Annexure-I

Application format- Allotment of shops in ONGC Residential colony

Name of the Proprietor :

Address :

Aadhar.no :

PAN.NO :

GSTIN.NO :

Respective Business Registration, license, other statutory certificates :

Phone.no :

Email :

Type of shop for Rent :_____

Rent quoted for the above shop (Rs.) :_____

I hereby by abide and comply the terms & conditions of offer(annex-ii)

Date:

(Signature of the Proprietor)

Annexure-II

Terms & conditions of offer- Allotment of shops in ONGC Residential colony

i) **Type of SHOPS** proposed in ONGC Colony, Rajahmundry is given below:

a) General stores- Grocery, stationary, etc.,
b) Medical shop
c) Food court-Fast food items, Refreshments, Tea/snacks, Bakery, Juice etc.,
d) Vegetable, Fruits, Dairy products, etc.,

ii. There are four rooms in the shopping complex building and the base rent for each room is Rs 4000/- as per the CPWD norms. The size of each shop is 4.77m X 3.27m and the area is 15.60 sqm(i.e. 167.92 sqft).

iii).Criteria for allotment .The minimum room rent is Rs.4000/- and bidders may submit above the minimum rate. The highest quoted(H1) room rent within the category shall be allotted with rental lease agreement. In case of tie, Draw of lot system adopted. The final decision of allotment is in the discretion of ONGC without assigning any reason

iv) **Area of the space** on offer: The size of each shop is 4.77m X 3.27m and the area is 15.60 sqm(i.e. 167.92 sqft).

v). **Lease period condition** : Lease period conditions: Initial lease period is for three years, after completion of initial three years, lease shall be renewed at every 11 months. 5% rent increment every year . The lease agreement should inter-alia contain provision for vacating the space/structure before completion of stipulated period as per the agreement by giving 2 month notice from either side.

vi). **Rental terms & condition**

a) Security Deposit of 2 months' rent
b) Requirement of payment of rent in advance by 10th of every month. Penal interest of 18% in case of delayed payment
c) ONGC making available the power connectivity. However all risks and cost/dues /charges towards the power connection and connectivity should only be borne by parties
d) The party will keep the area clean and intact. The party will not allow anything which may endanger the area pf premises or adjacent building and will hand over the same in good condition complete in all respects as was taken over originally to ONGC on expiry/ termination of the lease period
e) The party shall comply with the instructions issued from time to time by authorised representative of ONGC
f) The party shall pay all applicable taxes / duties /charges and ONGC in no case be held responsible for any of the dues of the party
g) The dealing of the party or any of his representative with the customers shall be polite and with decorum and decency
h) The party shall maintain the premises in a clean and hygienic condition to the satisfaction of ONGC and is open for inspection by official(s) authorised for such inspection
i) The party shall in no circumstances sublet or use the space for the purpose other than for which the space is offered for use
j) In the event of the party committing breach of any of the terms and conditions specified by ONGC, the lease agreement will be liable to be terminated forthwith and shall be entitled to forfeit the security deposit

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k) The party shall at its own the cost obtain ness all necessary permits whichever applicable form any of the Govt. Authorities including Police verification

l) The party shall make its own arrangement for safety, security and operate the shops at their own risk and cost

m) The party shall refrain from using plastic bags while serving the customers

ऑयल एन्ड नेचुरल गैस कॉरपोरेशन लिमिटेड OIL and NATURAL GAS CORPORATION LTD

रजमहेंद्री परिसम्पत्ति/Rajahmundry Asset. सामान्य प्रशासन अनुभाग/ Estate &GAD Section

एफबी 11/Room No: FB-11, पहली मंजिल/First Floor बी विंग/B wing,
बेस कॉम्प्लेक्स/Base Complex, गोदावरी भवन/Godavari Bhavan, रजमहेंद्री /Rajahmundry-533106 ☎: 0883-2494081

Annexure -III

Notice

ONGC,Rajahmundry Asset, Residential Colony, Rajahmundry -533106 is inviting applications for temporary allotment of 4 shops. The category of shops are 1) General Stores-Grocery,stationary etc. 2) Medical Shop 3) Food Court- Fast food items, Refreshments, Tea/Snacks, Bakery, Juice etc. 4) Vegitables, Fruits, Dairy prodcts etc.
as per the detail given below: -

1. Date of submission of quotation / applications : 16.09.2023 , Time 10.00 AM onwards
2. Closing date of submission of quotation/ applications in sealed cover : 06.10.2023 , Time 3.00 PM
3. Date of opening of quotation at FB-11, Estae Office : 06.10.2023 , Time 3.30 PM

Note: Interested parties/ firms/ individuals may download the application form, terms & conditions from the link ---------- and may submit the quotations/ application (Annex-I & II) and related documents, addressed to DGM (HR)- I/c Estate, Room No. FB-11, Base Complex, ONGC, Rajahmundry,AP.