

DRAFT SUBJECT:- NO: 96

Subject:- VUDA - Visakhapatnam - Auction of Plots in
Rushikonda and Kapuluppada Layouts -
Procedures to be followed in the process
of Public auction of the Plots.

AGENDA NOTE:

The Auction Committee constituted by the Government
under G.O.Ms. No. 488 M.A. Dated. 21-9-96 resolves as
hereunder:-

- (1) In view of the large number of applications sold and the decision taken to allow One companion along with each bidder on his/her request it is felt that the seating capacity of the VUDA Children's Theatre may be inadequate, The venue is therefore to be shifted to A.U. Convocation Hall which is very large as well as near to the old venue.
2. The term "Auctioning Authority" has been used frequently and synonymously with Vice-chairman, VUDA in various contexts in the terms and conditions for the auction. For clarity and correctness, it is hereby resolved that the Auction Committee is the Auctioning Authority and in all cases where the Vice-chairman, VUDA has taken decision due to exigencies the same are hereby ratified and approved and whenever any on the spot decisions is required in the course of auction or post auction follow-up, he is free to take individual decisions as Convenor of this committee and his such action will be ratified.
3. It is resolved that the Chief Planning Officer, VUDA will be the Auctioning Officer who will carry out the directives of the Auction Committee in conducting the Auction.

4. The following is the recommended method of conducting the auction.

Applications will be received by post or in person at the VUDA Office upto commencement of auction on each day at 11 A.M. To allow for wider participation and for the sale of public convenience the sale of applications and receipt of filled in applications along with D.Ds will be continued throughout even after commencement of the proceedings of the auction also. Eligible applicants can participate in the auction at any stage on each day and will be entitled to bid for plots which remain yet to be auctioned as and when each such plot is put to auction. 10 Counters will be opened at the venue to receive the applications and issue Admission Passes. Of them One counter will deal exclusively with the applications received beforehand by post or other-wise.

An application will be rejected if the D.D is not enclosed, the name or signature of applicant is missing or other such reasons and rejection slips will be issued. If they are acceptable before issuing the Admission Passes the counter staff will serve the "Notice of changes of terms and conditions" on them and take their endorsement on the Duplicate copy as per the proforma enclosed. In case the applicant is a registered firm or an incorporated Company the application can be accepted in the name of the firm/company itself if desired. Application on joint names cannot be accepted. In case the application is signed by a different person claiming to be the applicants attorney it can be accepted conditionally by taking letter of undertaking as per the enclosed proforma. Where one representative is sent to represent more than one applicant the said representative can collect all the Admission Passes and companion passes if he desires and participate as per rules as a representative of more than one person.

One Admission Pass is numbered and issued against each valid application and the same number is to be mentioned alone while bidding. One companion Pass will also be issued to One bidder on request. The Companion cannot bid and the bidder is responsible for the companion's discipline and the loss or misuse of the companion pass. Admission Passes ^{are} ~~are~~ valid throughout all dates of auction in all the three spells until bid is successful. A companion pass is valid as long as the related Admission Pass is valid.

Bidding will be recorded on Auction sheets at two tables alternatively so that time is not wasted. The highest bid will be knocked down by the Auctioning Officer the signatures of the **HIGHEST** and the Second **HIGHEST** Bidders will be taken on the Auction Sheet. However, this does not mean that the highest bid is accepted or confirmed. Such acceptance/Confirmation will be done by the Auction Committee as detailed below:

The highest bid will be recorded by the Auctioning Officer on the "Statement of Successful bids accepted and confirmed or deferred by the Auction Committee". The Auctioning Officer will sign on this statement and also on the Auction Sheet and then put up both documents to the Auction Committee. The Committee may accept the highest bid or defer its decision in the matter upto 7 days. Similarly the 2nd highest bid may be found reasonable by the Committee or if the variation between the highest bid and the 2nd highest bid is too high, may reject the 2nd highest bid. The Committee will record its decisions in the relevant columns and sign on the statement. If the 2nd highest bid amount is rejected it will be announced immediately to the 2nd highest bidder. The 2nd highest bidder's Admission Pass will be marked to prevent him from taking back his EMD by surrendering his Admission Pass if his bid is found reasonable, after re-scrutiny of his application. If the

highest bid is accepted the statement and Auction Sheet will be sent to the Provisional Allotment Table. There provisional Allotment Orders will be issued to the successful bidder and he will be informed the amount he has to pay towards 15% of the cost within the next two working days after he surrenders his Admission Pass and Companion Pass if any.

The unsuccessful bidders and those that wish to withdraw on their own are free to take back their E.M.Ds by surrendering their Admission Passes at the same Counters where they were issued Admission Passes.

The Committee will take decision on the deferred highest bids within a week and communicate the result to the concerned bidders.

The Admission Passes are on cards inserted in plastic folders of blue colour. The Companion Passes are on cards inserted in plastic folders of Yellow colour. The VUDA Staff are carrying their staff passes. Other Passes issued to the press and miscellaneous category will not have any plastic folders and will be marked differently.

The Vice-chairman, VUDA is authorised to empower staff and Officers of VUDA to sign, authenticate and deal on behalf of the Auctioning Authority as the necessity arises at different stages of documentation in the process of auction for the sake of administrative convenience, subject to the overall supervision of the Auction Committee.

The enclosed Proformas of Provisional Allotment Order, Statement of successful bids accepted and confirmed or deferred by the Auction Committee, Auction Sheet, Terms and Conditions, Notice of changes of Terms and conditions and Application Form which were approved by the Standing Counsel of VUDA, are hereby accepted to be used in the auction.

no: 96

Resolved to approved all the above proposals.

Auction Committee as per
G.O.Ms. No. 488 M.A.,
Dated. 21-9-96.

Praveen
Vice-chairman,
VUDA.

M. S. Jayar
Joint Collector.
1/e

S. S. S.
Municipal Commissioner.

Committee for implementation of
Satellite Town Projects as per
G.O.Ms. No. 505 M.A. Dt. 23-9-88.

W. S. S.
Collector

W. S. S.
& Spk. Officer
VUDA.

Praveen
Vice-chairman,
VUDA.

VUDA Board.

Praveen
Vice-chairman,
VUDA.

W. S. S.
Spl. Officer, VUDA
& District Collector.

W. S. S.
District Collector
(Supervising Authority)