

**Effective Date 16 April, 2008**

**A. GUIDELINES FOR DISPOSAL & MANAGEMENT OF COMMERCIAL SITES**

**1. DESCRIPTION/ USES**

- 1.1 i) Commercial tower ii) Cinema hall/Multiplex iii) Shopping mall iv) Convenience shop v) Restaurant vi) Serviced Apartment/Hotel/Motel vii) Petrol pump viii) Wayside amenities, Fuel Filling Station and Multi level Parking, etc.

**2. MODE OF DISPOSAL**

- 2.1 As per prevailing practice, all commercial sites will be allotted either through open auction or by inviting sealed bids as may decided by the Board of Directors/HSIIDC.

**3. ELIGIBILITY**

- 3.1 Any person legally competent to enter into a contract will be eligible to participate in the auction. No bid shall be valid if given on behalf of any person without disclosing the name of such person and in case the bid is in the name of a company, firm, HUF, complete address of the promoters/directors/partners/members of HUF, as the case may be, will be submitted before making the bid.
- 3.2 The bidder shall deposit amount, if any, specified as bid participation money in the form of Demand Draft in favour of HSIIDC and submit any other information that may have been called for specifically, before participation in the bidding process.

**4. FIXATION OF RESERVE PRICE**

- 4.1 The reserve price of the commercial sites for FAR up to 250%, at the 1<sup>st</sup> instance will be three times the price of Industrial site in the respective estate fixed by the State Govt. For every additional FAR of 100%, reserve price will be doubled and for additional FAR (less than 100), reserve price will be increased proportionately.
- 4.2 During the financial year, wherever commercial sites are put to auction and the auction does not succeed on account of higher reserve price, MD/HSIIDC may reduce the reserve price up to 20% for the next auction. In case no bid is received, the reserve price for subsequent auctions may be further reduced up to 20% **other wise** reserve price for the next auction will be based on the average realization received during previous auction. However, in cases where on basis of market survey there is substantial difference between the reserve price and the market price, the reserve price will be fixed keeping in view the market price in the area.

**5. COMMITTEE FOR AUCTION**

- 5.1 A Committee will be constituted by MD/HSIIDC for conducting the auction. Concerned Estate Manager and DTP shall invariably be members of the Committee.
- 5.2 Regular Letter of Allotment(RLA)/Letter of Intent (LOI) will be issued only on acceptance of recommendations of the auction committee in favour of the highest bidder by MD/HSIIDC.

**6. MODE OF PAYMENT**

- 6.1 10% of the bid amount will have to be deposited by the highest bidder at the fall of the hammer failing which the amount deposited by the bidder as bid participation money shall be forfeited by HSIIDC.

- 6.2 Upon issuance of RLA/LOI in favour of the successful bidder, allottee will be required to deposit 25% of the bid amount within 30 days from the date of issue of RLA/LOI. This period will be further extendable by 30 days after obtaining specific approval from HSIIDC in which case allottee will be required to deposit 25% of the bid amount along with interest @14%p.a for the extended period.
- 6.3 In case allottee fails to deposit 25% of the bid amount within the stipulated/extended period, the 10% bid amount deposited at the time of auction shall stand forfeited by HSIIDC.
- 6.4 The balance 65%of the bid amount can be paid either in lump sum within a period of 60 days from date of issue of RLA without interest OR in five equal half yearly installments alongwith with interest @11% p.a. from the date of issue of RLA. Delayed payments of installment and interest will attract interest @14% p.a.
- 6.5 In case the installment is not paid within 2 months of the due date the site is liable to be resumed.

## **7. PERIOD FOR PROJECT IMPLEMENTATION**

- 7.1 The allottee will have to complete the construction of at 100 % of the total permissible covered area within 3 years from the date of offer of possession of the site after getting the plans approved from the competent authority .
- 7.2 However in case the allottee completes construction of 25% of the total permissible covered area within a period of 3 years from the date of offer of possession of the site, the allottee shall be entitled to further extension in permissible period of construction by 2 years on payment of extension fees as applicable.
- 7.3 In case the allottee does not complete construction of at least 25% of the total permissible covered area within 3 years and 100% within a period of 5 years from date of offer of possession of the site , the site is liable to be resumed

## **8. EXTENSION FEE**

- 8.1 Extension fee @ 2 times that applicable for availing extension in case of Industrial sites will be charged.

## **9. TRANSFER OF SITE**

- 9.1 No transfer shall be allowed before allottee has made full payment towards price of site and executed deed of conveyance. Total number of 4 transfers will be allowed.

## **10. TRANSFER FEE**

- 10.1 Transfer fee @ 2 times that applicable in case of Industrial sites will be charged. The transferee shall not be allowed to further transfer the site for at least one year from the date of transfer in his name.
- 10.2 No transfer fee will be levied in cases of inheritance, succession due to the death of the owner/majority shareholders.

## **11. RESUMPTION OF SITE**

- 11.1 In the event of breach of any condition, the Corporation may resume the site after giving opportunity of showing cause to the allottee and the money deposited will be refunded after deducting 15% of the total price of site.

## **12. SURRENDER OF SITE**

- 12.1 In case of surrender of site within 6 months of its offer of possession, refund of amount deposited will be allowed after forfeiting amount equivalent to 10% of the total price of site, and in case of surrender thereafter, amount equivalent to 15% of the total price of site will be forfeited.

## **13. OTHER TERMS & CONDITIONS**

- 13.1 The presiding officer shall have the right to accept/reject any bid or withdraw any property from auction on the spot without assigning any reason.
- 13.2 The site shall continue to belong to HSIIDC until the entire bid money together with interest and other amount due to HSIIDC on account of sale of site is paid and deed of conveyance in favour of allottee is executed. The allottee shall have no right to transfer the site or any right/title/interest thereon without prior permission of HSIIDC even after execution of deed of conveyance till the project is implemented in accordance with the terms and condition of allotment. Allottee may however mortgage or create any right/interest on the site only to secure the financial assistance in respect of implementation of the project but prior permission of HSIIDC shall be required.
- 13.3 On payment of 100% of the bid amount/interest etc. the allottee shall get the deed of conveyance executed in his favour in the prescribed form and in such manner as may be directed by HSIIDC. The charges for the registration and stamp duty will be paid by the allottee.
- 13.4 The allottee shall have to pay all general and local taxes, rates or cesses imposed or assessed on the said site by the competent authority.
- 13.5 The site shall not be used for any purpose other than that for which it has been allotted. No obnoxious trade shall be carried out on the site.
- 13.6 The site shall not be subdivided or fragmented under any circumstances.
- 13.7 The HSIIDC shall not be responsible for leveling of uneven sites and the site will be auctioned on, 'As is where is basis'.
- 13.8 Allottee shall not make any alterations/additions to the structure erected on the site without prior/explicit permission of competent authority.

**Note:- The Board of Directors of the Corporation/State Govt. are authorised to change/modify any of the condition of the EMP without any notice.**

## **B. GUIDELINES FOR DISPOSAL AND MANAGEMENT OF INSTITUTIONAL SITES**

### **1. DESCRIPTION/ USES**

- i) Corporate Office & State/ Central Govt. office.
- ii) Research and Development Centre (with backup hospital facilities)
- iii) Staff-Education and Training Centre.
- iv) Office of Professional Group/Association/Society not engaged in Commercial/Manufacturing activities.
- v) Educational Institutions viz. ITI's, Polytechnic/Skill Development Centre
- vi) Technical Institute
- vii) School Sites.
- viii) FI's/Banks/Insurance Co.
- ix) Social/Charitable Trusts.
- x) Other uses.

### **2. MODE OF DISPOSAL**

- 2.1 Allotment of sites will be made by the BOD/HSI IDC on basis of application received in response to a public notice except where BoD/HSI IDC decides otherwise to allot the site by way of auction. BoD may also reserve any site for allotment to State/Central Govt.

### **3. ELIGIBILITY**

- i) Government Organizations – State/Central Government Departments, Boards and Corporations and Public Sector Undertakings of State/Central Government.
- ii) Non Government/Private Sector Organizations/Trusts.

### **4. FIXATION OF PRICE**

- 4.1 Allotment price of Institutional Sites will be @ 15% higher than the rate fixed for allotment of industrial sites in that particular estate during the financial year or as may be decided by BoD/HSI IDC or State Govt.

### **5. MODE OF PAYMENT**

- 5.1 10% of the total price of the site will have to be deposited by the applicant as earnest money in the shape of bank draft in favour of HSI IDC, alongwith the application.
- 5.2 Upon issuance of Regular Letter of Allotment (RLA), the allottee will be required to deposit 25% of the total price of the site within 30 days from the date of issuance of RLA. This period will be further extendable by 30 days after obtaining specific approval from HSI IDC in which case allottee will be required to deposit 25% cost of site along with interest @ 14% p.a for the extended period.
- 5.3 In case the allottee fails to deposit 25% of the price of the site within the stipulated/extended period the 10% of the total price of site deposited as earnest money along with application shall stand forfeited by HSI IDC.
- 5.4 The balance 65% amount towards price of the site can be paid either in lump sum within a period of 60 days from the date of issue of the RLA without interest OR in four equal half yearly installments along with interest @ 11% from the date of issue of RLA. Delayed payment of installment & interest will attract interest @ 14% p.a.

5.5 In case the installment is not paid within 2 months of the due date, the site is liable to be resumed.

## **6. PERIOD FOR PROJECT IMPLEMENTATION**

6.1 The allottee will have to complete the construction of at least 100 % of the total permissible covered area within 3 years from the date of offer of possession of the site after getting the plans approved from the competent authority.

6.2 However in case the allottee completes construction of 25% of the total permissible covered area within a period of 3 years from the date of offer of possession of the site, the allottee shall be entitled to further extension in permissible period of construction by 2 years on payment of extension fees as applicable.

6.3 In case the allottee does not complete construction of 25% of total permissible covered area within 3 and 100% of the total permissible covered area within 5 years from date of offer of possession years of the site ,the site is liable to be resumed

## **7. EXTENSION FEE**

7.1 Extension fees @ 15% higher than the rate applicable for availing extension in case of Industrial sites will be charged.

## **8. TRANSFER OF SITE**

8.1 No transfer shall be allowed before allottee has made full payment towards price of site , constructed 100% of the permissible covered area and executed deed of conveyance.

## **9. TRANSFER FEE**

9.1 Transfer fee @ 2 times that applicable in case of Industrial sites will be charged. The transferee shall not be allowed to further transfer the site for at least 3 years from the date of transfer in its name.

## **10. RESUMPTION OF SITE**

10.1 In the event of breach of any condition, MD/HSIIDC may resume the site after giving opportunity of personal hearing. and money deposited will be refunded after deducting 15% of the total price of site.

## **11. SURRENDER OF SITE**

11.1 In case of surrender of site within 6 months of its offer of possession, refund of amount deposited will be allowed after forfeiting amount equivalent to 10 % of the total price of site, and in case of surrender thereafter, amount equivalent to 15% of the total price of site will be forfeited.

## **12. OTHER TERMS AND CONDITIONS**

12.1 Any enhancement in the cost of the land awarded by the competent Court/Authority under the Land Acquisition Act shall be payable proportionately by the allottee in lump sum within 30 days of from the date of issuance of demand notice, failing which interest @ of 14% per annum shall be charged on the due amount from the date of notice till the date of payment. In the event of non payment of such enhanced compensation within a period of 2 months from the date of notice, the aforesaid site shall become liable to be resumed.

- 12.2 The site shall continue to belong to HSIIDC until the entire bid money together with interest and other amount due to HSIIDC on account of sale of site is paid and deed of conveyance in favour of allottee is executed. The allottee shall have no right to transfer the site or any right/title/interest thereon without prior permission of HSIIDC even after execution of deed of conveyance till the project is implemented in accordance with the terms and condition of allotment. Allottee may however mortgage or create any right/interest on the site only to secure the financial assistance in respect of implementation of the project but prior permission of HSIIDC shall be required.
- 12.3 On payment of 100% price of the site the allottee shall execute the deed of conveyance executed in his favour in the prescribed form and in such manner as may be directed by HSIIDC. The charges for the registration and stamp duty will be paid by the allottee.
- 12.4 The site shall not be used for any purpose other than that for which it has been allotted. No obnoxious trade shall be carried out on site/building.
- 12.5 The site shall not be subdivided or fragmented under any circumstances.
- 12.6 HSIIDC will not be responsible for leveling the uneven sites and that the allotment of site will be on 'as is where is basis'.
- 12.7 The allottee shall have to pay all general and local taxes, rates or cesses imposed or assessed on the said site and building by the competent authority.
- 12.8 Allottee shall not make any alterations/additions to the structure erected on the site without prior/explicit permission of competent authority.

**Note:- The Board of Directors of the Corporation/State Govt. are authorised to change/modify any of the condition of the EMP without any notice.**

## **Guidelines for Group Housing Scheme:**

### 1. a) Change in membership of the society

Size of dwelling units (i.e. DU) in sq.mts.	Amount to be charged for change in membership
Upto 100	Rs. 5,000/- per member.
101 – 150	Rs. 15,000/- per member.
151 – 250	Rs. 20,000/- per member.

### 1. b) Change in Size/No. of dwelling units

Change in size /No. of dwelling units may also be allowed so long as it is within the existing PPA. The following fee shall be charged by the Corporation:-

*	For the 1 <sup>st</sup> time	Rs. 10,000/-
*	For the 2 <sup>nd</sup> time	Rs. 20,000/-
*	For the 3 <sup>rd</sup> time	Rs. 30,000/-

### 2. Levy of extension fees

As per terms of allotment of Group Housing site the allottee is required to complete the construction of the building within 5 years from the date of its offer of possession. This period is extendable by HSIIDC by 2 years on levy of extension fee. Although the Corporation has fixed permissible period of the extension, the amount of extension fee chargeable has not been determined so far. Accordingly, the extension fee as applicable for availing extension for residential plots be made applicable for availing extension in Group Housing also.

Number of years	Prescribed Rates 2007-08 (in Rs. Per sq. mtrs.)	
	<b>IMT, Manesar</b>	<b>GC, Bawal</b>
1 <sup>st</sup> Year	49.50	11.10
2 <sup>nd</sup> Year	69.30	15.50

Further, Group Housing scheme provides for 20% rebate on price of land if the allottee completes the construction within three years from the date of offer of possession. However, since the policy of rebate has been discontinued in case of industrial allotments, the matter of continuing with this rebate in case of future allotment of Group Housing sites the Corporation should dispense with 20% rebate for further allotment.

**Chart Showing the rates in respect of Extension fee and Transfer fee of Commercial Sites and Residential Plots.**

**COMMERCIAL SITES:**

a) **EXTENSION FEE (Fig. in Rs.)**

<b>Commercial sites (applicable for RLA's issued prior to 16-April-2008)</b>			
	<b>HPZ</b>	<b>MPZ</b>	<b>LPZ</b>
<b>1<sup>st</sup> Block</b>			
1 <sup>st</sup> year	20.00	15.00	10.00
2 <sup>nd</sup> year	20.00	15.00	10.00
3 <sup>rd</sup> year	20.00	15.00	10.00
<b>2<sup>nd</sup> Block</b>			
4 <sup>th</sup> year	35.00	25.00	15.00
5 <sup>th</sup> year	35.00	25.00	15.00
6 <sup>th</sup> year	35.00	25.00	15.00
*Sites upto 2 Storey/more than 2 storey's, the rate for extension fee will be charged @ two times No. of storey times of the rates of residential plots respectively.			

**b) TRANSFER FEE OF COMMERCIAL SITES IS AS UNDER: - (applicable for RLA's issued prior to 16-April-2008)**

	<b>HPZ</b>	<b>MPZ</b>	<b>LPZ</b>
1 <sup>st</sup> Transfer	150	120	90
2 <sup>nd</sup> Transfer	150	120	90
3 <sup>rd</sup> Transfer	225	180	120
4 <sup>th</sup> Transfer	225	180	120

**2. COMMERCIAL & INSTITUTIONAL SITES:**  
(applicable for RLA's issued on/after 16-April 2008)

a) Extension fee (per square meter)

	<b>HPZ</b>	<b>MPZ</b>	<b>LPZ</b>
1 <sup>st</sup> year	150	80	30
2 <sup>nd</sup> year	300	160	60

b) Transfer Fee

	HPZ	MPZ	LPZ
	600	300	60

Note: For commercial sites, maximum 4 transfers will be permitted.

3. **RESIDENTIAL PLOTS:**

a) **Extension fee: FOR F.Y 2008-09**

	Manesar	Bawal
1 <sup>st</sup> yr	81.00	18.00
2 <sup>nd</sup> yr	114.00	26.00
3 <sup>rd</sup> yr	*162.00	*36.00
4 <sup>th</sup> yr	*162.00	*36.00

<b>b) Transfer fee ** FOR F.Y 2008-09</b>		
	324.00	72.00

\* In case of non-start of construction, the extension fee is equivalent to the transfer fee

\*\* In case of unauthorized sale, penalty is charged.

**HPZ- comprises Industrial Estates of Gurgaon, Manesar, Faridabad, Panipat, and Panchkula (IT Park).**

**MPZ – comprises of Industrial Estates Bahadurgarh, Bawal and Panchkula.**

**LPZ - Rest of Haryana**