

BIHAR INDUSTRIAL AREA DEVELOPMENT AUTHORITY

GUIDE BOOK FOR LAND ALLOTMENT

Sl. No.	Steps	Verification	Documents/Information needed	Timelines* (Days)
1	Criteria		<ul style="list-style-type: none"> ✓ The allotment of land shall be only for the purposes of setting up industry. ✓ The allotment of land/plot shall be made subject to availability and approval of project by the Project Clearance Committee (PCC). ✓ Notice for land allotment shall be notified in leading newspaper having wider circulation and official website of the Authority. ✓ The application for land allotment/shed shall be done via online mode only in the official website of the Authority. ✓ If more than one applicant makes application for a particular plot, BIADA shall take steps for allotment as per allotment policy. ✓ The Authority shall complete land allotment process within 60 days from the date of publication of notice for land allotment. 	
2	Eligibility of Applicant		<ul style="list-style-type: none"> ✓ The applicant may be:- <ol style="list-style-type: none"> a. Individual b. Proprietorship firm c. Registered partnership firm d. Private Limited Company. e. Limited liability registered partnership firm f. Public Limited company g. Government Department h. Central/State Public Sector undertaking i. Hindu Undivided Family (HUF) 	
3	Change in the name of the applicant		Under no circumstances whatsoever any change in the name of the intending applicant shall be allowed.	

4	Issue of public notice corrigendum and availability of application forms		<ul style="list-style-type: none"> ✓ Aprior public notice by way of advertisement containing brief information about inviting applications for allotment of land should be published in local/national daily news paper by the Authority. ✓ The same advertisement shall be uploaded on the official website of the Authority and Application forms shall also be available on the official website of the Authority and shall be filed online only. ✓ Public Notice shall contain brief information of the upcoming land allotment: <ul style="list-style-type: none"> a) Last date for submission of the application. b) Date of opening of application. c) Address for online filing of application. d) Link address to download the Norms/Procedure. e) Separate application form shall be required to be submitted for each Industrial area. 	
5	Notification of plots available for allotment		List of plots available for allotment shall be displayed on the official Website of the Authority. Number of plots may increase or decrease depending on the availability of land. PCC reserves the right to withdraw any plot from the allotment process after issuing speaking order and displaying such speaking order on the notice board and website of the authority.	
6	Registration Portal	SMS and Email to Applicant	http://biadabihar.in	

7	Application submitted by the applicant	SMS and Email to Applicant	<p>The applicant shall make application online for land allotment, including uploading of following information:-</p> <ul style="list-style-type: none"> ✓ General Information ✓ Applicant's Information ✓ Details of payment towards processing fee & security money. ✓ Details of existing unit/s of the applicant either in Industrial Area or at any other place ✓ Project details ✓ Investment details with net-worth of promoter/s ✓ Financial arrangement ✓ Land use pattern(Lay Out Plan) ✓ Use of Eco-Friendly Technology ✓ Details of Employment Generation <p>Along with the application, the intending applicant shall upload the following documents :-</p> <ul style="list-style-type: none"> <input type="checkbox"/> Copy of Bye-laws of the firm (as per the respective governing act) (MOA/AOA/Partnership Deed/Bye-laws of Cooperatives, Societies etc.) <input type="checkbox"/> Latest Net-worth Certificate (Duly certified by a practicing CA) <input type="checkbox"/> Identity Proof cum Permanent Address Proof of All Directors/Shareholders (Voter ID/ Passport/Aadhar Card) <input type="checkbox"/> Passport size photograph ✓ Project Report (Only .doc/.docx/.pdf file) – <input type="checkbox"/> Site Plan & Lay Out of proposed factory (This should be duly certified by Architect/ Engineer) <input type="checkbox"/> Authorization letter in case of company. <input type="checkbox"/> Experience Certificate (MSME Registration, License/ Certificate Under Shop & Estd. Act, Sales & IT Return, CST/ VAT/GST Certificate, Utility Bill, Current A/C, PAN, Aadhar Card etc.) <input type="checkbox"/> Details of payment for non-refundable processing fee Rs. 1000.00 for Micro & Small Scale and Rs. 5000.00 for Medium & Large Scale Industries and refundable security money fee Rs. 2000.00 Per Acre. <p>Non submission of aforementioned documents/information shall result in non-entertainment of application by the Authority and process shall be initiated for allotment of concerned plot to another intending applicant.</p>	
8	Submission of Security Money /Processing fee		<p>(i) Non- Refundable Processing Fee – Rs. 1000/- For Micro & Small Scale. Rs. 5000/- For Medium & Large Scale.</p> <p>(ii) Refundable Security Money – Rs. 2000/- Per Acre for all.</p> <p>(iii) Mode of Payment: Online Only.</p>	

9	Scrutiny of applications, Issuance of land allotment order and deposit for allotment		The application along with the requisite documents will be scrutinized by Project Clarence Committee(PCC). Subsequent to evaluation and scrutiny and recommendation by PCC, Land Allotment Order shall be issued by the Authority to the Applicant. The applicant has to pay 30% amount of the land by way of demand draft/online payment within 30 days from the receipt of allotment order and submits a copy of deposit slip in the Authority.	30 Days
10	Physical possession		The allottee shall pay 30% as first installment within 30 (thirty) days from the date of receipt of letter of provisional allotment by way of demand draft or online payment in favour of the Authority. On payment of first installment the allottee shall be handed over physical possession of the land/shed within 10 (ten) days from the date of receipt of the same.	10 Days

Note:

- ❖ Land/Shed shall be allotted to the entrepreneur for setting up their industrial units on lease of 90 (ninety) years from the date of allotment on annual ground rent and other charges as decided by the Authority.
- ❖ The renewal of the lease shall be considered by the Managing Director/Authority on written request of the lessee three months prior to the expiry date of the lease period.
- ❖ If the allottee fails to start construction within the stipulated time, legal action shall be taken by the authority as per prevailing norms of the authority.