

# **DELHI DEVELOPMENT AUTHORITY**

## **Unauthorized Colonies Cell**

### **Empanelment of Agencies for PM-UDAY Documentation/Facilitation**

#### **Introduction**

PM-UDAY scheme was launched with the objective to recognize and confer the rights of ownership or transfer or mortgage to the residents of 1,731 identified Unauthorized Colonies (UCs) in Delhi. These colonies are based on both government and private land. The whole implementation of the scheme is being carried out online on the portal developed by DDA. For properties on government land, conveyance deed is being executed and for properties on private land, authorization slip is being executed. Applicants are required to register and file applications on the PM-UDAY portal of the DDA website by following the link: <https://delhi.ncog.gov.in/login>. Filling of application requires uploading of information, preparation of undertaking/ I-Bond and uploading of property documents on the portal. Detailed procedure for filling of PM-UDAY may be accessed from the DDA website.

Through this empanelment process, DDA wishes to empanel some reliable agencies that can help and facilitate the residents to file PM-UDAY application. The services that such agency would be expected to provide are:

- i. Registration of applicant on portal.
- ii. Filling part-I of the application on portal.
- iii. Scanning and creating pdf of docs to be uploaded.
- iv. Preparing and Notarization of undertaking/ I-Bond.
- v. Uploading the scanned docs on portal.
- vi. Assist in contacting GIS agency.
- vii. Submitting GIS ID and completing the application.

The agency is expected to create facilitation centers (Static/mobile) or provide door to door service through its personnel in the UCs at its own cost for providing the services, and can charge the applicants as per the maximum rates prescribed in the document.

DDA shall not be paying for any services to the said empaneled agency.

Delhi Development Authority invites the applications for empanelment of reputed agencies for filing registration, application and uploading documents online on PM-UDAY portal (Pradhan Mantri-Unauthorised Colonies in Delhi Awas Adhikar Yojana).

**Eligibility and mandatory qualification criteria:**

- a) The Agency should be a Firm (Whether Company/Partnership/proprietary) and can submit only one proposal.
- b) Average Financial turnover of Rs. 50 lacs or above during last 3 financial years ie. 2018-19, 2019-20, 2020-21.
- c) Experience of providing documentations services (i.e scanning/uploading documents, filling online registration and applications) and should have executed/ relevant projects in last three years.
- d) Agency should not be blacklisted from any organization.
- e) GST registration
- f) PAN of Bidder along with ITR of last financial year.
- g) Memorandum of Association & Company Registration Certificate, in case of company/certificate in case of firm issued by Registrar.
- h) All supporting documents to be submitted.

DDA will not pay any charges. However, the maximum rate of charges to be collected from the applicant by agency is as follows:

Sr. No.	Service	Rate	Activities Involved
1	Registration of residents	Rs.20/- Plus GST	Filling Registration form, giving print out of filled Registration to citizen.
2	Filling application for conferment of right in Unauthorized colonies.	Rs.75/- Plus GST	Filling of form, 13-14 Documents are to be uploaded.
3	Document preparation and Notarization Service	Rs 100/- Per Document Plus GST (Excl. Stamp Duty)	Undertaking, I-bond etc.

\*if citizen availing above service does not have scanned copy of documents which are to be uploaded, agency shall not charge more than Rs.5/- per page for scanning and uploading of document.

The agencies interested to work as per the Scope of Work and on the above mentioned rates may submit their proposal in the prescribed format as available on DDA website before 5.00 PM on 21.02.2022, to Assistant Director-II, HQ-I, PM-UDAY Cell, Room no. 301, Third Floor, A-Block, Delhi Development Authority, Vikas Sadan, INA, New Delhi-110023.

Empanelled agency will have to submit a bank guarantee of Rs 1 lakh having a validity of one year. Bank guarantee is liable to be forfeited if agency commits any fraud with the applicant/residents of the UC's or DDA, deliberately furnishes any misinformation on PM-UDAY Portal, overcharging over and above from applicant/residents of the UC's and does not adheres to the scope of work. In case of grave infractions the agency may be blacklisted.

## **Scope of Work:**

- Registration of the applicant should be done in consultation with the applicant and mobile no. provided by the applicant should be used for registration.
- A print out of Acknowledgement Slip/ Registration Form should be handed to the applicant as proof of registration completion.
- The applicant form should be filled on behalf of the applicant with special attention to the details asked in application form. Effort should be made such that mistakes are minimal.
- Scanned copies of documents should be legible and each document should be uploaded in pdf format in the designated section in application form.
- Chain of documents should be uploaded in chronological order and it could be uploaded in compressed file format if size of file is too large.
- Signature of the applicant, property image and applicant image should be uploaded in JPG format.
- Mandatory fields and sections should be filled without any fail and requisite property documents should be uploaded.
- A print out of Application Form should be handed to the applicant as a proof of final submission.
- Registration and Application form filling should not be done without the knowledge of the applicant.

- The agencies shall provide dedicated helpline number(s) to facilitate the general public.
- The data of the resident/applicants as well as the data of the property and its documents shall be used exclusively for PM-UDAY and not any other purpose.
- Outsourcing and sub-contracting by these agencies is not allowed for the work of PM-UDAY

The Agency will issue a receipt bearing the GSTIN of the agency to the resident(s)/applicant(s), as they are charging the public to file registrations and applications in PM-UDAY portal.

## DELHI DEVELOPMENT AUTHORITY

### PROCEDURE TO SUBMIT PM-UDAY APPLICATION AND OBTAIN YOUR CONVEYANCE DEED / AUTHORISATION SLIP

<b>Step 1: Registration</b>	<ul style="list-style-type: none"> <li>• Login to PM-UDAY Portal: <a href="https://pmuday.ncog.gov.in/login">https://pmuday.ncog.gov.in/login</a> Or, go to DDA website, and Click on PM-UDAY Button.</li> <li>• Click on ‘Registration’ button for filling registration form.</li> <li>• Fill applicant details, property details, email ID and enter mobile number and click ‘Submit’.</li> <li>• Take printout of Acknowledgement Receipt.</li> <li>• Note Registration Number for future reference.</li> <li>• Note details of GIS agencies printed on Acknowledgement Receipt.</li> </ul> <p>NOTE : You can use PM-UDAY Mobile App (Downloadable from Google play store) to Register.</p> <p>Please use UC Locator facility in the PM-UDAY Mobile App – It gives a tentative information whether your property falls within a UC boundary or not.</p>		
	<b>NOTE : Steps 2A to 2D can be done simultaneously (in parallel)</b>		
<b>Step 2A:</b>	<ul style="list-style-type: none"> <li>• Click on ‘File Application’ after</li> </ul>	<b>Step 2B:</b>	<ul style="list-style-type: none"> <li>• Contact any GIS agency listed in Acknowledgement</li> </ul>

<b>Application Form (Part - 1)</b>	<p>login to <a href="#">PM-UDAY Portal</a>.</p> <ul style="list-style-type: none"> <li>Registered mobile number used for Registration process should be used for application filing.</li> <li>Click on ‘File Application’ for login and fill the PART 1 details.</li> <li>Application Form - Part 1: Fill Colony Details, Property Schedule, Property Details, Floor/Building Details, Land Details, Ownership Details and Declaration.</li> <li>Case ID will be generated after filling details of Part 1 which will also be sent to registered email ID and mobile number.</li> <li>Download formats for Bond-I, Bond-II and Self-Declaration from the portal (links have been provided in part 2 of the application form)</li> </ul> <p>NOTE : You can use PM-UDAY Mobile App (Downloadable from Google play store) to file Part—1 of the Application.</p>	<b>GIS Survey</b>	<p>Receipt for getting the GIS survey done.</p> <ul style="list-style-type: none"> <li>Request the GIS Agency to conduct the GIS Survey</li> <li>GIS Agency will visit your premises in 2-3 days and take necessary measurements</li> <li>Make prescribed charges to the GIS Agency and obtain receipt</li> </ul>
<b>Step 2C*: Notarising Bonds and uploading</b>	<ul style="list-style-type: none"> <li>Contact a Notary Public</li> <li>Buy 2 stamp papers, two for Rs 100.</li> </ul>	<b>Step 2D: Document Preparation</b>	<ul style="list-style-type: none"> <li>Collect following documents in respect of your property- <ul style="list-style-type: none"> <li>General Power of Attorneys (complete chain)</li> </ul> </li> </ul>

<p><b>Self - Declaration</b></p>	<ul style="list-style-type: none"> <li>• Fill in data in the Bond-I, Bond-II and Self-declaration(on Plain paper) formats in respect of your property</li> <li>• Print the Bonds on Rs 100/- stamp papers.</li> <li>• Sign the said documents</li> <li>• Get the documents notarised by the Notary</li> </ul> <p><b>[*Note :</b> Documents listed in step 2C are mandatory for processing of your application. However, the application can be submitted without these documents.]</p>		<ul style="list-style-type: none"> <li>○ Agreement to Sell (complete chain)</li> <li>○ Will (complete chain)</li> <li>○ Payment proof</li> <li>○ Possession proof</li> <li>○ Electricity Bill(s)</li> <li>○ Photograph of property</li> <li>○ Signature of Owner(s) on a blank paper</li> <li>○ PAN Card</li> <li>○ Aadhar Card</li> </ul> <ul style="list-style-type: none"> <li>• On a plain Sheet of paper, prepare information of Chain of transaction(s) in respect of your property. (you will need it to fill part-2 of the Application)</li> </ul>
<p><b>Step 3: Upload Documents</b></p>	<ul style="list-style-type: none"> <li>• Scan all the documents (<i>prepared</i> in step 2C and 2D) in separate pdf files.</li> <li>• Documents listed in step 2C, if not filled at the time of filling of application, then online deficiency will be raised by DDA and the applicant will be required to upload these documents BEFORE activation of payment. Failure to submit these documents will result in rejection of application.</li> <li>• Go to PM-UDAY Portal; Click on file application; log in and click on draft button to fill part 2 of the application.</li> <li>• Upload requisite documents and scanned copy of signature using the appropriate upload buttons.</li> <li>• Fill the Chain of Transaction details</li> <li>• Click ‘Submit’ to file Part 2 of Application Form.</li> </ul> <p>NOTE : You can approach any Common Service Centre in your vicinity to take the services of scanning and uploading. Please download Jan-Dhan Darshak Mobile App to locate your nearest CSC.</p>		

<b>Step 4: Upload GIS ID</b>	<ul style="list-style-type: none"> <li>• GIS Agency, in the normal course, will SMS you the GIS – ID of your property</li> <li>• If Agency does not provide you the GIS ID in 7 days, please Contact the Agency through the contact number provided in the Registration slip.</li> <li>• Go to PM-UDAY Portal; Click on file application; log in and click on draft button to fill part 3 of the application.</li> <li>• Enter the GIS ID received from the GIS Agency and Click on Submit.</li> </ul>
<p><b>If you have completed the Step 4, Your Application has been submitted to the concerned authority. You can check the status of your application by logging on to the PM-UDAY portal.</b></p> <p>DDA officials will do a pre-scrutiny of your application to check your eligibility. In case you are found in-eligible under PMUDAY Regulations, your application may be rejected at this stage.</p>	
<b>Step 5: DDA Field Survey</b>	<ul style="list-style-type: none"> <li>• You will receive an intimation by SMS indicating the date DDA survey team will visit your premises for verification.</li> <li>• Please be ready with your documents and information.</li> <li>• Field survey and related scrutiny will be conducted by DDA Survey officials/officers after visiting applicant’s property.</li> <li>• Survey Officer will also take statements of your neighbours or any RWA member who may confirm your occupation of the property.</li> <li>• No charges are to be paid to DDA officials for the DDA field survey.</li> </ul>
<b>Step 6: Correct the Deficiencies in your application</b>	<ul style="list-style-type: none"> <li>• If any shortcoming is found in your application, an on-line Deficiency Memo (DM), will be issued to you.</li> <li>• An intimation regarding DM having been issued, will be sent through SMS or email as well.</li> <li>• You can check for the Deficiencies by Logging on the portal.</li> <li>• Go to the ‘Deficiency Memo’ section in the portal, view your deficiencies.</li> <li>• Submit on-line replies to DM, in the space provided therein.</li> <li>• Upload additional documents (if any) to fulfil your deficiencies.</li> <li>• If the Application has been returned, you can edit it and resubmit after correction.</li> <li>• Submit the reply to the DM on-line as above.</li> </ul>
<b>Step 7: Check final decision</b>	<ul style="list-style-type: none"> <li>• DDA official will take final decision on your application and update the portal.</li> <li>• An intimation of final decision will also be sent through SMS and e-mail</li> <li>• If your Application is accepted, the portal will display the charges to be paid by you.</li> </ul>

<b>Step 8:</b> <b>Payment of Charges</b>	<ul style="list-style-type: none"> <li>• An intimation containing Payment Reference No. regarding payment link activation will be sent through SMS or email post final scrutiny of application.</li> <li>• Login to PM-UDAY Portal and click ‘Make Payment’.</li> <li>• Click ‘Pay Now’ button against the correct Case ID.</li> <li>• Enter correct Payment Reference No. for completing online payment of charges under PM-UDAY.</li> </ul>
<b>Step 9:</b> <b>Witness Details and Appointment</b>	<ul style="list-style-type: none"> <li>• An intimation of final approval by Competent Authority will be sent through SMS or email.</li> <li>• Login to PM-UDAY Portal and click ‘Witness Details’ to enter the details of the two witnesses</li> <li>• Upload the duly notarized affidavit (On non judicial stamp paper of Rs.10/- duly attested by Notary Public) along with the witness details.</li> <li>• Book your appointment for physical execution of the CD/AS.</li> </ul>
<b>Step 10:</b> <b>CD/ AS Execution</b>	<ul style="list-style-type: none"> <li>• Visit concerned Processing Center for verification of original documents along with witnesses.</li> <li>• Final execution of Conveyance Deed (CD) and Authorization Slip (AS) will be done by DD after verification of Documents</li> </ul>
<b>Step 11 :</b> <b>Registration of CD/ AS</b>	<ul style="list-style-type: none"> <li>• Please visit an Authorised Bank for issuing Stamp Paper and purchase e-Stamp papers of requisite amount.</li> <li>• Schedule your appointment with Sub-Registrar using DORIS Application</li> <li>• Visit the Sub-Registrar with all documents for registration of your CD / AS.</li> </ul>



## **FORMAT FOR EMPANELMENT OF AGENCIES**

1. Name of the Agency:

2. Office Address:

3. Contact Information:

Office:

Mobile:

Fax:

E-Mail:

4. Other Details:

(a). Status of the Firm (Whether company/  
Partnership/proprietary):

b. Name of the Proprietary/Partners/Directors (with professional qualifications, if any):

(I)

(II)

(III)

c. Year of establishment:

5. Whether registered with Registrar of Companies/firm. If so, No. & Date:

6. Registration with Tax Authorities:

a. Income-Tax No. PAN/GIR NO:

b. GSTIN No:

(Furnish copies of Income-tax returns, registration)

c. Registration Number (Enclose the copies)

7. Whether already executed similar projects, If so, details





		telephone no)						
1								
2								
3								

Note: Copies of the work order/supply orders from the client shall be enclosed.

11. Key personnel permanently employed in your organization:

Sl. No.	Name	Qualificatons	Experience

## 12. DECLARATION

1. All the information furnished by me/us here above is correct to the best of my knowledge and belief.
2. I/We have no objection if enquires are made about the work listed by me/us in the accompanying sheets/ annexures.
3. I/We agree the decision of Delhi Development Authority (DDA) will be final and binding to me/us.
4. I/We have read the scope of work available on DDA website and am/are interested to participate in the PM-UDAY scheme for Document scanning/uploading, Filling Registration/ Application.
5. I/We understand that if any false information is detected at a later date the empanelment shall be cancelled.
6. I/We have not been barred/ blacklisted by DDA or any other government agency.

Place:

SIGNATURE OF THE

APPLICANT NAME &

DESIGNATION

SEAL OF ORGANISATION

Date:

Checklist (To be filled by Agency)

1. Have you signed in the sheets?
2. Whether copy of PAN/GST/Registration copy is enclosed?
3. Whether enclosed proof for year of establishment?
4. Whether documentary proof for having undertaken the works is enclosed?