



CIN: U74899 DL 1995 GOI 068150

दूरभाष Tel : 23417910/12

फैक्स Fax : 23417921

दिल्ली मेट्रो रेल कॉर्पोरेशन लि० DELHI METRO RAIL CORPORATION LTD.

(भारत सरकार एवं दिल्ली सरकार का संयुक्त उपक्रम)

(A JOINT VENTURE OF GOVERNMENT OF INDIA AND GOVT. OF DELHI)

No. DMRC/20/III-1079/2025

Dated: 30.03.2026

LETTER OF ACCEPTANCE

M/s Singlas Retail Private Limited

Plot No.232 ,Dwarka Sec 09

Near Metro Station Delhi 110075

Tel. No.: 9810623588

E-mail ID: accounts@singlasgroup.com

GST no. 07AAWCS5644R3Z3

Sub: Contract CPD-155: Property Development at Greater Kailash Metro Station (Line-8) of Delhi Metro as Temporary Structure.

Ref:

- Your online tender submission on e-tendering portal for the subject work opened on 13.01.2026.
- Your unconditional acceptance to the addendum (i.e. Addendum -1 to 3) and pre-bid clarifications for this tender up to the date of opening of bid.
- Post bid clarifications hosted on e-portal on 25.02.2026 and replies received on 10.03.2026.
- Online opening of the financial bids on 27.03.2026.

Dear Sir,

With reference to above, Letter of Acceptance (LOA) is hereby issued to you for Property Development at Greater Kailash Metro Station (Line-8) of Delhi Metro as Temporary Structure admeasuring 380 Sqm area. The brief details of the terms & conditions are reproduced as under:

- Your quoted offer for Lease Fee of **INR 3313 + applicable GST (Rupees Three Thousand Three hundred thirteen plus applicable GST)** per sqm per month has been accepted by competent authority of DMRC. The space will be leased to you for a period of **Fifteen (15) years** from the commencement date.
- As per Clause 3.11.1 of RFP, you are required to submit an interest free Security Deposit to DMRC for a sum equivalent to one hundred percent of first year's Lease Fee (i.e. Lease Fee + maintenance charge if any +utility area charges + parking area charges + mezzanine area fee if any) in the form of Bank Guarantee/Demand Draft/Pay order/ Fixed Deposit Receipt (FDR)/ RTGS/NEFT within 30 days from the date of issue of this Letter of Acceptance. Accordingly, an interest free Security Deposit for a sum equivalent to one hundred percent of first year's Lease Fee i.e. **INR 1,51,07,280.00 (Rupees One Crore Fifty-One Lakhs Seven Thousand Two Hundred Eighty only)** shall be submitted in the form of Bank Guarantee/Demand Draft /Pay Order /Fixed Deposit Receipt (FDR)/ RTGS/NEFT within 30 days from the date of issue of this Letter of Acceptance. **Alternatively**, at the option of the Lessee, the Security Deposit may be renewed every 2 years with a validity of 2 years for procedural simplicity (for illustration,

Just 13013124

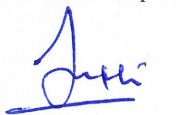
Page 1 of 3 (LOA of Contract CPD-155)

(मेट्रो भवन, 13 फायर ब्रिगेड लेन, बाराखंभा रोड, नई दिल्ली-110 001)

Metro Bhawan, 13 Fire Brigade Lane, Barakhamba Road, New Delhi-110 001

Security Deposit furnished at the time of signing of Agreement may be equivalent of 2nd year Lease Fee, then prior to the start of the 3rd year, Security Deposit may be augmented to equivalent of 4th year Lease Fee and so on).

3. With reference to RFP clause no 3.26.3 , you will be handed over the premises/ Leased space(s) within 7 days of signing of Lease Agreement. If you or your authorised representative do not turn up for taking over the premises/ Lease space(s), after execution of the Lease Agreement, the premises/ Lease space(s) shall be deemed to be handed over to you from that day i.e. from the date of signing of the Lease Agreement.
4. In terms of clause 4.6 of RFP, for carrying out the Fit-out Activities and finishing works etc. you will be permitted a Lease Fee free period up to **03 (three) months** i.e. moratorium period, from the date of signing of the Lease Agreement or 90 days from issue of the letter of acceptance (LOA), whichever occurs earlier. In terms of Clause 4.6.2 of RFP *"if the lessee starts operating the area/ part area before completion of 03 months moratorium period, he shall give prior intimation to DMRC and the recurring fee for the area/part area made operational shall start from the date of operation"*.
5. In accordance with Clause 4.1.3 of RFP , "In case any additional area (the 'Additional Area') is available and deemed feasible by DMRC, the Additional Area may be allotted to the Lessee on "as is where is basis" at the sole discretion of DMRC on the request made by the Lessee upon payment of the Additional Lease Fee and security deposit which shall be calculated on pro-rata basis at the prevalent rate of Lease Fee on the date of such request made by the Lessee. The lease period of such additional area shall be co-terminus with the lease agreement.
6. The quarterly recurring lease fee payable and security deposit shall be escalated at the rate of 5% (five percent) every year from the Date of Original LOA, as per clause 4.15.3 of RFP.
7. Payment of GST, as applicable (on recurring fee, etc.,) and all other statutory taxes, statutory dues, local levies, stamp duty as applicable, Property Tax, any claims that may arise from the statutory authorities in connection with this lease agreement etc., from time to time, shall be borne solely by the lessee.
8. **GM/PD-II** of this organisation will be the Nodal officer for this Contract.
9. You are requested to contact the **GM/PD-II** immediately for further necessary action in this matter.
10. In terms of Clause 3.26.2 of Request for Proposal (RFP) document, a Lease Agreement shall be executed within a period of 30 days of receipt of LOA payment (i.e. payment of Interest free Security Deposit and other amount, as applicable) by the selected bidder which shall be registered by paying stamp duty as per Draft Lease Agreement Clause 14.15 of Article 14: Miscellaneous.
11. It may be please noted that until a formal lease Agreement is executed, this Letter of Acceptance will constitute a binding contract between you and the DMRC.
12. All other terms and conditions of the RFP document (incorporating changes introduced if any, through addendum(s)) will remain unchanged. This 'Letter of Acceptance' is sent herewith to you in duplicate. You are required to return one copy of it duly signed by you on all pages indicating "Unconditional Acceptance" thereof so as to reach the undersigned within one week of the receipt of this letter.


3/13/26

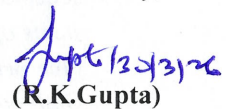
13. The Bank Account details to deposit LOA payment are as under:

Name & address of Bank	ICICI Bank, 9A, Phelps Building, Connaught Place, New Delhi-110001
Account Name & no.	DMRC Ltd, PD cell A/c, 000705011546
Account Type	Current
IFSC code	ICIC00000007

14. You are instructed to register on the customer payment portal of DMRC. The instructions to the same are provided in the enclosed Annexure-‘A’ and the lease out no. is 09.08.0171.01.

Thanking you,

Yours faithfully,


(R.K.Gupta)

Sr. General Manager/ Contracts

For and on the behalf of Delhi Metro Rail Corporation Ltd.

Encl: One copy of this letter in duplicate and *Annexure- ‘A’*.

We, the undersigned hereby accept the Letter of Acceptance No. DMRC/20/III-1079/2025 dated–30.03.2026 (including all 03 pages thereof) **“unconditionally”**.
(authorized signatory of the bidder with company seal)

Authorized Signature with
company seal & date

Name & Designation (title) of
Authorized signatory
Name of Agency/ Company **M/s Singlas Retail Private Limited**

ANNEXURE-A

Procedure for Registration and Payment through Customer Payment Portal

Step_1:- Login Page at <https://cpp.dmrc.org>

cpp.dmrc.org

Welcome to Customer
Payment Portal

दिल्ली मेट्रो



Login

USERNAME

PASSWORD

☐ Remember Me

Login

[Forget Password](#)

[New User? Register Here](#)

Administrator Panel

यूनियन बैंक Union Bank

June
30/3/24

30/3/24

Step_2:- For New Registration:-

Customer will click on Register Here and following screen will be displayed:

Welcome Customer Payment Portal

दिल्ली मेट्रो रेल कॉर्पोरेशन लिमिटेड
Delhi Metro Rail Corporation Limited

Registration Step 1 of 3

MOBILE NUMBER

PAN NUMBER

Proceed

[Forgot Password](#)
[Existing User? Login Here](#)

यूनियन बैंक Union Bank of India

Customer has to enter the same mobile number and PAN as communicated to DMRC. In case problem in OTP generation/ registration kindly contact concerned engineer in charge.

[Signature]
30/3/26

[Signature]
10/3/26

An OTP will be generated on mobile number registered with DMRC

Welcome Customer
Payment Portal



दिल्ली मेट्रो रेल कॉर्पोरेशन लिमिटेड
Delhi Metro Rail Corporation Limited



Registration Step 2 of 3

MOBILE NUMBER
8826276510

PAN NUMBER
AAICG4043N

PLEASE ENTER OTP RECEIVED ON MOBILE / EMAIL.
OTP

OTP EXPIRES IN 00:50 MINS.

Proceed

[Forgot Password](#)
[Existing User? Login Here](#)

 **Union Bank**
OF INDIA

Customer shall proceed with OTP and on next screen password shall be generated and registration is complete.


30/3/26

Step_3:- Login Details

The username shall be as default the mobile number registered with DMRC of the customer.

Welcome to Customer Payment Portal

दिल्ली मेट्रो

Login

USERNAME
8375066637

PASSWORD
.....

☐ Remember Me

Login

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

[Administrator Panel](#)

यूनियन बैंक Union Bank of India

June
30/3/24

30/3/24

Step_4:-

At the Dashboard following details shall be displayed:

1. Total Outstanding (Excluding Interest)
2. Total Payments
3. Total Contracts

The screenshot shows a user interface for 'SURINDER TIN INDUSTRIES'. The top navigation bar includes a logo, a menu icon, and a 'Log Out' button. The left sidebar lists navigation options: Dashboard, My Contracts, My Open Invoices, My Settled Invoices, and My Transactions. The main content area is titled 'Dashboard' and displays three summary cards: 'Total Outstanding (Excluding Interest)' with a value of ₹11,45,202.00, 'Total Payments' with a value of ₹0.00, and 'Total Contracts' with a value of 3.

For Checking of outstanding invoices with interest, Customer shall click on My Open Invoices and following items shall be displayed:-

The screenshot shows the 'Invoices' section of the user interface. The left sidebar is the same as the dashboard. The main content area is titled 'Invoices' and shows 'My Invoices (Outstanding)'. Below the title is a filter bar with 'Fully Paid Invoice', 'Partial Paid Invoices', 'Download Excel', and 'Pay Advance'. A 'Submit' button is present. The table below lists 10 invoices with columns: Contract No, Invoice Number, Invoice Date, Due Date, Total Amount, Interest Rate, Interest Accumulated, Balance Due, and Action. The table shows various invoice details and actions like 'Pay Invoice | Download'.

Contract No	Invoice Number	Invoice Date	Due Date	Total Amount	Interest Rate	Interest Accumulated	Balance Due	Action
03.55.1537.01	ZT3421407272	26.02.2024	13.03.2024	₹13,334.00		₹0.00	₹13,334.00	Pay Invoice Download
03.55.1540.01	ZT3421404032	18.10.2023	03.11.2023	₹34,253.00		₹0.00	₹34,253.00	Pay Invoice Download
03.55.1540.01	ZT3421404961	22.11.2023	06.12.2023	₹32,071.00		₹0.00	₹32,071.00	Pay Invoice Download
03.55.1540.01	ZT3421405658	21.12.2023	05.01.2024	₹21,546.00		₹0.00	₹21,546.00	Pay Invoice Download
03.55.1540.01	ZT3421406505	29.01.2024	13.02.2024	₹28,403.00		₹0.00	₹28,403.00	Pay Invoice Download
03.55.1540.01	ZT3421407300	26.02.2024	12.03.2024	₹39,671.00		₹0.00	₹39,671.00	Pay Invoice Download
03.55.1540.01	ZE3010003135	08.12.2023	31.12.2023	₹2,84,480.00		₹0.00	₹2,84,480.00	Pay Invoice Download
03.55.1540.01	ZE3010005939	31.03.2023	31.03.2023	₹11,800.00		₹0.00	₹0.00	Pay Invoice Download
03.55.1545.01	ZE3010002364	16.10.2023	16.10.2023	₹35,400.00		₹0.00	₹35,400.00	Pay Invoice Download
03.55.1545.01	ZE3010003136	08.12.2023	31.12.2023	₹6,56,044.00		₹0.00	₹6,56,044.00	Pay Invoice Download

Displaying 1 - 10 of 10
1 Go to Page: 1
Display 10 records per page

June
30/3/24

Payment of Invoice:-

Customer can select single or multiple invoice and following screen shall be displayed:-

Customer has to enter the amount of TDS in compliance to TDS exemption certificates issued to customers, to be deducted and click on Pay Interest for making payment along-with interest

[Log Out](#)

Invoices
[Home](#) / [Invoices](#)

My Invoices - Pay now

Contract No	Invoice Number	Total Amount	Balance Due	Amount Paid (Include TDS)	TDS	Interest Amt	Pay Interest
03.55.1545.01	ZE3010002364	₹35,400.00	₹35,400.00	35400	1000.00	₹0.00	☐

Total Amount Payable: ₹34,400.00

[Pay Now](#) [Back](#)

[Fully Paid Invoice](#) | [Partial Paid Invoices](#)

Online Payment

Payment for Invoices

Invoice Number: ZE3010002364

Invoice Amount	₹35,400.00
Amount Paid	₹35,400.00
TDS	₹1,000.00
Total	₹34,400.00

Amount to be paid : ₹34,400.00

☐ I agree to the Payment Terms & Conditions.

[Pay Now](#) [Back](#)

30/3/24

30/3/24

Payment Information	
Order Id :	ZA6e5e9ea94f
Amount :	₹34,400.00
Currency :	INR
Billing information(optional):	
Name :	SURINDER TIN INDUSTRIES
Address :	SECTOR-3,pocket F, NEW DELHI, DELHI, 110039.
Mobile :	8375066637
Email :	casharmavarun89@gmail.com
Shipping information(optional)	
Name :	SURINDER TIN INDUSTRIES
Address :	SECTOR-3,pocket F, NEW DELHI, DELHI, 110039.
Mobile :	8375066637
Email :	casharmavarun89@gmail.com
CheckOut	

Customers has following options to make the payment.:-

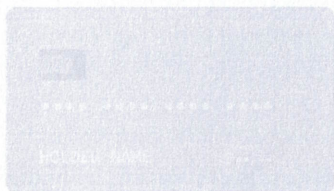


DELHI METRO RAIL CORPORATION

Transaction will be expired in 4 minutes 29 seconds.

Powered By



Payment Options	Credit / Debit Card	Payment Summary
☐ Credit Card ☒ Debit Card ☐ Net Banking ☐ UPI ☐ Offline Payment	 Card number * Card holder name * Valid thru * CVV *	


 30/3/20