

**DELHI MINORITIES COMMISSION  
GOVT. OF NCT OF DELHI  
C-BLOCK, FIRST FLOOR, VIKAS BHAWAN  
I.P. ESTATE, NEW DELHI -110002.  
E-mail: [dmc\\_nct@rediffmail.com](mailto:dmc_nct@rediffmail.com)**

F No. 6/12/Misc/DMC/2016

Dated:

Bids are invited from registered NGO's, Research Organization and other similar bodies (who have got at least 3 years experience on similar kind of research ) and conducted at least two research works, to conduct study on:-

1. Study regarding the Problems & Status of Graveyards in Delhi

The details may be seen at our website [www.dmc.delhigovt.nic.in](http://www.dmc.delhigovt.nic.in) or may contact the office. The last date is 18<sup>th</sup> Oct 2016 till 11:00 am

Sd/-  
**(Vikas Goyal)**  
Dy. Secretary, DMC

**DELHI MINORITIES COMMISSION**  
(GOVT. OF NCT OF DELHI) C-Block,  
VIKAS BHAWAN: NEW DELHI-110002  
**Tele:**23370823,23370824  
**Email:**dmc\_ nct@rediffmail.com

F.No.6/12/Misc./DMC/2016

Date:

**Subject: "Study regarding the Problems & Status of Graveyards in Delhi"**

Bids are invited in two bid system from the registered NGOs, Research Organizations and the similar bodies to conduct the above mentioned study, having at least three years experience in similar kind of research work and conducted at least two research works.

2. Broad parameters/scope of study shall inter-alia include the following:

- (1) Assessment of the requirement of Graveyards for the Muslim Community in Delhi.
- (2) Areas/ Pockets having substantial Muslim population in Delhi, and whether Graveyards are available in their vicinity, Graveyards is available in vicinity which Graveyard they take their dead bodies for burial.
- (3) Existing Graveyards in Delhi: there number and location.
- (4) Assessment of requirement of Graveyards for Muslim population in Delhi.
- (5) How many Graveyards are governed by the Wakf Boards and how many under private management.
- (6) Which Govt. agencies/department is responsible for allotment of land for Graveyard, their maintenance and improvement
- (7) Status of existing Graveyards viz-a-viz the adequacy of land and availability of other facilities
- (8) Are there any Graveyard within the inhabited colonies: if so, what is the scope for their re-location?
- (9) What is the DDA's policy regarding allotment of land for Graveyards, as per their Master Plan-2021, and what are its yardsticks / norms in this regards
- (10) Reports should be indicate clearly about the adequacy and requirement of Graveyards keeping in view the population and spread of community in Delhi
- (11) Outcome of this study & recommendation to address the issue
- (12) Any other parameters for conducting the study.

3. Methodology to be adopted is at **Annexure (A)**.
4. The ultimate objective of conducting the Study is to make recommendations to the Govt. of NCT of Delhi to take remedial policy decisions/measures so as to resolve the problem of Graveyards in Delhi.
5. **The study should be completed in three months time.**
6. The Technical Bid will be submitted in a sealed envelope and should contain information regarding the antecedents of the Applicant's Organization, its areas of operation, experience in similar kind of research studies along with the copies of the work orders from the Govt. Departments (at least two).
7. The Financial Bid will to be submitted in a sealed envelope quoting the lump sum amount (all inclusive) offered for conducting this study.
8. The successful bidder will be paid 50% of the total contract amount approved for conducting the study on signing of the agreement between the DMC & the bidder and subject to furnishing of a Bank Guarantee equivalent to 10% of the total contract amount, valid for a period of minimum six months. Balance 50% of the total contract value shall be released on acceptance of the report by the Commission. Bank guarantee will be returned to the bidder on successful completion of the contract.
9. The interested organizations may submit their bids in one big sealed envelope mentioning **"Study regarding the Problems & Status of Graveyards in Delhi"** containing sealed technical and financial bids in two different envelopes. The bids are addressed to the Secretary, Delhi Minorities Commission at the above given address and shall be deposited in the tender box kept in the office before the last date during working hours. **Last date for submission of bids is 18<sup>th</sup> October, 2016 till 11:00 AM.** Firstly, technical bids are opened at 12:00 Noon on same date i.e. **18<sup>th</sup> October, 2016.** Thereafter, financial bids of only those eligible organizations which are technically qualified shall be opened at 4:00 pm on the same day.
10. Any application received after the said date & time shall be summarily rejected.
11. The Delhi Minority Commission reserves the right to cancel the bid at any stage without mentioned any reason.

**METHODOLOGY**

Study Report with documents:

1. Identification of existing graveyards in NCT of Delhi separately owned by Delhi Waqf Board, MCD, DDA, LKDO, DUSIB, Private (run by individual or Society or Trust or RWA) and NDMC with Area/Location/status in use or disuse
2. Meeting/Interview with Muslim leaders & Organizations(50) to assess the current availability of graveyards and requirement. of these graveyards.

(A questionnaire needed to be prepared)

3. Meeting/Data Collections, physical verification of these graveyards with photograph/video etc. as under:-

a) Information required for each graveyard:-

- i) Management
- ii) Rules & Regulation
- iii) Administration
- iv) Facilities
- v) Functions
- vi) Charges
- vii) Future Plan of Action for development
- viii) Capacity
- ix) Vacancies
- x) Procedure for burial
- xi) Requirement/documents needed for burial

- xii) Whom to contact
  - xiii) Copy of Forms & documents for burial.
4. Actual assessment regarding requirement of graveyards in different Muslim areas/localities by different development agencies.
  5. Policy and criterion for allotment of land for new graveyard & procedure of application to these Deptts. as per Delhi Master Plan 2020 of DDA.
  6. What are laws (DMC Act, DDA Act, NDMC Act, Cantt. Act) governing existence of graveyards.
  7. Identification of land for graveyard as per the scheme and Community Concentration
  8. Other issues:-
    - National and international best practices of management and governance of graveyards.
    - Feasibility of Eco-friendly concepts
    - Maintenance, Fund management, Accountability/Transparency
  9. Recommendations