

Delhi Urban Shelter Improvement Board
Punervas Bhawan, I. P.Estate,
New Delhi-110002

Request for proposal from Banks

for

Distribution and collection of Application forms for grant of
Free-hold/ownership rights to the residents of
45 Resettlement colonies of Delhi.

Last Date of Receipt of Proposals: 10th May 2013

Prebid Conference: 30/4/2013 at 3.00 PM
at Conference room

**DELHI URBAN SHELTER IMPROVEMENT BOARD
GOVT. OF NCT OF DELHI**

Request for proposal from Banks
for
Distribution and Collection of Application forms for grant of
Free-Hold/Ownership Rights to the residents of 45 Resettlement colonies.

'A' Background

1. The Delhi Urban Shelter Improvement Board (DUSIB) on behalf of Govt. of NCT of Delhi has been mandated to implement the scheme to grant Free-hold/Ownership rights to approximately 2.5 lacs allottees/occupants in 45 JJR Colonies having residential plots of 25, 40 and 80 Sq yds developed and allotted on licence fee basis from 1950 onwards. List of JJR Colonies in **Annexure-I**.
2. These 45 JJ Resettlement Colonies are scattered all over Delhi and have been divided into seven Zones for administrative control namely, **East Zone – A, East Zone – B, Jahangirpuri Zone, North Zone – A, North Zone – B, West Zone & South Zone.**
3. As per the scheme of granting free-hold rights, the residents will be Charged conversion fees ranging from 5-30% of the circle rate of the colony concerned as below:-

S. No	Category	Premium/Cost of land to be charged for conversion to free-hold.
1	Allottee/Legal Heirs of Allottees	5% of Circle Rate
2	Occupants through Sale/Purchase of allotted plots up to 31.03.2007	30% of Circle.

4. Circle rate as notified by Govt. of NCT of Delhi as prevalent on the day of conversion shall be applicable.
5. The applicants will also have to pay a lumpsum amount of Rs. 5000/- with application towards pending licences fees etc.
6. The scheme is to be implemented over a period of three months, in which distribution of application forms and receipts of application forms at the designated counters will be done.
7. The allottees/occupants are required to assess their premium of land cost, according to the size of their residential plots and the circle rates notified by the Govt. for their colonies as mentioned in the Brochure. The allottees after calculating their conversion fees/premium of land cost will be required to submit their complete application forms in all respect alongwith fee. After receipt of the completed application forms alongwith requisite fees, the processing will be done by DUSIB.

'B' Scope of work

The DUSIB proposes to avail the services of Banks for implementation of the above Scheme. The Banks will be responsible for distribution and collection of application forms, accounting of funds so received and also for creation of database. The main tasks banks are required to perform are given below:-

1. The Banks are required to set-up at least one counter/Kiosk in each colony. However more counters may be set-up in large colonies depending on requirements.
2. ***Distribution of Brochure and application Form:*** - Brochure with application forms will be distributed through designated Bank Counters/Branches/Kiosks to the prospective applicants on demand against cost of brochure.
3. ***Collection of Application forms and conversion fee:*** - Completed application forms alongwith required fees that include free-hold conversion charges and lumpsum amount, will be received/collected by the designated Bank Counters/Branches/Kiosks and duly acknowledged.
4. ***Accounting:*** - The Bank has to maintain an account of receipt of payments as fees/premium of residential plots in designated DUSIB Account. Banks are required to account for the funds so collected at the designated counters/branches for distribution of forms and receiving of the premium of land cost, licence fee etc, as per the category mentioned in the brochure. The money collected by the authorised banks at their designated counters/branches will be credited in the DUSIB Account. The funds collected at counters of all the branches will remain with the authorised Banks for six months from the date of receipt of funds.
5. ***Creation of Database:-*** The Banks are also required to create and hand over to DUSIB a database of the applicants(plot wise) as per the information provided in the application form including payment of fees.
6. The Banks will forward all the applications collected at their counter/branches to the respective Zonal In-charges on daily basis alongwith the database in soft format so created.

Responsibilities of Banks:-

1. The Banks will designate either their Branches functioning in/around the respective colonies or set-up counters/Kiosks in respective colonies at suitable places convenient to the public for executions of above mentioned tasks. Wherever needed additional counters may also be set up.
2. The Banks will develop and provide necessary support system and manpower at the designated counters/branches.
3. The Banks will be required to undertake publicity campaign through their designated counters/branches and executives should be deployed at the counters to assist public in filling up of the forms and calculation of premium etc, including required documents by the applicant.

'C' Criteria for selection

Scheduled Commercial Banks are eligible to participate.

The interested Banks should submit a proposal indicating number of branches designated for the purpose, counters/additional counters to be set up in the respective JJR colonies, their location, deployment of support system and man power, processing charges, if any.

Selection of Banks will be based on their proposal which in addition to above information shall also highlight the process as to how the bank proposes to implement the above scheme. The proposal shall also give details of following:-

Total No of Branches	Additional Counters	Additional Manpower at the Counters	Processing Charges (if any)

The selection will be made on the basis of following:-

- i) Number of Branches and additional counters:- (weightage 50%)
- ii) Manpower to be deployed:- (weightage 20%)
- iii) Process to be adopted:- (weightage 20%)
- iv) Processing fee per application (weightage 10%)

DUSIB reserves the right to select one or more banks in each JJR Colonies.

'D' Schedule of Submission of RFP

The interested Banks should submit their detailed proposal accordingly for execution of various tasks as mentioned above for implementation of free-hold scheme in all the 45 JJ Resettlement colonies to the Director (Resettlement), by post at Delhi Urban Shelter Improvement Board, Room. No.28, Punervas Bhawan, I.P.Estate , New Delhi-110002. The RFP should reach the office of Director (Resettlement) by 10th May 2013, 5.00 PM.

Annexure-I

List of JJR Colonies

East Zone A:-

1. Trilokpuri, Ph-I & II
2. Khichri Pur,
3. Kalyan Puri
4. Himmat Puri,

East Zone B:-

1. Nand Nagari Block A to E,
2. Nand Nagari Block F to L,
3. New Seema Puri,
4. Old Seema Puri,
5. Seelam Pur Ph-I
6. Seelam Pur Ph-II
7. Seelam Pur Ph-III
8. Seelam Pur Ph-IV
9. Gokulpuri,

North Zone A:-

1. Jawala Puri Ph-I
2. Jawala Puri Ph-II
3. Nangloi Ph-I,
4. Nangloi Ph-II,
5. Nangloi Ph-II,
6. Mangla Puri,
7. Mangol Puri
8. Sultanpuri.

North Zone B:-

1. Shakur Pur Ph-I
2. Shakur Pur Ph-II
3. Wazirpur
4. Madhipur

Jahangir Puri Zone:-

1. Janhagir Puri
2. Nehru Vihar
3. Aruna Colony, (Majanu Ka Tila)

West Zone:-

1. Khayala
2. Chankhandi,
3. Khayala Ph-II,
4. Khayala Ph-III,
5. Naraina,
6. Pankha Raod & Hastal
7. Raghbir Nagar,
8. Pandav Nagar,

South Zone:-

1. Khan Pur,
2. Moti Bagh, (Satya Niketan),
3. Dakshinpuri,
4. Dakshinpuri Extn.
5. Tigri,
6. Madangir Ph-I,
7. Madangir Ph-II,
8. Sunlight Colony,
9. Srinivaspuri,

Annexure -II

Sl. No	Category	Premium/cost of land to be changed for conversion to Free-Hold.
1.	Allottee/Legal heirs of allottee	5% of Circle rate
2.	Occupation through Sale/Purchase of allotted plots upto 31.3.7	30% of Circle rate
3.	Occupants through Sale/purchase of allotted plot after w.e.f 1.4.7 onward.	100% of Circle rate