

DELHI DEVELOPMENT AUTHORITY

TENDER DOCUMENT FOR E-AUCTION

OF

**Institutional Plots for Religious Category**

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 for Religious Category**

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 <u>www.ddaland.etender.sbi</u>	30.12.2025 (from 11:00 AM)
4	Earnest Money Deposit.	5% of reserved price
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



Terms And Conditions of E-auction for allotment of Institutional Plots of Religious Category on Perpetual lease hold basis under the Delhi Development Authority (Disposal of Developed Land) Rule, 1981.

#### **A. Participation in e-auction**

##### **1. Eligibility Criteria :**

**For plots of Category-a) Religious plot having area less than or equal to 400 Sqm., Society/Organisation/Trust/RWA etc. satisfying the following eligibility criteria may participate: -**

- a. Any registered Society/Organisation/Trust/RWA etc. having at least 70% of its members as permanent residents of the district in which the Religious site is situated.
- b. The Society/Organisation/Trust/RWA etc. must provide its valid registration certificate. The registration shall be at least 5-year-old.(at the date of registration for e-auction)
- c. The Society/Organisation/Trust etc. must have prior experience of running a Religious institution/site or conducting Religious functions. (Prior experience of running a Religious Institution/site is not required in case of RWA)
- d. The Society/Organisation/Trust etc. should submit 12A or 10(23C) Certificate. (12A or 10(23C) certificate is not required for RWAs). The Society/Organisation/Trust/RWA etc. having funding from foreign countries should submit valid FCRA license issued by the Govt. of India under Foreign Contribution (Regulation) Act, 2010. In case of FCRA violations, the allotment (if made) will be cancelled and entire property shall be attached to DDA.
- e. The Society/Organisation/Trust/RWA etc. should submit PAN card, audited balance sheet for last 3 years along with project report of the proposed structure at the site along with proof that it has sufficient funds to cater to the cost of land and cost of construction equivalent to 1.5 times the reserve price of auction.
- f. The Society/Organisation/Trust/RWA etc. which has already been allotted land for Religious purpose from DDA shall not be eligible for participating in the Auction i.e. only single allotment shall be made to a Society/Organisation/Trust/RWA etc.

**For plots of Category-b) Religious Centre having area more than 400 Sqm. and upto 40,000 Sqm., following eligibility criteria is proposed: -**

- a. The Society/Organisation/Trust etc. must provide its valid registration certificate. The registration shall be at least 10-year-old.
- b. The Society/Organisation/Trust etc. must have prior experience of running a reputed Religious institution for at least 5 years, which is open to the Public at large.
- c. The Society/Organisation/Trust etc. should submit 12A or 10(23C) Certificate. The Society/Organisation/Trust etc. having funding from foreign countries should submit valid FCRA license issued by the Govt. of India under foreign Contribution (Regulation) Act, 2010. In case of FCRA violations, the allotment (if made) will be cancelled and entire property shall be attached to DDA.

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- d. The Society/Organisation/Trust etc. should submit PAN card, audited balance sheet for last 3 years along with project report of the proposed structure at the site alongwith proof that it has sufficient funds to cater to the cost of land and cost of construction equivalent to 1.5 times the reserve price of auction.
- 2. 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)
- 3. Bid received by Post /Courier shall not be entertained.
- 4. The bidder shall be required to submit **5% of the Reserve Price as First Stage Earnest Money Deposit (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 (5% of the Reserve Price) has to be submitted for each plot.
- 5. 2nd Stage EMD: Total EMD to be deposited for issuance of Letter of Demand is 25% of the quoted price (H1 Bid). Please note that the difference in amount of EMD to be deposited and the 1st stage EMD paid i.e. [25% of the Quoted Price minus (-) First Stage EMD] will have to be deposited as second stage EMD by the successful Bidder within 7 days of the completion of e-auction in the form of online payment on the e-auctioning portal.

**Note:** Completion of E-auction, Acceptance of Bid by the competent authority and issuance of Letter of Intent (LOI) through registered e-mail (LOI will not be communicated through any other mode of communication except through registered e-mail). Also, LOI will be communicated by email ID- [dda-eauction@dda.gov.in](mailto:dda-eauction@dda.gov.in) . An Auto- generated electronic mail sent to the e-mail address of the bidder be sufficient notice to the bidder in this regard.

- 6. 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 10,000/-
- (2) more than Rs. 1 Crore but less than or equal to Rs 10 Crores -penalty shall be Rs 100,000/-
- (3) more than Rs 10 Crores - penalty shall be Rs 150,000/-

**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.**

**6A.** The H1 bidder will be issued the LOI for payment of 2nd Stage EMD, only after scrutiny of the documents and requisite verification by the Scrutiny Committee comprising of a) Commissioner (LD), DDA, b) District Magistrate, c) Dy Commissioner of concerned Zone (MCD) and d) Dy. Commissioner of Police of the concerned District. The committee will examine the H1 bid on the aspects of suitability of the bid in respect of General population of the vicinity, Law & order situation, Demography and Internal Security etc. The decision of Committee on the suitability of



the proposed religious use on the site shall be final and binding. If the Committee finds that said proposal (of H1 bidder) is not suitable, the bid shall be rejected.

7. The penalty should be deposited along with 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.
8. In case the second stage EMD is not submitted within the stipulated period, the first stage EMD (5% of the reserve price) submitted along the Bid shall be forfeited without any further notice.
9. The area of plots proposed are only approximate, and the successful bidder, whose bids are accepted should be prepared to accept variation of upto 15% 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 rata basis.
10. 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.
11. All disputes arising out of this document or e-Auction shall be subject to the jurisdiction of Competent Court of Law at Delhi.

#### **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. Following Documents are to be uploaded by the Bidder at the time of Registration for e-auction of -

#### **For Plots of Category-a) Religious plot having area less than or equal to 400 Sqm.: -**

- a. Memorandum of Association of the Society/Organisation/ Trusts/ Regd. RWA etc.
- b. Registration Certificate under Society Registration Act/ Charitable Trust Act etc. as the case may be.

- c. PAN Card, 12A or 10(23C) Certificate under IT Act(12A or 10(23C) certificate is not required for RWAs).
- d. The Society/Organisation/Trust/RWA etc. having funding from foreign countries should submit valid FCRA license issued by the Govt. of India under Foreign Contribution (Regulation) Act, 2010.
- e. The Society/Organisation/Trust/RWA etc. should submit PAN card, audited balance sheet for last 3 years along with project report of the proposed structure at the site along with proof that it has sufficient funds to cater to the cost of land and cost of construction equivalent to 1.5 times the reserve price of auction.
- f. List of Members of Society/Organisation/Trust/RWA etc., List of Members of Governing Council (if applicable). In case of Company, List of Share holders holding more than 10% of share capital.
- g. Declaration indicating that none of the above members (or their family members, viz, Father, Mother, Husband, wife, son, daughter, brother or sister) are working in DDA
- h. Declaration that no other Religious category Institutional plot has already been allotted to the Society/Organisation/Trust/RWA etc. by DDA.
- i. Scanned copy of Affidavit (format as per Annexure: II)
- j. Letter of Intent and Application (format as per Annexure: III)
- k. Application form (Annexure: IV)

**For plots of Category-b) Religious Centre having area more than 400 Sqm. and upto 40,000 Sqm.**

- a. Its valid registration certificate at least 10-year-old.
- b. The Society/Organisation/Trust etc. must submit documentary evidence of having prior experience of running a reputed Religious institution for at least 5 years, which is open to the Public at large.
- c. The Society/Organisation/Trust etc. should submit 12A or 10(23C) Certificate.
- d. The Society/Organisation/Trust etc. having funding from foreign countries should submit valid FCRA license issued by the Govt. of India under foreign Contribution (Regulation) Act, 2010.
- e. The Society/Organisation/Trust etc. should submit PAN card, audited balance sheet for last 3 years along with project report of the proposed structure at the site alongwith proof that it has sufficient funds to cater to the cost of land and cost of construction equivalent to 1.5 times the reserve price of auction.
- f. List of Members of Society/Organisation/Trust/RWA etc., List of Members of Governing Council (if applicable). In case of Company, List of Share holders holding more than 10% of share capital.
- g. Declaration indicating that none of the above members (or their family members, viz, Father, Mother, Husband, wife, son, daughter, brother or sister) are working in DDA
- h. Scanned copy of Affidavit (format as per Annexure: II)
- i. Letter of Intent and Application (format as per Annexure: III)
- j. Application form (Annexure: IV)



4. All bidders who submit / upload the above documents will be provisionally allowed to participate in the e-auction. At this stage the documents have not been scrutinized, therefore their bids will be considered as provisional only.
5. Thereafter the bid acceptance/rejection will be processed as per the laid down procedure as per which scrutiny of only H1 bidder will be done.
6. H1 Bidders whose documents are not found satisfactory will be declared non-eligible, and the 1st Stage EMD will be refunded after deducting 10% of the amount (of 1st stage EMD) as processing charges.
7. The competent authority shall normally accept the highest eligible bid subject to verification of documents, recommendation of Police Department and Scrutiny Committee provided the highest bid is above the reserve price.
8. 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.
9. 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.
10. If the bid is eligible (i.e. it meets the eligibility conditions), but is not accepted for any reasons thereafter, the Earnest Money will be refunded to the bidder without any interest.
11. Letter of Intent (LOI) will be issued electronically to successful bidder (whose bid has been accepted) for deposit of 2nd Stage EMD. No separate communication shall be made in this regard.
12. Once the 2nd Stage EMD is deposited within the prescribed time, the demand-cum-allotment letter would be sent electronically to the successful bidder immediately after the bid is accepted by the competent Authority.
13. The successful 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).
14. In case, the successful bidder is not able to deposit the full balance amount within the prescribed interest free period, he shall pay the said amount upto 90 days from issuance of demand letter (subject to payment of interest on the balance amount @ 10.00% p.a. during the extended period)
15. 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.
16. 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.
17. If the successful bidder fails to deposit the full amount of premium, penalty and interest within 90 days of the date of issuance of demand- cum allotment letter, the bid will automatically stand cancelled without any further notice, and EMD shall be forfeited. No separate notice of cancellation will be sent. In that eventuality, the DDA shall be entitled to re-auction the plot.
18. Payment can be made by RTGS/Online Payment through Net Banking/Credit Card/Debit Card.

**C. Allotment (On perpetual lease hold basis)**



1. After making the payment of balance 75% of amount and intimating thereof, the highest bidder is required to appear before the Deputy Director (IL) in his office in person or through an authorized representative along with the following documents –
  - a. third copy of bank challan in support of payment of balance 75% amount,
  - b. terms & conditions of e-auction duly typed on a non-judicial stamp paper worth Rs. 10/- signed by auction purchaser(s), and duly attested by the notary public,
  - c. recent passport size photographs of individual/combined/authorize representative of Society, as the case may be.
2. On submission of all documents and subject to verification of the payment made by the auction purchaser, the possession letter will be issued within 30 days and the same can also be collected in person by the auction purchaser. The possession letter so issued will carry the date on which the physical possession of the plot will be handed over to the auction purchaser at site.
3. In case the auction purchaser fails to turn up at site on the date and time fixed for handing over of possession, the next date of possession will be fixed only on payment of penalty @ Rs. 1000/- per month for not taking over the possession by the purchaser.
4. The possession, however, must be taken within 03 months from the date of issuance of possession letter and in case it is not taken within the period, then the allotment shall stand cancelled and the Earnest Money shall stand forfeited without notice.
5. Possession will be handed over after receipt of full bid amount subject to verification of payment by the Account Wing.
6. After taking the possession, the successful auction purchaser is required to get the Perpetual Lease Deed executed by the Lease Administrative Officer. In case the execution of Perpetual Lease Deed is not completed within a period of 03 months from the date of issue of the possession letter from the office of Deputy Director (IL), on account of any lapse on the part of the auction purchaser, it will amount to violation of terms & conditions and action including cancellation of allotment of plot will be taken.
7. 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.
8. 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.
9. 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.

#### **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. PERPETUAL LEASE DEED AND OTHER MAIN CONDITION THEREOF**

1. 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.
2. 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.
3. 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 & regulations as stipulated in the relevant status, codes and orders as the case may be
4. 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.
5. 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.
6. Once the Religious land is allotted the Society, it shall hold meetings of its general body on regular (at least yearly) basis and it will be mandatory that the tenure of the Secretary and the President of the society shall not exceed 3 years. No member shall be allowed more than 2 tenures for a certain post.
7. In case of FCRA violations, the allotment (if made) will be cancelled and entire property shall be attached to DDA.
8. The people/employees working in the Religious Institution once constructed/functional will abide by the regulations of Govt. regarding Minimum wages and shall follow Pollution Control Norms and guidelines of Hon'ble High court and Hon'ble Supreme Court and an appropriate system for waste management shall be in place.
9. The successful bidder shall also confirm to rules of GNCTD and other regulatory body before the same is made functional.
10. 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.

11. (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.

12. 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.



13. 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.
14. 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.

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.

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

1. Prospective bidders shall ensure this process before participating in e-auction.
2. Bidders have to get themselves registered on the e-Auction portal i.e. [www.ddaland.etender.sbi](http://www.ddaland.etender.sbi) by making a payment for Rs. 2000/- + GST (18%) for this auction only.
3. Help is provided to the prospective bidders of registration at DDA Help Desk, Nagarik Suvidha Kendra, Vikas Sadan, INA, New Delhi-110023
4. Participants shall have a valid Class III Digital Signatures Certificate (DSC) issued by any of the certifying authority. Help may be provided to prospective bidders for procuring digital signatures at the help desk mentioned as above, if they so desire.
5. 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.
6. Bidders are advised to change the password immediately on receipt from the e-auctioning portal.
7. 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.
8. Bidders should not use the same generated NEFT challan for multiple payments.
9. Bidders should make only one single payment for the respective auctions and do not use multiple payments for the same auction.
10. 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 rejected and it takes around 10-15 days to get refund.

11. **Time Extension:** If any market leading bid (bid higher than the highest at the point of 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.

12. **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.

13. **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.

14. 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 5 as per Annexure I and the maximum increment value should be Rs. 10,00,000/- (Ten Lakhs Only) for plot listed at S. no. 1 to 5 as per Annexure I.

15. 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.

16. **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 Institutional Plots of Socio cultural (Religious) Category for 21st phase e-auction**

Name of Branch	Institutional Land		
Name of Dy. Director	Vidya Bhushan		

Sl. No.	Plot Id.	Location	Area in Sqm.	Purpose	Zone	New Reserve Price for 21 <sup>th</sup> Phase of E-Auction
1	2823	Religious plot R-1 at EC-Block Maya Enclave, Hari Nagar, R-1	417.83	Religious	West, North, East Zone & Rohini	30808277
2	3629	Reserve pocket-4 sector-4 Rohini (R1-A)	425	Religious	West, North, East Zone & Rohini	31336950
3	3652	PSP Area Pocket-17 Block-C Sector-28, Rohini (R3)	464.7	Religious	West, North, East Zone & Rohini	34264190
4	3654	CSC no-5, Sector-16, Rohini	371.81	Religious	West, North, East Zone & Rohini	27415039
5	3662	CS OCF-4, sector-2 Rohini, 136(iii)	221.2	Religious	West, North, East Zone & Rohini	16309961



ANNEXURE: II

**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 pur  
chase 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)



## ANNEXURE: III

## LETTER OF INTENT AND APPLICATION

Full Postal Address, Telephone No., E-mail and Cable Address) Date

To

The Dy. Director(Institutional Land) Delhi  
Development Authority,  
Vikas Sadan, Near INA Market,  
New Delhi-110023

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 auctioner 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 no obligation to inform the applicant of the same .
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.....

...



ANNEXURE: IV

(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 RELIGIOUS PLOT)**

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 of Applicant Organisation (in block letters)	
2. Status of the Applicant firm	Sec 25 Company / Society / Trust
3. Date of establishment	
4. Registration under	Society Registration Act / Charitable Trust Act / Companies Act etc.
5. Name of the Authorize Signatory	
6. Designation of authorized Signatory	
7. Name of Father/Husband of authorized signatory	
8. Registered Address of the Organisation	
9. E-mail of the Organisation	
10. Telephone (with STD Code)	
11. Mobile no. of Authorised Signatory	
12. PAN Number of Organisation	
13. Does the Organisation have 12 A Certificate from IT Department?	Yes / No / Applied for
14. Does the Organisation have 10(23 C) Certificate from IT Department?	Yes / No / Applied for
15. Does the Organisation receive fund from foreign countries?	Yes / No



16. If answer to Point no.- 15 is Yes, Does the organization have Valid FCRA License?	Yes / No / Applied for / Not Applicable
17. Does the organization have sufficient fund for Land and cost of construction?	Yes / No / Sufficient funding shall be organized within the payment period.
18. Amount of Reserves Available in the Account of the Organisation?	INR
19. Latest year upto which Audited Accounts are available	
20. Does any of the member of organization (or his family member) work in DDA? member	Yes / No
21. If answer to Point no.- 20 is Yes, please mention Name and designation of DDA Employee, Name and designation of the member of the organisation and the relationship.	
22. Is the Organisation running any Reputed Religious institution at present?	Yes/No
23. Name of the said Religious Institution	
24. Address of the said religious institution	
25. Year of establishment of said Religious institution	
26. Is the said Religious institution open to public?	Yes / No
27. Bank Account Number of the Organisation	
28. Name of the Bank	
29. IFSC Code	
30. Sources of Funding of the Organisation	



## B. PARTICULARS OF TENDER FOR RELIGIOUS PLOT

1. Plot no.	
2. Location of the Plot	
3. Reserve Price	

## C. PARTICULARS OF PROPOSED PROJECT ON THE RELIGIOUS SITE

1. Project Name	
2. Religion to which it will cater to	
3. Sect / Sub-Religion (if any)	
4. Nature of Facilities to be established	
5. Nature of Services that will be available	
6. Will facilities be open to Public?	Yes / No
7. Will facilities be allowed to be used by persons of other religion / Sect also?	Yes / No
8. Will the facilities be allowed to be used / accessed for free?	Yes / No
9. Will there be any restrictions in using / accessing the facilities? If Yes, please specify	Yes / No
10. Approximate cost of Construction	
11. Funds Available with the Organisation for the project	
12. Sources of funding for the project	
13. Method of raising fund for the project	

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.

I / We declare that that none of the above members of the Society / Trust or Shareholders and Directors of the Company (or their family members, viz, Father, Mother, Husband, wife, son, daughter, brother or sister) are working in DDA

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

I am enclosing/uploading the documents for determining the eligibility as per check-list.

Encl. as above Date:

.....

... Place:

.....

...

SIGNATURE OF THE TENDERER ORON BEHALF OF THE APPLICANT  
TENDERER

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.

Check List of Documents to be submitted

1. Memorandum of Association of the Societies / Trusts / Regd. RWA etc.	
2. Registration Certificate under Society Registration Act/ Charitable Trust Act etc., as the case may be.	
3. Proof of Date of incorporation	
4. PAN Card	
5. 12A and 10(23C) Certificate under IT Act (not required for RWAs)	
6. In case of Societies receiving funding from foreign countries, valid	

*[Signature]*

FCRA License under Foreign Contribution (Regulation) Act  
2010

7. Audited Balance Sheet for last 3 years	
8. Statement of Accounts	
9. List of Members of Society / Trust / Directors of Company. List of Members of Governing Council (if applicable). In case of Company, List of Share holders holding more than 10% of share capital.	
10. Project report of proposed structure on the site and proposed utilization of the site	
11. Affidavit (format as per Annexure: II)	
12. Letter of Intent and Application (format as per Annexure: III)	
13. Application form (Annexure: IV)	

