

## FAQ POST BIDDING PROCESS (BHOOMI PORTAL)

### 1. How to Login in Bhoomi Portal?

Login To access the BHOOMI Portal, enter URL <https://eservices.dda.org.in/user> then login page will appear as shown in figure below: Enter User ID (PAN No.)→ Enter Password→

**DELHI DEVELOPMENT AUTHORITY**  
Government of India

### LOGIN

User ID (PAN No. by default)

Password

76 \* A Enter captcha

**LOGIN**

[Forgot Password](#) | [New User Register Here](#)

Upcoming: **ARICHAY**

**Case Sensitive :** It means that upper and lower case letters are regarded as different characters. For example, "Computer" and "computer" are two different words because the "C" is uppercase in the first example and "c" is lowercase in the second example.

**केस सेंसिटिव :** इसका मतलब है कि अपर और लोअर केस लेटर्स को अलग-अलग कैरेक्टर माना जाता है। उदाहरण के लिए, "Computer" और "computer" दो अलग-अलग शब्द हैं क्योंकि "सी" पहले उदाहरण में अपरकेस है और "सी" दूसरे उदाहरण में लोअरकेस है।

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**2. What is my default Password?**

Users who are not register on BHOOMI-AWAAS portal of DDA i.e. <https://eservices.dda.org.in/user>, temporary password will be shared to registered email id provided in e-auction portal of DDA. i.e., <https://www.ddaeuction.co.in>. Existing user can login with same credential.

**3. How to Change the default password?**

After login default password system will automatically ask for change the password.

**4. How to re-set Password?**

Click on the Forgot Password tab and enter the PAN No. and Mobile No. provided at the time of e-Auction. A temporary password will be send to your registered email id.

**5. Is LOI issued offline?**

No. **No offline formal letter will be issued by DDA**

**6. How to know when LOI will be issue by DDA?**

Successful Bidder will receive an email when LOI is issued from DDA

**7. How to accept and submit the LOI?**

After Login dashboard Click on 'Letter of Intent (LOI)' button and accept the LOI. After acceptance, Payment tab will be enabled to make the payment (2<sup>nd</sup> stage EMD)

**8. How to make a payment of second stage EMD?**

Click on payment tab, payment screen will appear, enter the amount mentioned in LOI, select Net Banking/Credit Card/Debit Card option or RTGS/NEFT and captcha and click on generate tab. Challan Will be generated. Either you can make the payment directly or visit the bank for further assistance.

**9. How to get a demand letter?**

Applicant will receive an email when DDA will issue Demand cum Allotment Letter. However, Bidder may check the Demand Letter by login into the BHOOMI Portal

**10. How to download Demand Letter?**

Click on Demand Letter tab to view the demand letter. **No offline Demand letter will be issued by DDA**

**11. Is payment other than the BHOOMI Portal will be accepted?**

No. Payment made other than payment tab/link available in BHOOMI portal shall not be accepted from 14<sup>th</sup> phase onwards for all branches and 13<sup>th</sup> Phase for Industrial and OSB branches.

**12. How to make payment for Demand Letter?**

You can deposit the payment in a similar way as made payment of LOI amount.

**13. Is part payment allowed?**

Yes, but make the balance premium along with interest if any, within the stipulated time as mentioned in Demand cum Allotment Letter. No Extension of Time(EoT) shall be granted beyond the time frame mentioned in Demand-cum-allotment letter under any circumstances.

**14. What are the documents required for Possession Letter?**

The following document/s are required to be submitted after payment of premium along with interest, if applicable:

- a. The terms and conditions of auction duly typed on a Non-Judicial Stamp Paper worth Rs. 100/- signed by the successful Bidder/Allottee and duly attested by a Notary Public.
- b. Specimen signature of successful Bidder if an individual, of all the partners, if the successful Bidder is Partnership Firm or the person authorized by the company through resolution passed by the Board of Directors to enter into contract and take possession, in case the successful Bidder is a company, as the case may be, duly attested by Notary Public/Gazetted Officer.
- c. one passport size photograph duly attested by a Gazetted Officer/ Notary Public
- d. Proof of identification
- e. Copy of board of resolution, in case of authorized signatory
- f. Certificate of incorporation and Memorandum of Association in case of firm/Company
- g. Copy of partnership deed, in case of firm is a partnership firm
- h. Any other document asked through the BHOOMI portal

**15. How should I take the Physical Possession?**

Successful Bidder will receive a system generated email when Possession letter is issued from DDA.

For taking over the possession, the bidder/s are required to carry a copy of Possession Letter, their registered mobile number and a valid identity proof to the office of concerned Engineering Division. The bidder will be required to intimate the OTP received to their registered mobile number to the officer/ official of

concerned Engineering Division for verification.

After verification of the H1 bidder through OTP, the concerned officer/ official of Engineering Division will hand over the physical possession of the site and provide a copy of site possession slip and site plan to the H1 bidder. The H1 bidder is required to upload a scanned copy of the same on BHOOMI portal.

**16. How to get a Conveyance Deed/Perpetual Lease Deed?**

Bidder are required to upload the possession slip under Conveyance/Perpetual Lease deed tab. Bidder will receive a system generated email when Conveyance/Perpetual Lease Deed is issued from DDA.