



OFFICE OF THE MUNICIPAL COUNCIL, BALASORE.

BALASORE, (ODISHA), PIN-756003

Tel. No. 06782-251267(O)

e-mail-balasoremunicipality @ rediffmail.com

No. 561 (BHS-M)

Dated the 27th Jan 2026.

TO

THE DISTRICT E-GOVERNANCE MANAGER,
BALASORE.

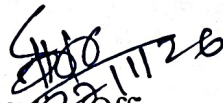
SUB: Uploading of Corrigendum ACN bearing No. 556.../Dt. 27.01.26 in the Govt
Official Website-<http://balasore.odisha.gov.in> -----Regarding.

Sir,

With reference to the subject cited above, it is to say that the ACN bearing No. 556.../Dt. 27.01.26 regarding lease of Municipality guest house situated at OT Road, Bhaskarganj, Balasore may be uploaded in the Govt Website-<http://balasore.odisha.gov.in> from Dt. 28.01.26 to Dt. 04.02.26 till 03:30 PM

This is for your kind information & necessary action at your end.

Yours Faithfully,


Executive Officer,
Balasore Municipality.



OFFICE OF THE
BALASORE MUNICIPALITY, BALASORE.
BALASORE, (ODISHA), PIN-756003
Tel. No. 06782-251267(O)

E-mail-balasoremunicipality@rediffmail.com(Control Room No.06782-251267)

No. 556 (BLS-M)

Dated 23-01-26 /.

CORRIGENDUM NOTICE INVITING EXPRESSION OF INTEREST

Connected to previous EOI No.147(BLS-M).Dt.03.01.2026

Date of Entertaining the proposals has been extended instead of Dt.....to Dt.....

(EOI regarding leasing of Municipality guest house)

The Executive Officer, Balasore Municipality on behalf of Balasore Municipal Council invites EOI (Expression of Interest) for lease out of Municipality guest house (Based on priority to space lease only) situated at OT Road, Bhaskarganj, Balasore on as based to a timely line for a period of 03 (Three) years subject to further extension (Deprived on the healthy & positive response of the lessee) towards this establishment. The details of the building are as follows which consists of:- Total Land Area -40 decimal, Built up Area-3777 Sq.ft. (Double storey) Total no. of rooms-22, (including 03 Halls) Parking space-1800 Sq. Feet. The building can be used for the purpose of hotels, restaurants, Kalyan Mandaps, Hostels, Financial institutions, Educational Institution, Corporate Offices, etc.

Eligibility:- Organizations/ Individuals (Single/ Consortium) are eligible to submit their bids provided they have annual turnover must not be less than 50 Lac.

Expected Rentals:- An amount for Rs. 18,00,000/- (Rupees Eighteen Lakh) Only per annum excluding GST declared the upset price as rent. The applicants to take part shall deposit a sum of Rs.18,000/- (OR 01% of their quoted value against upset price of Rs.18,00,000/-) shall be the EMD & Cost of tender paper value shall of Rs.2,000/-. The values of TPC & EMD shall be submitted in shape of Bank draft/ Bankers Cheque in favour of Executive Officer, Balasore Municipality in the technical bid packet. The DDs towards EMD will be refunded to the Un-successful bidders soon after the result is declared. The bids form with terms and conditions can be downloaded from Govt Website-<http://balasore.odisha.gov.in>

Inspection/Observing Schedule:- The building can be inspected from 10:30 A.M to 03:00 P.M. on all the working days. The contact person is **Shri Nirmal Chandra Das, Tax Daroga Contact-9348283535**. The last date for submission of application is up to the hours of 03:30 PM of dt. 04-02-26. The bids shall be opened on dt. 05-02-26 at 11:30 A.M by the tender Committee of this Office in the Office Chamber of Executive Officer, Balasore Municipality in presence of the participants or their authorized representatives. The bid consists of double bid system (1-Technical Bid, 2-Financial Bid). Applicants those who shall qualify in the technical bid, only their financial bid packet will be entertained. Rest are to be treated straight right disqualified. The principal authority is no way bound to accept the highest bid amount in case of any discrepancies if found at any point. The principal authority reserve the right to cancel a single or the whole auction process without assigning any reason thereof to anybody. **Engagement of Regd Chartered firm can be made for final declaration of result after proper evaluation if required.** Participants shall drop their proposals (Consisting of 02 packets) duly super scribed as "Lease for Municipal Guest House" in the drop box kept in the Municipal Office which shall get effect from Dt. 28-01-26 to till Dt. 04-02-26. **Proposals through Postal are not admissible.**

Executive Officer,
Balasore Municipality

Continued to Page No.02.....

From previous page.....

Memo No. ~~557~~ 557 (B.N.C.M)

Dt. 27/01/26

Copy to Gen. & Misc, Collectorate, Balasore/ Sub-Collector Office, Bls/PD, DUDA/Tahasildar Sadar, Bls/ BDO, Balasore/Sub-Registrar, Bls/EE.PWD/RTO, Bls/ DIPRO, Bls with a request to display the QCN in their notice board for wide publication.

Memo No. 558 (B.N.C-M)

Executive Officer,
Balasore Municipality
Dt. 27-01-26

Copy of the same to be displayed in the notice board of Balasore Municipality Office for wide publication.

Memo No. 559 (B.N.C-19)

Executive Officer,
Balasore Municipality
Dt. 27-01-26

Copy submitted to Chairperson, Balasore Municipality, Balasore for kind information.

Memo No. 560 (B.N.C-19)

Executive Officer,
Balasore Municipality
Dt. 27-01-26

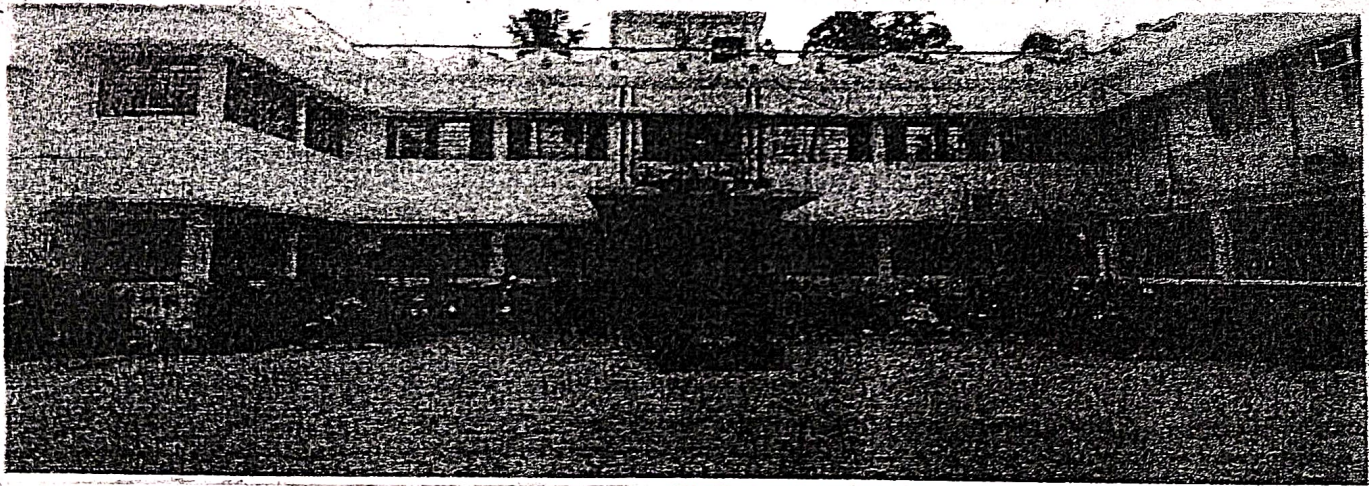
Copy to The Director, I &PR Department, Govt of Odisha, Bhubaneswar, to publish the TCN once in two (02) local dailies in one edition/ The District E-governance Manager, Balasore to uploaded in the Govt Website-<http://balasore.odisha.gov.in>.

Executive Officer,
Balasore Municipality

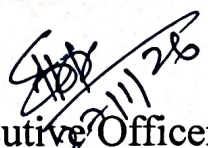
EXPRESSION OF INTEREST

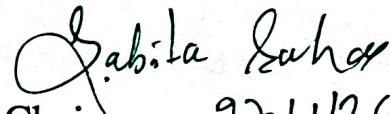
FOR

LEASE OF MUNICIPALITY GUEST HOUSE AT O.T. ROAD, BHASKARGANJ, BALASORE, ODISHA FOR THE PURPOSE OF HOTELS/ BANKS/OTHER FINANCIAL INSTITUTIONS OFFICE KALYAN MANDAP/ EDUCATIONAL INSTITUTIONS /RESTURANTS/CORPORATE OFFICES AND OTHER PERMITTED COMMERCIAL USE on "AS IS WHERE IS BASIS".



BALASORE MUNICIPALITY, BALASORE


Executive Officer,
Balasore Municipality


Chairperson 27/1/26
Balasore Municipality

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**SECTION-II
GUIDELINES TO BIDDERS
DEFINITIONS**

1. a) The Contract means the documents forming the EOI document and acceptance thereof and the formal agreement executed between the competent authority on behalf of Balasore Municipality and the bidder, together with the documents referred to therein including these conditions and instructions issued from time to time by the Executive Officer, Balasore Municipality and all these documents taken together shall be deemed to form one contract and shall be complementary to one another,

b) The Site or Area shall mean the vacant space or any area which is to be given on rent.

c) The bidder shall mean eligible organization/ individuals bidding for the space to be taken on rent under the contract and shall include the legal personal representative or such individual or the persons representing such eligible organizations.

d) The Balasore Municipality having its registered office at Motiganj, Puruna Balasore Road, Balasore and shall include their legal representatives, employees and permitted assigns.

e) The E.O means the Executive Officer who shall be in-charge of the building and who shall sign the agreement on behalf of the Balasore Municipality.

f) Where the context so requires, words imparting the singular only also include the plural and vice versa. Any reference to masculine gender shall whenever required include feminine gender and vice versa

2. SCOPE OF TENDER

a) Balasore Municipality intends to lease out the Municipality Guest House at OT road, Bhaskarganj, Balasore on lease to the organizations as mentioned above. The Bidder may visit the site and to get its knowledge on the locality or to gather all the requisite information for quoting his rates.

b) Preferably, the initial leasing period will be for 03 (Three) years subject to further extension.

c) The quoted price shall be as per monthly rate and is to be payable to Balasore Municipality.

d) The bidder shall categorically mention the purpose of leasing the area.

e) The selected Bidder shall have to sign the lease agreement within 15 days of the acceptance of his bid.

f) Any addition/alteration needed by Lessee will be carried out by Lessee only at his own cost after obtaining prior approval from Balasore Municipality.

3. DECLARATIONS

The bidder shall be required to furnish the declaration as per Section III, along with the bid.

Continued to Page No.04.....


Executive Officer
Balasore Municipality

4. BID/EOI DOCUMENTS

The appraisal requirements, bidding procedures and contract terms and conditions are prescribed in the EOI Documents. The Bid/EOI documents include the following:-

(a) Notice Inviting EOI	Section-I
(b) Guidelines to Bidders	Section-II
(c) Commercial Conditions of Contract	Section-III
(d) Declaration	Section-IV
(e) Bid Forwarding letter	Section-V
(f) Letter of authorization to attend bid opening	Section-VI
(g) Details of Locations	Section-VII
(h) Proforma for Declaration for downloaded EOI document	Section-VIII
(i) Price Schedule (Financial Bid)	Section-IX
(j) Submission of EMD & Paper cost acknowledge (with Technical bid)	Section-X

The Bidder is expected to examine all instructions, forms, terms and conditions in the EOI Documents. Failure to furnish any information required as per the EOI Documents or incomplete submission of the bids document in any respect shall be at the bidder's risk and may result in rejection of the bid.

5. MISCELLANEOUS:- The Bidder must use only the prescribed Proforma for the bid document issued by Balasore Municipality or downloaded from Govt Website-<http://balasore.odisha.gov.in> (in the same form in A4 size paper).

a. Submission of the bid by a Bidder would imply that the Bidder has carefully read and agreed to the terms and conditions contained in the bid document.

b. No conditional bid including conditional rebate / enhancement shall be accepted. Conditional bid will be liable to be summarily rejected.

c. This bid document shall form a part of the contract agreement.

d. Canvassing in any form whether directly or indirectly, in connection with the bid is strictly prohibited. Bid submitted by the Bidder, who is found to be canvassing, will be liable to rejection.

e. Balasore Municipality also reserve the right to itself to reject any or all the bids without assigning any reason thereof.

f. If the date fixed for opening of bids is subsequently declared as holiday by the Balasore Municipality, the revised date will be notified. However, in absence of such notification, the bids will be opened on next working day, time and venue remaining unaltered.

Continued to Page No.05.....


Executive Officer
Balasore Municipality

g. Any clarification issued by Balasore Municipality in response to queries raised by prospective bidders shall form an integral part of Bid Documents and it may amount to amendment of relevant clauses of the Bid Documents.

6. METHOD OF APPLICATION

a) Over-writing should be avoided. Correction, if any, should be made up by neatly crossing out, initialing, dating and rewriting. Correction fluid/tape should not be used.

b) The Bidder or his authorized representative shall sign and put his seal on each page of the EOI document before submission in token of acceptance of the terms and conditions of the bid.

7. SUBMISSION & OPENING OF BIDS AND VALIDITY THEREOF:

a) The Bid shall be in two bid system.

b) The Bid to be submitted in the sealed envelopes in the following manner:-

(i) The third envelope (sealed) super scribed thereon "Lease of Municipality Guest house for the above said purpose on "as is where is basis" on Office of the Balasore Municipality, Motiganj, Puruna Balasore Road, Balasore, Odisha." should contain the following two envelopes

(ii) The first envelope (sealed) super scribed thereon "Eligibility details" should contain two envelopes two envelopes the DECLARATION as prescribed in the terms & conditions of the bid document, details in the prescribed proforma & attested copies of the documents/testimonials/certificates meeting the eligibility conditions.

(iii). The second envelopes (sealed) super scribed thereon "Financial Bid" should contain financial bid in the prescribed Performa

(iv). Any deviation from the above manner shall render the bid liable for rejection

c) The bidders should submit their bid on the prescribed time and date at the address mentioned above.

d) Any bid received after the prescribed deadline of date and time shall not be opened and summarily rejected

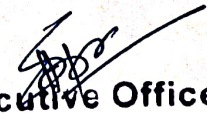
e) The Eligibility-cum-Technical Bid will be opened in the presence of the representatives of the bidders at 11.30 hrs. on dt.

f) Financial bid shall be opened only of those bidders who qualify in Eligibility-cum-Technical bid in the presence of the representatives of the bidders.

g) The bidders' representatives who are present at the time of opening of bid shall sign the attendance register Authorization letter to this effect shall be submitted by the bidder before they are allowed to participate in bid opening.

h) A maximum of two representatives for any bidder shall be authorized and permitted to attend the bid opening.

Continued to Page No.06.....


Executive Officer
Balasore Municipality

i) The Bidders names, modifications, bid withdrawals and such other details as the Balasore Municipality may at its discretion, consider appropriate will be announced at the time of opening.

j) The un-opened bids shall be returned to the bidder after final decision is taken on the bids.

8. CHECKLIST OF THE DOCUMENTS TO BE SUBMITTED IN BID:

a) Eligibility cum Technical Bid

1. Declaration in the prescribed Proforma.

II. The prescribed bid document with each page duly signed by the authorized signatory with seal in token of acceptance of its terms and conditions in accordance with clause 7.

ii Proof of eligibility i.e.

A. For Central and State govt departments, PSUs, autonomous bodies, semi govt, bodies & scheduled banks, - A statement on the letter head of the Department/Company giving details about their organization.

B. For international bodies A statement on the letter head of the company giving details about their affiliation with UN or any other international organization.

C. For reputed private companies Certificate of incorporation, Income tax returns along with balance sheets duly authenticated by the CA for the last three years.

Financial Bid: The Bidder shall quote the price per month for the location applied for over and above the base price.

D) Prices indicated shall be exclusive of taxes and operational & maintenance (O&M) charges in the proforma

The Maintenance charges includes the emergency maintenance on need basis of these services. Replacement of any Electrical/ Water supply fitting/fixtures has to be done by the tenant at their own cost. The operational & maintenance charges (O&M) of various amenities like Security, Housekeeping, DG set, sewage disposal etc. shall be borne by tenants also.

9. SECURITY DEPOSIT

(i). The Successful Bidder shall furnish Balasore Municipality a sum of Rs. 18,00,000 (Rupees Eighteen Lakhs Only) as advance rent of one year in the form of Demand Draft drawn on Scheduled Bank in favour of Executive Officer, Balasore Municipality within 7 days after the receipt of the LOI along with Draft lease agreement. The Security Deposit shall be accompanied by two copies of the Agreement. This shall be followed by signing of the Agreement with Balasore Municipality, within seven days of the receipt of Security Deposit

(ii). The proceeds of the Security Deposit shall be payable to the Balasore Municipality as compensation for any loss resulting from the Bidder's failure to discharge its obligations under the lease agreement.

Continued to Page No.07.....


Executive Officer
Balasore Municipality

(iii). The Security Deposit will be discharged by the Balasore Municipality after successful completion of the lease period.

10. EVALUATION OF BIDS:

The evaluation and comparison of bids shall be based on the rentals offered in the Price.

11. Balasore Municipality have the RIGHT TO ACCEPT/REJECT ANY OR ALL BIDS.

(a). Balasore Municipality reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to award of lease without assigning any reason whatsoever and without there by incurring any liability to the affected bidder or bidders on the grounds of Balasore Municipality action.

(b). Balasore Municipality reserves the right to lease out the premises of same location to different bidders.

12. ISSUE OF LETTER OF INTENT (LOI)

i. The issue of LOI shall constitute the intention of the Balasore Municipality to enter into an agreement with the bidder for leasing the premises.

ii. Within 7 days of issue of the LOI, the bidder shall give its acceptance along with Security Deposit in conformity with terms of bid document.

13. SIGNING OF CONTRACT

i. The issue of LOI followed by acceptance by the bidder(s) shall constitute the award of lease to the bidder(s). Detailed lease agreement shall be signed within seven days from the date of receipt of Security Deposit.

14. ANNULMENT OF AWARD Failure of the successful bidder to comply with the requirement of clause 9 (i) shall constitute sufficient ground for the annulment of the award in which event the Balasore Municipality shall call for fresh bids.

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Executive Officer
Balasore Municipality

SECTION III

COMMERCIAL CONDITIONS OF CONTRACT

1. TERMS & CONDITIONS

The general terms and conditions of lease are given in Standard Lease Agreement provided.

2. LIQUIDATED DAMAGES

Should the Bidder fail to perform contractual obligations including payment of monthly lease rent within the period prescribed, the Balasore Municipality shall be entitled to recover amount with interest at the rate of Bank rate PLR SBI plus 4% for the period of delay. Quantum of liquidated damages assessed and levied by the Balasore Municipality shall be final and not challengeable by the bidder.

3. TERMINATION FOR DEFAULT

The Balasore Municipality may, without prejudice to any other remedy for breach of contract, by written notice of default, sent to the bidder, terminate this contract in whole or in part,

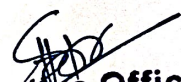
a) If the bidder fails to meet its contractual obligations within the time period (s) specified in the lease agreement, or any extension thereof granted by the Balasore Municipality pursuant to clause 12, Section I, and

b) If the bidder, in either of the above circumstances, does not remedy its failure within a period of 10 days (or such longer period as the Balasore Municipality may authorize in writing) after receipt of the default notice from the Balasore Municipality.

4. TERMINATION FOR INSOLVENCY

The Balasore Municipality may at any time terminate the Contract by giving written notice to the Bidder, without compensation to the bidder, if the bidder becomes bankrupt or otherwise insolvent as declared by the competent court provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the Balasore Municipality.

Continued to Page No.09.....


**Executive Officer
Balasore Municipality**

SECTION IV

DECLARATION

To

The Executive Officer,
Balasore Municipality,
Balasore, Odisha.

Sub:- Submission of EOI for "leasing out of Municipality guest house for hotels, restaurants, kalyan mandaps, Hostels, financial institutions, educational institutions, corporate Offices, etc. "as is where is basis" at O.T road, Bhaskarganj, Balasore, Odisha."

Respected Madam/Sir,

I/ We have read and examined the EOI document, terms and Conditions thereof and other documents and Rules referred to in the EOI document and all other contents in the EOI document for leasing out the Municipality guest house.

I/We hereby submit our bid for as per the stated scope of work within the specified time schedule.

I/We hereby submit all the documents mentioned in the EOI document. The purpose of use the space is:-

I/We agree to keep the offer open for Sixty (60) days from the last due date of submission thereof and not to make any modifications in its terms and conditions. If, I We withdraw my/our offer before the said period or before issue of letter of acceptance, whichever is earlier, or makes any modifications in my/our Offer Balasore Municipality shall without prejudice to any other right or remedy, be at liberty to cancel the bid. Further, if I/We fail to occupy the space allotted to us within one month and fail to sign the lease deed within prescribed time, I/We hereby agree that the said Balasore Municipality shall without prejudice to any other right or remedy, be at liberty to cancel the bid.

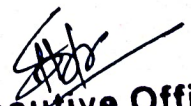
Place:

Seal of Bidder

Date:

Signature of the Bidder

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Executive Officer
Balasore Municipality

SECTION-V

BID FORWARDING LETTER

EOI No:

Dated:

To,

**The Executive Officer,
Balasore Municipality,
Balasore, Odisha.**

Respected Madam/Sir,

- 1. Having examined the conditions of EOI document and specifications including addenda Nos..... the receipt of which is hereby duly acknowledged, I/we undersigned, offer our bid to take Guest house of Balasore Municipality premises on lease in conformity with the said conditions of contract.**
- 2. We undertake, if our Bid is accepted, to occupy the space immediately as per terms of the Bid Document**
- 3. We agree to abide by this Bid for a period of 60 days from the date fixed for Bid opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period**
- 4. Until a formal Letter of Intent of Contract is prepared and executed, this Bid together with your written acceptance thereof in your notification of award shall constitute a binding contract between us.**
- 5. Bid submitted by us is properly sealed and prepared so as to prevent any subsequent alteration and replacement.**
- 6. We understand that you are not bound to accept the highest or any bid, you may receive. Dated this day of 2026**

Name and Signature-

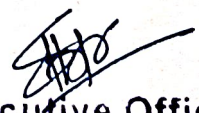
In the capacity of

Duly authorized to sign the bid for and on behalf of witness-

Address

Signature

Continued to Page No.11.....


**Executive Officer
Balasore Municipality**

SECTION - VI

LETTER OF AUTHORISATION FOR ATTENDING BID OPENING

(To reach before the date of bid opening)

To

**The Executive Officer, Balasore Municipality.
Balasore, Odisha**

Subject:

**Authorization for attending bid opening on (date) in the EOI
of.....
.....**

**Following persons are hereby authorized to attend the bid opening for the EOI mentioned above
on behalf of(Bidder) in order of presence given below.**

Order of Preference	Name	Specimen Signature
1.		
2.		

Alternate.

Representative

Signatures of bidder

Or

**Officer authorized to sign the bid
Documents on behalf of the bidder.**

**Note: 1. Maximum of two representatives will be permitted to attend bid opening. In cases where
it is restricted to one, first preference will be allowed. Alternate representative will be permitted
when regular representatives are not able to attend.**

**2. Permission for entry to the hall where bids are opened may be refused in case authorization as
prescribed above is not recovered.**

Continued to Page No.12.....


**Executive Officer
Balasore Municipality**

SECTION-VII

Municipality Guest House at OT road, Bhaskarganj, Balasore on as is where is basis	
Name of the District	Balasore
Name of the city/Town/Village	Balasore Municipality
Name of the Building with complete Address	Municipality Guest House at OT road, Bhaskarganj, Balasore, Odisha
Description of the property.	Municipality Guest House at OT road, Bhaskarganj, Balasore, Odisha It is well ventilated and is suitable for the purpose of Hotels, restaurants, kalyan Mandaps, Hostels, Educational Institution, financial Institutions, Corporate Offices, etc. It is located in the heart of Balasore City and well connected by main road
Carpet area with Floor(s) on which the vacant space is available.	3777 Sq ft.
Purpose	It is suitable for the purpose of Hotels, Restaurants, Kalyan Mandaps, Hostels, Financial Institutions, Educational Institutions, Corporate Offices, etc use
Whether Parking facilities available	Yes-1800 Sq.ft
Lift availability	No
AC environment availability	To be provided by the occupant.
Power back up availability	No, to be provided by the occupant
Common security	No
Land Mark	Near Gandhi Smruti Bhawan
Contact Numbers for further details	Shri Nirmal Chandra Das, Tax Daroga Contact- 9348283535

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Executive Officer
Balasore Municipality

SECTION-VIII

(DECLARATION TO BE GIVEN BY THE BIDDERS WHO HAVE DOWNLOADED THE EOI DOCUMENT FROM THE WEB)

It is to certify that:-

1. I/We have submitted the bid in the Proforma as downloaded directly from the website.
 2. I/We have submitted EOI documents which are same / identical as available in the website.
 3. I/We have not made any modification/corrections/additions etc. in the EOI documents downloaded from web by me/us.
 4. I/We have checked no page is missing and all pages are available & that all pages of EOI document submitted by us are clear and legible
 5. I/We have signed (with stamp) all the pages of the EOI document before submitting the same
 6. I/We have sealed the EOI documents properly before submitting the same.
 7. I/We have read carefully and understood the important instructions to the all bidders who have downloaded the tenders from the web.
 8. In case at any stage later, it is found there is difference in our downloaded EOI documents from the original, Balasore Municipality shall have the absolute right to take any action as deemed fit without any prior intimation to me/us.
 9. In case at any stage later, it is found that there is difference in our downloaded EOI any documents from the original, the lease agreement will be cancelled. The department will not pay damages to me / us on this account.
 10. In case at any stage later, it is found that there is difference in our downloaded EOI documents from the original, I/We may also be debarred for further participation in the EOI for Balasore Municipality.
 11. In case any of the information/ documents found false or misleading or any of the certificate (s) are found fake at any stage, the bidder will be black listed for two years. Further all kind of security deposit will also be forfeited.
- Dated..

(BIDDER)

(SIGN WITH SEAL) ADDRESS:

PHONE No.s:

Mobile No.:

E-MAIL:

Continued to Page No.14.....


Executive Officer
Balasore Municipality

SECTION IX

Price Schedule Financial Bid

To

The Executive Officer, Balasore Municipality.
Balasore, Odisha.

Sir,

With reference to the EOI No--Dated I/We offer the following price to take the said premise of CDA on lease basis in accordance with the terms and conditions mentioned therein, as under

Municipality Guest House at OT Road, Bhaskarganj, Balasore

SI No.	Station/Location	Property	Floor	Carpet area in Sqft	Monthly Lease rent per Square Foot of carpet area excluding GST & applicable taxes and Operational taxes and O&M I charges (In Rupees)	Likely Usage of ranted space
01	Municipality Guest House at OT Road Bhaskarganj. Balasore	Municipality Guest House	2 Floors	3777.00 Sqft		

Yours Faithfully.

Signature of the Authorized Signatory of the Bidder with seal

Note:

- 1- Amount to be mentioned clearly in Indian form of international numerals.
 - 2- No corrections/alterations are permitted while mentioning the amount.
- Amount to be written in both figures and words. If there is any difference between figures and words, the words will prevail.


Executive Officer
Balasore Municipality