**DELHI APPLICANT SECTION**

**Instructions for bidders**

1. Allotment of registration mark of choice for four wheeled vehicle (Car and Jeep) and two wheeled vehicles shall only be through the online e-auction process.

2. Only residents of Delhi (person/entity) are allowed to purchase Registration mark of choice through this e-auction

3. The following numbers have been designated as Registration marks of choice, and the corresponding Minimum Reserve Price is mentioned below. The availability of these numbers will be published on the e-auction platform before each round of auction. A Registration mark of choice will not be allotted at a price below the corresponding Minimum Reserve Price.

<table>
<thead>
<tr>
<th>Category</th>
<th>Registration Marks/numbers</th>
<th>Minimum reserve price for category 1, 2,3,4 and additional fee for category no. 5 &amp; 6</th>
<th>Mode of Allotment</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Four Wheeled Vehicle</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>0001</td>
<td>Rs. 5 Lacs (Rupees Five Lacs)</td>
<td>Through E-Auction</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Two Wheeled Vehicle</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>0002 to 0009</td>
<td>Rs. 3 Lacs (Rupees Three Lacs)</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>0010 to 0099, 0786, 1000, 1111, 7777 &amp; 9999</td>
<td>Rs. 2 Lacs (Rupees Two Lacs)</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>0100, 0111, 0200, 0222, 0300, 0333, 0400, 0444, 0500, 0555, 0600, 0666, 0700, 0777, 0800, 0888, 0900</td>
<td>Rs. 1,50,000 lacs (Rupees Fifteen lacs)</td>
<td></td>
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<tr>
<td></td>
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</tr>
<tr>
<td>0999,2000,2222,3000,3333,4000,4444, 5000,5555,6000,6666, 7000,8000, 8888,9000,0101,0108,1008, &amp; 1313</td>
<td>One Lacs Fifty Thousand</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Any other registration mark which is not mentioned in category no 01 to 04 is sought by a person as a registration mark of choice by jumping the chronological order of numbers in a series of registration marks.</td>
<td>Rs. 25,000 (Rupees Twenty Five Thousand)</td>
<td>Rs. 2,500 (Two Thousand and Five Hundred)</td>
</tr>
<tr>
<td>6</td>
<td>Retention of existing Registration mark on purchase of new non-transport Four Wheeled vehicle or Two Wheeled Vehicles</td>
<td>10% of the minimum Reserved Price of the category of the number to be retained or Rs. 25,000/- whichever is higher</td>
<td>10% of the minimum Reserved Price of the category of the number to be retained or Rs. 2,500/- whichever is higher</td>
</tr>
</tbody>
</table>

The Retention of registration mark will be allowed, only if the registration mark has remained registered in the name of the applicant for a minimum period of three years, as on the date of application for retention.
4. For participation in the bidding/auction, the bidder will have to register himself/ herself on the website, and obtain his the Unique Acknowledgement Number (UAN).

5. The registration fee for e-auction will be Rs.1000. The registration fee and the reserve price of the number will be paid online for all the categories. The amount of registration fee i.e Rs. 1000 will be non refundable. After success of payment registration will be complete.

6. The citizen has provision to choose online the desired registration mark of choice. If the application shows availability of desired registration mark of choice in the RTO series, then applicant can select this registration mark of choice and deposit Rs. 1000/- and the reserve price of the number online to reserve the number for e-auction. Once, the applicant successfully makes payment of Rs. 1000/- and the reserve price of the number, the desired registration mark of choice will be blocked from RTO series for the e-auction period. If the number is not allotted to anybody the same will be return back to RTO series.

7. Payment gateway with multi banking options is available for online payment of registration charges.

8. One person can bid for a maximum of 10 vehicle Registration mark of choice per application per Unique Acknowledge Number (UAN) of registration, but will be allocated only 1 Registration mark of choice for each UAN.

9. One person or entity may be desirous of obtaining more than one Registration mark of choice for more than one vehicle. This is permitted. However, for obtaining registration mark of choice for more than one vehicle the person/entity will have to register separately for each vehicle and obtain Unique Acknowledgement Numbers (UAN). For example if one person/entity has Four vehicles and wants a Registration mark of choice for each of the Four vehicles then the person / entity will have to register on the website separately for each vehicle and obtain four different Unique Acknowledge Number(UAN). Thereafter the person/entity can participate in the bidding process separately for each UAN.

10. The registration window will be open for 3 days from the start of e-auction, and bidding will take place for the subsequent 2 days, from the date of publishing of the Registration mark of choice for auction on the online e-auction platform. This facility will be available on Gazetted holidays also. Timing for online registration and bidding are as under:

<table>
<thead>
<tr>
<th>Registration:</th>
<th>6:00 AM (day 1) to 12:00 midnight (day 3).</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bidding:</td>
<td>After midnight (day 3) to 05:00 PM (day 5) **</td>
</tr>
</tbody>
</table>

**if there is any bidding going on in the last 5 minutes before the close of e-auction at 5:00 pm, then the time will be extended for those numbers only for 5 minutes duration. This process will continue if there is bidding going on for last 5 minutes up to 5:30 pm (i.e. max. 30 minutes after 5:00 pm).
The e-auction of category-5 registration mark of choice will take place every Day through First Come First Serve basis. Further, the e-auction for category 1 to 4 registration mark of choice will take place on first & fourth Monday of every month along with category 5 vehicles.

11. After completion of the Registration process on 3rd day the bidding process will begin on the 4th day and continue on the 5th day. The timing for bidding will be from after midnight (day 3) up to 5.00 pm (day 5).

12. While bidding, the bidder can change the amount of bid by multiples of Rs. 10,000/- for category 1 to 4 only.

13. Result will be system generated, and published for the public on the e-auction website at HTTPS://transport.delhi.gov.in. The successful bidder will be informed through SMS and email. The successful bidders are required to deposit the balance amount online within five days from the date of declaration of H1. In case the successful bid is of an amount lower than the value deposited by the bidder, then the successful bidder will be refunded the excess amount by the Transport Department, GNCTD.

14. The refund will be made within 60 days. In case doesn’t receive the refund then you can further contact to DTIDC Ltd.

15. The allotment letter of the registration mark of choice will be generated online when he deposits the balance amount online. The balance amount means the difference between the successful bid amount and the amount deposited earlier as reserve amount.

16. The validity of allotment letter will be for a period of 90 days for Registration of the vehicle. The successful bidder shall apply for registration of vehicle within 90 days with the designated Zonal Transport Office.

17. If any applicant is found H1 bidder for more than one registration mark of choice, the registration mark corresponding to the highest amount quoted by him will be allotted to him/her for each UAN and in other case(s) 2nd highest bidder shall be declared H1. In case same amount is quoted by two or more bidders, the bidder who has quoted that amount first shall be declared H-1.

18. In case of more than 1 applicant applying at Minimum Reserve Price and where no further incremental bid is made by any of these
applicants, that Registration mark of choice will be allotted by the e-auction system through RANDOM selection.

19. If the successful bidder fails to deposit the balance amount within the prescribed time, then the reserve price deposited by him shall be forfeited.

20. If no Registration mark of choice is allocated to the applicant, the Minimum Reserve Price amount will be refunded back to the applicant by Transport Department GNCTD.

21. The reserve price deposited by the unsuccessful bidder will be refunded on completion of formalities.

22. No interest shall be paid by the Transport department on the reserve price deposited by the bidder.

23. User manual for bidding process can be downloaded from e-auction website of transport department.

24. For any queries, please feel free to contact our helpline number at 011-23865600, 23865601.

Disclaimer: The Transport Department reserves the right to cancel the Bidding Process or Final Allocation at any stage.

Please Note:

A. Payment is received through multibanking online system of SBI only.
B. After successful bidding, the allotment letter is generated online. No need to visit any office.
C. The refund of unsuccessful bidder will be made within 30 days.
Step-1: Log-in by Delhi applicant and click on public login

Step-2: click on New User for new applicant and simple login for existing login.
Step-3: Fill the New user sign up form
After Login you will get the screen and You can go through auction process or First Come First Serve Process

First Come First Serve Process

If the number is four wheeled vehicle you will select the vehicle category in light motor vehicle and if the number is two wheeled vehicle you will select the vehicle category in two wheeler only
Fill the applicant registration form
: After click on submit button then you will this screen and fill captcha, select check box and click pay

After you are successfully done payment you can download payment receipt. And The payment receipt will be valid only 90 days.
Auction Process

After log-in you will get this screen and click on Number Selection Menu.

Select light motor vehicle and two wheeler (LMV and 2W) in vehicle Category
Select any number from List according to your requirement and click continue button.

click on Continue to Register button.
After click on Submit to Register button you will get this screen and fill this form like this.

click on submit button then you will this screen and fill captcha, select check box and click pay
On clicking pay you will be redirected to SBI multibanking payment gateway. Select SBI e-Pay and continue.

Select the payment method and fill the details accordingly.

Click successful button to proceed further.
click on proceed button to complete the registration.

You can print the slip for future reference and login again for bidding.

wait for e-Auction start time.
e-AUCTION STARTS -------------------------

Step-1: Log-in by Delhi applicant one by one and participate in e-Auction process by first login and then choosing bidding Process menu.

Step-2: Select the Unique Acknowledgement Number from the drop down menu
Step-3: select the desired number for raising the bid.

Step-4: Select Up button to raise the bid amount accordingly.
Step-5: You can change bid or increase bid amount by clicking select amount dropdown.

Step-6: When e-Auction ends you will get this screen and wait for e-Auction result accordingly.
Step-7: Check your result on clicking show auction results.

<table>
<thead>
<tr>
<th>S No.</th>
<th>Reg No</th>
<th>LANO Number</th>
<th>Applicant Name</th>
<th>Reserve/EMD Price</th>
<th>Final Auction Price</th>
<th>Booking Date/Time</th>
<th>Balance Amount</th>
<th>Allotment Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>50001</td>
<td>PNDL 196000229797</td>
<td>TEST</td>
<td>50000</td>
<td>50000</td>
<td>2019-06-27 09:00:00</td>
<td>0</td>
<td>Assignment Pending</td>
</tr>
<tr>
<td>1</td>
<td>50001</td>
<td>PNDL 196000230986</td>
<td>N/A</td>
<td>50000</td>
<td>50000</td>
<td>2019-06-27 11:11:11</td>
<td>0</td>
<td>Assignment Pending</td>
</tr>
<tr>
<td>1</td>
<td>50001</td>
<td>PNDL 196000231098</td>
<td>TEST</td>
<td>20000</td>
<td>20000</td>
<td>2019-06-27 12:30:30</td>
<td>0</td>
<td>Assignment Pending</td>
</tr>
</tbody>
</table>
Step- 8:- Click on balance amount payment to pay any balance left.

Step- 9:- Select the UAN Number from the drop down list to check your balance and click pay online to pay.
Step-10: On clicking pay online you will be redirected to SBI multi banking payment gateway. Select SBI e-Pay and continue.

Step-11: Select the payment method and fill the details accordingly.

Step-12: Click successful button to proceed further.
Step-13: On completion of payment you will get the E-Receipt and click on proceed to print.

Step-14: You can print the slip for future reference and login again for printing Allotment Letter.
Step-15: click on print Allotment Letter to print the Allotment Letter for the desired Registration Mark of Choice.

Step-16: Select the UAN Number to generate the Corresponding Allotment Letter.
Step-17: You can print the Allotment Letter by clicking print and may contact the desired RTO for further Registration with this Allotment Letter.

Thank You