



# 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 shops/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>). 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 also has to be submitted. The age of director/partner/proprietor should be 18 years or above on the date of notification of this e-bidding.
- (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/- + applicable GST @18% i.e. Rs.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.

**A Maximum of 1 (ONE) Shop can be allotted against 1 (ONE) PAN**

**Note: Minor (below 18 years) shall not be eligible & Only one registration will be done against one PAN.**

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

The registered bidders shall have to furnish non-interest bearing EMD shop 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 Pre-bid EMD amount of each shop/commercial space is as follows:

Sl. No.	Shop Number	Shop/ 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	4	169	169000	6760
2	6	169	169000	6760
3	14	169	169000	6760
4	16	169	169000	6760
5	18	156	156000	6240
6	38	112	112000	4480
7	40	112	112000	4480
8	45	182	182000	7280
9	47	169	169000	6760
10	49	156	156000	6240
11	55	171	171000	6840
12	56	180	180000	7200
13	59	160	160000	6400
14	60	152	152000	6080
15	61	169	169000	6760
16	63	169	169000	6760
17	65	156	156000	6240
18	67	182	182000	7280
19	71	169	169000	6760
20	73	169	169000	6760
21	75	154	154000	6160
22	99	176	176000	7040

23	103	169	169000	6760
24	105	169	169000	6760
Total			<b>3908000</b>	<b>156320</b>

- (i) A bidder is free to deposit any amount of EMD ranging from Rs. 112000 to Rs. 182000. A Bidder is eligible to bid for all the shops for which EMD value is equal to or less than the amount of EMD deposited by him. For example, if a bidder deposits Rs. 221000.00 as EMD he will be eligible to bid for all the shops for which EMD value is Rs.221000.00 or less. Hence if a bidder deposits Rs. 3908000 as EMD he will be eligible to bid for all the shops.
- (ii) Bidding will be done for the monthly rental value of shops / commercial spaces. The opening monthly rental of the shops (Floor Price) is based on the base rental of Rs. 40/- per sq.ft per month, excluding taxes. Forward bidding will start from the opening monthly rental of the shops (Floor Price).
- (iii) The bidder who places the highest bid for a shop finally will be the H1 bidder for that shop and he will have the right to run that shop on monthly rental basis, after signing agreement with RMC. His final bid value will be the monthly rental value of that shop. Taxes and maintenance charges will be charged extra on the monthly rental value.
- (iv) Any bidder can bid for only one shop at a time. He will not be allowed to switch over his bidding for another shops if he is the H1 (highest bidder) for any shop at that time. For example, if a bidder bids Rs.16000.00 per month for any shop X and this is highest bid for the shop X at that time, he will not be able to bid for any other shop till any other bidder bids more than Rs.16000.00 per month for the shop X.
- (v) A bidder can switch over to bidding for another shop provided bidding for the desired shop is on. Bidding for all the shops will be in process from 11 AM to 3 PM. After 3PM bidding for only those shops will be in process which will be under auto extension.
- (vi) The schedule bid duration will be for four hours. However if a bid for any shop 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 shop. For example, if the bid is scheduled to end at 3 PM and a bidder places a bid for shop X at 2:58 PM, the bid closure time for the shop X shall shift to 3:06 PM automatically. This will go on till there is an eight minute continual gap without receipt of any bid for the shop X.
- (vii) **One bidder may be allotted more than one shop.** The buyer will have to pay separate Pre-Bid EMD amounts for all the shops they are interested in bidding.

- (viii) The bid increment will be in multiple of Rs.100/- for each shops/units. It means that the bidder will have to increase the bid amount by Rs.100, Rs.200, Rs.300 and so on.
- (ix) For H1 bidder i.e. a bidder who is the highest bidder for any one shop finally, **the pre-bid EMD for that particular shop shall be converted into Security Deposit, the moment he will be termed as Successful bidder.**

3. **General Terms & Conditions:**

- (i) Bidding will be done for monthly rental value of the shops.
- (ii) Pre-Bid EMD deposition is mandatory for participation in the e-bidding.
- (iii) Pre-Bid EMD of the successful bidder 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 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 3 (three) 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, maintenance charges shall be charged extra.
- (vii) Every successful bidder shall have to pay the due rent by the 10<sup>th</sup> of every month.
- (viii) If any successful bidder fails to deposit rent continuously for three months, his agreement shall be liable to be terminated and his Security Deposit shall be forfeited.
- (ix) If any successful bidder quits at his own instance after a period of 10 (ten) years or more, his Security Deposit shall be returned by RMC without any interest. However, all dues must be cleared before that. If any successful bidder quits at any point of time before a period of 10 (ten) years, the Security deposit shall be forfeited.
- (x) If any successful bidder is made to vacate the shop/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 shop or brand will be as per the rules stated in the JMA 2011.
- (xiv) Electricity bill for the shop will be borne by the successful bidder.
- (xv) Decoration or modification of the shop 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 three 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 - 3 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 shall be converted into Security Deposit; this will be interest free Security deposit with RMC. The locking period of Security deposit shall be ten years from the date of agreement and the same shall not be refunded to the allottee if he desires to vacate the shop or is terminated by RMC for not complying with the terms & conditions prior to ten years 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 shop and forfeit the Security Deposit.

7. **Tenant Lease Agreement:**

A draft copy of lease agreement shall be available with e-bidding catalogue.

8. **Pre-bid Meeting:** The pre-bid meeting shall be held in the office of Tender Inviting Authority on the scheduled date & time, if specified online. Non-attendance of pre-bid meeting will not be a cause for disqualification of the bidder and it shall be presumed that the bidder does not require any clarification. The purpose of the pre-bid meeting will be to clarify issues.

**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 shops/ commercial space before bidding.

## FLOW CHART OF E-BIDDING PROCESS OF SHOPS/COMMERCIAL SPACE IN 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.

Pre-Bid EMD is mandatory for participation in the e-bidding for shops/commercial space.

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

### Bidding

Base price of rent shall be Rs. 40/- per square feet per month from which forward bidding will start.

Bid duration time will be four hours for each shops and auto extension of 8 minutes from closing time.

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

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

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

### Post bid

Successful bidder shall have to pay one month rent to MSTC as Agency Fee to get the acceptance letter for agreement.

Successful bidders will have to submit 3 (three) months advance rent to RMC before the agreement, within the stipulated date as mentioned in the Intimation Letter.

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