

PUBLIC NOTICE

General public is hereby informed that Government of National Capital Territory of Delhi has decided the implementation of e-Stamping for Non-Judicial Stamp Papers (NJSP) of denomination Rs. 500/- and below. M/s Stock Holding Corporation of India Ltd. , as Central Record Keeping Agency shall carry out the work of generation and issue of e-Stamp certificate through its Authorized Collection Centre as being already carried out in the cases of e-Stamp of Rs.501/- and above. This will be commencing w.e.f. 1st April, 2012.

In order to carry out e-stamping of NJSP of denomination Rs.500/- and below through SHCIL, it is required to empanel such individual/stamp vendor/deed writers/ bank/corporate entities to act as Authorized Collection Center (ACC) of Stock Holding Corporation of India Ltd. (SHCIL) In view the multifarious needs of NJSP of lower denomination and to make them within reach of majority of people of Delhi, applications are invited from such willing individuals bodies/individuals/stamp vendor/deed writers/ bank/corporate who fulfills following basic conditions for becoming an ACC of SHCIL for the said purpose:-

- (1) Applicant should be an India Citizen.
- (2) In the case of Applicant being an individual the guarantee of two persons will be required.
- (3) Applicant should have some experience in the similar field.
- (4) Applicant should not have any criminal case pending in any court in India.
- (5) Should have own space in Delhi either self acquired or on rent.
- (6) Should have PAN No. in the name of individual or in the name of company or firm as the case may be.
- (7) Facility of Computer, printer and internet as required by SHCIL for the same.
- (8) Capacity to invest minimum Rs.1 Lakh for the same.

The above work shall be carried out under the provisions of the Delhi Province Stamps Rules, 1934.

Therefore, desiring applicant may submit application in prescribed format in the office of the Collector of Stamps (HQ), 5, Sham Nath Marg, Delhi w.e.f. 20th March, 2012. Applications complete in all respect shall be scrutinized by the Revenue Department and list of selected entity shall be forwarded to Stock Holding Corporation of India Ltd., for further necessary action for setting up of Authorized Collection Centre.

Detailed Information and Application form can be downloaded from the website of Revenue Department, i.e. <http://www.delhi.gov.in/wps/wcm/connect/DoIT/Revenue/revenue/home/> or from the office of Collector of Stamp (HQ), Revenue Department, 5, Sham Nath Marg, Delhi-110054 and deposited with complete documents alongwith a fee of Rs.100/- (in cash to be deposited with Cashier General (HQ))

By order

Secretary (Revenue)/Chief Controlling Revenue Authority, Delhi.

Copy to:

System Analyst with the request to kindly
upload it on the departmental website

To System Analyst.

OS(SSR) 14/3/12

**CALL FOR EMPANELMENT AS AUTHORISED COLLECTION CENTER
FOR GENERATING AND DISTRIBUTING E-STAMP OF LOWER
DENOMINATION BELOW RS. 501/- THROUGH STOCK HOLDING
CORPORATION OF INDIA LIMITED.**

Revenue Department, GNCT of Delhi invites applications from individuals/Stamp Vendors/Deed Writers/Companies/Corporate/Nationalized Bank for empanelling them as Authorized Collection Center of Stock Holding Corporation of India Limited to generate and distribute e-Stamp of denomination Rs. 500/- and below against the amount deposited by applicant for the same.

Project Concept:

Time -frame

The project is expected to commence from April, 2012.

How to apply:-

Interested applicants /companies/corporate/Nationalized Bank may submit their application in the office of the Collector of Stamps (HQ), Revenue Department, GNCT of Delhi, 5, Sham Nath Marg, Delhi-110054 with all the relevant documents for empanelment as Authorized Collection Center of Stock Holding Corporation of India Limited. After due diligence and verification, the applications complete in all respects will be sent to Stock Holding Corporation of India Limited along with required approval of Revenue Department, Govt. of NCT of Delhi for appointing the said applicant as ACC (Authorized Collection Center) for generating and distributing e-Stamp Certificate of denomination below Five Hundred One rupees. Stock Holding Corporation of India Limited after due diligence will appoint the successful applicant as its ACC and will issue User ID with Password in due course of time. SHCIL will also provide necessary training to ACC for smooth roll out.

Current Volumes:

Current Annual stamp duty collection from sale of physical Non Judicial Stamp Paper of Rs. 500/- and below across Delhi is in range of 60-70 Crores rupees.

Who can apply- Qualification Benchmark:

1. Individuals/Stamp Vendors/Deed Writers/Companies/ Corporates/Nationalized Bank having at least two years experience of selling stamps/stamps papers.
2. No Criminal case is pending in any Court of Law against the applicant.
3. Availability of basic infrastructure like sufficient office space (Owned or rented), computers, Printers and internet connection.
4. Have a minimum investment capacity of One Lac Rupees.

Checklist:

Application in prescribed format should also enclose:

1. Profile of Individual/Stamp Vendors/Deed Writers/company/Corporate/Nationalized Bank .
2. Proof of experience for individuals/corporate.
3. Documentary proof in support of qualification.
4. Color Photograph(s) of Applicants.
5. Cash receipt of Rs.100/- issued by Cashier General (HQ), Revenue Department, Delhi.

Selection Process:

The process of selection would be in two stages. In the first stage, applications submitted shall be screened. The applicants fulfill the qualification benchmarks shall be screened and short listed for the next stage and after the approval of Competent Authority, Revenue Department, GNCT of Delhi, application shall be forwarded to SHCIL for appointment as their ACC (Authorised Collection Center) for generation and issue of e-Stamp Certificate of denomination below Rs.501/-. In case any deviation is found in application, the said application will be rejected without any notice.

Service Fees:

The service fees shall be approved by Revenue Department, GNCT of Delhi.

Submissions:

Empanelment application shall be submitted in sealed cover by Registered Post only clearly super scribing the envelop " EA- Collection of Stamp Duty for Lower Denomination below Rs.501/-" w.e.f, 20th March, 2012 to Collector of Stamps (HQ), Revenue Department, GNCT of Delhi, 5, Sham Nath Marg, Delhi-110054.

APPLICATION FORM FOR EMPANELMENT AS AUTHORIZED COLLECTION CENTRE (ACC) FOR GENERATION AND DISTRIBUTION OF E-STAMP CERTIFICATE OF LOWER DENOMINATION BELOW Rs 501/- THROUGH STOCK HOLDING CORPORATION OF INDIA LTD

Photo with sign

To

The Collector of Stamps (HQ),
Revenue Department, GNCT of Delhi,
5, Sham Nath Marg, Delhi-110054.

Dear Sir,

I/We hereby apply for empanelment as a ACC of Stock Holding Corporation of India Ltd. for generation and distribution of e-Stamp certificate of lower denomination below Rs 501/- and furnish below the required particulars/information in support of my/our request.

- i) Name of the Applicant(s) :
- ii) Address :
- Official Address :
- Residential Address :
- Mobile/Landline/Fax :
- E-mail :

iii) Applicant(s) Eligibility Criteria :

(select from the list below)

- Chartered Accountant Firms
- Legal firms including Solicitors, Advocates
- Construction Companies & Builders
- Real Estate Agency Firms
- Registration Agency Firms
- Stamp Vendor Agency Firms

Individuals/Others

iv) Details of Contact Person(s)/Auth. Signatories:

v) Date of Incorporation (Corporate) :
/Date of Birth (Individuals)

vi) Bank A/c No. :
Name of Bank & Branch :

Vii) Relevant Experience

Viii) PAN No. :

I/We hereby confirm, I/we are conversant with existing stamp duty Rules and Procedures in NATIONL CAPITAL TERRIOTORY OF DELHI. I/We further confirm that, the information / particulars furnished above are true and complete to the best of my/our knowledge. In case the same is found untrue or incomplete, I/we shall be liable for all consequences which include termination of ACC empanelment from inception and will render the contract of ACC void.

Date :

Signature(s)

Place :

Note:

* Please write NA wherever Not Applicable.

*Interestec. Applicant(s) must possess basic infrastructure like decent Office Space, Computers, and Printer & Broadband Internet Connector..