

**Operational Guidelines for conduct of Open Auction**  
**of Flats at Bandlaguda and Pocharam**  
**of Rajiv Swagruha Corporation.**

1. The Government vide G.O. Rt. No. 20 Housing (VIG. Cell) Department Dt. 10.03.2020 decided to dispose off the assets of Telangana Rajiv Swagruha Corporation Limited by conducting an **open auction** in a fair and transparent manner. The auction shall be conducted in an **“as is where is”** basis, duly fixing the upset price. The Government, vide Letter No. 60/VC.A2/2022-1, Dt. 27.01.2022 have entrusted Auctioning of the properties through HMDA.
2. The Government vide letter No. 521/Vc.A2/2022-1 Dt. 05.05.2022, have fixed the prices of finished and semi-finished flats at Bandlaguda and Pocharam projects as following:

Location	Finished	Semi-Finished
	Rate per Sft	
Bandlaguda	Rs. 3000	Rs. 2750
Pocharam	Rs. 2500	Rs. 2250

As per HMDA broucher

- Finished: short of internal painting to Walls & Doors, Water supply & sanitary fixtures.
- Semi finished: short of Door shutters, internal wiring, internal putty, Painting, water supply & sanitary fixtures.

Further, the Government have fixed the rates of car parking @ Rs. 3.25 Lakhs for Stilt, Rs. 2.25 Lakhs for Cellar and Rs. 1.00 Lakh for open parking. Uniform development fee of Rs. 0.50 Lakh per flat and Corpus fund of Rs. 50/- per Sft to be paid additionally for providing amenities.

3. It is proposed to conduct auction in 2 sessions per day.
4. The tower wise and category wise flats proposed for auction are appended.

**ROLE OF HMDA / TRSCL / DISTRICT COLLECTOR, MEDCHAL - MALKAJGIRI:**

5. The Rajiv Swagruha Corporation shall provide the details of properties like Layout, flat sizes, etc., to HMDA, the auctioning agency and also upload them in websites [www.swagruha.telangana.gov.in](http://www.swagruha.telangana.gov.in), [www.hmda.gov.in](http://www.hmda.gov.in).

6. Display Boards showing layout, the flat numbers with sizes and facing details shall be displayed at the venue and other prominent places for easy view of the participants.
7. It is proposed to have one team for Bandlaguda and one team for Pocharam. Each team contains an Auctioning officer supported by 4 Clerical staff to organize auctions fill up formats, Register entries etc.,
8. The HMDA shall appoint **2** Nodal Officers to the projects **“to guide and oversee”** the auction process, one at Bandlaguda and the other at Pocharam.
9. The Rajiv Swagruha Corporation shall position its representative to show the details of properties to the applicants/ general public at site and provide all the required details to the Auctioning teams from the date of notification to till completion of auction process.

**Token Advance:**

10. A Token Advance of Rs. 3.00 / 2.00 / 1.00 Lakh is to be submitted for 3 BHK D & 3 BHK / 2 BHK / 1 BHK & 1 BHK Sr. Citizen is fixed respectively as Token Advance for the applicants to participate in auction.
11. Prospective bidders are advised to obtain Demand Draft (Token Advance) in favour of “Metropolitan Commissioner, HMDA, payable at Hyderabad”, on the date of auction.

**The DDs shall be submitted in the office of the General Manager (Projects) Bandlaguda / Pocharam.**

12. One person can participate in bidding of any number of flats. Provided he / she shall apply such number of applications / DDs.
13. With one application / Token Advance a bidder can participate auction of any number of flats of eligible category or the lower category. (A bidder with Rs. 2.00 Lakhs DD can participate for auction of all 2 BHK or 1 BHK flats but not for 3 BHK D / 3 BHK flat) However if he/she becomes successful for any of the flats, his / her application/ Token Advance will be exhausted. For participating in auction for further flats a separate / another DD would be received.

**CONDUCT OF AUCTION:**

14. Only persons with valid DD (Token Advance) are permitted to the venue of Auction. One additional person per DD will be permitted in to the premises. Applicants may be advised to come well in advance to the venue to complete the paper work required for auction.

15. Every applicant shall be provided with an application form, in 3 parts, containing the details of the applicant, Terms & Conditions and a Declaration by the applicant (Annexed).
16. On obtaining the Token Advance and the filled in **Application Form** from the applicant, a Token number (one for each Token Advance) along with the receipt for the Token Advance be given to the applicant. The token number must be unique, continues and not to be repeated.
17. The Name of the applicant, Token Number, Mobile number of the applicant shall be written behind every DD.
18. The Auctioning officer shall maintain a register of tokens issued in **Form –I**.
19. In case of absence of any applicant, his representative who brings the DD can participate in auction. However, the registration will be done in the name of the applicant as mentioned in the application form.
20. The Auctioning officer shall read out the details of flats and the general guidelines of auction before starting of auction loudly and start auction.
21. The Bid shall be conducted with an increment of **multiples of Rs. 25/- per Sft** over the notified **Upset Price**.
22. The Auctioning Officer shall note down the bid amount quoted by each bidder for each flat separately in **Form -II**. (For example: If 30 flats are auctioned, Form II shall be maintained for all the 30 flats)
23. In case if there is no bid for a particular flat, the Auctioning Officer shall wait for Two minutes and proceed with next flat.
24. The Auctioning officer shall announce the token number and H1 price for each flat aloud thrice.
25. On completion of auction,
  - i. **H1 bidder Intimation Letter** shall be prepared in Duplicate in **Form – III** signed by the H1 Bidder and the Auctioning Officer. One copy shall be served to the H1 Bidder on the same day and other copy shall be submitted to the TRSCL.
  - ii. The Auctioning Officer will issue a "**letter of Offer**" to the Successful bidder on the same day in **Form - IV**
  - iii. The TRSCL will issue a "**letter of Allotment cum Confirmation**" to the successful bidder in **Form – V**.

iv. **“No-Objection Certificate”** will be issued by the concerned General Manager (P) TRSCL to the successful bidder, on request for obtaining loans from the banks in **Form – VI**.

26. The DD of the successful bidder will be retained and DD of un-successful bidder will be returned with due acknowledgement on completion of the auction schedule (Format enclosed).

27. The above guidelines are indicative. The Nodal officer incharge of Auction may modify them suitably depending upon the local conditions if required.

TELANGANA RAJIV SWAGRUHA CORPORATION LIMITED.

Token No:

APPLICATION FOR AUCTION OF FLAT IN \_\_\_\_\_ TOWNSHIP AT  
\_\_\_\_\_ OF \_\_\_\_\_ DISTRICT.

To,  
The Auctioning Authority.

Sir,

Sub: - Notification for sale of Flats at \_\_\_\_\_ –  
Application submitted – Reg.

Ref: - Auction Notification No. \_\_\_\_\_ Dt: \_\_\_\_\_

@ @ @

I intend to participate in the open auction for sale of Flats at  
\_\_\_\_\_. My particulars and details of Token Advance are  
furnished below:

**Part – I Applicant Details:**

1. Category for which applicant is being made : 3 BHK D / 3 BHK / 2 BHK /  
1 BHK / 1 BHK Sr. Citizen
  2. Name of the Applicant :  
(With full surname in Block letters)
  3. Father / Husband Name :
  4. Name of the Nominee & Relation :
  5. Age of the applicant :
  6. Occupation :
  7. **TOKEN ADVANCE**
    - a) Amount :
    - b) D.D / and Bank Name :
  8. Aadhaar No. :
  9. PAN No. :
  10. Address in full: 1) Present  
  
2) Permanent :
- Telephone No. & Cell No. :

(SIGNATURE OF THE APPLICANT)

## **PART – II TERMS & CONDITIONS FOR AUCTION.**

### **1. Token Advance and Payments**

- a) A Token Advance of Rs. 3.00 / 2.00 / 1.00 lakh for 3 BHK D & 3 BHK / 2 BHK / 1 BHK & 1 BHK Sr. Citizen respectively per flat is required for applicants in the form of DD drawn in favour of Metropolitan Commissioner, Payable at Hyderabad. It is advised to take DD in advance at least a day before the date of auction, and **DD shall be submitted in the office of the General Manager(P) Bandlaguda / Pocharam**
- b) With one application / Token Advance a Bidder can participate for all flats. However if he/she becomes successful for any one of the flat, his/her application/Token Advance will be exhausted. For participating in auction for further flats, a separate/another Token Advance DD would be required.

**Example:** if an intending bidder is desiring to buy Two flats by flat numbers 105 and 501 with a single Token Advance(DD), he / she can participate in both the flats. however if he/she becomes H1 for flat number 105, his/her Token Advance will be exhausted and he/she cannot participate for auction of flat number 501, for which he/she needs to have another Token Advance DD. Similarly he/she shall possess required number of Token Advances (DDs) for participating for intended number of flats.

### **2. Open Auction Process, Registration, Possession and Conveyance**

- a) Only (2) persons (bidder plus assistant) will be permitted in to Auction premises for participation in Auction on producing the DD (Token Advance). A token per DD (Token Advance) will be issued for participating in auction.
- b) The DD of the successful bidder will be retained and the DD of the unsuccessful bidders will be returned on the same day.
- c) The property will be registered to the Successful bidder on full-filling the payment and other conditions.
- d) A letter of **“H1 Bidder Intimation Letter”** will be issued by the Auctioning Officer on the date of Auction and the **“Letter of Allotment cum Confirmation”** will be issued to the Successful Bidder on approval of the H1 Bid by the competent Authority (HMDA / TRSCL) **OR** Authorised representative, within seven days of Auction. Letter of H1 Bid intimation do not confirm any right on allotment of flat.
- e) The HMDA / TRSCL reserves the right to differ, cancel, alter, amend or modify regarding auction. The HMDA is the final Authority for resolution of any dispute.
- f) Power of Cancellation of auction: The HMDA or the Government is the final Authority for cancellation of auction.
- g) The stamp duty, registration charges and other fees if any, shall be borne by the successful bidder.

### 3. Payment Schedule upon confirmation of the allotment.

Sl. No	Installment	Amount Payable	Payable by	If not paid within stipulated time (mentioned in col. no 4.)
1	2	3	4	5
1.	First Installment	80% of Sale Value excluding Token Advance	Within 30 Days from the date of issue of letter of offer.	Token Advance shall be forfeited.
2.	Final Installment	Balance sale price excluding Token Advance & 1 <sup>st</sup> installment	On or before (60) days from the date of auction.	

- NOC will be issued for obtaining Loans from Banks subject to sanction to the respective Banks and forward the registered sale deed directly to the Bank by the concerned General Manager.

#### a) Cancellation / Surrender/Withdrawal and Refunds

- All the payments made by the successful bidders shall be made within the stipulated time. For non-payment of the sale price within the stipulated time as per schedule, the sale confirmation is liable to be cancelled without any intimation or whatsoever nature.
- The sale confirmation is also liable for cancellation for violation of any other terms and conditions as contained herein or as may be communicated from time to time.

#### b) Note:

- In case of forfeiture of Token Advance & Instalments, the HMDA / TRSCL shall be at liberty to re-auction the flat.
- The highest bid itself will not confer any right over the confirmation of allotment.

**I have understood the above terms and conditions and abide by the same.**

**SIGNATURE OF THE APPLICANT**

**PART – III DECLARATION OF THE APPLICANT**

I am willing to participate in the Open Auction for the Flat\_\_\_\_\_ Tower \_\_\_\_\_ in \_\_\_\_\_ Township \_\_\_\_\_, \_\_\_\_\_ (M), \_\_\_\_\_ (District). I have duly verified and understood the condition of the Flat and willing to take it on **“as is where is”** and **“No complaint”** basis. I have read all the terms and conditions and read out by the Auctioning Officer and abide by them. I also understand that mere bidding highest amount do not confer the right on the property until the “Letter of Allotment cum Confirmation” is issued from the Auctioning Authority (HMDA / TRSCL) or his Authorised representative.

**SIGNATURE OF THE APPLICANT**