

ANNEXURE-A

PROCEDURE AND GUIDELINES FOR e-SEALED BID-CUM-AUCTION

1. Any person, who has attained the age of 18 years as on 1st April, 2015 or any Company/Association/Firm/Society/HUF etc. may apply for allotment of commercial units on lease basis.
2. For the purpose, the interested person may visit official website of HIMUDA, i.e., www.himuda.com. He/she may access the detail of properties on the website.
3. First of all the interested person having a valid e-mail ID may click on “Apply Online” button and he/she may get himself/herself registered on the portal by clicking on the link “Sign Up Here (New User Registration)” by giving his/her details. Password having 8-12 characters should contain at least one capital, one numeric and one special character. An email having account activation link will immediately be sent to registered e-mail ID of the applicant. Click on the activation link to activate the account. Now sign in with the help of your email ID and password created by you.
4. On signing in you will get a new screen. Click on “Create/Submit Individual Application” or “Create/Submit Non Individual Application” button as the case may be and fill in the form. Fields with * are mandatory fields.
5. The [FAQs](#) are also available on the website. Applicant will be required to upload his/her personal details and photograph (*photograph should not be more than 62 kb and 300 x 300 dimension*) etc. in the online application form. The applicant will also be required to accept a declaration by checking the check box at the beginning of declaration. On acceptance, an application number shall be assigned to the applicant.
6. Now the applicant shall proceed further for payment of 10% earnest money of the reserved price of the unit. The payment can be made through offline mode viz. NEFT/RTGS/Demand Draft or by on-line mode through Debit/Credit Card and Net Banking only. In case, the applicant wants to deposit the earnest money by way of Demand Draft/RTGS/NEFT, he/she will be required to submit the Demand Draft alongwith automated e-Challan at AUTHORISED branches of HDFC Bank Limited.
7. Once the amount of sealed bid is reconfirmed by the applicant, it shall not be visible to anyone including HIMUDA authorities. The amount so entered by the applicants shall be made public by the Auction Committee on the date of auction in front of all the participants. The registered applicant can access his on-line form any time but no subsequent change will be allowed. The applicants are advised to keep their e-sealed bid confidential.

8. Application for in respect of each unit will be filled separately along with requisite amount of earnest money.
9. Quoting of e-sealed bid is mandatory. The person, who has not furnished the e-sealed bid, shall not be allowed to participate in the auction process.
10. **The auction for all the units shall take place in the office of CEO-cum-Secretary, HIMUDA at Nigam Vihar, Shimla-171002, H.P. to be held on 15th and 16th May, 2015.**
11. If due to any unforeseen circumstances, the auction can not be started as per prescribed time, the Chairman of the Auction Committee may postpone the auction till such time on that day as he may decide.
12. Person(s) who has filled the e-sealed bid will have to be necessarily present himself or through a General Power Attorney or authorized representative at the auction on day and time for the unit(s) for which he has made a bid.
13. On the date of auction, first of all e-sealed bids for the units will be opened (made public). The names and addresses of the persons making the sealed bid and nature of association/partnership as declared by the applicant shall be read out.
14. The auction will start from the highest e-sealed bid received for a particular unit. If none of the present bids more than the highest price quoted in the e-sealed bid, the person who has furnished the highest e-sealed bid shall be declared as the highest bidder. The highest bidder shall be required to pay 10% of the bid amount at the fall of hammer by way of cash/DD in favour of CEO-cum-Secretary, HIMUDA. The earnest money already deposited by the bidder shall be adjustable against this amount.
15. If the highest bid in the auction is equal to one or more of the sealed bids for a particular unit or two or more sealed bids are equal to each other, in such eventuality the Chairman of Auction Committee will allow further bidding. However, such further bidding will be restricted only to those persons who quoted the highest equal amount either in auction or by way of sealed bid.
16. The CEO-cum-Secretary reserves to himself the right to accept or reject the highest bid recommended by the Auction Committee without assigning any reason.