



TENDER FORM FOR RENTING OUT BUILDING SPACE OF OCCF

Paste
Passport
Photograph of
Chief
Executive

- (i) Name of the Organisation :
(Submit detail profile)
- (ii) Detail Correspondence Address :
(Head Office or Corporate Office)
(Enclosed Xerox copy)
- (iii) Name of Chief Executive / Proprietor :
- (iv) Purpose for taking the space on rent :
- (v) Name & Type of the Business :
- (vi) PAN, GST No. & Regd. No. : PAN :
(Enclosed Xerox copy) GST No. :
Regd. No.:
- (vii) Interested for Building Space : Sq.ft. Area.....Floor
- (viii) Quoted Rate :Per Sq.ft. Per Month
- (ix) Security Amount : Rs..... OR
.....Months HR

Date :

Signature of the Applicant

N.B.: List of Enclosures :

- (a) Profile of Organisation with Xerox copy of supporting documents with Xerox copy of Regd. Certificate
(b) Residential Proof : Electric Bill / Telephone Bill / Gas Bill etc. with seal & signature
(c) Identity Proof of Proprietor/Chief Executive/Representative: PAN Card & Aadhar Card with seal & signature





TERMS & CONDITIONS FOR ACCEPTANCE OF TENDER / QUOTATION

1. Cost of Tender Paper :

- 1.1 The Cost of Tender Paper is **Rs. 1000/-** (Rupees One hundred) only which is non-refundable. The Tender Paper will be available at Head Office **by cash** from 10.00 A.M. to 5.00 P.M. except Govt. Holidays and from our website **www.occf.in** by **DD** in favour of Odisha Consumers Cooperative Federation Ltd. payable at Bhubaneswar **upto 20.10.2025 at 5.00 P.M.**
- 1.2 Sealed Tenders will be received upto **5.00 P.M. on 20.10.2025 (Monday)** by **General Manager of Odisha Consumers' Cooperative Federation Ltd.**, in the office of OCCF situated at Plot No. – A/31, in front of Shriya Talkies, Kharavel Nagar, Unit – 3, Bhubaneswar – 751 001. The vacant building space i.e. **7000 sq.ft. (Approx.) in 1st floor and 4000 Sq.ft. (Approx.) in Ground Floor** at Bhanjaprabha Bhawan Building. **Govt. Agency / Cooperatives / Reputed Banks / PSUs / Registered Pvt. Company / Industries** can take the space on monthly Rent basis. Individual application will be rejected. Tender received after the due date of time will be rejected / returned unopened to the sender. The tender will be received by this office through by **Hand / Regd. Post / Speed Post or by Courier on or before 20.10.2025 upto 5.00 P.M.** The bidders should submitted tender paper separately for each Floor along with all documents.
- 1.3 The sealed Tenders submitted by the bidders will be opened at **OCCF Conference Hall (Head office) on 22.10.2025 at 11.30 A.M. (Wednesday) in presence of Committee Member.** The bidders or their duly authorized representative will allow to be present during the opening of Tenders. **“Quotation for.....Sq.ft.”** along with bidders' address with telephone number should be clearly written on the cover of sealed Envelope is mandatory.
- 1.4 In case of any bid amendment and clarification responsibility lies with the bidders to collect the same from the office notice board before the last date





of purchase of tender document and OCCF Ltd. shall have no responsibility for any delay / omission on the part of bidder.

Any offer for utilization of the space for business in **Liquor / Narcotics / Explosives / Beauty Parlour** or other purpose not suitable to the image of the OCCF will not be accepted & the quotation will be rejected immediately.

3) Security Deposit :

3.1 The successful bidder shall deposit the Security amount i.e. **6 (Six) months House Rent**, as interest free with OCCF by **RTGS** or in shape of **A/c Payee Cheque / Demand Draft (D.D.)** in favour of **Odisha Consumers' Cooperative Federation Ltd.**, before execution of lease deed, which will intimate to the successful bidder later on.

3.2. In case the successful bidder fails to deposit the security amount i.e. **6 (Six) months House Rent**, within the stipulated time period then it shall be deemed that such bidder has withdrawn from the bidding process and OCCF Ltd. will be free to entertain any other successful bidder.

3.3. The Security amount shall be returned after the termination of the Lease period without any interest thereon as per the terms and conditions specified in the Lease Agreement.

4) Agreement :

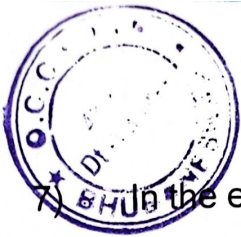
4.1. The Successful bidder shall execute an agreement with OCCF Ltd. within **15 (Fifteen) days** from the date of issue of acceptance letter.

4.2. All the expenses for with regard like **Stamp Duty, Registration Fees, Lawyers' Fees & other expenses** shall be borne by the bidder.

5) All Tenders shall be typed / computerized and in **English or Odia** language only and should be invariably with signature and seal of the bidder with date.

6) No bidder shall be allowed at any time or any ground what so ever to claim revision or modification of the tender.





7) In the event of the any date being declared as a **holiday** by **Govt. of Odisha / Govt. of India**, the due date shall be the following working day.

- 8) The authority of OCCF Ltd. reserves the right to **accept or reject** any **Quotations / Tender Paper** or **repeal the Tender Notice** without assigning any reason thereof.
- 9) The Original Money Receipt / Demand Draft along with all supporting documents in support of tender paper should be enclosed with proper seal and signature of competitive authority in every page of Tender Paper and Documents failing which the Tender Paper will be automatically rejected.
- 10) Name of Chief Executive / Proprietor of the Organisation / Firm should be mentioned clearly and enclosed supporting documents of his / her **PAN Card / Aadhar Card** along as proof of identity with recent Colour Passport size Photograph.
- 11) Authorised Representative should submit their authorisation letter obtaining from Chief Executive / Proprietor / Organisation Head with putting their seal & signature along with their Voter **ID Card / Aadhar Card** and recent Colour Pass Port size Photograph to this office before opening of Tender Paper.




4/10/25
Managing Director
OCCF Ltd., Bhubaneswar
Managing Director
Odisha Consumers' Co-op.
Federation Limited
Bhubaneswar