

**RAJASTHAN STATE INDUSTRIAL DEVELOPMENT & INVESTMENT
CORPORATION LTD., UDYOG BHAWAN, TILAK MARG, JAIPUR**

**MODALITIES FOR E-AUCTION OF PLOTS THROUGH
ONLINE BIDDING**

1. Pre-requisite Preparation of E-auction by unit office:

- (i) The plot which is put for auction shall be free from all encumbrances and should be in clear physical possession of Corporation.
- (ii) Site plan of the plot shall be prepared as per the measurement taken at site. The site plan must show dimensions of all sides of plot indicating "North Direction" and road(s) width. Dimension of diagonal(s) of plot may be provided where the plot is of irregular shape.
- (iii) All the Building Parameters in accordance to usage of the plot shall be mentioned according to the applicable Building Regulations in the site plan.
- (iv) Any special condition related to limitation/restriction in construction on the plot should be mentioned clearly.
- (v) The site plan of the plot shall be uploaded along with E-Auction Notice on website.
- (vi) The Unit Head will prepare check list confirming the above points and the check list duly signed by Unit Head will be kept in file.

2. Creation of allotment Plan for E-Auction by Unit Office:

After pre-requisite preparation, the unit office will create allotment plan for E-Auction as per procedure defined as below:

- (i) For creation of online allotment plan of E-Auction, unit official would login at "**riicoerp.industries.rajasthan.gov.in**" using his/her credentials.
- (ii) Unit official would select the Land Management and go to **LM>>Sales>>Land Allotment Plans**. A relevant list of created plans would display.
- (iii) To create a new allotment plan for E-Auction, Unit Official would click on "**Add New Land Allotment Plan**" and a new form would be opened.
- (iv) Unit Official would fill the details in the form like industrial area for which E-Auction has to be conducted.
- (v) Unit Official would select "**Auction**" in "**Sale Type**".

- (vi) Unit Official would select the Usage Type for which E-Auction has to be conducted.
- (vii) Unit Official would fill the Start date and End Date to deposit the Participation fees and EMD.
- (viii) Unit Official would select "**Yes**" in "**External View**" as well as "**Online Bidding**".
- (ix) Unit Official would enter the Bid Start and Bid End date with time.
- (x) Unit Official would also enter the time slot to increase the time of E-Auction, if any bid is submitted in last minutes.
- (xi) Unit Official would enter the Bid start rate (Reserve rate fixed for that plot) of the plot in "**Bid start rate**".
- (xii) Unit Official would click on save button to save the allotment plan.
- (xiii) Unit Official would click on "**Property Details**" tab to select the properties which are available in E-Auction.
- (xiv) To add the available properties, click on "**Add**" button as shown below in outlines box.
- (xv) Unit Official would select the plot no. in "**Property/Plot**".
- (xvi) Now, Unit Official would click on "**Save**" button to add the plot.
- (xvii) To add another plot, Unit Official would click on add button and follow the procedure.

3. **Procedural Parts of E-Auction:**

- (i) E-Auction bids shall be invited for auction of plots through advertisement as per **Annexure-I**.
- (ii) Advertisement for E-auction notice should be published in widely circulated two State Level Newspapers and one leading National Level Newspapers (NCR/Delhi Edition).

4. **Time line for e-Auction**

S.No	Activity	Time period (days)	Remark
1	Date of publicity of e-Auction in Newspaper and other print media as well as hosting of e-Auction plan on website	T	T= date of publicity
2	Registration and participation start date	T	The bidder can start the registration and participation activity (in case already registered, only participation activity)
3	Submission End date of	T+15	15 days given as per

	required documents, deposition of participation fees and EMD by the bidder		the general guidelines
4	Verification of documents by unit office and to allow the eligible bidder for e-bidding.	T+17	2 working days for verification of documents and approval to bidder for participating in e-Auction.
5	Start of e-Auction bidding	T+18	1 day after due verification
6	End of e-Auction bidding	T+21*	Three working days given for participating the bidder in e-Auction with end time 5.00 PM on the last day of each bidding. *The days may vary as per the date fixed for e-auction period.

Note*: 3 working days means working days as per official calendar of Govt. of Rajasthan excluding gazzeted holidays. However, the days on which half day holiday is declared either by GoR or District Collector, the same will be treated as full working day for calculation of 3 working days for bidding.

5. **Constitution of the Committee to finalize the Bids:**

a) **Unit Level Committee:**

The committee comprising of Unit Head, Sr. Most Technical Officer and Senior Most Account Officer of the unit office concerned.

b) **Head Office Level RPFC Committee** (In case of Single Bid):

The Committee comprising of Managing Director, Financial Advisor and Advisor (Infra).

6. Unit Office will upload E-Auction Notice (Duly Signed) **(Annexure-I)**, E-Auction Bidding Terms and Conditions **(Annexure-II)**, General Terms & Conditions **(Annexure-III)**, Terms & Conditions of Payment **(Annexure-IV)**, Procedure for participating in E-Auction (For Citizen) **(Annexure-V)**, Format of Declaration by Bidder **(Annexure-VI)** on Web Portal.