

To

Date:

The Commissioner
Cuttack Municipal Corporation
Cuttack

Sub: Application for Quoting Price in sealed envelope for Tender Notice

No....., Date..... for Satichoura Ground Floor Shop.

Madam,

From the Advertisement in Local Newspaper / CMC website I came to know regarding the **Satichoura Ground Floor Shop** of CMC vide Tender Notice No , Date..... , and I am interested to participate in the Tender auction process for which I have deposited the S.D Amount for Rs..... Vide DD No..... Date..... of
.....(Bank Name).

I Quoted my Bid Price/Monthly Rent as Rs (In Figures)
..... (In words), I have also enclosed the self-attested photocopy of my Govt. Issued Identity Card/ Aadhar Card / Pan Card the details of the document is mentioned below: .
(Document Details.....) in this sealed envelope.

I have gone through the terms and Conditions of CMC as mentioned in Advertisement No. mentioned above and I will follow the same.

This is for your kind information

Yours Faithfully

Full Name:

Full Address:

Mobile No.

(Signature in full)



CUTTACK MUNICIPAL CORPORATION

Tel No 2308517, 2308424, 2308655 (Fax)

Ref.....

Date.....

ALLOTMENT OF HALL IN GROUND FLOOR AT SATICHOURA MARKET COMPLEX

MODE OF ALLOTMENT: AUCTION

Sl. No	Asset	Measurement	rent fixed	Application fee
1	Hall	15.60mtr x 5.75 mtr		

A. Eligibility

1. The applicant must be a citizen of India
2. The applicant must be of 18 years of age as on the date of submission of the application.

B. Procedure for purchase of application form and submission of Bids

1. The applicant shall download the brochure and the application form from the website i.e. www.cmccuttack.gov.in . **Rs.1000/-** towards cost of the brochure shall be paid by the bidder along with EMD in the form of bank draft in **favour of Commissioner, Cuttack Municipal Corporation, Cuttack payable at Cuttack.**
2. The applicant shall submit the application in the enclosed form along with the required documents in a separate envelope through Registered Post/Speed Post only so as to reach CMC on or before 20.02.2020 by 5.00 P.M. The Authority will not be held responsible for any loss or delay in receipt of application through Postal Service. Delivery by hand or through private courier will not be accepted. The envelope containing the application form shall be clearly superscribed in bold letter with:

"APPLICATION FOR ALLOTMENT OF HALL IN GROUND FLOOR AT SATICHOURA MARKET COMPLEX, CUTTACK" addressed to Commissioner, Cuttack Municipal Corporation, Biju Bhawan, Choudhury Bazar, Cuttack-753009 . The full name & address of the applicant should be clearly mentioned on the envelope. **Application without this superscription and address details will be rejected.**

3. The applicant has to quote the maximum bidding rent which he can offer against the asset. The quoted price cannot be less than the upset rent fixed. In case the offer price is less than the upset price, the bid will be rejected and EMD will be refunded without any interest.

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4. The bid shall be accompanied with 10% of the quoted bid amount as earnest money (EMD). The EMD shall be adjusted towards security amount in case of successful bidders.
5. The earnest money (EMD) Rs.1,00,000/- (one lakh only) shall be deposited in the form of a demand draft in favour of Commissioner, Cuttack Municipal Corporation, Cuttack payable at Cuttack
6. In case of un-successful applicants, the EMD shall be refunded without any interest.
7. The successful bidders shall be required to deposit the security deposit amount of Rs.10,00,000/- (Rupees Ten Lakhs only) in the form of bank draft in favour of Commissioner, Cuttack Municipal Corporation, Cuttack payable at Cuttack on declaration of name of successful bidder.

C. Withdrawal of application

1. In case, an applicant withdraws his/her application before the bid opening date; the EMD shall be refunded without any interest after deduction of Rs.500/- towards processing fees.
2. No application for withdrawal of bids will be entertained after 5.00 PM of Dt.20.02.2020.

D. Opening of Bids and selection of the highest bidder:

1. The sealed envelopes containing application and other documents will be opened at 11.00 A.M onwards on Dt.25.02.2020 in the Mini Conference Hall, Biju Bhawan, Choudhury Bazar, Cuttack in presence of bidders or their authorized representatives.
2. CMC reserves the right to extend the last date of submission of application and / or the date of auction.
3. The allotment of the asset shall be made to the highest bidder and in case of more than one applicant quoting the same bidding price, the allotment shall be made through lottery.
4. CMC shall issue the order of the provisional allotment to the selected applicants within 30 days of date of auction.
5. The allottee will execute Agreement Deed with CMC within one month of provisional allotment.



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A. Delivery of Possession:

1. CMC will make its best efforts to deliver the possession of the unit /asset to the allottee within 30 days of provisional allotment. Before delivering the possession, the allottee is subjected to make all payments as required.
2. The applicants will be informed in writing the date by which CMC would be handing over possession of the unit/asset. The allottee shall himself/herself or through authorised agent may take delivery of the assets within 30 days from the date of issue information.
3. In case the allottee fails to take possession of the asset/ unit within 1 month from the date of issue of intimation to take possession, **the allotment shall be cancelled.** In this circumstances, CMC shall forfeit the security deposit amount and CMC shall process for realotment as per such decision to be taken by the Authority of CMC.

E. CONDITIONS OF ALLOTMENT

1. The Asset shall be allotted on "As is where is basis".
2. The applicant has to clearly mention the nature of business he/she intends to take up in the premises. The asset cannot be used for storage or sale of Alcoholic & narcotic items/meat/egg/fish and such similar items and/or for any illegal acts. CMC reserves the right to permit/prohibit such business.
3. The allottee shall be responsible for obtaining water supply and/or electricity connection from the concerned Departments at his/her own cost and also pay holding tax/trade license and any such govt. dues as applicable, to the concerned authorities, for such use.
4. No addition/alteration of the existing structure shall be made by the allottee without prior approval of the Authority.
5. Bidders, who fail to take over possession of the allotted asset within 15 (fifteen) days from the date of intimation for taking over possession, shall be required to pay watch & ward charges @Rs.5000/- per month or part thereof till he/she takes over possession. In case possession is not taken within six months of allotment being made, CMC shall have the right to cancel the allotment and dispose the property by allotting it to the next highest bidder or in any other manner at it's sole discretion. In this case, amount already deposited including the EMD will be forfeited.

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6. The allottees will have to submit a written undertaking in Non judicial stamp paper in the format prescribed by CMC at their own cost to abide by these terms and conditions at the time of final payment.
7. The asset shall be allotted on lease basis, initially for three years, subject to renewal on application by the allottee.
8. On payment of all dues, the allottee shall be intimated separately in due course to register the lease deed at his/her cost after observing all formalities.
9. **The asset cannot be transferred within five years from the date of taking over the possession.**
10. In case of death of the applicant and/or the allottee, the nominee shall act as representative of his/her successors and accordingly all actions taken, consent given, approval made by him or her, shall bind the successors of the applicant/allottee in all respects.
11. All the applicable statutory taxes, shall have to be paid by the bidders before taking over physical possession.

7. **Cancellation**

1. CMC reserves the right to cancel the auction for unavoidable reasons. In such case, the application fees and EMD amount will be returned in full.
2. If there will be single bidder for the asset, the auction will not be allowed and the auction will be cancelled.

8. **Interpretation**

In case of any disputes relating to the terms and conditions of the bid or any other matter relating to these, is/are raised the decisions of the Commissioner CMC shall be final and binding to the bidder.

9. **Jurisdiction of Court:**

The courts of Cuttack shall have the jurisdiction over all matters for determination of disputes/litigation if any between CMC and the bidder.

10. **Force Majeure**

If the construction of house is delayed for reasons like delay on account of non-availability of steel, cement or any other building materials or water supply or electric power backup or slow-down strike or due to dispute with the construction agency employed by CMC., land encroachment, civil commotion



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or war or criminal action or earth quake or any act of god, delay in obtaining decision/ clearance from any statutory body, or due to any notice, order, rule or notification of the Govt., or any other public or competent Authority, or any other reason beyond the control of CMC and in any other aforesaid events, CMC shall be entitled to a reasonable extension of time stipulated for delivery of possession of the asset. CMC also reserves the right to alter any terms or condition of allotment in the event of any such contingency, as aforesaid and if the circumstances are beyond the control of the Authority, it may defer or suspend the scheme for such period as it may consider expedient and the allottee in such an event shall not claim any compensation or damage of any nature whatsoever for such delay or suspension.

If for any reason whatsoever CMC is not in a position to handover/ allot the asset to the allottees, CMC shall refund the amount in full without any interest.

DEPUTY COMMISSIONER
CUTTACK MUNICIPAL CORPORATION

Keep Your City Clean & Green

କଟକ ମହାନଗର ନିଗମ

CUTTACK MUNICIPAL CORPORATION

ପ୍ରତିଚରଣା ମାର୍କେଟ କମ୍ପ୍ଲେକ୍ସ ଏକ ହଲ / ରମ ନର ନିମନ୍ତେ ଆବେଦନ ପତ୍ର
Application form for allotment of Room/ Ground Floor Hall
in Satichoura Market Complex, Cuttack.

ରଜିମ
ପାସପୋର୍ଟ
ଆକାର ପାଟେ
ଫାଇଲ୍ କରନ୍ତୁ

୧. ଆବେଦନକାରୀଙ୍କ ନାମ
Name of the Applicant.

୨. ପିତା/ସ୍ବାମୀଙ୍କ ନାମ
Father/Husband's Name

୩. ବୟସ/ଲିଙ୍ଗ/ବୈବାହିକ ମର୍ଯ୍ୟାଦା
Age/Sex/Marital Status

୪. ଧର୍ମ/ Religion

୫. ବୃତ୍ତି
Occupation

୬. ରୋଜଗାର (ବାର୍ଷିକ)
Income (Yearly)

୭. ଆଧାର କାର୍ଡ ନମ୍ବର
Adhar Card No.
(ଏକକପିତା ନକଲ ସଂଲଗ୍ନ କରିବେ)
(Attach one Copy of the Adhar Card)

୮. Demand Draft shall be any Nationalised Bank (D.D No.& Date) Name of the Bank.
ବ୍ୟାଙ୍କର ନାମ ଓ ଡି.ଡି. ନଂ/ତାରିଖ

୯. ପ୍ୟାନ ନଂ.
PAN No.
ପ୍ୟାନ କାର୍ଡର ଏକକପିତା ନକଲ ସଂଲଗ୍ନ କରିବେ
(Attached one copy of the PAN Card)

୧୦. ସ୍ଥାୟୀ ଠିକଣା/ ବ୍ଲାକ୍ ନଂ/
ସ୍ଥାୟୀ ଠିକଣା ପଥା ହୋଲ୍ଡିଂ ନଂ./ଦେୟ (ଯଦି ଥାଏ)

Permanent Address/ Ward No./Details of Holding, i.e. Holding No./Amount, if any

ବର୍ତ୍ତମାନ ଠିକଣା/ ବ୍ଲାକ୍ ନଂ

୧୧. ମୋବାଇଲ୍ ନମ୍ବର
Mobile No.

୧୨. ପୂର୍ବରୁ ନିମ୍ନ ତରଫରୁ କୌଣସି ଦୋକାନର ଆପଣ କିମ୍ବା ଆପଣଙ୍କ ପରିବାର ସଦସ୍ୟଙ୍କ ନାମରେ ଆବଦ୍ଧିତ ହୋଇଛି କି ଯଦି ହଁ ତେବେ ଦୋକାନ ନରର ସମ୍ପୂର୍ଣ୍ଣ ବିବରଣୀ ନାମ/ ସମ୍ପର୍କ/ମାର୍ଜେଟ୍ କମ୍ପ୍ଲେକ୍ସ/ଦୋକାନ ଘର ନଂ/କି ପ୍ରକାର ବ୍ୟବସାୟ କରୁଛନ୍ତି/ କୌଣସି ଦେୟ ନକେୟା ଅଛି କି/ ନାହିଁ ଏହା ସମ୍ବନ୍ଧରେ ଯୁକ୍ତି ବାବରଣୀ ଦାଖଲ କରିବେ।

Whether the applicant or any of his/her family member has been allotted any shop room of CMC, if Yes, give the details Name/ Relation/ Market Complex/ Room No./ Category of business/ Dues pending (if any)

ବି:ତ୍ର: (୧) ପୂର୍ବରୁ ନିମ୍ନ ତରଫରୁ କୌଣସି ଦୋକାନର ଆପଣ କିମ୍ବା ଆପଣଙ୍କ ପରିବାର ସଦସ୍ୟଙ୍କ ନାମରେ ଆବଦ୍ଧିତ ହୋଇ ନଥିବାର ସତ୍ୟପାଠ ଦାଖଲ କରିବେ।

The applicant shall submit an affidavit to the effect that, previously no Shop room of CMC has been allotted in his/her favour or any of his/her family member etc.

(୨) ଆବେଦନକାରୀ ଉକ୍ତ ଦରଖାସ୍ତ ସହିତ ସେ କୌଣସି ଅପରାଧର କାର୍ଯ୍ୟରେ ସମ୍ବନ୍ଧ ରୁହନ୍ତି ଓ ଏ ସମ୍ବନ୍ଧରେ ତାଙ୍କ ବିଚ୍ଛେଦରେ କୌଣସି ମାମଲା ଅଚାଲିତରେ ରୁହୁ ହୋଇନଥିବାର ଏକ ସତ୍ୟପାଠ ଦାଖଲ କରିବେ।

Applicant shall submit an affidavit that, he is not involved in any criminal offence and no such type of case is pending in any Court of law.

(୩) ଆବେଦନକାରୀ ଦରଖାସ୍ତର ନିର୍ଦ୍ଧାରିତ ସ୍ଥାନରେ ଏକ ରଙ୍ଗିନ ପାସପୋର୍ଟ ସାଇଜ ଫଟୋ ସଂଲଗ୍ନ କରିବା ସହିତ ଦୁଇଗୋଟି ରଙ୍ଗିନ ପାସପୋର୍ଟ ସାଇଜ ଫଟୋ ଦରଖାସ୍ତ ସହିତ ଦାଖଲ କରିବେ।

Applicant shall affix one Colour Passport Size Photograph in the application and submit another 2 (two) Nos. of Colour Passport Size Photographs with the application.

ଘୋଷଣାନାମା/ DECLARATION

ପୂର୍ବ ଘୋଷଣା କରୁଅଛି ଯେ ମୋ ଦ୍ଵାରା ଦିଆଯାଇଥିବା ଉପରୋକ୍ତ ତଥ୍ୟାବଳୀ ମୋ ଜ୍ଞାତସାରରେ ସଠିକ୍ ଅଟେ ଓ ଦୋକାନ ରୁହୁ ସମ୍ବନ୍ଧୀୟ ଦୁର୍ଦ୍ଦିନାମାର ସମସ୍ତ ସର୍ତ୍ତ ପୂର୍ଣ୍ଣ ଗ୍ରହଣ କରୁଅଛି । ଯଦି କୌଣସି ସମୟରେ ଏଥିରେ କୌଣସି ଝୁଲାଇ ପରିଲକ୍ଷିତ ହୁଏ କିମ୍ବା ଭୁଲ୍ ତଥ୍ୟ ଦେଖାଯାଏ ତେବେ ମୋର ଆବଦ୍ଧିତ ରୁହୁ ବାଦିଲ୍ କରାଯିବ ଓ କଟକ ମହାନଗର ନିଗମ ଦ୍ଵାରା ମୋ ବିଚ୍ଛେଦରେ ଆଇନାବୁପାୟୀ କାର୍ଯ୍ୟାନୁଷ୍ଠାନ ଗ୍ରହଣ କରାଯିବ।

I do hereby declare that, the information given above are true to the best of my knowledge and belief. I do hereby agree with the terms and conditions laid down in the brochure. I also understand and accept that, if any of the information provided by me is found to be false/incorrect in material particulars in future, the CMC is at liberty to cancel the allotment of the shop room in my favour. I also understand that without prejudice to the above, CMC may also initiate appropriate legal proceedings against me for mis-representation/providing false/incorrect information in this regard.

ଆବେଦନକାରୀଙ୍କ ସ୍ଵାକ୍ଷର
Signature of the Applicant