

**Odisha State Road Transport Corporation, Subarnapur
Block-Birmaharajpur, Dist-Subarnapur**

Notice No. 155

Date: - 28.11.2025

NOTICE INVITING TENDER**For Allotment of Shops and Cafeteria at Bus Stand Premises**

Sealed tenders in the prescribed form are invited from interested individuals/firms/institutions for the allotment of four (4) shops and one (1) cafeteria in the premises of Atal Bus Stand, Birmaharajpur, Subarnapur.

Sealed tender papers should reach the office of the undersigned by 05:00 PM on 08.12.2025 through Registered/Speed post and will be opened at 11:00 AM on 10.12.2025 in the office of the undersigned. The undersigned reserves the right to reject any or all tenders without assigning any reason thereof.

Sl. No	Shop No.	Size Of the Carpet Area	Rent Per Month (in Rs.)	Tender processing cost	Security Deposit/EMD	Purpose of Business
1	1	12'4"x 10'4"	2,000/-	1180/-	12,000/-	General Purpose
2	2	12'4"x 10'4"	2,000/-	1180/-	12,000/-	General Purpose
3	3	12'4"x 10'4"	2,000/-	1180/-	12,000/-	General Purpose
4	4	12'4"x 10'4"	2,000/-	1180/-	12,000/-	General Purpose (Reserved for Divyang/Physically Handicapped Person)
5	5	13'2"x 13'2"	2,500/-	1180/-	15,000/-	Cafeteria includes a wash basin area

The Tender document can be down loaded from the District Portal www.subarnapur.nic.in

Special Conditions:

1. The cafeteria is intended only for Self Help Groups (SHGs) to apply.
2. One shop is reserved for Divyang/Physically Handicapped persons.
3. Tender Processing Fee is fixed at ₹1,000/- (Rupees One Thousand only) + 18% GST (i.e Rs.1180), which is non-refundable.
4. The minimum rent price is fixed at ₹2,000/- per month for shops and ₹2,500/- per month for the cafeteria, excluding GST.
5. 18% GST will be charged on Tender Fees and Rent in addition to the above.
6. First preference shall be given to applicants of Birmaharajpur Block.

1. Tender Paper & Terms & Conditions:

- The tender paper along with detailed terms and conditions can be downloaded from www.subarnapur.nic.in.
- The tender processing cost of **(Rupees One Thousand only) + 18% GST = 1180/-** Rupees one thousand one hundred eighty only in shape of **Demand Draft from any nationalize bank drawn** in favour of **Block Development Officer, Birmaharajpur, and payable at Birmaharajpur**, which is **non-refundable**.
- The Tender Form and Terms & Conditions are attached separately as annexures and shall form part of this tender document.

2. Earnest Money Deposit (EMD):

- An **EMD of ₹500/- (Rupees Five Hundred only)** shall be in shape of Term Deposit Receipt (TDR) pledged in favour of the Block Development Officer, Birmaharajpur. The EMD must be submitted along with the tender paper, failing which the tender shall be rejected.
- The EMD of the unsuccessful tenderers will be refunded after 45 days from the date of finalization of the tender.
- For the successful tenderer, the Security Deposit must be deposited at the time of execution of the agreement, after which the EMD will be refunded.

3. Submission of Tender:

- The duly filled-in tender papers along with all required documents, Demand Draft towards Tender Cost, and TDR towards EMD must be sent by Registered Post/Speed Post only, so as to reach the office of the Block Development Officer, Birmaharajpur on or before 08.12.2025 by 5:00 PM.
- Tender papers received after the scheduled date & time shall be summarily rejected.
- The Tender Issuing Authority will not be responsible for any postal delay in the delivery of tender papers.
- The intending tenderer must clearly mention the Shop Number for which he/she is applying.

4. Opening of Tender:

- The sealed tender papers will be opened on 10.12.2025 at 11:00 AM in the office of the Block Development Officer, Birmaharajpur, and the process will continue till completion.
- Tenderers or their authorized representatives may remain present at the time of opening.
- Incomplete or late tenders shall be summarily rejected.
- The Tender should be selected through Lottery Mode.

5. Execution of Agreement:

- The successful tenderer shall have to execute an agreement with the authority at his/her own cost.
- If the successful tenderer backs out, the EMD deposited shall be forfeited, and the second highest tenderer may be given the opportunity to execute the agreement.

6. Authority's Rights:

- The Block Development Officer, Birmaharajpur reserves the right to extend the tender schedule, accept or reject any or all tenders, or finalize the same through negotiation, without assigning any reasons thereof.


Block Development Officer,
Birmaharajpur

Memo No-⁸⁰³⁴...../Date-²⁸/¹¹/²⁰²⁵ -

Copy submitted to the DM & Collector/ADM(Revenue), Subarnapur for favour of information.


Block Development Officer,
Birmaharajpur

Memo No-⁸⁰³⁵...../Date-²⁸/¹¹/²⁰²⁵ -

Copy forwarded to the RTO, Subarnapur/ District Manager, OSRTC, Subarnapur for information.


Block Development Officer,
Birmaharajpur

Memo No-⁸⁰³⁶...../Date-²⁸/¹¹/²⁰²⁵ -

Copy to the DI & PRO, Subarnapur / DIO, NIC, Subarnapur for information & necessary action. The DIO, NIC, Subarnapur is requested to publish /upload both the DTCN in official website for wide circulation.

Copy to Notice Board of O/o Sub-Collector, Birmaharajpur/Panchayat Samiti Office, Birmaharajpur/Tahasildar, Birmaharajpur /CDPO, Birmaharajpur for information of general public.


Block Development Officer,
Birmaharajpur

**TERMS AND CONDITIONS OF TENDER FOR LICENSE OF FOUR NOS. OF SHOPS
AND ONE NO. CAFETERIA IN THE PREMISES OF ATAL BUS STAND,
BIRMAHARAJPUR, SONEPUR, OSRTC VIDE TENDER NOTICE-155,DT 28.11.2025**

1. The allotment of **four (4) shop rooms and one (1) cafeteria** in the premises of Aama Bus Stand, Birmaharajpur, as mentioned in the tender notice, will be licensed to an individual person/firm/corporate/company for the period specified in the tender notice.
2. The complete sealed tender in the prescribed format must reach the Office of the Block Development Officer, Birmaharajpur, by **08.12.2025 up to 05:00 PM** by Registered/Speed Post. No tender will be accepted after this time. Tenders will be opened on **10.12.2025 at 11:00 AM**. The authority will not be responsible for postal delay.
3. The sealed envelope must be superscribed: "**Tender for License of Shop Rooms at Aama Bus Stand, Birmaharajpur – Room No. __**". Tenders without superscription are liable to be rejected. The final decision shall rest with the Tender Committee.
4. The Earnest Money Deposit (EMD), in the form of TDR pledged in favour of the Block Development Officer, Birmaharajpur as per tender schedule, must accompany the tender. Tenders without EMD will be rejected.
5. An agreement shall be executed in the prescribed manner. The Authority reserves the right to alter/amend the agreement conditions at any time without assigning reasons.
6. GST, as applicable, will be levied on the monthly rent.
7. Monthly rent shall be enhanced by **20% every three (3) years**.
8. The tender must be accompanied by:
 - o EMD (in shape of TDR pledged in favour of the Block Development Officer, Birmaharajpur)
 - o Tender processing cost/Fees (in shape of Demand Draft)
 - o Two passport-size photographs,
 - o **Food License** (in case of cafeteria).Tenders without these documents shall be rejected.
9. The Authority reserves the right to reject any or all tenders without assigning reasons.
10. Monthly rent must be paid by the **7th of every month**. Delay will attract **12% interest**.
11. If rent is unpaid for more than two (3) months, dues shall be adjusted from the security deposit, failing which the license will be cancelled.
12. Allotment orders will be issued to successful bidders within one (1) month of tender finalization. If the licensee fails to take possession within one (1) month, the allotment will be cancelled and offered to the next eligible bidder.
13. Applicants must clearly mention the **Room Number** and **offered monthly rent** in the tender. Proposals must serve public interest. The Tender Committee's evaluation shall be final.
14. If multiple tenders are received for the same room with the same rent and purpose, allotment will be decided by **Auction** in presence of the committee and applicants/bidders/their representatives.
15. Any dispute will be referred to the **Collector & District Magistrate, Subarnapur**, whose decision will be final.
16. If quoted price is below expectation, defective, or insufficient tenders are received, the Authority may cancel or finalize the selection through negotiation with approval of the Collector.
17. The Authority may terminate the allotment at any time with **one month's notice**.
18. The allotment shall initially be for **2 years**, extendable on satisfactory compliance of conditions.
19. If the bus stand is redeveloped, the allottee must vacate upon one month's notice.

20. Any **unauthorized/temporary construction** by licensee will be demolished without notice.
21. Security deposit and EMD of successful bidders are **non-interest bearing** and The EMD of the successful bidder shall be refunded only after execution of the agreement and submission of the required security deposit. Once refunded, only the security deposit will be retained by the Authority for safeguarding performance during the license period.
22. **Exit Clause (Voluntary Vacation by Allottee):** If the allottee wishes to vacate the shop/cafeteria before expiry of the agreement:
- One (1) month's prior written notice must be given to the Authority.
 - All dues (rent, electricity, water, GST, penalties, etc.) must be cleared.
 - Security deposit will be refunded after adjustment of dues, if any.
 - The Authority shall re-allot the shop through the next eligible bidder or fresh tender process.
23. Defaulters whose allotment was cancelled earlier cannot participate in the tender.
24. The successful bidder must execute an agreement within **7 days** of intimation.
25. Shops shall not be used for any purpose other than the one mentioned in the tender. Illegal activities are strictly prohibited.
26. Power and water connection, if required, must be arranged at the allottee's own cost. Non-payment of charges may lead to cancellation.
27. The licensee must maintain hygiene. Daily cleaning and waste disposal are mandatory. Non-compliance will lead to cancellation and forfeiture of security.
28. EMD and security deposit will be refunded to unsuccessful bidders after the tender process.
29. Sale/consumption of **alcohol, contraband, or dangerous goods** is strictly prohibited inside the premises. Smoking is also prohibited.
30. Employment of **child labour** is strictly prohibited. Details of staff employed must be submitted to the competent authority as and when required.
31. Shophouse tenants cannot rent the house to anyone else. If such an incident is observed or a complaint is received, the rental contract will be cancelled or terminated.
32. Repair of shops, if required during the license period, shall be the responsibility of the allottee with prior permission.
33. The licensee shall be solely responsible for any illegal activity or dispute arising from their operation. The authority shall not be liable.
34. All terms and conditions stipulated in the final agreement shall be binding and enforceable by law.
35. Subletting of allotted shops is strictly prohibited.
36. If the successful bidder is a **firm/institution/company**, it must be duly registered under relevant Acts. For individuals, **Aadhaar and PAN** are mandatory.
37. After execution of the agreement, if the licensee fails to take possession, **EMD will be forfeited** and rent due till cancellation will be recovered from the security deposit.
38. All disputes during the license period shall fall under the **jurisdiction of Subarnapur Court**.
39. For availing **preference to residents of Birmaharajpur Block**, applicants must submit **Aadhaar Card or Voter ID** as proof of residence.

40. For the shop reserved for **Persons with Disabilities (PwD)**, the applicant must submit a valid **Disability Certificate** issued by the competent authority.
41. For allotment of the **cafeteria**, preference shall be given to **Self Help Groups (SHGs)**, and a valid **Food License** along with **SHG Registration Certificate/Forwarding Certificate** from the competent authority must be submitted.
- The self-help group (SHG) / Producer group (PG) and community organizations must be included in the intervention of these proposals.
 - The applicant institution must have been operating for at least 2 years since its establishment.
 - The SHG/PG must not have defaulted on its repayment of loans taken from GPLF/BLF or Banks.
 - The SHG/PG meetings should be held regularly and accounts should be kept properly.

TENDER FORM

TENDER FOR LICENSE OF SHOP ROOM IN THE PREMISES OF ATAL BUS STAND, RENGALI VIDE

TENDER NOTICE NO-----DT-----

To affix
passport-size
photographs
in duplicate.

1. Full name of the applicant: -
2. Father's/ Husband's name: -
3. Permanent address: - (Attach copy of voter "ID" card and Adhar copy)
4. Present address with phone no: -
5. Date of birth as per recorded in HSC examination: -
6. Identification of room to be applied for: -
(Room no. be specified)
7. Present Occupation: -
8. Type of business intended to be carried if allotted: -
9. Details of Bank Draft No with amount and date:-
Tender Fees-

SIGNATURE OF THE APPLICANT

DECLARATION

1. I solemnly declare that the above particulars given by me are true to the best of my knowledge.
2. If at any point time, it is found that the above particulars finished by me are false, the authority may cancel the allotment order and forfeit part or whole of the amount paid by me towards security deposit.
3. In the matter of any doubt or difficulty arising out implementation of the terms and conditions, I shall abide by the decision of the Block Development Officer, Birmaharajpur which shall be binding on me.
4. In case of any dispute, the same shall be resolved by way of reference of the matter to an arbitrator of Authority whose decision shall be final and binding on me.

SIGNATURE OF THE APPLICANT

List of Documents to be attached:-

1. Id proof-(Adhar card/ PAN card)
2. Adress (Voter Id/Electricity bill/passport)
3. Two passport size photo
4. Food license(For Cafeteri)