



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

Kutchery Road, Ranchi 834001

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## E-BIDDING BROCHURE

**Ranchi Municipal Corporation (RMC) announces e-bidding/e-auction for lease of Shops 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/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 also has to be submitted. The age of director/partner/proprietor should be 18 years or above on the date of notification of this-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. ₹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.

**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:

<b>Sl. No.</b>	<b>Shop Number</b>	<b>Shop/ Commercial Space Area (Square Feet)</b>	<b>Per Bid EMD (in INR)</b>	<b>Floor Price@ Rs. 90/-per sq. ft. for monthly rent (in INR)</b>
1.	2	169	169000	15210
2.	4	169	169000	15210
3.	6	169	169000	15210
4.	7	156	156000	14040
5.	8	169	169000	15210
6.	13	169	169000	15210
7.	14	169	169000	15210
8.	16	169	169000	15210
9.	18	156	156000	14040
10	19	169	169000	15210
11	20	182	182000	16380
12	23	126	126000	11340
13	26	126	126000	11340
14	27	126	126000	11340
15	34	160	160000	14400
16	37	155	155000	13950
17	38	112	112000	10080
18	39	169	169000	15210
19	40	112	112000	10080
20	41	136	136000	12240
21	42	136	136000	12240

22	<b>43</b>	<b>153</b>	153000	13770
23	<b>44</b>	<b>169</b>	169000	15210
24	<b>45</b>	<b>182</b>	182000	16380
25	<b>46</b>	<b>169</b>	169000	15210
26	<b>47</b>	<b>169</b>	169000	15210
27	<b>48</b>	<b>156</b>	156000	14040
28	<b>49</b>	<b>156</b>	156000	14040
29	<b>54</b>	<b>180</b>	180000	16200
30	<b>55</b>	<b>171</b>	171000	15390
31	<b>56</b>	<b>180</b>	180000	16200
32	<b>57</b>	<b>200</b>	200000	18000
33	<b>58</b>	<b>200</b>	200000	18000
34	<b>59</b>	<b>160</b>	160000	14400
35	<b>60</b>	<b>152</b>	152000	13680
36	<b>61</b>	<b>169</b>	169000	15210
37	<b>62</b>	<b>156</b>	156000	14040
38	<b>63</b>	<b>169</b>	169000	15210
39	<b>64</b>	<b>169</b>	169000	15210
40	<b>65</b>	<b>156</b>	156000	14040
41	<b>66</b>	<b>156</b>	156000	14040
42	<b>67</b>	<b>182</b>	182000	16380
43	<b>68</b>	<b>169</b>	169000	15210
44	<b>70</b>	<b>208</b>	208000	18720
45	<b>71</b>	<b>169</b>	169000	15210
46	<b>72</b>	<b>169</b>	169000	15210
47	<b>73</b>	<b>169</b>	169000	15210
48	<b>74</b>	<b>169</b>	169000	15210

49	<b>75</b>	<b>154</b>	154000	13860
50	<b>77</b>	<b>153</b>	153000	13770
51	<b>78</b>	<b>153</b>	153000	13770
52	<b>99</b>	<b>204</b>	204000	18360
53	<b>100</b>	<b>204</b>	204000	18360
54	<b>101</b>	<b>143</b>	143000	12870
55	<b>102</b>	<b>143</b>	143000	12870
56	<b>103</b>	<b>169</b>	169000	15210
57	<b>104</b>	<b>126</b>	126000	11340
58	<b>105</b>	<b>169</b>	169000	15210
59	<b>107</b>	<b>169</b>	169000	15210
60	<b>108</b>	<b>169</b>	169000	15210

- (i) A bidder is free to deposit any amount of EMD ranging from ₹1,12,000/- to ₹2,08,000/- 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 ₹2,00,000/- as EMD he will be eligible to bid for all the shops for which EMD value is ₹2,08,000/- or less. Hence if a bidder deposits ₹2,08,000/- as EMD he will be eligible to bid for all the 60 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 ₹ 90/- 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 H 1 (highest bidder) for any shop at that time. For example, if a bidder bids ₹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 ₹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 3 PM 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 shall not be allotted more than one shop.** If a bidder becomes H1-bidder for any one shop finally, he will not be allowed to bid for any other shop.
- (viii) The bid increment will be in multiple of ₹100/- for each shops/units. It means that the bidder will have to increase the bid amount by ₹100, ₹200, ₹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 (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 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 ASV market itself Authority on the scheduled date & time. 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 complaint 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 IS ASVM

### Pre-Bid & Registration

Who can bid? - Individuals, Proprieter 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 is the successful bidders shall be converted into Security Deposit.

### Bidding

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

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 ₹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

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

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