

OFFICE OF THE SUB-COLLECTOR & SUB-DIVISIONAL MAGISTRATE, CUTTACK**TENDER FORM FOR LEASE OF PARKING SPACE
IN CUTTACK CITY FOR THE HISTORIC BALIYATRA CUTTACK-2025**

Affix Passport size Photograph of tenderer
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Name of the tenderer/bidder with present address (in block letters).

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(In case of Firm/Company/ CO-OP Society, give the name and address of the person signing the tender who represents the same)

1.	a. Name of the locality:	b. Village/ Ward No.:
	c. Holding No. :	d. Police Station:
	e. Post Office :	f. Dist :
	g. Registered office address: (in case of company / Co-operative Society / Firm)	h. Phone Number :
2.	Correspondence address with proper Address, with Exact location (Tender shall not be accepted, if the exact information not provided)	
3.	Name of the parking space for which the tender is submitted (in block letters)	
4.	Bid officer: (Both in figure & words)	Rs..... per sqft (In words) Rupees..... only
5.	Whether bidder has ever succeeded in settlement of any/ Parking Space earlier:	
	(a) If so, mention the and the year of settlement	
	(b) Are you a defaulter ?	
6.	Particulars of demand draft and amount of earnest money paid	
7.	Particulars of demand draft of the Non-refundable tender fee paid	
8.	Pan Card Number (Self-attested copy is to be enclosed)	
9.	Aadhar Card (Self-attested copy is to be enclosed)	

Signature of Tenderer

Date.....

DECLARATION

I, Shri/ Smt..... S/o, W/o, D/o
..... age a permanent resident.....
Path/ Road/ Village of Cuttack (pin) under
Police Station in the District of the Ward No. Phone
No. do hereby solemnly declare and affirm as follows.

1. That, I have gone through the tender form and terms and conditions prepared for the purpose. I have fully understood the meaning and implication of each term and having fully understood all of them, I am willing to abide by all of them without any objection and reservation.
2. That, I shall not demand or receive from any owner or driver of any vehicle or owner parking fee more than the rates approved by the District Administration.
3. That, if any conclusive evidence could be established by any aggrieved person or by the District Administration which is contrary to any of the terms conditions and my declaration at para 2 above, the violation being committed either by my agent or employees, the Collector & District Magistrate, Cuttack/Sub-Collector, Cuttack shall have the liberty to cancel, reject and terminate the tender awarded to me forthwith. As the case may be, the tender or the lease at any stage during the time of settlement or during the lease period, I shall have no claim for compensation, remission or indemnification from District Administration.
4. That, I am willing to take the settlement of the parking space at the amount mentioned in my tender with the purpose of collecting tax or fee at the prescribed rate.
5. That, I will not withdraw the tender offered by me during the time that will be required for information of acceptance being given to me nor will I withdraw it afterwards. If I withdraw the tender or refuse to accept the lease settlement, then my earnest money and advance payment so deposited, shall be forfeited by the Collector & District Magistrate, Cuttack forthwith and also be liable to pay such amount of expenditure caused due to re-tender or settlement as the Collector & District Magistrate, Cuttack may consider necessary to make good whole of the loss and damages that may be suffered by the District Administration in consequence thereof and I shall pay the same, and if fail to pay, then it will be recovered from me as an arrear as per Odisha Public Demand Recovery Act or as the Collector & District Magistrate, Cuttack may decide.
6. That, I am not a defaulter of any amount of the District Administration within the meaning as the terms and conditions have defined and if this assertion is proved to be contrary, the Collector & District Magistrate, Cuttack shall be at liberty to take any action in accordance with the laws of the country, including the termination of the lease.
7. I, hereby declare that, the information given above and in the enclosed documents is true to the best of my knowledge and belief and nothing has been concealed therein. I am well aware of the fact that if the information given by me is found false/not true, I will have to face punishment as per the law. Also, all the benefits availed by me shall be summarily withdrawn.

Signature of Tenderer

Date.....

TERMS AND CONDITIONS OF LEASE OF PARKING SPACE

1. The lease would be effective in respect of all parking spaces as mentioned in the notice and may continue as decided by the District Administration from time to time
The completed tenders are required to be submitted in A1 size sealed envelope super scribing on the envelope indicating as follows:
 - a) To
The Sub-Collector & Sub-Divisional Magistrate,
Cuttack
 - b) "Tender for lease of parking space in Cuttack City for the ensuing Historic Balijatra Cuttack - 2025"
2. The tender must be accompanied by a non-refundable tender fee of Rs.1000/- (Rupees One Thousand) only by Demand Draft/ Banker's Cheque along with tender forms with copy of terms and conditions and the documents mention there (as mentioned in the tender notice). EMD value as mentioned in the tender notice shall also be deposited.
3. A photocopy of the PAN Card, Aadhar card, Up to date Income Tax Returns in favour of the bidder should be enclosed with the tender document while submitting, else the tender will be rejected outright.
4. If any bids submitted for settlement of the parking spaces under the District Administration appear to be unreasonably high, reckless and highly disproportionate and there is probability or apprehension of indulgence of extortion activities to realize such settled value, the Collector & District Magistrate, Cuttack/Sub-Collector, Cuttack shall have every right to reject such offer.
5. The bidder should quote in figure as well as in words the rate and amount tendered by her/him. All corrections in the tender papers shall be attested by the dated initials of the bidder.
6. Where the rate quoted by the bidder in figures and in words do not tally, the amount written in words shall be taken as correct. The rate should be quoted for Rupees Per Sqft.
7. The parking spaces mentioned in the notice are provisional subject to final allotment on field. The Bidders are requested to make physical survey of the parking space for their satisfaction before bidding.
8. Selection Process
 - a) After scrutiny of the documents submitted by the bidders, the successful bidder will be intimated by giving a Provisional allotment letter to him/her.
 - b) After getting the Provisional allotment letter, the selected bidder has to deposit 50% of the settled value as advance deposit within 48 Hrs from the receipt of the letter.
 - c) After receiving the above mentioned payments the bidder will be given a final order granting the temporary lease of the parking. The balance 50% amount of settled value will have to be deposited by the bidder in one instalment within 3(three) days from the date of which the aforesaid order will be intimated to the bidder.
 - d) The selected bidder has to execute an agreement with the Addl. District Magistrate/Sub-Collector & Sub-divisional Magistrate, Cuttack within three (3) days from the date of issue of the final order granting lease of parking otherwise the lease shall be invalid.
 - e) On default, the bidder will be disqualified and his earnest money so deposited in the prescribed form shall be forfeited. In such a situation, the next highest bidder shall stand qualified.
 - f) If the lessee/ bidder fails to pay the bid amount within the stipulated time as mentioned in the order granting lease of parking, 12% penal interest shall be charged against any such delayed payments.



Further, if the lessee fails to pay instalment within 3 (three) days, the lease would be terminated alongwith forfeiture of the deposits made declaring the lessee as defaulter. Defaulting lessee shall be liable to be blacklisted and the parking space will be taken over by the District Administration and earnest money and the advance payment so be prohibited from participating in any tender process of the District Administration in future. Any arrear due to the District Administration by the lessee shall be recovered under the Odisha Public Demand Recovery Act, or as the District Administration may decide in this behalf.

9. On acceptance of the tender, if the bidder shall be liable to pay any taxes as per existing provisions of law, the District Administration will not entertain any such claim whatsoever in this respect.
10. No concession regarding Bharat bandh or Odisha bandh or local bandh or any such thing except for any pandemic situation will be entertained.
11. No person, firm, co-operative society or company will be allowed to participate in the tender process who/which was either convicted by any Court of law at any point of time or blacklisted by the District Administration/CMC in connection with any contract or held irresponsible in any matters of the District Administration. The previous conduct or records of any such bidder, if any shall work out the basis for such purpose.
12. Any bidder who withdraws his/her tender after submission of the tender but before opening of the same for such modifications which are not acceptable to District Administration, then the Collector & District Magistrate, Cuttack without prejudice to any other right or remedy, will be at liberty to forfeit earnest money.
13. It would be obligatory on the part of the bidders to sign the tender documents on all relevant pages and for all component parts thereof.
14. The selected bidder shall provide necessary manpower for collection of parking fees at rates decided by District Administration.
15. The settled bidder, to be later named as lessee, shall be entitled to levy parking fee as per the rate prescribed below:

**SCHEDULE-I
TABLE-A**

Prescribed Rate per (12 Hour) for Historic Baliyatra Cuttack-2025

Parking of Cycle/ Tri Cycle	Parking of Scooter/ Motor Cycle (2 Wheeler)	Parking of Car/ Van/ Auto rickshaw (3/4 wheeler)	Parking of bus / trucks (4/6/8 wheeler)
Rs. 10/-	Rs. 40/-	Rs. 80/-	Rs. 150/-

16. At the time of parking, ticket for parking shall be issued to the owner/driver of the vehicle by the lessee or his appointed parking fees collectors.
17. The Lessee shall display the prescribed rate per different type of vehicles at the entrance of the parking area or/and at a conspicuous space. Excess demand of parking fee beyond the prescribed rate is strictly prohibited. Any complaint of charging excess money shall lead to institution of Criminal proceedings under law against the settled bidders and his agents or representatives and will result in cancellation of lease without assigning any reason thereof.

(Handwritten Signature)

18. The lessee must not sub-let or use the parking space for any business/means other than parking, failing which result in termination of the lease without assigning any reason thereof and in that case earnest money along with any other advance payment shall be forfeited.
19. The lessee shall maintain a register wherein registration no of the vehicle and name of the person driving the vehicle shall be recorded.
20. The lessee shall maintain proper lighting & barricading of the entire parking space in order to prevent any theft or untoward incident.
21. Parking fees should not be levied on Govt./CMC vehicles on duty / three wheel personal vehicles of physically challenged person.
22. The Collector & District Magistrate, Cuttack reserves the rights to disqualify any tender/terminate the lease without assigning any reason thereof. All the financial matters relating to this tender shall be handled by the District Culture Officer, Cuttack.
23. In case of any eventualities, the lessee is bound to produce related records, failing which he will invite punitive action as per law.
24. The Lessee or his employee should keep close liaison with concerned police station and inform immediately if any suspicious object is noticed.
25. The Lessee or his employee should be in prescribed dress code with display of identity card while on duty. The workmen shall possess good behaviour and should be polite while dealing with the owners of the vehicles.
26. The Lessee is responsible for any theft/burglary of the vehicle once it is parked in the parking lot.
27. The Lessee or his agent shall issue the parking receipt as soon as vehicle enters and is parked in the parking lot so that there is effective supervision of the vehicle. The receipt should be 'CANCELLED' by a cross when the vehicle is taken away. The parking receipt should contain District Administration name, logo and Name & details of the Lessee and Parking Zone.
28. The Lessee shall adhere to any new instructions issued from time to time by the District Administration as to the mode and methodology of parking fee collection and strictly follow the procedures prescribed therein.
29. The violation of any of the terms and conditions shall be lead to termination of the lease agreement with the lessee.
30. If the highest bidder fails to take lease of the parking space then the parking will be allotted to the next highest bidder and earnest money along with any other advance payment by the highest bidder shall be forfeited.


Additional District Magistrate (Rev),
Cuttack