



**Office of the Ranchi Municipal Corporation, Ranchi
(Market Section)**

Kutchery Road, Ranchi 834001

Email Id – support@ranchimunicipal.com

E-BIDDING BROCHURE

Ranchi Municipal Corporation (RMC) announces e-bidding/e-auction for lease of Office / Commercial space on monthly lease rental basis at Atal Smiriti Vendor's Market (ASVM), Kutchery Road, Ranchi Jharkhand – 834001.

Procedure and Terms & Conditions:

1. Online Registration of Bidder on MSTC portal:

Any citizen of India (viz. individual, partnership firm, companies etc.) can participate in e-bidding for lease of office /commercial space at ASVM, RMC. Before participation in the e-bidding, a prospective bidder shall be required to get itself/himself/herself registered with MSTC portal as a bidder (<https://www.mstcecommerce.com/auctionhome/rmc/index.jsp>)
The KYC documents for ONLINE registration of bidders are as follows:

- (i) PAN mandatory (A duly self attested PAN copy has to be submitted by the bidder in prescribed format). If PAN belongs to company/firm then any one director's/partner's PAN has to be submitted.
- (ii) Bidder's bank Account detail. Bidder has to submit prescribed RTGS Mandate form duly signed & stamped by the banker.
- (iii) Registration fee (non refundable) of Rs. 1000.00 + applicable GST @18% i.e. ₹1180/- should be paid by the bidder from his own account registered with MSTC through NEFT/RTGS mode only.
- (iv) Two passport size photographs (Photo Identity card' shall be issued to each bidder after registration).

After the registration, all prospective bidders will have an auto generated "Unique User Id" & a "Password" based on which they can login.

2. Pre-Bid Earnest Money Deposit (EMD) and e-bidding:

Govt. organizations & PSUs' are exempt from depositing pre bid earnest money deposit. For others, the registered bidders shall have to furnish non-interest bearing EMD space wise, as detailed out. The EMD amount must be deposited at least one day before the e- bidding date. The Pre-bid EMD must be deposited from the bidder's bank account, registered with MSTC, to MSTC account through NEFT / RTGS mode only. The bidder has to pay Pre-Bid EMD through “**e-Payment**” link available in the bidder's login profile. Payment through any other mode shall not be considered.

The Pre-bid EMD amount will be applicable for bidder other than Govt. & PSUs. No pre bid EMD amount will be required for Govt. / PSUs' organizations:-

Sl. No.	Commercial Space Number	Commercial Space Area (Square Feet)	Per Bid EMD (in INR)	Floor Price@ 40/-per sq. ft. for monthly rent (applicable GST shall be extra)
1	1	1484	148400	59360
2	2	1002	100200	40080
3	3	1182	118200	47280
4	4	1326	132600	53040
5	5	1814	181400	72560
6	6	938	93800	37520
7	7	1033	103300	41320
8	8	990	99000	39600
9	9	990	99000	39600
10	10	1532	153200	61280
11	11	1695	169500	67800
12	12	1055	105500	42200
13	13	1029	102900	41160
14	14	1456	145600	58240
15	15	1412	141200	56480
16	16	753	75300	30120
17	17	1402	140200	56080
18	18	1286	128600	51440
19	19	1300	130000	52000
20	20	1281	128100	51240
21	21	1048	104800	41920
22	22	1640	164000	65600
23	23	1665	166500	66600
Total			2931300	1172520

- (i) A bidder (Other than govt. / PSU organisation) is free to deposit any amount of EMD for office / commercial space. The EMD amount is ₹100/- per square feet. A registered bidder can bid for one or more office space if the requisite amount of Pre-Bid EMD is available with MSTC. The bidder must deposit the office-wise Pre-Bid EMD in the designated account of MSTC at least one day before the e-Bidding date and the same has to be intimated to MSTC through e-mail (mstcrnc@mstcindia.co.in) stating **the bidder's registration no. and the office numbers for which the Pre-Bid EMD has been deposited**. However, Govt. & PSU organizations are exempted from paying Pre-Bid EMD, but the same has to be intimated to MSTC through e-mail (mstcrnc@mstcindia.co.in) on their letter head stating that they are exempted from paying Pre-Bid EMD as well as the organization's registration number and the office numbers for which the organization shall be bidding.
- (ii) Bidding will be done for the monthly rental value of office / commercial spaces. The opening monthly rental of the office / commercial spaces (Floor Price) is based on the base rental of ₹ 40/- per sq.ft per month, excluding taxes. Forward bidding will start from the opening monthly rental of the spaces (Floor Price).
- (iii) The bidder who places the highest bid for office / commercial spaces finally will be the H1 bidder for that office / commercial spaces and he will have the right to run that office / commercial space on monthly rental basis, after signing agreement with RMC. His final bid value will be the monthly rental value of that office / commercial space. Taxes and maintenance charges will be charged extra on the monthly rental value.
- (iv) Any bidder can bid for one or more office / commercial spaces at a time provided he has sufficient EMD in his name.
- (v) The scheduled bid duration will be for four hours. However if a bid for any space is received during the last 8 minutes before the closure of the bid, there will be an auto extension of eight minutes in bid duration from that point of time for that particular office / commercial spaces. For example, if the bid is scheduled to end at 4.00 PM and a bidder places a bid for office / commercial spaces X at 3:58 PM, the bid closure time for the office / commercial spaces X shall shift to 4:06 PM automatically. This will go on till there is an eight minute continual gap without receipt of any bid for the office / commercial spaces X.
- (vi) The bid increment will be in multiple of ₹100/- for each space unit. It means that the bidder will have to increase the bid amount by ₹100/-, ₹200/- and so on.
- (vii) For H1 bidder i.e. a bidder who is the highest bidder for any one office / commercial spaces finally, **the pre-bid EMD for that particular office /**

commercial spaces shall be converted into Security Deposit, the moment he will be termed as Successful bidder. This does not apply to govt. / PSUs organizations.

3. General Terms & Conditions:

- (i) Bidding will be done for monthly rental value of the office / commercial spaces.
- (ii) Except Govt. / PSUs organizations, Pre-Bid EMD deposition is mandatory for participation in the e-bidding.
- (iii) Pre-Bid EMD of the successful bidder (Other than Govt. / PSU organization) shall be converted into Security Deposit. If a successful bidder fails to sign agreement with Ranchi Municipal Corporation within stipulated time, the Security Deposit shall be forfeited.
- (iv) Successful bidders will have to pay 15 (fifteen) days rent (as arrived in e-bidding) as agency fee to MSTC account before he can get acceptance letter from MSTC. After getting acceptance letter from MSTC, the successful bidder has to deposit 2 (two) months advance rent to RMC before entering into agreement with RMC.
- (v) The rent so fixed will be enhanced by 10% every 3 (three) years.
- (vi) Apart from rent terms as applicable and maintenance charges shall be charged extra.
- (vii) Every successful bidder shall have to pay the due rent by the 10th of every month.
- (viii) If any successful bidder fails to deposit rent continuously for two months, his agreement shall be liable to be terminated and his Security Deposit / advance rent shall be forfeited / adjusted.
- (ix) If any successful bidder (Other than govt. / PSU organization) quits at his own instance after a period of 01 (One) year or more, his Security Deposit shall be returned by RMC without any interest. However, all dues must be cleared before that. If they quit at any point of time before a period of 01 (One) year, the Security deposit shall be forfeited.

- (x) If any successful bidder is made to vacate the office /premises by RMC for not complying with terms & conditions, his security deposit shall stand forfeited.
- (xi) Any illegal occupation and trade shall not be allowed in the market.
- (xii) Sub-leasing or sub-letting will not be allowed.
- (xiii) Advertisement of office / commercial space or brand will be as per the rules stated in the JMA 2011.
- (xiv) Electricity bill for the office / commercial spaces will be borne by the successful bidder.
- (xv) Decoration or modification of the office / commercial spaces can be done with prior permission but no permanent construction shall be allowed and in no manner the bidder shall change the exterior of the building.

4. Post e-Bidding process:

- i. Each successful bidder will be intimated through e-mail / SMS on the same date after closure of e-Auction. System generated intimation letter will be issued to the successful-H1 bidder of each unit through e-mail / SMS with a copy to RMC.
- ii. Bid-sheet will be generated and forwarded to RMC, while the complete bid history will be available in the Seller's login.

5. Payment Schedule/ Terms of Payment:

The successful bidder shall be instructed through intimation letter to make the following payments in the stated schedule:

- i. The bidder will have to pay agency fee amounting to 15 (fifteen) days rent (based on the discovered H1 price) with applicable GST within 10 days of the issuance of Intimation Letter to MSTC a/c. After receipt of the same, MSTC shall issue Acceptance letter to the successful bidder with a copy to RMC.
- ii. The successful bidder shall have to pay two months advance rent (based on the discovered H1 price) with applicable GST to RMC designated bank account within 30 days of the issuance of Acceptance Letter. After requisite payments, the successful bidder shall enter into agreement with RMC.

NOTE: The Pre- bid EMD of the unsuccessful bidders shall be refunded

immediately after closure of e-bidding only to their registered bank account with MSTC.

6. Penalty Clause:

- i. If the successful bidder fails to pay the requisite payment on completion of the 40 days' time provided (10 days for agency fee + 30 days for RMC - 02 months advance rate payment), his Pre-bid EMD shall be forfeited by RMC & no further extension shall be provided whatsoever and the same shall be treated as an unsuccessful bid.
- ii. The Pre-bid EMD of successful bidder (Other than govt. / PSU organization) shall be converted into Security Deposit; this will be interest free Security deposit with RMC. The locking period of Security deposit shall be one year from the date of agreement and the same shall not be refunded to the allottee if they desire to vacate the office / commercial or is terminated by RMC for not complying with the terms & conditions prior to one year from the date of agreement.
- iii. If the successful bidder fails to comply with the terms & conditions of RMC and he is found to be defaulter in making monthly rental payments or creating any nuisance, RMC reserves right to cancel the allotment of office / commercial spaces and forfeit the Security Deposit along with adjustment of advance rent.

Important Note: The prospective bidders are requested to read carefully all terms & conditions and become fully satisfied before bidding. On placing of the bid, it will be understood that the bidder has agreed to all the terms & conditions. No further compliant shall be entertained post-bidding. Further it is advised that the bidder may physically inspect the office / commercial space before bidding.

FLOW CHART OF E-BIDDING PROCESS OF OFFICE S/COMMERCIAL SPACE IS ASVM

Pre-Bid & Registration

Who can bid? - Individuals, Proprietor firm, Partnership firm, Private Ltd. Company, Public Ltd. Company, Co-Operative Society or Govt. Department / Ministry.

Online Bidder Registration is to be done at MSTC website. Bidder's KYC documents for online registration shall be PAN & Bank Account details.

Leaving govt. organisations & PSUs Pre-Bid EMD is mandatory for participation in the e-bidding for office / commercial space.

Pre-Bid EMD is the successful bidders shall be converted into Security Deposit.

Bidding

Bid duration time will be four hours for each office / commercial spaces and auto extension of 8 minutes from closing time.

The minimum bid increment shall be ₹100 or multiples thereafter.

The highest bidder at the close of e-auction shall be designated as "Successful Bidder" for that particular office.

Successful bidder will get system generated intimation Letter on their registered e-mail.

Post bid

Successful bidder will have to submit 01 (One) month advance rent to RMC before the agreement, within the stipulated date as mentioned in the Intimation Letter.

If the successful bidder fails to get the agreement done with RMC within stipulated time his SD shall stand forfeited.