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OFFICE OF THE PANCHAYAT SAMITI, BEGUNIA

Letter No. 389 Dt. 31.01.2026

**NOTICE INVITING TENDER FOR ALLOTMENT OF SHOPS AT BUS STAND PREMISES**

Sealed tenders are invited from local residents of Begunia Block for the allotment of **8 (Eight) numbers of shop rooms** constructed in the premises of Begunia Atala Bus stand situated at Odagaon for **02 (Two) years** which shall be renewed further subject to fulfillment of terms and conditions. Sealed tender papers should reach the office of the undersigned by 04:00 PM on 16.02.2026 and will be opened at 11:00 AM on 18.02.2026 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.)	Security Deposit	Purpose of Business
1	1	12 x 10	1200/-	25,000/-	General Purpose
2	2	12 x 10	1200/-	25,000/-	General Purpose
3	3	12 x 10	1200/-	25,000/-	General Purpose
4	4	12 x 10	1200/-	25,000/-	General Purpose
5	5	12 x 10	1200/-	25,000/-	General Purpose
6	6	12 x 10	1200/-	25,000/-	General Purpose (Reserved for Women)
7	7	12 x 10	1200/-	25,000/-	General Purpose (Reserved for Women)

8	8	12 x 10	1200/-	25,000/-	General Purpose (Reserved for Divyang/Physically Handicapped Person)
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### Special Conditions:

1. One shop is reserved for Divyang/Physically Handicapped persons.
2. Two shops are reserved for Women.
3. The minimum rent price is fixed at ₹1200/- per month for shops excluding GST.
4. 18% GST will be charged on Rent in addition to the above.
5. First preference shall be given to applicants of Begunia Block.

### TENDER SCHEDULE

1. Tender Paper & Terms & Conditions:
  - The tender paper along with detailed terms and conditions can be obtained only in Office of the Block Development Officer, Begunia
  - The tender paper in Annexure-I can be obtained from the office of the undersigned on office hour from 01.02.2026 to 15.02.2026 (Except Sundays and Govt. Holidays) on payment of Rs. 500/- (Rupees Five Hundred) only (non-refundable) in shape of Cash on receipt of proper receipt from the office of the Block Development Officer, Begunia
  - One paper shall be submitted by the one person/family only and for one shop only.
2. Earnest Money Deposit (EMD):
  - An EMD of ₹720/- (Rupees Seven Hundred Twenty only) shall be deposited through Demand Draft in favour of Block Level Atala Bus Stand Committee payable at Begunia.
  - 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 highest 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 tender paper shall be submitted to the Block Development Officer, Begunia either through Speed Post or can be deposited in the office of the undersigned by inserting the same in a box kept for that purpose. The Tender Paper must be accompanied with the original money receipt in support of

purchase of Tender Paper from the office of the Block Development Officer, Begunia.

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 18.02.2026 at 11:00 AM in the office of the Block Development Officer, Begunia, 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 minimum monthly rent of each shop is fixed @ Rs. 1200/- (Rupees One Thousand and Two Hundred) only and it shall be floated.

The bidder having highest bid cost shall be allotted the shop on hiring basis. The hire charge will be automatically hiked @ 10% on compounded basis on every completed year.

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.

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.

#### 5. Execution of Agreement:

The successful bidder shall deposit an amount of Rs. 25,000/- (Rupees Twenty- Five Thousand) only in shape of Demand Draft in favour of "Block Level Atala Bus Stand Committee, payable at Begunia as Security Money in a single installment within 7 (seven) days of issue of allotment order (Prior to agreement) failing which the allocation order will automatically be cancelled.

The highest successful tenderer shall have to execute an agreement with the authority at his/her own cost.

The agreement on this behalf shall be executed by the successful bidder with the undersigned on the Non-Judicial Stamp Paper worth Rs.10/- and adhesive stamp Re.1/

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.

Monthly rent must be paid by the 7th of every month. Delay will attract 12% interest.

If rent is unpaid for more than two (2) months, failing which the license will be cancelled in 3 months' notice period whichever is earlier.

- The Authority may terminate the allotment at any time with one month's notice.
- The allotment shall initially be for 2 years, extendable on satisfactory compliance of conditions.
- If the bus stand is redeveloped, the allottee must vacate upon one month's notice.
- If unauthorized/temporary construction by licensee will be demolished without notice.
- Defaulters whose allotment was cancelled earlier cannot participate in the Tender.
- Power and water connection, if required, must be arranged at the allottee's own cost. Non-payment of charges may lead to cancellation.
- Sales/consumption of alcohol, contraband, or dangerous goods is strictly prohibited inside the premises. Smoking is also prohibited.
- Employment of child labour is strictly prohibited. Details of staff employed must be submitted to the competent authority as and when required.
- 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.
- Repair of shops, if required during the license period, shall be the responsibility of the allottee with prior permission.
- All terms and conditions stipulated in the final agreement shall be binding and enforceable by law.
- If the successful bidder is a firm/institution/company, it must be duly registered under relevant Acts. For individuals, Aadhaar and PAN are mandatory.
- All disputes during the license period shall fall under the jurisdiction of Khordha Court.
- For the shop reserved for Persons with Disabilities (PwD), the applicant must submit a valid Disability Certificate issued by the competent authority.

6. Authority's Rights:

- The Block Development Officer, Begunia 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,

Begunia

**Memo No-** 390 / **Date-** 31 / 01 / 2026

Copy submitted to the Collector & District Magistrate, Khordha/ADM(Revenue), Khordha for favour of information.

  
Block Development Officer,

Begunia

**Memo No-** 391 / **Date-** 31 / 01 / 2026

Copy forwarded to the RTO-I, Bhubaneswar/ District Manager, OSRTC, Khordha for information.

  
**Block Development Officer,**

**Begunia**

**Memo No-** 392 / **Date-** 31 / 01 / 2026

Copy to Notice Board of Panchayat Samiti Office, Begunia for kind information & Necessary Action. / Copy along with tender document forwarded to the District E-governance Manager, Collectorate, Khordha with a request to take immediate steps for web hosting in the same in District website for information of the public.

  
**Block Development Officer,**

**Begunia**

**Memo No-** 393 / **Date-** 31 / 01 / 2026

Copy to Deputy Director-Cum Deputy Secretary, I & PR Dept. /DIPRO, Khordha with a request to advertise the tender notice in two daily Odia News Paper.

  
**Block Development Officer,**

**Begunia**

