancellation of the lease.
  8. If the allotment of the plot is obtained by any mis-statement or fraud, the possession of the plot will be taken over by the DDA and allottee will not be entitled to claim any compensation or refund thereof.
  9. The terms and conditions of the bid/ perpetual lease deed shall be strictly followed by the successful bidder/purchaser and in case there is any breach of the terms and conditions of the bid or the perpetual lease deed the allotment shall stand cancelled. The orders of V.C. DDA in respect of interpretation of any conditions of the bid and of the perpetual lease deed shall be final and binding and shall not be called in action in any proceedings.
- 10.(a)The Lessee shall not sell, transfer, assign, or otherwise part with possession of the whole or any part of the said land or any building thereon except with the previous consent in writing of the Lessor which he shall be entitled to refuse in his absolute discretion.

PROVIDED that such consent shall not be given for a period of ten years from the commencement of this lease unless, in the opinion of the Lessor, exceptional circumstances exist for the grant of such consent.

PROVIDED FURTHER that, in the event of the consent being given the Lessor may impose such terms and conditions as he thinks fit and the Lessor shall be entitled to claim and recover the whole or a portion (as the Lessor may in his absolute discretion determine) of the un-earned increase in the value (i.e. the difference between the premium paid and the market value) of the said land at the time of sale, transfer, assignment, or parting with the possession and the decision of the Lessor in the respect of the market value, shall be final and binding.





PROVIDED FURTHER that the Lessor shall have the pre-emptive right to purchase the property after deducting such percentage as decided by the Lessor of un-earned increase as afore-said.

(b) Notwithstanding anything contained in sub-clause (a) above, the Lessee may with the previous consent in writing of the Lt. Governor, of Delhi (hereinafter called "the Lt. Governor") mortgage or charge the said land to such person as may be approved by the Lt. Governor in his absolute discretion.

PROVIDED that, in the event of the sale or fore-closure of the mortgaged or charged property, the Lessor shall be entitled to claim and recover such percentage as decided by the Lessor of the un-earned increase in the value, of the said land as aforesaid, and the amount of the Lessor's share of the said un-earned increase shall be a first charge, having priority over the said mortgage or charge. The decision of the Lessor in respect of the market value of the said land shall be and binding on all parties concerned.

PROVIDED FURTHER that the Lessor shall have the pre-emptive right to purchase the mortgaged or charged property after deducting such percentage as decided by the Lessor of the un-earned increase as aforesaid.

11. The Lessor's right to the recovery of the un-earned increase and the pre-emptive right to purchase the property as mentioned hereinbefore shall apply equally to an in-voluntary sale or transfer whether it be by or through an executing or insolvency court.
12. Whenever the title of the Lessee in the said land is transferred in any manner whatsoever, the transferee shall be bound by all the covenants and conditions contained herein and be answerable in all respects therefore.
13. Whenever the title of the Lessee in the said land is transferred in any manner whatsoever the transfer and the transferee shall, within three months of the transfer give notice of such transfer in writing to the Lessor.
14. The transferee or the person on whom the title devolves, as the case may be, shall supply the Lessor certified copies of the documents(s) evidencing the transfer or devolution.
15. The Lessee shall from time to time and at all times pay and discharge all rates, taxes, charges and assessments of every description which are now or may at any time hereafter during the continuance of this lease be assessed, charged imposed upon the said land hereby demised or on any building to be erected thereupon or on the landlord or tenant in respect thereof.
16. The cost and expenses of preparation stamping and registration of perpetual lease deed and its copies and other incidental expenses will be paid by the purchaser/allottee.





17. For violation/breach of any of the terms and conditions as aforesaid the allotment is liable to be cancelled. In that case the purchaser/allottee shall also not be entitled to any compensation or to the return of any premium to him.

I/We have read and understood the terms and conditions of the bid for allotment of the institutional plots as detailed above as individual and/or on behalf of firm/company and undertake to abide by the same unconditionally.

Date: -

Place: -

Signature of the Bidder/Authorized person on behalf of the applicant/firm/company and etc.

#### **Technical Terms and Conditions of Online e-auction**

1. Prospective bidders shall ensure this process before participating in e-auction.

Bidders have to get themselves registered on the e-Auction portal i.e. <https://www.ddaland.etender.sbi> by making online payment for Rs. 2000/- + GST (18%) for this e-auction only. Help is provided to the prospective bidders for registration at DDA Help Desk, Nagarik Suvidha Kendra, Vikas Sadan, INA, New Delhi-110023. Participants shall have a valid Class III Digital Signatures Certificate (DSC) issued by any of the certifying authority.

- a. Bidders shall safely keep their User ID and Password, which will be issued by the online service provider upon registration, and which is necessary for e-bidding.
- b. Bidders are advised to change the password immediately on receipt from the e-auctioning portal.
- c. Bidders shall not disclose their User ID as well as password and other material information relating to the bidding to any one and safeguard its secrecy.
- d. Bidders should not use the same generated NEFT challan for multiple payments.
- e. Bidders should make only one single payment for the respective auctions and do not use multiple payments for the same auction.
- f. Bidders should update the correct Account Number details in their profile for Refund process. If any discrepancy in the account number, Refund transactions will get reject and it takes around 10-15 days to get refund.

**Time Extension:**





If any market leading bid (bid higher than the highest at the point in time) is received within the last Ten (10) minutes of closing time, the time of auction sale will get automatically extended by another Ten (10) minutes and subsequently, if no further bid higher than the last quoted highest bid is received within the said extended Ten minutes, the auction sale will be automatically closed at the expiry of the extended Ten (10) minutes. If the auction continues beyond the time limit, it will be paused at 06:00 PM and the same will be resumed the next day at 10:00 AM.

2. **Training and Assistance Booth for the prospective Bidders:** For facility of the prospective bidders, a Help-Desk has been set up at Nagrik Suvidha Kendra, DDA Office, D-Block, Vikas Sadan, INA, New Delhi-23. Prospective bidders can get the required training and information on e-auctioning process on all working days during working hours.
3. **Bids:** Once the bid is placed, the bidder cannot reduce or withdraw the bid for whatever reason. If done so, the EMD amount shall be forfeited.
4. E-auction will start and end as per schedule mentioned in offer document. The bid for e-auction shall start with minimum one increment above the reserve price. Increment of rate in e-auction shall be Rs. 1,00,000/- (One Lakh only) (minimum increment value) or multiple thereof respectively for plot listed at S. no. 1 to 10 as per Annexure I and the maximum increment value shall be Rs.10,00,000/- (Ten Lakhs Only) for plot listed at S. no. 1 to 10 as per Annexure I. The bidders shall be solely responsible for all consequences arising out of the bid submitted by him (including any wrongful bidding) and no complaint/representation will be entertained in this regard by the DDA/Service provider. Hence, bidders are cautioned to be careful to check the bid amount and alter/rectify their bid if required before confirming the bid submitted.

**Note of caution for the Bidders:** Bidders may encounter certain unforeseen problems such as time lag, heavy traffic, and system / power failure at the Bidders end. To avoid losing out on bidding because of above-mentioned reasons, it is advised not to wait for the last moment for submitting their bids.





Annexure-I

List of Plots (other than Religious) for 21<sup>st</sup> phase e-auction

Name of Branch			Institutional Land			
Name of Dy. Director			Vidya Bhushan			
Sl. No.	Plot Id.	Location	Plot No	Area in Sqm.	Purpose	New Reserve Price for 21 <sup>th</sup> Phase of E-Auction
1	414	Sector-19, Ph.II, Dwarka	254(IV)	8000	Sr. Sec. School	766180000
2	4890	LAYOUT PLAN OF PUBLIC & SEMI PUBLIC (INSTITUTIONAL) AT KARKARDOOMA (FC-18)	26-X	500	Family Welfare Centre/Pediatric Centre/Geriatric Centre, / Diagnostic Centre / Coaching Centre, IT & language Training Centre	16992000
3	5432	PROPOSED LAYOUT PLAN FOR PSP AREA NO.2 (IN BETWEEN SECTOR-21 AND 23) ROHINI PH II	3	7947	Sr Secondary School	334155456
4	5666	PROPOSED LAYOUT PLAN FOR PUBLIC & SEMI PUBLIC POCKET (FC-15) AT SECTOR 30,PHASE IV,ROHINI	10	1250	Health/Diagnostic Centre	52560000
5	5736	PROPOSED LAYOUT PLAN FOR PUBLIC & SEMI PUBLIC POCKET (FC-14) AT SECTOR 29,PHASE IV,ROHINI	13	8100	Hospital	340588800
6	5789	PROPOSED LAYOUT PLAN OF COMMUNITY FACILITIES POCKET (CF-7& CF-8) IN BLOCK-B, SECTOR-28 PHASE IV ROHINI		6063.83	Sr. Secondary school-II	254971923.8



7	6503	PROPOSED LAYOUT PLAN FOR PUBLIC & SEMI PUBLIC POCKET (FC-3) AT SECTOR 2S, ROHINI PH-IV	3	1870	Nursing Home/Polyclinic	78629700
8	7086	SECTOR A-1 TO A-4 , Narela	1(i)	7140	Hr. Secondary School	197920800
9	9142	LAYOUT PLAN FOR PUBLIC & SEMI PUBLIC (INSTITUTIONAL) AT KARKARDOOMA (FC-1S)	17X	1938.37	Nursing Home	65873566.08
10	7177	SECTOR-3, DWARKA	47	3190	School for Handicapped	244379520

*[Handwritten signature]*



**AFFIDAVIT**

(The Affidavit shall be on Stamp paper of Rs.10/- and must be Notarized)

Whereas I.....S/o .....  
R/o.....  
.....intend to participate in the auction for purchase of plot  
No.....  
at.....

Now therefore, I the undersigned do hereby solemnly affirm and declare that the information supplied is accurate, true and correct. The undersigned also authorize(s) and request (s) to any bank, person or firm to furnish pertinent information deemed necessary and requested by the Authority to verify our reputation.

The undersigned also understands and agrees that further qualifying information may be requested and agrees to furnish any such information at the request of the Authority.

The undersigned also understands that furnishing of false information could result in disqualification of my Bid for the allotment of plots.

(Deponent)

**Verification**

I the above named deponent do hereby verify on this  
..... day  
of.....2025, at New Delhi the contents of my above affidavit are true and  
correct to the best of my knowledge and belief and nothing material has been concealed there from.

(Deponent)





## LETTER OF INTENT AND APPLICATION

Full Postal Address, Telephone No., E-mail Address

Date

To

The Dy. Director- Institutional Land  
Delhi Development Authority  
Vikas Sadan, Near INA Market  
New Delhi.

Sir,

1. Being duly authorized to represent and on behalf of – (herein after the Applicant), and having studied and full understood all the information provided in the auction documents, the undersigned hereby apply as a auctioneer for the plot at ..... Delhi according to the terms and conditions of the offer made by Delhi Development Authority for the said site.
2. The payments towards the Earnest Money Deposit have already been paid online.
3. DDA and its authorized representatives are hereby authorized to conduct an inquiry or investigation to verify the statements, documents and information submitted in connection with this application and to seek clarification from our bankers and clients regarding any financial and technical aspects. This letter of application will also serve as authorization to any individual or





authorized representative of any institution referred to; in the supporting information, to provide such information deemed necessary and requested by yourselves to verify statements and information provided in this application or with regard to the resources, experience and competence of the Applicant.

4. This application is made with full understanding that:

a. Bid will be subject to verification of all information submitted at the time of bidding.

b. DDA reserves the right to reject or accept any Bid, cancel the bidding process and reject all bids.

c. DDA shall not be liable for any of the above actions and shall be under obligation to inform the applicant of the same.

no

5. We undersigned declare the statement made, and the information provided in the duly completed application form enclosed are complete, true and correct in every detail.

6. We have read the terms and conditions of the offer detailed in the auction document and the terms and conditions of lease deed and are willing to abide by them unconditionally.

7. The offer made by us is valid for the next six months.

Name.....Name .....

Signed ..... Signed .....

Name ..... Name .....

For and on behalf of ..... For and on behalf of .....  
(name of Applicant)





Signed.....Signed .....

Name..... Name.....

For and on behalf of ..... For and on behalf of.....  
(Name of Applicant)

Signed.....

Signed.....





(The tenderer is required to use this form only for tendering. Use of any other form in lieu thereof shall make him liable for disqualification)

**DELHI DEVELOPMENT AUTHORITY**  
**INSTITUTIONAL LAND BRANCH**  
**(APPLICATION FORM FOR AUCTION)**

Application by the Bidder for Grant of the Lease Hold Right under the Delhi Development (Disposal of Developed Nazul Land) Rules, 1981.

**A. PARTICULARS OF THE BIDDER :**

1. Name (in block letters) Shri / Smt. : .....
2. Status of the Applicant firm : .....  
(Lead Firm) whether Public Ltd.,  
Pvt. Ltd., Partnership, Sole  
Proprietorship, Society, Trust etc.
3. Year of establishment of Firm : .....
4. Name of the authorized Signatory of the  
firm & his designation : .....
5. Name of Father/Husband of the Applicant/  
authorized signatory : .....





6. Age

: .....

7. Full Residential Address

: .....

8. Occupational Address

: .....

9. Telephone No./Mobile No.

: .....

**B. PARTICULARS OF TENDER FOR INSTITUTIONAL PLOT**

1. Plot no.

: .....

2. Location of the Plot

: .....

3. Reserve Price

: (Rs in figure).....

4. (i) Bank A/c No. .... ( for refund, if any)

(ii) Name of Bank & Branch .....

I /We the undersigned being the tenderer as mentioned above, hereby apply to the DDA for allotment of the free hold rights in the plots site described above in accordance with the terms/conditions of the allotment by tender under DDA (Disposal of Developed Nazul Land) Rules, 1981. I /We have read and understood terms / conditions of tender as well as those contained in the Performa of the Lease Deed and hereby unequivocally accept the same. I / We have inspected the plot for which tender is being submitted.

I /We shall pay the balance of the premium and other amounts and execute the lease deed in the form prescribed in accordance with terms/conditions of tender.





The terms & conditions of lease deed, terms and conditions of the tender and notice inviting tender are also signed and being submitted with the tender application form.

SIGNATURE OF THE TENDERER OR  
ON BEHALF OF THE APPLICANT TENDERER

Date: .....

Place: .....

NOTE:-

- a) Any correction in the tender application form should be initialed by the applicant/duly authorized agent.
- b) All pages of the tender application form should be signed and stamped by the applicant/duly authorized agent.
- c) The amount of premium offered (total bid amount) must be above the reserve price.

