

NATIONAL INSTITUTE OF URBAN AFFAIRS

Request for Proposal
for

**'Study of Unplanned Settlements in Delhi – MPD
2041'**

Chapter 1: Context

1.1 Background

- i. The National Institute of Urban Affairs (NIUA) is presently collaborating with the Delhi Development Authority (DDA) for preparing the Master Plan for Delhi 2041 (MPD 2041) as an Enabling Strategic Plan. MPD 2041 seeks to be proactive and forward-looking in nature that accounts for current, emerging and anticipated drivers of urban development. In order to develop a detailed understanding of the present status, opportunities and issues, NIUA is carrying out an exhaustive analysis of the baseline status of various planning sectors such as transport, shelter, environment, etc. As part of this exercise, NIUA intends to commission detailed studies in specific subject areas of interest to develop a comprehensive understanding of respective sectors.

- ii. One of the key issues that emerged from the recently concluded baselining exercise for 'Shelter' is that a substantial proportion of Delhi's population lives in unplanned settlements. In order to devise effective strategies to bring about improvements in the quality of life of residents living in such unplanned settlements, the existing conditions need to be studied in detail. Through this RfP, NIUA wishes to appoint a reputed and experienced institution/firm ("Selected Institution") with expertise in urban planning and social studies to undertake an observation-based sample field study of twelve (12) unplanned settlements in Delhi. The study will assess the living conditions in these settlements, including aspects such as built densities, congestion levels within households, spatial configurations and typologies, risk and vulnerability, availability of various services and amenities, access to public transport, etc.

1.2. Schedule for submission of the Proposal

Release of this RFP (through NIUA website)	29-07-2019 - 18.00 hrs
Deadline for submission of queries online at sahmed@niua.org mentioning your name, address, phone no., subject and query in clarity	02-08-2019 - 17.00 hrs
Pre-bid meeting at National Institute of Urban Affairs, Conference Room, 2 nd Floor, Core 4B, India Habitat Centre, Lodhi road, New Delhi – 110003.	05-08-2019 - 11.00 hrs
Deadline for Proposal submission in hard copy format at National Institute of Urban Affairs, 2 nd Floor, Core 4B, India Habitat Centre, Lodhi road, New Delhi – 110003.	19-08-2019 – 17.00 hrs
Opening of Technical Bid at National Institute of Urban Affairs, Conference Room, 2 nd Floor, Core 4B, India Habitat Centre, Lodhi road, New Delhi – 110003.	21-08-2019 – 11.00 hrs
Opening of Financial Bid at National Institute of Urban Affairs, Conference Room, 2 nd Floor, Core 4B, India Habitat Centre, Lodhi road, New Delhi – 110003.	Will be intimated later to shortlisted applicants

Chapter 2: Terms of Reference

2.1 Survey Plan

- i. The Selected Institution shall conduct the study in a total of twelve (12) sample sites of the types of settlements given below:
 - a. **Unauthorised Colony (UAC)**
 - b. **Regularised UAC**
 - c. **Urban Village**
- ii. The list of sites is provided at **Annexure 5**.
- iii. The Selected Institution, shall prepare a detailed plan for the study, including schedule of surveys, design of the survey, survey tools, and parameters for evaluating the condition of the selected settlements, list of stakeholders and key contact persons in the settlements, etc. as part of the Inception Report. These shall be discussed with NIUA before finalisation.

2.2 Preparation of Base Map

- i. The Selected Institution shall prepare a GIS-based base map of all selected settlements showing the settlement boundary and adjoining development as discussed and finalised with NIUA at the time of finalisation of Inception Report.
- ii. The map shall contain all natural and man-made features such as water bodies, roads, H. T. lines, parks and open spaces, vegetation, building outlines, closest public transit nodes (metro, bus, etc.), public parking sites, major commercial streets, any major amenities and institutions (public semi-public facilities), public toilets, community taps, dhalaos and community bins, etc. The base map should effectively represent the settlement profile, spatial layout, accessibility and indicate places of importance to residents, within and near the settlement.
- iii. Take cognizance of any prior professional work/investigations (e.g. survey geotechnical, report, layout plans, improvement plans) that have been carried out for the selected settlements.

2.3 Documentation of living conditions

- i. The Selected Institution shall conduct a detailed condition assessment of each of the selected settlements through observation-based surveys, and focus-group discussions (FGDs) to support the observation surveys.
- ii. Observation surveys shall cover all buildings in the selected settlement. FGDs shall be conducted to obtain information such as reliability of services, incidence of fires and other hazards, nearest travel modes, access to facilities and open spaces, willingness to participate in area improvement and/or redevelopment, etc. More than one FGDs can be conducted to ensure that all types of stakeholders and residents of different age groups (including children and elderly), economic background, gender and ability are adequately represented.
- iii. The condition assessment shall cover the following details:
 - a. Settlement name, type (UAC/regularized, UAC, urban village) location and approximate area;
 - b. Estimated number and age of buildings and households;
 - c. Population density and built density (DU/Ha);
 - d. Land ownership;
 - e. Available vacant land in the case study settlement ;

- f. Topographical features (approximate area slope, natural features, etc.)
 - g. Any heritage/ cultural/religious/ natural assets in the settlement, or closely associated with it; historicity and special character of settlement if any;
 - h. Condition of structures: building typology (as discussed and finalised with NIUA at the time of finalisation of the Inception Report), kutcha/pucca/semi-pucca (typical materials used for both walls and roofs), structural safety, etc;
 - i. Living conditions in dwelling units in terms of plot areas, existing built up area, building height (number of floors), tenure, dwelling unit size, average household size, crowding, light and ventilation, etc.; capturing any major differences in living conditions and lifestyle in different localities within the study settlement;
 - j. Existing infrastructure services (water supply, sanitation, road access, storm water drainage, waste management, electrification) - availability and capacity issues (e.g. overloaded water or sewer treatment works, outfall sewer overloaded, water supply by tankers etc.);
 - k. Existing social infrastructure (health and education facilities – early learning, primary, and secondary, community centres, police stations, information about access to primary and specialised health services, etc.);
 - l. Jobs that people are engaged in – any trend of particular kinds of job for e.g. taxi drivers, delivery services etc.;
 - m. Existing commercial areas/market streets within the settlement, any particular kind of commercial activity that has flourished in the area;
 - n. Availability of open spaces and their condition;
 - o. Access to public transport (metro, bus, etc.) and other IPT modes;
 - p. Conditions of roads (RoW, surface material, etc.) and parking (on-street, off-street, etc.), pedestrian infrastructure, street furniture, etc.;
 - q. Safety audit w.r.t. street lighting, negative spaces, etc. and vulnerabilities in terms of fire incidents, structural collapse, sanitation issues and associated health hazards, flooding, natural hazards, toxic waste exposure, etc.; their frequency of occurrence and associated loss of life and property in the past;
 - r. Imminent and obvious emergency threats and estimated proportion of settlement that will get affected (e.g. flooding, landslides, fire, etc.);
 - s. Immediate needs/ challenges, and comment on whether the settlement has adequate social infrastructure, services, commercial and open spaces, etc.
- iv. The Selected Institution shall submit a detailed Documentation Report with maps, building-wise documentation in the form of tables and survey sheets, database developed from FGDs, photographic documentation of issues regarding infrastructure, amenities and other settlement-level issues, etc.

2.4 Analysis and recommendations

- i. The Selected Institution shall submit a detailed analysis of the living conditions based on the above surveys, covering (but not restricted to) the following issues:
 - a. Congestion within dwelling units
 - b. Light and ventilation issues
 - c. Infrastructure availability and access, and any inequities therein
 - d. Sanitation issues
 - e. Mobility issues (including parking)

- f. Availability of social infrastructure and public amenities
- g. Vulnerabilities and risks – structural safety, safety of public areas, disaster hazards, etc.
- ii. The Selected Institution shall also submit recommendations covering (but not restricted to) the following:
 - a. Retrofitting for services and amenities
 - b. Potential for renewal and redevelopment
 - c. Area improvement strategies in terms of creation of public spaces, street improvement, parking, greens, accessibility, etc.
 - d. Risk mitigation strategies for improving resilience, e.g. common spaces for evacuation, fire access improvement, etc.

2.5 Timelines, deliverables and payment milestones

The Selected Institution will complete all responsibilities as per the schedule given below:

S. No.	Deliverables	Completion timeline (in weeks)
PROJECT INCEPTION		
1	Submission of Draft Inception Report: including survey formats and parameters for condition assessment, methodology, survey schedule, final team composition, etc. Presentation of the Draft Inception Report	ED* + 2 weeks
2	Familiarisation and training of field teams	ED + 3 weeks
3	Submission of Final Inception Report after incorporating any changes/ feedback provided by NIUA	ED + 3 weeks
FIELD SURVEYS		
5	Completion of all surveys	ED + 12 weeks
6	Data collation	ED + 14 weeks
7	Submission of Documentation Report (as per Clause 2.3.v)	ED + 15 weeks
SUBMISSION OF FINAL REPORT		
8	Submission of Preliminary Report fulfilling all requirements of the study, including analysis and recommendations	ED + 18 weeks
9	Submission of Final Report incorporating any changes indicated by NIUA	ED + 20 weeks

* ED – Effective Date i.e. the date of signing of contract by both parties

2.6 Project Team

- i. The Selected Institution shall deploy sufficient staff of skilled professionals and support staff for undertaking the study.
- ii. The team shall be led by a Team Leader with adequate experience of conducting area planning and documentation studies and preparation of retrofitting/redevelopment plans for area improvement in urban areas. S/He shall be assisted by a Lead Urban Planner with adequate experience of conducting area planning/improvement exercises, structural and infrastructural surveys. The CVs of the Team Leader and the Lead Urban Planner shall be evaluated as part of the Technical Evaluation Criteria for selection of preferred bidder as per details provided in Chapter 3.

- iii. Adequate trained field staff shall be mobilised for conducting the surveys in a time bound manner and ensuring the quality of data collected. Details of such field staff shall be provided as part of the Technical Proposal in the format provided at **Annexure 2**.

2.6 Project Financials and Payment Milestones

- i. The bidder shall indicate a lump sum cost for undertaking the project and quote the same in the format provided at **Annexure 3**
- ii. Release of payments shall be as per milestones given below:

S. No.	Deliverables	Completion timeline (in weeks)	Payment milestones
PROJECT INCEPTION			
1	Submission of Draft Inception Report: including survey formats and parameters for condition assessment, methodology, survey schedule, final team composition, etc. Presentation of the Draft Inception Report	ED* + 2 weeks	10% (will be released upon completion of deliverable no. 3)
2	Familiarisation and training of field teams	ED + 3 weeks	
3	Submission of Final Inception Report after incorporating any changes/ feedback provided by NIUA	ED + 3 weeks	
FIELD SURVEYS			
5	Completion of all surveys	ED + 12 weeks	30% (will be released upon completion of deliverable no. 7)
6	Data collation	ED + 14 weeks	
7	Submission of Documentation Report (as per Clause 2.3.v)	ED + 15 weeks	
SUBMISSION OF FINAL REPORT			
8	Submission of Preliminary Report fulfilling all requirements of the study, including analysis and recommendations	ED + 18 weeks	40%
9	Submission of Final Report incorporating any changes indicated by NIUA	ED + 20 weeks	20%

- iii. The Selected Institution shall submit invoices after completion of each milestone and NIUA will release the payment within 30 days of receipt of invoice, provided all the milestones have been completed satisfactorily.

Chapter 3: Eligibility and Evaluation Criteria

3.1 Eligibility Criteria

- i. The applicant should be a premier governmental or semi-governmental or autonomous academic or research institution or firm registered under the Indian Companies Act with expertise in urban planning and social studies.
- ii. The applicant should be operational in India for at least last 15 financial years as of 31st March 2019.
- iii. Consortiums are not eligible to apply. Only single entity fulfilling all the requirements of the RfP may apply.
- iv. The applicant shall submit supporting documentation for pre-qualification as per **Annexure 4**.
- v. The applicant should not be blacklisted/ debarred by Central/State Government Dept./PSU/Government Agency.

3.2 Technical Qualification and Evaluation Criteria

- i. The technical bid has to comply with all the eligibility criteria given in Clause 3.1 of this RfP. Any bid not meeting the above criteria will be summarily rejected.
- ii. **Method of selection of Preferred Bidder:** Technical Qualification and Shortlisting of applicants followed by selection on the basis of Least Cost (L1 Method).
- iii. Technical evaluation of bids will be based on the criteria given in Clause 3.2.iv below. The applicant must respond to all the technical evaluation criteria, and obtain a minimum of 75 marks to qualify for financial bid opening. The bid proposal should strictly be in line with the formats provided in **Annexure 3**. Each page of the technical proposal shall be signed by an authorised representative of the bidder.
- iv. Criteria for technical evaluation (total 100 marks)

No.	Criteria	Basis for evaluation	Max. marks
1	<ul style="list-style-type: none"> ○ Experience of conducting area level documentation and planning/improvement exercises in urban areas: for Local Body/Ministry/ Government Department/Planning Authority/PSU ○ The projects should not be of a value of less than INR 10 lakhs ○ Projects should have been completed in the last 5 years ○ Documentary proof in the form of work orders/contracts and certificate from client to be submitted. ○ To be submitted as per Annexure 2 	<ul style="list-style-type: none"> ○ 10 marks for each eligible project 	30
2	<ul style="list-style-type: none"> ○ Experience of undertaking surveys related to structural safety and resilience of infrastructure: for Local Body/Ministry/ 	<ul style="list-style-type: none"> ○ 10 marks for each eligible project 	10

	<p>Government Department/Planning Authority/PSU</p> <ul style="list-style-type: none"> ○ The projects should not be of a value of less than INR 10 lakhs ○ Projects should have been completed in the last 5 years ○ Documentary proof in the form of work orders/contracts and certificate from client to be submitted. ○ To be submitted as per Annexure 2 		
3	<p>Experience of key personnel</p> <ul style="list-style-type: none"> ○ Refer Clause 3.2.v for qualification requirements ○ To be submitted as per Annexure 2 	<ul style="list-style-type: none"> ○ Team Leader – 10 marks ○ Lead Urban Planner– 10 marks 	20
4	<p>Approach and Methodology</p> <ul style="list-style-type: none"> ○ The approach and methodology should reflect the conceptual framework for the study. ○ To be submitted as per Annexure 2 ○ If required for a comprehensive understanding of the approach, methodology and work plan, the client may at its discretion ask for a presentation from applicants. 	<ul style="list-style-type: none"> ○ Objectives, hurdles and mitigation measures - 5 marks ○ Methodology for field surveys – 10 marks ○ Organisation and staffing - 5 marks 	20

v. Qualification requirements of the key professionals

No	Key professional staff	Qualification requirement
1	Team Leader	Post-Graduate degree in Urban Planning with at least 15 years' experience including at least 10 years of experience in Area improvement through retrofitting and/or redevelopment strategies. Experience in at least 3 similar assignments is desirable.
3	Lead Urban Planner	Post-Graduate degree in Urban Planning with at least 10 years' experience including at least 5 years of experience in Area level documentation and improvement through retrofitting and/or redevelopment strategies. Experience in at least 3 similar assignments is desirable.

vi. The technical bids shall be ranked highest to lowest as per total technical score obtained. The qualifying applicants shall be shortlisted as per Clause 3.2 (iii) for financial evaluation in the second stage.

3.3 Financial Evaluation and Selection of Preferred Bidder

- i. The financial proposals of the firms that are not pre-qualified and shortlisted shall not be opened.
- ii. Applicants shall submit their financial quotes for the project as per the format provided in **Annexure 3**.
- iii. Selection of the final bidder for carrying out the assignment will be on a Least Cost (L1) Method. Technically qualified and shortlisted bidder with the lowest financial bid will be selected as the Preferred Bidder.

Chapter 4: Other Bidding Conditions

4.1 General Terms and Conditions

- i. The offers should be made strictly as per the formats enclosed.
- ii. The applicant should bear all the costs associated with the preparation and submission of its proposal and NIUA will in no case be responsible or liable for these costs, regardless of the conduct or outcome of bidding process.
- iii. The applicant is expected to examine all instructions, forms, terms and conditions and technical specifications in the bidding documents.
- iv. Submissions with insufficient information and which do not strictly comply with the stipulations given above, are liable for rejection.
- v. At any time, prior to the deadline of submission of proposals, NIUA may modify the document/issue addenda. These addenda shall be posted on the website of NIUA and shall be treated as a part of the documents.
- vi. NIUA may, at its discretion, extend the deadline for submission of proposals.
- vii. NIUA may, at its discretion, abandon the process of selection associated with this document anytime.

4.2 Preparation and Submission of Proposal

- i. The information on the outer sealed envelope should clearly mention; “Proposal for Study of Unplanned Settlements in Delhi – MPD 2041”
- ii. Two inner sealed envelopes should clearly mention
 - Technical Proposal
 - Financial Proposal

4.3 Corrupt or Fraudulent Practices

- i. NIUA requires that bidders under this contract observe the highest standard of ethics. In pursuance of this policy, NIUA defines, for the purpose of these provisions, the terms set forth below as follows:
 - “Corrupt practice” means the offering, giving, receiving or soliciting of anything of value to influence the action of a public servant; and
 - “Fraudulent practice” means a misrepresentation of facts in order to influence the decision to award the consultancy contract to the detriment of NIUA and targeted stake holders and includes collusive practice among bidders (prior to or after the proposal submission) designed to establish bid prices at artificial non-competitive level and to deprive NIUA and targeted stake holders of the benefits of free and open competition.
 - NIUA will reject a proposal for award of consultancy work if it is determined that the bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question or in concealment of material or fact.
 - NIUA will declare a bidder ineligible, either indefinitely or for a stated period of time, to be awarded a contract/contracts, if it at any time determines that the bidder has engaged in corrupt or fraudulent practices in competing for, or in executing the consultancy contract.
 - The bidder should not have been declared ‘bankrupt’ by any court of law.
 - The bidder should not be blacklisted by Central/ State Government Department/ PSU/Government Company. Bidder also should not be under any legal action for

indulging in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice with any Indian Central/ State Government Department/ PSU/Government Company.

- The seat of arbitration/disputes resolution/settlement shall be at New Delhi. Arbitration clause will be the part of consultancy agreement to be signed between NIUA and the selected firm.

4.4 Termination of Contract:

If the client (NIUA) for any reason whatsoever decides to terminate the contract, a written notice of termination to the Selected Institution shall be given with a notice period of 1 month. Fees for the work done and approved till the time of termination shall be made as mutually decided between NIUA and the Selected Institution. If the contract is terminated due to non-submission of deliverables within prescribed time schedule, inferior quality of reports, non-compliance to instructions, fraudulent practices, corrupt practices and misrepresentation, then fee for that work will not be paid.

ANNEXURE 1: Format for Technical Proposal

Project Datasheet for recording Bidder's Experience

[Using the format below, provide information on each assignment for which your organisation/firm, was legally contracted either individually as a corporate entity or as one of the major companies within a JV for carrying out consulting services similar to the ones requested under this assignment.]

Assignment Name and Project cost	Approx. value of the contract (in INR in Lakh/Crore):
Country: Location within country:	Duration of assignment (months):
Name of Client	Total no. of staff-months of the assignment:
Address	Approx. value of the services provided by your firm under the contract (in INR in Crore):
Start Date (Month/Year) Completion Date (Month/Year)	No. of professional staff-months provided by associated consultants
Name of Lead Partner	Names of senior professional staff of your firm involved and functions performed (indicate most significant profiles such as Project Director/Coordinator, Team Leader):
Name of Associated Consultants, if any:	
Narrative description of the Project: (highlight project capital cost in the narration)	
Description of actual services provided by your staff within the assignment:	

Bidder's Name:

Signature of Authorized Representative

Note: Project Datasheet will be considered for evaluation only if relevant work order/contract agreement and client certificate is submitted for the same.

CV Format for Key Technical Personnel

(Please use separate forms for multiple CVs)

Name of the Resource	<<insert details>>
Proposed Position	<<insert details>>
Date of Birth	<<insert details>>
Qualification Details	<<insert details – year of passing, percentage details, graduated in, college name, place>>
Language known	<<insert details>>
No. of years of Experience (post qualification)	<<insert details>>
Project details	For each project <<insert details – Project name, client name, year, roles & responsibilities of the resource>>

Description of Approach, Methodology and Work Plan for Performing the Assignment/Job*

a) Approach:

In this chapter you should explain your understanding of the objectives of the assignment/job, approach to the assignment/job, understanding of the expected outputs. You should highlight the problems/project specific risks and explain the technical approach you would adopt to address them

b) Methodology:

In this chapter you should explain your methodology in detail for conducting the various activities listed in the Scope of Work.

c) Organization and staffing:

The bidders should detail the overall staffing proposed as part of the survey, including both technical and non-technical staff. Specific survey related manpower shall be detailed as per table below:

***Applicants may be required to make a presentation of their technical proposal as required by NIUA.**

Name of the bidder:

Signature of Authorized Representative

ANNEXURE 3: Format for Financial Proposal

(on Company Letter Head)

Our lumpsum professional fee for providing procurement services to NIUA under this assignment shall INR _____ (in figures) _____ (in words). The quote shall be inclusive of all applicable taxes.

Our offer shall be valid up to 6 months from date of submission of the proposal.

The broad break-up of costs is as follows:

No.	Head	Amount (INR)
1	Professional Fees	
a	Team Leader	
b	Lead Urban Planner	
c	Support staff – as indicated in the Technical Proposal	
2	Other expenses (please mention in detail)	
TOTAL BID AMOUNT		

We understand that our fee will be paid in accordance with the following milestones:

S. No.	Deliverables	Completion timeline (in weeks)	Payment milestones
PROJECT INCEPTION			
1	Submission of Draft Inception Report: including survey formats and parameters for condition assessment, methodology, survey schedule, final team composition, etc. Presentation of the Draft Inception Report	ED* + 2 weeks	10% (will be released upon completion of deliverable no. 3)
2	Familiarisation and training of field teams	ED + 3 weeks	
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SUBMISSION OF FINAL REPORT			
8	Submission of Preliminary Report fulfilling all requirements of the study, including analysis and recommendations	ED + 18 weeks	40%
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Bidder's Name:

Signature of the Authorized Representative

ANNEXURE 4: General Information for meeting Pre-Qualification Criteria

General Information of the firm

(To be submitted on firm's letter head)

[Using the format below, provide information about your firm]

General Information Form

1. Name of the bidder:

2. Legal status of the bidder:

3. Date of Establishment (dd/mm/yyyy format):

4. Registered address, telephone, tele-fax in Delhi
.....
.....

5. Contact person, Designation and Address including email ID
.....
.....

We, [Name of the bidder], confirm that all information submitted as part of this bid is correct and true.

Signature of the Authorized representative

Note: The following supporting documents are required to be submitted with this form:

- Certificate of Incorporation/Registration
- Undertaking confirming that the company has not been black-listed

ANNEXURE 5: List of Survey Settlements

S.No.	Name	Zone	Location	Area
UNAUTHORIZED COLONIES				
1	Abul Fazal Encalve (Registration no. 236)	O	Abul Fazal Enclave, Block-E to N, New Delhi-25	Approx. 85 Acres
2	Dabar Enclave (Registration No. 1155)	L	Dabar Enclave (S R Block A) Rawta Mode Jafar pur Najafgarh ,Delhi	Approx. 114 Acres
3	Chanakya Place (Registration No. 1017)	K-II	Chanakya Place Pt-II Uttam Nagar,Delhi	Approx. 70 Acres
4	Chanderpuri (Registration No. 1512)	E	Chanderpuri, Chand Bagh, Main Wazirabad Road, Delhi-94	Approx. 30 Acres
5	Saroop Nagar (Registration No. 905)	P-II	Saroop Nagar Block A B C D E F G H H1,I G.T.Road Libaspur Delhi-42	Approx. 150 Acres
6	Sangam Vihar (Registration No. 492,714)	J	Sangam Vihar, L-Block, New Delhi-62	Approx. 77 Acres
REGULARIZED UNAUTHORIZED COLONIES				
1	Adarsh Nagar, Majlis Park	C	Located near GT Road and Adarsh Nagar metro station	Approx. 200 Acres
2	Bholanath Nagar (Bihari Colony)	E	Near Seelampur	Approx. 112 Acres
URBAN VILLAGES				
1	Rithala (Village no. 58)	H	Adjacent to Najafgarh Supplementary Drain	Approx. 150 Acres
2	Neelwal (Village no. 177)	L	Located near Green Belt	Approx. 60 Acres
3	Shah Pur Jat (Village no. 95)	F	Located near Siri Fort area	Approx. 50 Acres
4	Khichripur (Village no. 5)	E	Located near Gazipur Sanitary Landfill Area	Approx. 26 Acres