



**KONKAN HOUSING & AREA DEVELOPMENT BOARD**  
(REGIONAL UNIT OF MHADA)  
Griha Nirman Bhavan, Bandra (East), Mumbai – 400 051.

# Request for Proposal

## *FOR*

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**APPOINTMENT OF NATIONALISED BANK AS COORDINATING  
AGENCY FOR LOTTERY SYSTEM OF  
KONKAN HOUSING & AREA DEVELOPMENT BOARD  
BANDRA, MUMBAI -400051**

**From**

M/s. : \_\_\_\_\_

# KONKAN HOUSING & AREA DEVELOPMENT BOARD

Griha Nirman Bhavan, Bandra (East), Mumbai – 400 051.

NAME OF WORK : APPOINTMENT OF NATIONALISED BANK AS  
COORDINATING AGENCY FOR LOTTERY SYSTEM OF  
KONKAN HOUSING & AREA DEVELOPMENT BOARD  
BANDRA, MUMBAI -400051

## INDEX

CHAPTER NUMBER	PARTICULAR	PAGES	
		FROM	TO
I	DISCLAIMER	4	4
II	INTRODUCTION TO KHADB	5	5
III	NOTICE FOR RFP (MARATHI & ENGLISH)	6	14
IV	DETAILED TENDER NOTICE	15	21
V	GENERAL CONDITIONS OF CONTRACT	22	25
VI	SCOPE OF WORK	26	28

Signature of Bidder/s

Chief Accounts Officer  
Konkan Housing & Area Development Board  
Mumbai

## 1. Disclaimer

- 1.1. The information contained in this Request for Proposal document (the “RFP”) or subsequently provided to Bidder(s), whether verbally or in documentary or any other form, by or on behalf of Konkan Housing and Area Development Board(KHADDB) or any of its employees, are provided to Bidder(s) on the terms and conditions set out in this document and such other terms and conditions subject to which such information is provided.
- 1.2. This document is not an agreement and is neither an offer nor invitation by the MHADA/KHADDB or its associate Authorities to the prospective Bidders or any other person. The purpose of this document is to provide interested parties with information that may be useful to them in the formulation of their bids for qualification pursuant to this RFP. This tender includes statements, which reflect various assumptions and assessments arrived at by the MHADA/KHADDB in relation to the Project. Such assumptions, assessments and statements do not purport to contain all the information that each Banks may require. This RFP may not be appropriate for all persons, and it is not possible for MHADA/KHADDB, its employees to consider the investment objectives, financial situation and particular needs of each party who reads or uses this document. The assumptions, assessments, statements, and information contained in this document may not be complete, accurate, adequate, or correct. Each Banks should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements, and information contained in this document and obtain independent advice from appropriate sources.
- 1.3. Information provided in this document to the Banks(s) is on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The MHADA/KHADDB accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.
- 1.4. MHADA/KHADDB, its employee make no representation or warranty and shall have no liability to any person, including any Bidder or Bidders, under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this document or otherwise, including the accuracy, adequacy, correctness, completeness or reliability and any assessment, assumption, statement or information contained therein or deemed to form part of this document. MHADA/KHADDB also accepts no liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any Banks upon the statements contained in this document. The MHADA/KHADDB may, in its absolute discretion but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this document.
- 1.5. The Banks shall bear all its costs associated with or relating to the preparation and submission of its bid including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by KHADB or any other costs incurred in connection with or relating to its Bid.

All such costs and expenses will remain with the Banks and MHADA/KHADDB shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Banks in preparation or submission of the bid, regardless of the conduct or outcome of the Bidding Process.

## Introduction of Konkan Housing and Area Development Board

The Konkan Housing and Area Development Board(KHADB), Mumbai is a Regional Unit of MHADA. It was established on 24th March 1981 as per the provisions in Section 18 of the Maharashtra Housing and Area Development Act, 1976.

The Board is functioning at Regional Head Quarter at Mumbai having territorial Jurisdiction over 4 Districts of Konkan Division namely; Thane, Raigad, Ratnagiri & Sindhudurg. The Board is functioning under superintendence and control of the Maharashtra Housing and Area Development Authority, Mumbai.

Head office of this Regional Board is at Room No.168, Mezzanine Floor, Griha Nirman Bhavan, Kalanagar, Bandra (East), Mumbai-400 051.

Phone No.022-66405017

Email: [caokonkanboard2010@gmail.com](mailto:caokonkanboard2010@gmail.com)

**CHAPTER - III**

**NOTICE FOR RFP**

## **राष्ट्रीयकृत बँकेची समन्वयक यंत्रणा म्हणून नियुक्ती करिता Request for Proposal बाबतची सुचना**

### **कोंकण गृहनिर्माण व क्षेत्रविकास मंडळ (म्हाडाचा घटक)**

गृहनिर्माण भवन, कला नगर, वांद्रे (पू),

मुंबई - ४०० ०५१

कोंकण गृहनिर्माण व क्षेत्रविकास मंडळामार्फत विविध योजनांतर्गत तयार होणा-या सदनिकांचे वर्तमानपत्रात जाहिरात देऊन वितरण करण्यात येते, सदर वितरण कार्यात अर्जदारांकडून ऑन लाईन पेमेंट स्विकारण्यासाठी पेमेंट गेटवे सुविधा उपलब्ध करून देणे, यशस्वी अर्जदारांचे कागदपत्र स्कॅन करणे, सोडतीमधील अयशस्वी अर्जदारांना ECS व्दारे परतावा करणे इत्यादी अनुषंगीक कामे विविध टप्प्यांवर विहित कालमर्यादेत करावी लागतात. सोडतीपश्चात यशस्वी अर्जदारांची कागदपत्रे जमा करणे, स्कॅन करणे, Post Lottery पोर्टलवर अपलोड करणे, पात्र लाभार्थ्यांकडून विक्री किंमत / प्रलंबीत व्याजाचा भरणा करणे व मंडळास आवश्यक अहवाल वेळोवेळी पाठवणे इ. महत्वाची कामे बँकेस करावी लागतात. उक्त कार्ये जलद गतीने पूर्ण करण्यासाठी समन्वयक यंत्रणा (Co-ordinating Agency) म्हणून राष्ट्रीयकृत बँकेची नियुक्ती करावयाची आहे. या करिता राष्ट्रीयकृत बँकाकडून या सूचनेव्दारे Request for proposal मागविण्यात येत आहेत. उत्सुक बँकांनी कामकाजाचा सविस्तर तपशिल, अटी व शर्ती, प्रस्तावाचे सर्वसाधारण स्वरूप यासंबंधी सविस्तर माहितीसाठी मुख्य लेखा अधिकारी /कोंकण मंडळ यांचे कार्यालय, खोली क्र. १६८, पोट मजला, गृहनिर्माण भवन, कला नगर वांद्रे (पू), मुंबई - ४०० ०५१, येथे कार्यालयीन कामकाजाचे दिवशी सकाळी १०:०० ते सायंकाळी ५:०० या वेळेत संपर्क साधावा.

१. को-या RFP ची प्रत दि.०७.०२.२०२२ पासून <https://www.mhada.gov.in/en/tenders> या संकेतस्थळावर Tender Notice मध्ये pdf Format मध्ये उपलब्ध आहे. सदर RFP Documents ची print घेऊन नमूद सुचनांनुसार कार्यवाही करावी.
२. सील बंद RFP सोबत अनामत रक्कम रु.१,००,०००/- (रु.एक लक्ष) "Chief Account Officer KHADB" या नावाने मुंबई शाखेवर देय असलेल्या राष्ट्रीयकृत / शेड्युल्ड बँकेचा डी डी / पे-ऑर्डर स्वरूपात भरावी.

३. RFP स्विकृती, RFP उघडण्याचे वेळापत्रक व स्थळ :

तपशिल	दिनांक	वेळ	स्थळ
RFP स्विकृती	०७/०२/२०२२ ते १८/०२/२०२२	सकाळी ११:०० ते सायं.५:००	मुख्य लेखा अधिकारी / कोंकण मंडळ यांचे कार्यालय खोली क्र. १६८, पोट मजला, गृहनिर्माण भवन, कला नगर वांद्रे (पू), मुंबई - ४०० ०५१
RFP उघडणे	२१/०२/२०२२	दुपारी ३:०० वाजता	

४. RFP चे मुल्यमापन करून स्विकृतीबाबतचा निर्णय दि.२१-०२-२०२२ रोजी देण्यात येईल, अथवा दि.२२-०२-२०२२ रोजी सायंकाळी ५.०० पर्यंत जाहीर करण्यात येईल.

५. यशस्वी बँकेस करारपत्र करतेवेळी सुरक्षा रक्कम रु.५,००,०००/- (रु.पाच लक्ष) जमा करणे बंधनकारक राहील.

६. एक किंवा सर्व निविदा कोणतेही कारण न देता नाकारण्याचा अधिकार मुख्य अधिकारी, कोंकण गृहनिर्माण व क्षेत्रविकास मंडळ यांनी राखून ठेवला आहे.

स्थळ :-

दिनांक :-

स्वाक्षरीत/-

मुख्य लेखा अधिकारी

कोंकण गृहनिर्माण व क्षेत्रविकास मंडळ,

मुंबई

**Notice for Request for Proposal For appointing Nationalised Bank as  
Coordinating Agency**

KONKAN HOUSING & AREA DEVELOPMENT BOARD  
( A REGIONAL UNIT OF MHADA)  
Gruhnirman Bavan, Kala Nagar, Bandra (E) Mumbai 400051.

The tenement constructed under the different schemes by Konkan Housing and Area Development Board are allotted by way of advertising the same through News papers. The procedure includes providing payment gateway facilities to applicant, refund of EMD through ECS, to make entries about amount received, to scan the winners document and other allied works. These works are required to be completed at various stages within prescribed time limit. Besides this, after lottery various activities has to perform by banks such as receipt of documents from successful winner, scanning of documents, upload of scanned documents on post lottery portal, receipt of sale price/delayed payment interest & various report as and when required by Board. In order to expedite this procedure Konkan Housing and Area Development Board desire to appoint a nationalized bank as co-ordinating agency. Interested Banks may contact office of the CAO /K.B. Room No.168, Mezzanine floor, Grihnirman Bhavan, Kala Nagar, Bandra (E) Mumbai 400051 during the office days from 10.00 am to 5.00 pm for detailed information regarding nature of work, terms & conditions, nature of proposal etc.

1. The RFP document will be made available from 07/02/2022 on <https://www.mhada.gov.in/en/tenders> in tender notice section in PDF format. Banks are expected to print these documents and submit as per the instructions given in detail notice.
2. The Earnest Money Deposit of Rs. 1,00,000/- (one lakh ) in the form of Demand Draft / Pay Order of Nationalized / Scheduled Banks in the name of "Chief Account Officer KHADB" is to be submitted alongwith sealed proposal.



3. Details of receipt and opening of RFP.

Details	Date	Time	Place
Receipt of RFP	07 /02 /2022 to 18/02/2022	11.00 am to 5.00 pm	Chief Accounts Officer, KHAD Board Room No.168, mezzanine floor, Gruhnirman Bavan, Kala Nagar Bandra (E) Mumbai 400051.
Opening of RFP	21 /02 /2022	3.00 pm onwards	

4. Evaluation of RFP and acceptance of RFP will be declared on 21/02/2022, or will be declared on 22.02.2022 till 5.00 p.m.
5. Bank whose RFP is accepted will have to submit Security Deposit of Rs.5,00,000/-(Rs Five Lakh) at the time of signing the Agreement.
6. The right to reject any or all the proposals without assigning any reason rests with by Chief Officer /KH&AD Board, Mumbai.

Date :     /     /2022  
Place : Mumbai

Sd/-  
Chief Accounts Officer  
Konkan Housing & Area Development Board,  
Mumbai

## **CHAPTER - IV**

### **DETAILED NOTICE FOR REQUEST FOR PROPOSAL**

## KONKAN HOUSING & AREA DEVELOPMENT BOARD

Griha Nirman Bhavan, Bandra (East), Mumbai – 400 051.

### **DETAILED NOTICE for RFP**

Separate sealed Item Rate Tenders (in Two envelope system) are invited by the Chief Accounts Officer, Konkkan Housing & Area Development Board, Mumbai (Unit of Maharashtra Housing & Area Development Authority), Mezzanine floor, Room No. 168, at Griha Nirman Bhavan, Bandra (East), Mumbai – 400051, for the work detailed below from leading Banks approved by Government of Maharashtra as mentioned in the point -1 below :-

### **-: DETAILS OF WORK :-**

Name of work	Earnest Money Rs.	Security Deposit Rs.	Date of issue of RFP Documents	Date & time of receipt of sealed RFP	Opening of RFP
1	2	3	4	5	6
Appointment of nationalised bank as coordinating agency for lottery system of Konkkan Housing & Area Development board .	Rs.1,00,000	Rs.5,00,000	07/ 02/2022 to 18 /02 2022  11:00 A.M. To 5:00 P.M.	07/ 02/2022 to 18 /02/2022  11:00 A.M. To 5:00 P.M.	21.02.2022 (Evaluation of RFP and acceptance of RFP will be declared on 21.02.2022, or will be declared on 22.02.2022 till 5.00 p.m.)

### **Terms and Conditions :**

- 1) Bidder must be a nationalized bank.
- 2) Interested bidder should read the Scope of Work attached below.It is expected that bank to carryout lottery work as mentioned in it and give their services accordingly.
- 3) Interested bidder should submit their proposals alongwith information asked by KHADB.

- 4) Proposals should be submitted with all the documents on bank's letter head and in sealed envelope.
- 5) Bidder will be evaluated on the basis of marks allocated to each parameter.
- 6) Selected bidder will have to enter into agreement with KHADB for period of three years which can be extended on the basis of satisfactory performance. Agreement will have to be signed within one week after receiving acceptance letter.
- 7) Right to reject any proposals without mentioning any reason is reserved with Chief officer/KHADB.
- 8) The sealed tenders will be opened on date mentioned in the Column-6 above, at 11:00 A.M. to 5:00 P.M. in the office of the Chief Accounts Officer/ Konkan Board, Room No. 168, Mezzanine Floor, Grihanirman Bhavan, Bandra (East), Mumbai – 400 051 and as far as possible the same will be opened on the date 21/02/2022 at 3:00 P.M. in the presence of intending bidders or their authorized representatives who choose to remain present.
- 9) Evaluation of RFP and acceptance of RFP will be declared on 21.02.2022, or will be declared on 22.02.2022 till 5.00 p.m.
- 10) Right to reject any proposals without mentioning any reason is reserved with Chief officer/KHADB.

#### 11) EARNEST MONEY DEPOSIT

- 11.1) The tenderer shall have to pay Earnest Money Deposit of Rs. 1,00,000/- in the form of Pay Order / Demand Draft of Nationalised / Scheduled Banks payable at Mumbai. only in the name of "Chief Account Office KHADB" Room No. 168 Griha Nirman Bhavan, Bandra (E), Mumbai as mentioned in the tender notice and receipt thereof shall be kept in the Envelope No. 1, failing which Envelope No. 2 shall not be opened.
- 11.2) The amount of Earnest Money deposit will be forfeited in case, after acceptance of tender, the Bank fails to complete the contract documents and pay the amount of Security deposit as mentioned against the work within the specified time of Intimation in writing to do so.

#### 12) SECURITY DEPOSIT

- 12.1) The bidder shall also pay the amount of Security Deposit of Rs. 5,00,000/- (Rs. Five Lakh only) within 7 (seven) days from the date of receipt of the acceptance letter.
  - 12.2) The amount of Security Deposit shall be forfeited in case, bidder fails to perform the task for which the orders are placed to him/them.
  - 12.3) The amount of security deposit shall be refunded only after expiry of three months from the date of payment of final bill.
  - 12.4) In case, the bidder fails to deposit the necessary Security Deposit within the specified time, the Konkan Housing & Area Development Board may at its discretion, grant extension of time limit on payment of interest at 20% per annum for such amount of Security Deposit as has not been paid till the whole Security Deposit is paid.
- 13) The list of documents to be submitted along with RFP is enclosed and may be seen on page no.15. Any proposals submitted without these documents is likely to be rejected. As an abundant precautions, it is once again reiterated that bidder should study the methodology of submission of tender and requirements of enclosing necessary documents very carefully before submitting the proposal. Proposals not submitted in the specified method are likely to be rejected. The bidder should quote under his signature, in permanent ink, The tenderer should

sign below the RFP.

- 14) Acceptance of proposal will rest with the Competent Authority who reserves the right to reject any or all the proposals without assigning any reasons for doing so. The right is reserved to revise or amend the bid documents prior to the last date of receipt notified, or extended date as the case may be. Such deviations, amendments or extensions, if any shall be communicated to the bidders in the form of corrigendum by letter or/ and by notice in the press as may be considered suitable.
- 15) The proposal offer will be binding on the bidder for a period of 90 days from the last date prescribed, on which the Tender is to be received. If the bidder fails to abide by the stipulation, the amount of earnest money will be forfeited.
- 16) While submitting the proposal, Earnest Money as stated above, all others documents, i.e. Name of authorized signatory alongwith their addresses etc. should be submitted in sealed envelope i.e. envelope No. 1 and the RFP should be submitted in another sealed envelopes i.e. envelope No. 2. These two sealed envelopes should again be put in one envelope i.e. envelope No. 3 and sealed. Name of the work for which Proposal have been given should be mentioned clearly and fully on the envelope containing these two sealed covers. The Proposal will not be considered for acceptance, if it is found to be submitted in improper manner. The complete list of documents to be submitted along-with Proposal and Manner of submitting the RFP may be seen on Pg. No.16.
- 17) The acceptance of RFP will be intimated by the Chief Accounts Officer, Konkan Housing and Area Development Board, Mumbai or by any other Higher Authority, to the bidder & such intimation shall be deemed to be an intimation of acceptance of the RFP given by the Competent Authority to accept the tender.
- 18) Canvassing in any form shall lead to disqualification of bidder.
- 19) The Tenderer should read all the documents and papers thoroughly and sign with permanent ink in the space provided under the words "**Signature of the Bank Authority**" or "**Bidder**".
- 20) All pages of tender documents, conditions of contract, General conditions of contract, Schedule etc. shall be initialed at lower left hand corner and sign wherever required in the tender papers by the tenderer. All corrections in the tender papers will be initialed by the tenderer.
- 21) The successful co-ordinating bank whose proposal is accepted, shall have to enter into a regular contract Agreement with the Konkan Housing & Area Development Board. by fixing of proper "Special Adhesive Stamp", of appropriate denominations to the documents as required by stamp duty Act. The entire set of papers forming part of the offer, including the Notice, general condition attached to shall form part of the Contract Agreement.
- 22) In case of tie, special services offered to KHADB or to applicants of lottery will be criteria for selection of Bank.
- 23) Subletting work to any other bank is not allowed.

## **Technical Compliances**

- 1) Bidding nationalized bank should be solely responsible for implementation of all guidelines issued from time to time by regulatory authorities like RBI,NPCI,Card Schemes/IBA and other regulatory authority guidelines for various payment method and MHADA/KHADB shall not bear the cost for any up gradation/modifications ,if required.
- 2) MHADA/KHADB will not pay any charges toward payment integration.
- 3) The system design and development should be such that the system can be thoroughly tested for functionality, reliability, and performance.
- 4) Throughout the period of contract,KHADB shall have the right to inspect transaction records of lottery.

**PROCEDURE TO SUBMIT REQUEST FOR PROPOSAL**  
**LIST OF DOCUMENTS TO BE SUBMITTED ALONG WITH RFP**

The following documents should be submitted by the Banks alongwith the RFP.

**Envelope No.1**

1. Attested copy of Earnest Money deposit D.D.
2. Bank should submit work order/Acceptance letter/Completion Certificate of lottery of any board of MHADA.
3. Declaration letter by bidder that it is not blacklisted by Central or any State government organization/department.

**Envelope No.2**

**Parameters for Evaluation.**

Sr. No.	Parameter
1	Saving bank Interest rate given to KHADB on account
2	Service charges that will be charged
3	Experience of lottery work with MHADA or any other board of MHADA, give details in following 3a) Number of successful lotteries with any board 3b) Number of transactions handled in lotteries
4	Number of dedicated representatives
5	Number of dedicated branches in Mumbai
6	Reconciliation time for pre-lottery (T+ basis)
7	Timeline for post lottery work(T+basis)
8	" Plan of execution " to be submitted alongwith RFP which shows the Understanding of lottery work of the bank.

## **MANNER OF SUBMISSION OF THE TENDER**

1. Two separate envelopes for the proposal and other documents should be used. The Envelope No.1 should contain all the documents mentioned above under the list of documents. The Envelope no. 2 should contain only the information about parameter asked. This Envelope no. 2 should not contain any other documents except the parameters for proposal.
2. The documents contained in the two envelopes should be clearly indicated on each envelope itself.
3. These two sealed covers should again be put in one envelope and sealed. Name of the work for which Proposal have been given should be mentioned clearly and fully on all the envelopes. They should be super scribed as "APPOINTMENT OF NATIONALISED BANK AS COORDINATING AGENCY FOR LOTTERY SYSTEM OF KONKAN HOUSING & AREA DEVELOPMENT BOARD BANDRA, MUMBAI -400051.
4. The name and full address of the bidder should be written on the left side bottom of the envelope. The sealed envelopes should be addressed to the Competent Authority to open the tender.
5. The Proposal will not be considered for acceptance, if it is found to be submitted in improper manner.
6. While opening the tenders, the Envelope No.1 containing the documents and statements as mentioned above will be opened first. In case, the required documents are found missing or invalid, the envelope containing the proposal shall not be opened. The envelop no. 1 should contain all the papers as mentioned above & not the proposal. .The RFP should be exclusively in the Envelope no.2.
7. The Envelope no. 1 will be opened in the presence of all the intending bidder(who choose to remain present) or their Authorized Representatives. The conditions and its evaluations etc. will be discussed and get clarified from the concerned bidder. The documents are found to be submitted in order, in Envelope No.1. Then envelope No. 2 will be opened.

Chief Accounts Officer  
K.H.&A.D. Board  
Mumbai



## **CHAPTER - V**

# **GENERAL CONDITIONS OF CONTRACT**

## **: GENERAL CONDITIONS OF CONTRACT:**

**NAME OF WORK :** APPOINTMENT OF NATIONALISED BANK AS  
COORDINATING AGENCY FOR LOTTERY SYSTEM  
OF KONKAN HOUSING & AREA DEVELOPMENT  
BOARD BANDRA, MUMBAI -400051

### **Condition no.1:-**

The contract for the service as mentioned in the document will be for 3 years strictly from the date of work order. It may be extended on mutual terms for another maximum 1 years.

### **Condition no.-2:-**

The bidder shall present their RFP in above mentioned format. Bidder will be evaluated on the basis of parameter. Marks are assigned to each parameter.

### **Condition no.-3:-**

Offer shall be valid for 90 (ninety) days from the schedule date of receipt of the tender. The shorter period specified with any by the bidder will not be binding on the Board, which should be carefully noted and in such cases, Earnest Money Deposit will not be refunded.

### **Condition no.-4:-**

The bidder should take note that the Highest offer will be considered for the acceptance. Therefore, the competent authority may give acceptance to the highest bidder.

### **Condition no.-5:-**

The rates offered will be binding on bidder through out the validity period of the contract.

### **Condition no.-6:-**

The bidder should read all the documents and papers thoroughly and sign with permanent ink in the space provided under the words " signature of the Bank Authority ".

**Condition no.-7:-**

It must be distinctly understood that all above conditions of the bidder and specifications are intended to be rigidly enforced.

**Condition no.-8:-**

The Task to be performed by agency Bank shall be excluding the work of Authorised Officer as well as Appellate Officer for determination of eligibility of the applicant taking in to consideration the statutory provisions of Estate Management Regulation 1981 of MHADA.

**Condition no.-9:-**

"In the event of any dispute or difference between the parties hereto regarding the interpretation of meaning of any provisions of this agreement regarding any claim of any one party against the order or regarding any other matter arising out of this agreement, the same will be referred to Chief Accounts officer / Konkan Housing & Area Development Board who will hear the issue from parties to this agreement and give his decision on the disputes / differences which will be final and binding upon both the parties hereto".

**Condition no.-10:-**

" In case of any instructions to the Bank issued from time to time by the KHADB/MHADA taking into consideration the provision of MHADA Act and Rules and Regulations made there under then the same shall be binding on the Bank".

**Condition no.-11:-**

" If for any reason, incidence or court injunction, the assignment given to or agreed to, is required to be discontinued or dispense from then no extra claim in whatsoever ground or for any reasons shall be entertained".

Chief Accounts Officer  
K.H.&.A.D. Board  
Mumbai

## **VI Scope of Work**

<b>PROCESS</b>	<b>TASK TO BE PERFORMED BY BANK</b>
<b>PART-A PRE-LOTTERY</b>	
<p>KHADB is willing to advertise public notice through local news papers for sale of flats under various income groups. KHADB, will call for on-line applications on MHADA website for a specific period. Prospective applicants shall have to submit on-line applications initially on web site by entering all prescribed data. Applicant has to pay earnest money deposit (EMD) based on the income group including processing fee through payment gateway of the bank.</p>	<ol style="list-style-type: none"> <li>1) There should be dedicated staff appointed by bank for Konkan Board lottery consisting of Sr. Manager or above level officer alongwith 3 or more managerial scale officers for Konkan Board lottery. Also branch nearest to MHADA Head quarter should be allocated for this work.</li> <li>2) To collect application fees and EMD online By NEFT/RTGS/ Debit Card/ Credit Card/ Net Banking etc. during pre-lottery period. For this the Payment Gateway services of the Bank are to be integrated with the MHADAs portal. MHADA/ Konkan Board will not bear any integration charges.</li> <li>3) The bank will have to provide its payment gateway as a facility to be linked with the MHADA lottery software. All the details required for the software will have to be provided by the bank.</li> <li>4) The charges for the gateway as applicable will have to be paid by the applicant .</li> <li>5) Bank should pay interest to Konkan Board on EMD received form applicant for the lottery.</li> <li>6) Bank will submit the report on <b>daily basis</b> for the applications received, applications fees received and EMD received. This list is to be <b>reconciled with the number of applications</b> received on MHADA portal.</li> <li>7) In case of any technical failure, if the candidate is not able to submit the EMD. or if the candidate submitted EMD and / or application fees twice. Bank will submit the reconciliation report application number wise &amp; will arrange to return the additional EMD amount submitted by the candidate the next day to the candidates account number. This will be backend process to be done by the Bank.</li> <li>8) Online grievances received by the applicants regarding payment to be solved within 24 hr. and</li> </ol>

	<p>immediately before the closing date of application.</p> <p><b>9)Bank should submit the list of applicants whose EMD is successfully received alongwith reconciliation report on the date mentioned by KHADB. No delay in this will be tolerated as this list is to be published by the board on MHADA website.</b></p> <p>10) The bank shall not allow to take benefit of MHADA Lottery like advertisement, to give loan for EMD to applicants etc</p>
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PART-B POST LOTTERY	
Bank in post lottery needs to credit KHADB A/C with interest,refund the money of non-winners and collect documents and sale price of winners.	1) EMD of successful applicant will be transferred to KHADB A/c within 48 hours after direction given by KHADB.
	2) EMD of unsuccessful applicant shall be refunded to them within 48 hours through NEFT /ECS after direction given by KHADB. Reconciliation of refunded amount alongwith submission of reconciliation report to Konkan Board should be done on daily basis. Bank shall make necessary arrangement for the same.
	3) The bank shall obtain necessary permissions from appropriate authority for making ECS/NEFT..
	4) To collect the documents of eligibility (Winner/Waiting) from the successful applicant as per the category of applicant in the prescribed period, scan the documents& upload the same in post lottery software credentials will be provided to bank by Konkan Board / MHADA. Hard copy of the documents submitted by successful applicant will be submitted in the office of Dy. Chief officer (Marketing)/ Konkan Board.
	5) Successful Applicants will be from allover Maharashtra. Bank should collecet there documents in all there branches within state. While receiving documents bank should verify that the applicant is winner in lottery and same should be verified with Identity proofs. Bank should received documents

	as per check list provided by Konkan Board.
	6) Bank should accept sale price as mentioned in Offer Letter issued to successful applicant by Konkan Board. Applicant can submit sale price in any branch allover Maharashtra. Bank shall make necessary arrangement for the same.
	7) The sale price received from successful applicant will be transferred to KHADB A/c every Tuesday by 12.00 noon every week alongwith MIS format prescribed by Konkan Board (MIS format attached)
	8)To provide applicant payment receipt for payment acknowledgement.
	9)The Bank will have to perform additional task as required & directed by KHADB.

Format of MIS (Annexure-I)																	
INCOM E GROUP CODE	SCHE ME CODE	CATEG O- RYCOD E	PRI ORI - TRY NO	APP LIC A- TIO N NO	TENA- MENT NO	APPLI- CANT NAME	POL DATE	PRINCIPAL- AMOUNT	INTEREST- AMOUNT	CHQE- NMBR	CHQE DATE	TOT L AMN T	DR WN- ON BAN K	DRWN ON BRNC H	CLR N CE DATE	CL RN CE FL AG	TIME- COLL
<b>Total Amount</b> <b>UTR</b> <b>No.</b> <b>Date</b>																	

