

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)

[Handwritten signature]

C. Handele Rao.

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

C. Kandelkasa. Asst. Secy

