

CUTTACK MUNICIPAL CORPORATION
CUTTACK
GOVERNMENT OF ODISHA



APPLICATION FORM FOR ALLOTMENT OF SHOP FOR
PRINTING & XEROX ON RENT BASIS IN BISWANATH
PANDIT CENTRAL LIBRARY LOCATED AT OLD
ANGUL-PURI BUS STAND, CUTTACK

Issued by:
Commissioner
Cuttack Municipal Corporation
Cuttack

DETAILED TENDER CALL NOTICE

Notice No.- 5849

Date: 15/05/2026

Cuttack Municipal Corporation proposes to rent out 1(one) number of shop for printing and xerox in Biswanath Pandit Central Library at old Angul Puri bus stand, Cuttack, on a license basis for a period of two (02) years.

Any Individual who is a citizen of India, or any Company registered under the Companies Act, or a Partnership Firm, or a Proprietorship Firm shall be eligible to participate in the allotment **Process of shop for printing & xerox on Rent basis in Biswanath Pandit Central Library Located at old Angul Puri bus stand, Cuttack**, subject to fulfilment of the terms and conditions of the allotment notice. For details visit <https://cmccuttack.odisha.gov.in>

The applicant shall pay application fee of Rs. 1180/- (Rupees One Thousand One Hundred Eighty Only Including GST) non-refundable through Demand Draft in favour of “**Commissioner, Cuttack Municipal Corporation**” and Payable at “**Cuttack**” from any scheduled commercial/nationalized Bank in India.

1	Earnest Money Deposit (EMD)	Rs.10,000/- Rupees Ten Thousand only (Refundable) Deposited through DD in favour of Commissioner, Cuttack Municipal Corporation, Cuttack payable at Cuttack.
2	Availability of Application form in the website	From 02.00 P.M. of 15.05.2026 to 06.06.2026 up to 3:00 P.M.
3	Last date for Hard Copy submission of application	06.06.2026 up to 3.00 P.M.
4	Date for Opening of Technical Bid	08.06.2026 at 3.00 P.M.
5	Date for opening of financial Bid	To be intimated on CMC website (https://cmccuttack.odisha.gov.in) & Displayed on the notice board of the CMC office (Biju Bhawan)
6	Mode of Receipt of application	Through Speed Post/ Registered Post (India Post)/Courier and by no other means.
7	Correspondence Address	The Commissioner Cuttack Municipal Corporation, Biju Bhawan, Choudhary Bazaar, Cuttack-753001
8	Contact Person	Deputy Commissioner (License)

1. Mode of Submission: Application form should be submitted offline.
2. Other details can be seen in the documents, which is available in website **<https://cmccuttack.odisha.gov.in>**
3. Subsequent corrigendum, if required, shall appear in the website.
4. CMC reserves the right to cancel the entire allotment process or part of it, at any stage without assigning any reason thereof.
5. Please note that no liability will be accepted for difficulties in, and/or incomplete download of the application document.



**Commissioner
Cuttack Municipal Corporation**

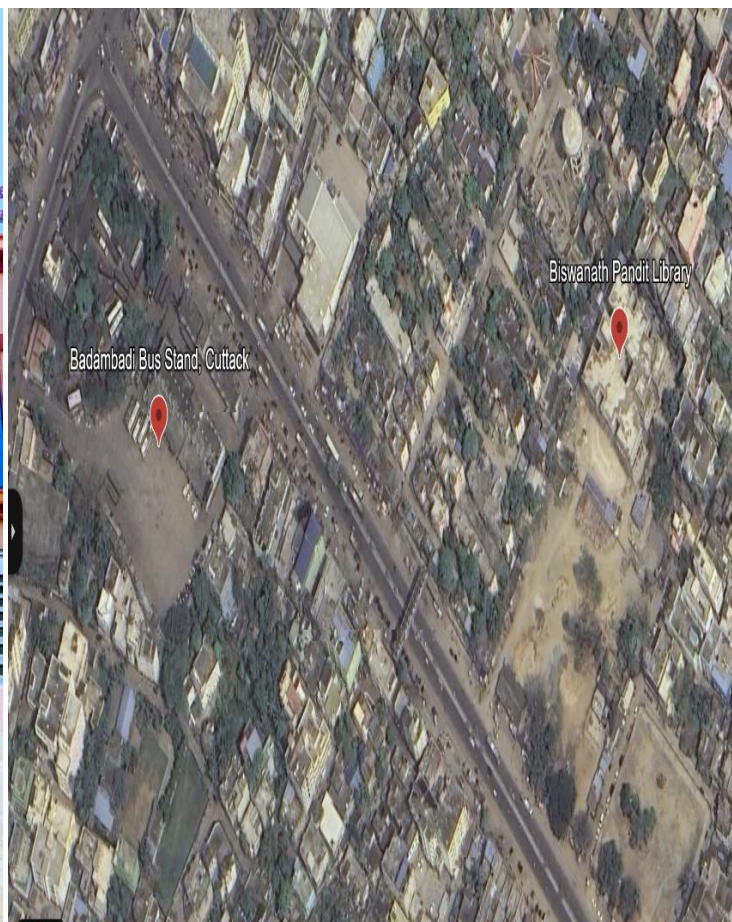
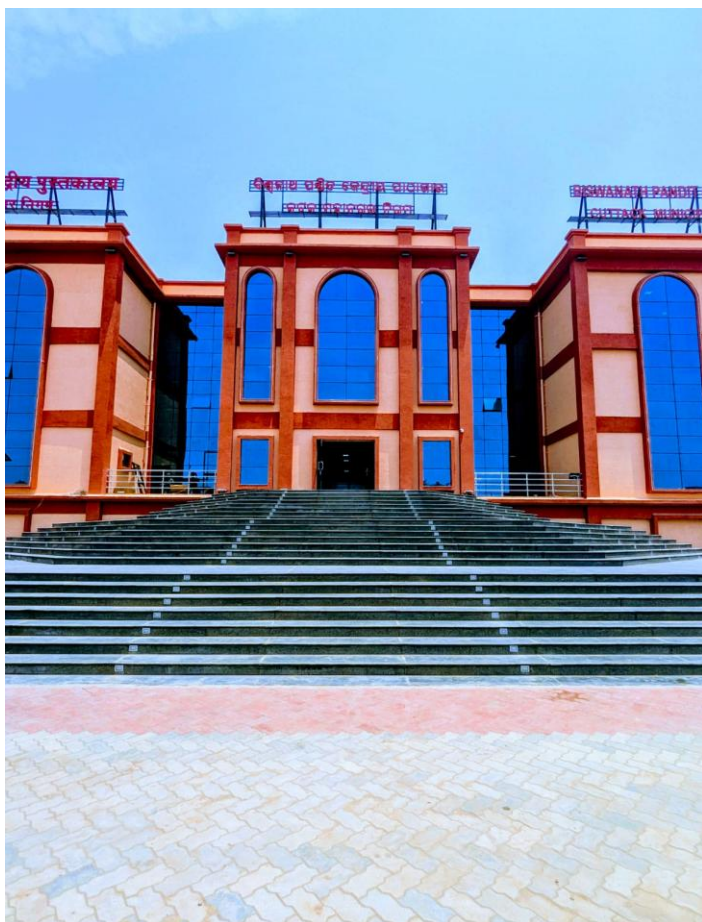
1. INTRODUCTION

The Cuttack Municipal Corporation (CMC) has newly constructed a Public Library named **Biswanath Pandit Central Library**, located at the Old Angul–Puri Bus Stand. The Library is envisioned as a modern, accessible, and community-oriented knowledge centre aimed at providing equitable access to information resources, supporting education and lifelong learning, encouraging reading habits, and promoting cultural enrichment for all sections of society.

The Biswanath Pandit Central Library has an approximate seating capacity of **1000 (One Thousand) users**, making it a significant public facility for knowledge dissemination and community engagement.

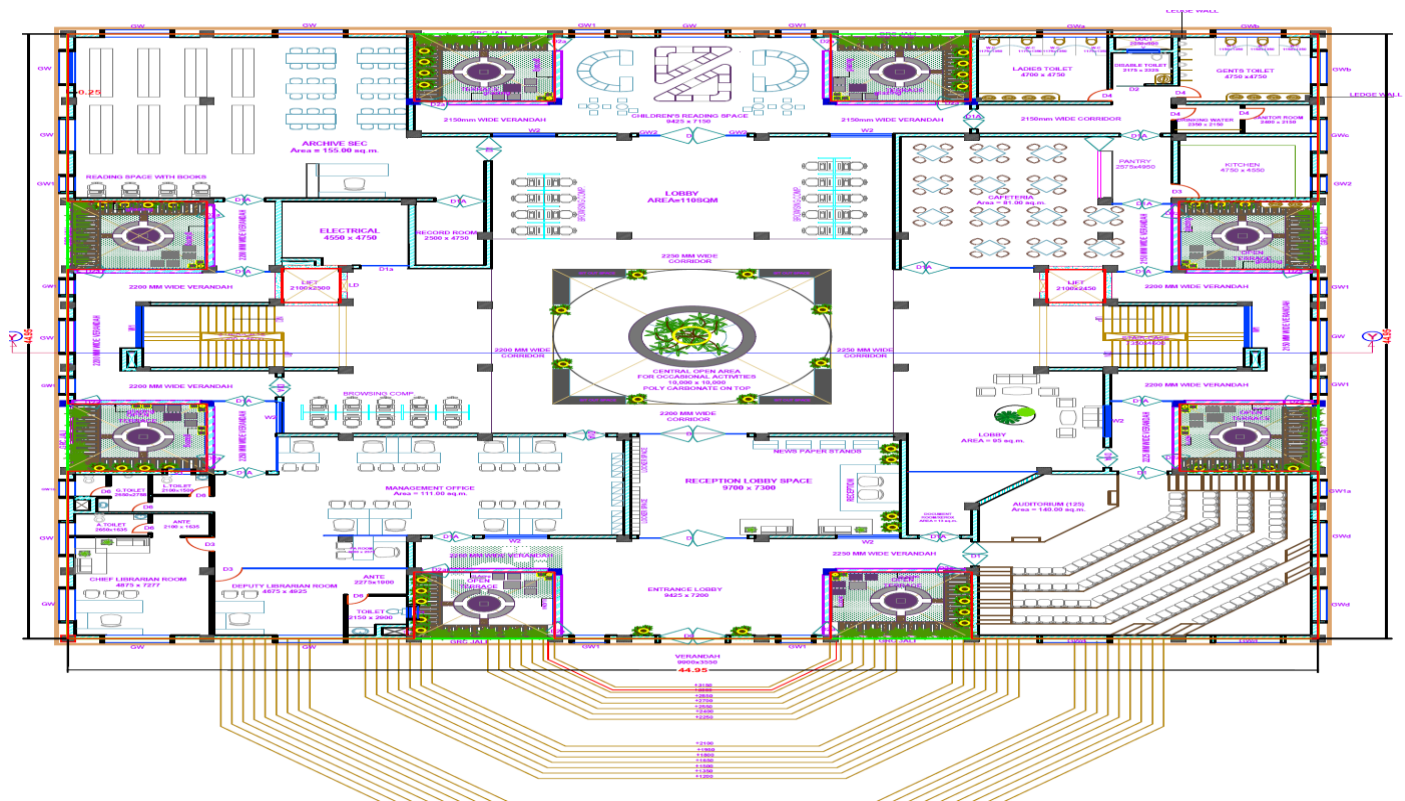
Within the premises of the Library, a **shop has also been constructed** to provide printing & xerox facilities for visitors, readers, and staff, thereby enhancing user convenience and overall experience.

2. LOCATION

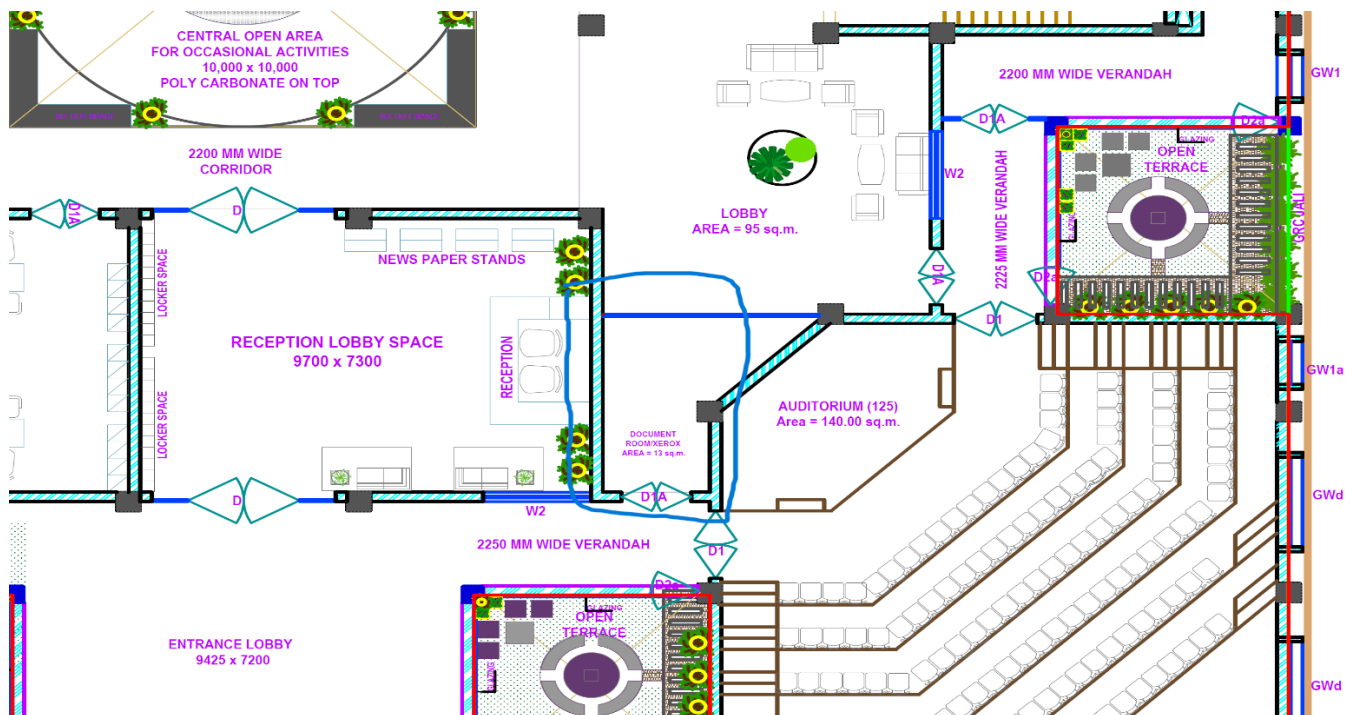


Biswanath Pandit Central Library Shop at Old Angul Puri Bus Stand, Cuttack, 753012

3. VIEWS



1st Floor of Biswanath Pandit Central Library Located at Old Angul Puri Bus Stand, Cuttack



Shop for Printing & Xerox in Biswanath Pandit Central Library

4. INSTRUCTIONS TO BIDDERS

A. General Conditions

- i. The allotment shall be strictly for **printing, photocopy (xerox), scanning, and related services only**
- ii. Sale, display, or storage of tobacco, alcohol, intoxicants, or any other prohibited items is strictly forbidden within the shop premises.
- iii. The successful allottee shall maintain high standards of cleanliness and sanitation within and around the shop premises at all times and ensure proper collection, and disposal of waste in accordance with applicable municipal and environmental regulations. Any lapse in sanitation or waste management shall attract penalties as decided by CMC.
- iv. The successful allottee shall, at their own cost, arrange and maintain necessary equipment required for efficient and uninterrupted operation of the shop. No additional financial support shall be provided by CMC.
- v. Cuttack Municipal Corporation (CMC) shall provide designated and suitable space within the library premises for the establishment and operation of the printing & xerox shop, as per the approved layout.
- vi. Sub-letting, transfer, partnership, or delegation of operation of the allotted shop, in any form, is strictly prohibited.
- vii. CMC shall facilitate access to basic utilities such as water supply and electricity for shop operations. The charges for consumption of such utilities shall be borne by the successful allottee, as per prevailing rates and terms fixed by CMC from time to time.
- viii. CMC reserves the right to periodically monitor, inspect, and review the functioning and operations of the shop to ensure compliance with the terms and conditions of the agreement, and service standards.
- ix. The allotment shall be made on a license basis for a period of **two (2) years ('Licence Period')**. The monthly rent shall be subject to an escalation of **ten percent (10%)** after completion of each year of the Licence Period. The contract may be extended for a further period of **one (1) year** at an escalated license fee, subject to satisfactory performance of the Agency, mutual consent, and approval of the Competent Authority of CMC.
- x. Upon completion of the Licence Period, the licence of the shop may be renewed at an escalated license fee or may be put to fresh tender/auction, at the sole discretion of the CMC Authority.
- xi. After completion of License Period the allottee shall have no claim over the shop and CMC shall have the right to take over possession of the shop.
- xii. CMC reserves the right to reject any application without assigning any reason.
- xiii. The allottee shall not use the allotted asset for any activities that may cause nuisance, annoyance, or disturbance to other occupants and shall refrain from carrying out any activities that are contrary to law or any directives issued by the Authority.
- xiv. The allottee shall be responsible for the maintenance of the allotted asset at their own cost. Insurance of the shop, including interiors and fittings, shall also be the responsibility of the

allottee. CMC shall not, under any circumstances, be held liable for any loss, damage, or liability arising from the act, omission, or negligence of the allottee or any third party.

- xv. The allottee shall not sub-divide, demolish, or carry out any new construction in the allotted shop unit or any part thereof. The allottee shall ensure that the shop area is not divided or sub-divided in any manner. Furthermore, the allottee shall not alter the color or façade of the exterior walls of the allotted shop.
- xvi. No transfer of the allotted asset shall be permitted in the event of any encroachment, addition, or alteration to the existing structure.
- xvii. The allottee shall not be entitled to alienate, mortgage, assign, or sub-let the shop area, either wholly or in part. Any such act is strictly prohibited and, if found, shall constitute a ground for termination of the licence/agreement and imposition of penalty, at the sole discretion of the Authority.
- xviii. The successful allottee shall not, under any circumstances, encroach upon or occupy any open spaces, common areas, passages, or corridors within or adjoining the shop or library premises. All common facilities shall be used strictly for their intended purpose, in a manner that does not cause any obstruction, inconvenience, or hindrance to other users or occupants.
- xix. In the event of any unauthorized encroachment, obstruction, or misuse of such spaces being observed or brought to the notice of Cuttack Municipal Corporation (CMC), the allotment shall be liable for immediate cancellation, without prejudice to any other action as deemed fit by CMC under the terms of the agreement.
- xx. Any dispute arising out of the application, allotment, or payment process shall be referred to the Deputy Commissioner (Licence), CMC or any other competent authority of CMC, whose decision shall be final and binding on all parties.
- xxi. No application other than those meeting the above conditions shall be entertained, and no intimation in this regard will be sent to the applicant.
- xxii. The successful bidder/allottee shall be bound to:
 - a) Operate the shop strictly as per the approved category, nature of business permitted by Cuttack Municipal Corporation.
 - b) Maintain the highest standards of hygiene, cleanliness, and public health, in compliance with municipal regulations, and directions of the CMC authority.
 - c) The successful allottee shall strictly adhere to the operational days and timings of the shop as prescribed by CMC from time to time and shall ensure uninterrupted and efficient service during the entire library working hours without any lapse or closure.
 - d) Comply with all statutory authority requirements.
 - e) Pay the prescribed license fee/rent, user charges, utility charges, and any other dues to CMC within the stipulated time, without default.
 - f) Any damage to property shall be repaired at the **allottee's cost**.

B. Eligibility Criteria

Technical Eligibility

- i. The applicant shall be an individual (Indian citizen and must be 18 years or above), proprietorship firm, partnership firm, LLP, or company duly registered/incorporated under the applicable laws of India.
- ii. If the applicant is an **individual**, they shall submit self-attested copies of PAN and Aadhar card.
- iii. If the applicant is a **proprietorship firm / partnership firm / company**, they shall submit PAN Card of the firm/entity, and GST Registration.
- iv. The applicant must submit valid Trade license.
- v. No previous termination/blacklisting/debarred by central govt. or state govt. or Cuttack Municipal Corporation or any ULB (Submitted Annexure-6 in Rs.10 stamp paper).

Financial Eligibility

- i. The bidder shall have adequate financial capacity to successfully operate and maintain the shop.
- ii. Demonstrated capability to pay the quoted license fee/rent regularly and on time.
- iii. Capability to deposit a Security Deposit equivalent to one (1) year's license fee/rent within the stipulated period before issuance of the Letter of Allotment.
- iv. The applicant must not have any outstanding dues to Cuttack Municipal Corporation (CMC) or any of its associated bodies as on the date of application.

C. Submission of Application

- i. The application shall be submitted in two parts
Part A – Technical Part
Part B – Financial Part
- ii. The applicant shall pay application fee of Rs. **1180/- (Rupees One Thousand One Hundred Eighty Only)** non-refundable through Demand Draft in favour of “**Commissioner, Cuttack Municipal Corporation**” and Payable at “**Cuttack**” from any scheduled commercial/nationalized Bank in India.
- iii. The applicant shall submit an Earnest Money Deposit (EMD) of **Rs. 10,000/- (Rupees Ten Thousand only)** in the form of a Demand Draft drawn in favour of ‘**Commissioner, Cuttack Municipal Corporation**’, payable at ‘**Cuttack**’, from any scheduled commercial/nationalized bank in India. The EMD of the unsuccessful applicants shall be returned after completion of the entire allotment process, without any interest. Whereas the EMD of the successful applicant shall be adjusted against the applicable fees/security deposit.
- iv. **Part A** -The filled-up application form (Annexure-2) along with the Annexure-3, & 4, all mandatory documents, application fee & EMD in the form of demand draft from a scheduled

commercial/ nationalized bank in India in favour of “**Commissioner, Cuttack Municipal Corporation**”and payable at Cuttack.

- v. **Part-B** - Properly sealed financial bid as per the format attached in the Annexure- 5.
- vi. The Part-A & Part-B must be packed in separate sealed envelope. The envelope shall be clearly superscribed with the name and address of the applicant and prominently marked as “**Application form for allotment of Shop for Printing and Xerox on rent basis in Biswanath Pandit Central Library at Old Angul Puri Bus Stand, Cuttack.**” Any application not submitted in the prescribed manner may be liable for rejection. The sealed envelope can be submitted through Regd. Post/Speed Post/Courier to the following address;
To,
**The Commissioner
Cuttack Municipal Corporation,
Biju Bhawan, Choudhary Bazar,
Cuttack-753001, Odisha**
- vii. In case last date of receipt is declared as a government holiday; the last date of receipt will be 5.00PM of next working day. Applications received after the last date shall not be entertained by CMC at any cost.
- viii. Application received without required particulars and/ or deposits shall be rejected.
- ix. In case the applicant fails to submit mandatory documents as detailed in “Eligibility”, along with application form fee, EMD etc. during the submission of application the CMC shall reject the application during the scrutiny of the documents.

D. Mode of Allotment

- i. Upon receipt of the applications, Cuttack Municipal Corporation (CMC) shall undertake a detailed technical evaluation of all bids based on the prescribed eligibility criteria and submitted documents. Only those bidders who are found to be technically qualified shall be considered for the next stage.
- ii. The financial bids of only the technically qualified bidders shall be opened subsequently at a date and time to be notified by CMC. The decision of CMC in this regard shall be final and binding on all bidders.
- iii. The bidder who quotes the highest amount (H1) above the base price in the financial bid shall be considered for selection, subject to fulfilment of all eligibility criteria and other terms and conditions of the tender.
- iv. If two or more technically qualified bidders quote the same highest amount in the financial bid, the selection shall be made through a transparent lottery system (draw of lots) to be conducted by Cuttack Municipal Corporation (CMC) in the presence of the concerned bidders or their authorized representatives. The decision arrived at through such lottery process shall be final and

binding on all bidders.

- v. However, Cuttack Municipal Corporation (CMC) reserves the right to accept or reject any bid without assigning any reason thereof, and its decision in this regard shall be final and binding on all bidders.

E. Delivery of Possessions

- i. CMC will make its best efforts to deliver the possession of the shop to the allottee subject to “Force Majeure” provision and other circumstances beyond the control of CMC.
- ii. Upon payment of the security deposit, i.e., an amount equivalent to twelve (12) months’ rent, by the allottee within thirty (30) days from the date of issuance of the Demand Letter/Letter of Intent (LOI), the allottee shall be intimated to execute the License Agreement.
- iii. In the event the allottee fails to deposit the required security amount within the stipulated period, the allotment shall be liable to be cancelled without any further notice, and the entire Earnest Money Deposit (EMD) paid at the time of application shall stand forfeited.
- iv. Thereafter, Cuttack Municipal Corporation (CMC) shall be at liberty to offer the allotment to the next highest bidder (H2) at the H1 price., and in case of refusal or non-compliance, to subsequent bidders (H3, H4, and so on) in order of their financial ranking, subject to fulfilment of all terms and conditions of the tender
- v. The applicants will be informed in writing the date by which CMC would be handing over possession of the shop space. The allottee shall personally take delivery of the shop space within 15 (fifteen) days from the date of issue of intimation.
- vi. Service tax, GST, and any other statutory taxes, levies, or duties, if applicable, shall be paid by the bidder/allottee before taking over physical possession of the shop.
- vii. In case the allottee fails to take possession of the asset within 15 (fifteen) days from the date of issue of intimation to take possession, the Authority shall have the right to cancel the allotment of the shop space and 30% of the amount deposited shall be deducted due to loss sustained by the Authority and the balance amount shall be refunded without any interest.
- viii. The allottee shall use the allotted asset for operating a shop. Any use of the asset for purposes other than a shop shall render the Agreement liable for immediate termination at the discretion of the Authority and 30% of the amount deposited shall be deducted due to loss sustained by the Authority and the balance amount shall be refunded without any interest.
- ix. In the event of the death of the applicant/allottee, before or after allotment of the shop space, the nominee shall act as the successor, and all actions taken and/or consents given by the applicant/allottee shall be binding upon such successor, subject to the prior approval of the Authority.
- x. All charges, including stamp duty, registration charges for the License Agreement, expenses towards execution of the Agreement, and any other statutory charges, fees, or levies, shall be borne solely by the allottee.
- xi. The Authority does not guarantee allotment of shop to every applicant and reserves the right to reject any application without assigning any reason thereof.

- xii. The CMC reserves the right to withdraw or cancel the allotment at any stage, without assigning any reason thereof. Such withdrawal shall be binding on the allottee, and no claim for compensation or damages shall lie against CMC on this account.
- xiii. If it is found that any applicant has furnished false information or suppressed any material fact, the application shall be rejected summarily and any allotment made shall be liable to cancellation without any further reference to the applicant. In such cases, all payments/deposits made up to that date shall stand forfeited.
- xiv. The allottee shall not sell, transfer, mortgage, lease, sub-lease, or sub-let the allotted shop to any individual, firm, agency, or any other entity. If any such act is found, the allotment shall be liable to cancellation without any further reference to the allottee, along with imposition of penalty, at the sole discretion of the CMC Authority.
- xv. The Earnest Money Deposit (EMD) of the unsuccessful applicants shall be refunded within a period of thirty (30) days from the date of finalization of the allotment, without any interest.

F. Execution of The Agreement

- i. The Agreement shall be valid for a period of **Two (2) years** from the date of its execution. The monthly rent shall be subject to an escalation of **ten percent (10%)** after completion of each year of the Licence Period. The contract may be extended for a further period of **one (1) year** at an escalated license fee, subject to satisfactory performance of the Agency, mutual consent, and approval of the Competent Authority of CMC
- ii. Upon completion of the Licence agreement Period, the licence of the shop may be renewed at an escalated licence fee or may be put to fresh tender/auction, at the sole discretion of the CMC Authority.
- iii. Upon completion of the Licence Period, if the shop put to fresh tender/auction, the security deposit of the allottee shall be refunded without any interest. However, if any dues, damages, or penalties are found payable, the same shall be deducted from the refundable security amount, and only the balance, if any, shall be refunded.
- iv. In the event the licence of the shop is renewed, the existing security deposit of the allottee shall be refunded without any interest, after adjustment of any outstanding dues, damages, or penalties, if any. The allottee shall thereafter deposit a fresh security amount equivalent to twelve (12) months' revised rent as security deposit, as a condition precedent for such renewal.

G. Payment Schedule

- i. The monthly rent shall be paid on or before the 7th day of every month.
- ii. Cash payments shall not be permitted. Bank account details and QR code for digital payment shall be provided to all allottees by CMC.
- iii. Alternatively, rent may also be collected digitally through QR code/scanner by the authorized bank representative.
- iv. If the allottee fails to pay the monthly rent within the stipulated time, a late payment penalty as decided by CMC shall be levied for each day/month of delay. Continued default in payment of

rent for three consecutive months shall render the licence liable to suspension and/or cancellation, at the discretion of CMC, without prejudice to recovery of outstanding dues.

H. Penalty Clause

If any complaint is received by CMC, or if any violation is observed during field inspections or reported through any other forum, such violations of rules and conditions may lead to one or more of the following actions, depending upon the gravity and recurrence of the offence:

- Imposition of penalty/fine
- Temporary suspension of operations
- Cancellation of allotment/licence
- Forfeiture of security deposit
- Eviction and initiation of legal action.

Schedule of Violations & Penalties

Types of violations	Penalty to be imposed (1st Instance)	Penalty to be imposed (2nd Instance)	Penalty to be imposed (3rd Instance)
Sanitation Violation	Rs 200/-	Rs 1000/-	Rs 5000/-
Illegal Construction	Termination followed by eviction and legal action.		
Damage to Infrastructure	Rs 200/- (or restoration cost whichever is higher)	Rs 1000/- (or restoration cost whichever is higher)	Rs 5000/- (or restoration cost whichever is higher)
Non-payment of Rent	In the event that the rent remains unpaid for a continuous period exceeding three (3) months, the allotment shall be liable to be terminated on account of non-payment of rent, without prejudice to any other rights or remedies available to Cuttack Municipal Corporation (CMC) under the terms of the agreement or applicable law.		
Disciplinary Issue (Any act of misconduct, indiscipline, or violation of the terms and conditions of the agreement by the allottee or its staff, including but not limited to misbehavior with library users, staff, or officials of Cuttack Municipal Corporation (CMC), use of abusive language, involvement in unlawful activities, or breach of hygiene	i. CMC reserves the right to issue warnings, impose penalties, or take appropriate action, including suspension or termination of the allotment, depending upon the severity of the misconduct. ii. In cases of serious or repeated violations, CMC reserves the right to terminate the allotment forthwith without any prior notice, and the decision of CMC in this regard shall be final and binding on the allottee.		

and safety standards, shall be treated as a disciplinary issue).	
Sub-letting / Partnership	Termination followed by eviction and legal action.

5. **FORCE MAJEURE**

- i. In the event of war, criminal action, earthquake, act of God, delay in obtaining any approval or clearance from any statutory body, or due to any notice, order, rule, or notification issued by the Government or any other public or competent authority, or for any other reason beyond the control of CMC (hereinafter referred to as 'Force Majeure events'), CMC shall be entitled to a reasonable extension of time for handing over possession of the asset.
- ii. CMC further reserves the right to amend or modify any terms and conditions of allotment in the event of occurrence of any such Force Majeure circumstances. If the situation so warrants and is beyond the control of the Authority, CMC may defer or suspend the scheme for such period as it may deem fit. In such cases, the allottee shall not be entitled to claim any compensation or damages of any nature whatsoever on account of such delay, deferment, or suspension.
- iii. If, for any reason whatsoever, CMC is not in a position to hand over or allot the asset to the allottee, CMC shall refund the amounts deposited by the allottee, except the cost of the Application Form, in full and without any interest.

6. **JURISDICTION OF COURTS**

All disputes arising out of the above shall be subject to the jurisdiction of Courts situated within Cuttack City.

7. **CHECKLIST FOR SUBMISSION**

Sl. No.	Technical Proposal	Format
1	Application Form	Annetxure-2
2	Application Fee (non-refundable) of Rs. 1180/- (Rupees Eleven Hundred Eighty only)	Demand Draft
3	EMD of Rs.10,000/- (Rupees Ten Thousand only)	Demand Draft
4	PAN	
5	GST	
6	ADHAR	
7	Valid Trade license	
8	Non-Blacklisting/Terminating from CMC or any ULB or Govt. Office	Annexure-4
9	Consent Form	Annexure-3

Sl. No.	Financial Proposal	Format
1	Financial Bid	Annexure-5

ANNEXTURE-1

Base Price for Monthly Rent Details

Sl. No	Description	Area of Shop	Base Price for Monthly Rent Fee
1	Shop in Biswanath Pandit Central Library at Old Angul Puri Bus stand, Cuttack	13 sqm=139.698sqf	4200.00



ANNETXURE-2

CUTTACK MUNICIPAL CORPORATION

APPLICATION FORM FOR INDIVIDUAL/FIRM

For allotment of shop for Printing & Xerox on Rent Basis in Biswanath Pandit Central Library Located at Old Angul Puri Bus Stand, Cuttack, Odisha

To

The Commissioner
Cuttack Municipal Corporation
Biju Bhawan, Choudhary Bazar
Cuttack-753001

(Affix recent colour passport
size photograph of the
applicant duly signed on the
front along with application
form.)

Only For Individual's

1. Name of Applicant: _____
2. Father's Name: _____
3. Mother's Name: _____
4. Date of Birth: _____
5. Gender: _____
6. PAN No: _____
7. Adhar No.: _____
8. Occupation Details: _____
9. Nationality: _____
10. Domicile: _____
11. i. Address for Correspondence
 - a. House No: _____
 - b. Street/Village: _____
 - c. Post Office: _____
 - d. Block/ULB: _____
 - e. Police Station: _____
 - f. District: _____
 - g. State: _____
 - h. Pin No.: _____
 - i. Telephone Number with STD: _____
 - j. Mobile Number: _____
 - k. Mail Id: _____
- ii. Permanent Address (It may not be filled up, if permanent Address is same as correspondence Address)
 - a. House No: _____
 - b. Street/Village: _____

- c. Post Office: _____ d. Block/ULB: _____
- e. Police Station: _____ f. District: _____
- g. State: _____ h. Pin No.: _____
- i. Telephone Number with STD: _____

Or For Proprietorship firm, Partnership firm, LLP, or Company

12. Name of Agency: _____

13. PAN No.: _____ **14. GST No.:** _____

15. Nationality: _____ **16. Domicile:** _____

17. Address for Correspondence

- a. House No: _____ b. Street/Village: _____
- c. Post Office: _____ d. Block/ULB: _____
- e. Police Station: _____ f. District: _____
- g. State: _____ h. Pin No.: _____
- i. Telephone Number with STD: _____
- j. Mobile Number: _____
- k. Mail Id: _____

19. Nominees Details in order of Preference (For all applicant)

Sl No.	Name of the Nominee	Age	Occupation	Relationship with applicant	Annual Income
1.					
2.					
3.					

20. Payment Particulars

Payment towards Application Fee	Name of the Bank	Date of Deposit (DD/MM/YY)	Deposited Amount (in INR)

Payment towards EMD	Name of the Bank	Date of Deposit (DD/MM/YY)	Deposited Amount (in INR)

I have gone through the terms and conditions of the brochure, the application form and the affidavit format and understood the content and consequences thereof and I filled in the application with the undertaking to abide by the same. I do hereby undertake to abide by all the terms & conditions prescribed by Cuttack Municipal Corporation (CMC) for this scheme.

I also undertake that in the event of any information submitted above is found misleading and false in future the authority will be at liberty to cancel the allotment and forfeit the entire amount deposited by me.

Further, I also undertake to deposit Earnest Money Deposit amount as per condition of Application form. Responsibility of delayed submission or submission of an amount less than EMD will be rejected and CMC will not be held liable for same.

I declare that the above statement is true and correct to the best of my knowledge and belief.

Date:

Full signature of the Applicant

CONSENT FORM ON A Rs.10 STAMP PAPER

I, Smt./Shri _____, aged about _____ years, resident of Village _____, P.S. _____, District _____, and at present residing at _____, by profession _____, do hereby solemnly affirm and declare as follows:

That, if selected for occupation of the shop (only for Printing & Xerox) for the period as mentioned in the application, I hereby give my consent to occupy the shop allotted to me at Biswanath Pandit Central Library at old Angul Puri Bus Stand, Cuttack.

I further undertake that in the event of my failure to occupy the allotted shop within the stipulated time, the competent authority shall be at liberty to initiate appropriate legal proceedings and/or take action as permissible under law, including cancellation of allotment and forfeiture of any applicable deposits.

I declare that the above statement is true and correct to the best of my knowledge and belief.

Name of the Applicant:

Date:

Full signature of the applicant

Place:

ANNEXTURE-4
AFFIDAVIT (To be executed on Non-Judicial Rs. 10 Stamp Paper)
For Undertaking for Non-blacklisting/debarred

I, Smt./Shri _____, aged about _____ years, resident of _____, do hereby solemnly affirm and state as follows:

1. That I am the applicant for allotment of shop in Biswanath Pandit Central Library at old Angul Puri Bus Stand, Cuttack and am fully competent to swear this affidavit.
2. That I have not been blacklisted, debarred, or banned by any Central Government, State Government, Municipal Authority, or any other Government organization/institution in India as on date.
3. That no criminal case relating to food safety, fraud, misrepresentation, or any other offence is pending against me before any court of law.
4. That I have not been involved in any activity that may adversely affect the reputation or functioning of the Shop In Biswanath Pandit Library at Old Angul Puri Bus Stand, Cuttack.
5. That the information furnished by me in my application and this affidavit is true and correct to the best of my knowledge and belief.
6. That in case any statement made herein is found to be false or incorrect at any stage, the Cuttack Municipal Corporation (CMC) shall have the right to cancel my allotment/selection and take appropriate legal action as deemed fit under law.

Name:

Place:

Date:

Signature of the Applicant (Deponent)

ANNEXTURE-5
Financial Bid

To

**The Commissioner
Cuttack Municipal Corporation
Biju Bhawan, Choudhary Bazar
Cuttack-753001**

Name of Work: Application form for allotment **of shop for Printing and Xerox on Rent basis in Biswanath Pandit Central Library at old Angul Puri bus stand**

Name of Bidder: _____

Address: _____

Contact Details: _____

Sl. No.	Description	Monthly Quoted Rent Price (in number)	Monthly Quoted Rent Price (in word)
1	Shop in Biswanath Pandit Central Library at Old Angul Puri Bus stand, Cuttack		

*Note:

- i. The bidder quoting the **highest monthly license fee (H1)** above the base price shall be considered for selection.
- ii. In case the quoted amount is found below the base price, the bid shall be liable for rejection.
- iii. The quoted amount shall be **exclusive of GST**.

Signature of Bidder: _____

Name of Bidder: _____

Date: _____

Seal: _____