



**ODISHA CO-OPERATIVE HOUSING CORPORATION LTD.,
BHUBANESWAR**

JANPATH, UNIT-III, BHUBANESWAR – 751001
Phone – 0674 - 2392387 (O) (FAX), 2392393, e-mail:- ochc_bbsr@rediffmail.com
www.housingcorporation.in

No. 1995 /P&E

Date. 20.10.2020

To

M/s. Sanket Communication Pvt. Ltd,
294, Sahid Nagar, BBSR-751007.

Sub: Publication of materials in daily News Paper.

Sir,

In reference to above cited subject, you are requested to publish the materials enclosed herewith in the daily News paper i.e. "The Samaj" as per DAVP Rate of Government. The size of the materials should be "4 cm x 8 cm" and be published on or before **25.10.2020**.

Yours faithfully,

Encl: As above.

Memo No. 1996 /Date. 20.10.2020

Copy to website of O.C.H.C for wide publication.

sd/-
Managing Director

[Signature]
For: *[Signature]*
Managing Director 20.10.2020



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List of vacant premises

Sl. No	Name of the Building	Location of the Building	Approx. Vacant area (in Sqft.)	Floor
1.	Block-I,	Janpath, Unit-III, Near Ram Mandir Square, Kharavelnagar, Bhubaneswar.	440 Sqft	Ground Floor (Part)
2.	Block-1,	do	1500 Sqft (approx)	7 th Floor (Part)
3.	Block-III,	do	1200 Sqft	2 nd Floor (Part)
4.	Block-III,	do	1347 Sqft	2 nd Floor (Part)


Managing Director



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No. _____/E(R)-10/98-99

Date. _____

LETTING OUT OF VACANT COMMERCIAL SPACES

The Odisha Co-operative Housing Corporation Ltd, Bhubaneswar intends to let out on lease basis, vacant commercial space available on "as is where is basis".

1. The prescribed application form may be downloaded from here. The attached Terms and conditions as well as Tenancy policy for lease of commercial space may be referred for details. The list of premises is also attached.
2. One can apply for a single space or multiple spaces. If more than one space is applied, separate application is to be submitted.
3. The filled in application in prescribed format along with the required documents should be submitted in sealed cover, superscribed "APPLICATION FOR VACANT COMMERCIAL SPACE AT BHUBANESWAR, "ADDRESSED TO: The Managing Director, Odisha Co-operative Housing Corporation Ltd., Unit-III, Janpath, Bhubaneswar-751001.
4. Applicants for premises measuring above 500 Sqft must submit copies of Income Tax Returns and/or Audited Profit & Loss A/c, Balance Sheet as applicable for the past 3 years, failing which their application will be deemed invalid and will be rejected. Applications without proof of adequate Income/ revenue will be rejected.
5. Joint applications by two or more persons/firms will be rejected.
6. Actual chargeable area will be subject to joint measurement.
7. The O.C.H.C Ltd reserves the right to accept / reject any application as its own discretion without assigning any reason. The decision of the authority will be final.
8. The last date for submission of the application is **11.11.2020** up to 5.00 P.M.
9. Validity of the offer period will be 6 (six) months from the date of application.
10. Selected applicants will be called for discussion for rent finalization.
11. Preference will be given to public sector undertakings/ Banks/ Financial Institutions of repute etc.
12. Other terms and conditions will be applicable as per prevailing policy of OCHC Ltd.
13. Brokers will not be entertained.
14. For inspection of the space or for any other query one may contact us at 0674 – 2392387.


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No. _____ /

Date. _____

TERM AND CONDITIONS

1. The space will be offered on 'as is where is basis' only for running regular offices engaged in commercial activities. Other amenities like parking, generator, V-Sat antenna etc. will depend on availability of space and subject to negotiations.
2. Space will be offered on Lease basis on monthly rent as per the terms and conditions of the Corporation.
3. The Lease deed is to be executed and registered as per the standard proforma and the cost is to be borne by the Lessee. The Lease may be renewed and rent revised through negotiation at the end of the term. A fresh lease deed to be executed for the revised terms.
4. Three months rent has to be kept as interest free security deposit and must be deposited by Demand Draft at Corporation's cash counter which is refundable at the time of vacation of premises.
5. The rent of a month is payable before 10th of next month failing which a simple interest of 12% is payable.
6. Water charges, energy charges and service charges for common services like lift, cleaning, sweeping, security etc. will be levied separately.
7. GST/ other statutory taxes at the prescribed rates as applicable is to be borne by the tenant.
8. The selection of bids will be done as per the rules and guidelines of the Corporation and acceptance of the same will be subject to approval by the Competent Authority.
9. For any other query/assistance you may get in touch with us at 0674-2392387 or email us at ochc_bbsr@rediffmail.com
10. The tenant is to be abide by Commercial leasing policy prevailing at that time.


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TENANCY APPLICATION FORM



1. Name of Applicant
(a) Age
(b) Name of father/husband
(c) Permanent Address
(Attach identity & address proof)
2. For Company/Partnership
(a) Full particulars of business along with
Copies of Trade License & particulars
of Company (Deed/Memorandum &
Articles of Association)
(b) Copy of last 3 years Audited Balance
Sheet, P&L A/c & I.T>Returns of the Company/Firm
3. In case of Individual
(a) Name & address of two referees
(b) Photo identity proof(self)
(c) PAN No. (Self)
(d) ITR & Bank A/c details (self): SB/Current A/c
No. & Name of Bank & Branch Name
(Attach ITR for last 3 years & last 3 months
Bank Statements)
4. Details of Premises sought
(Area, Building Name & Floor)
5. Purposes for which the premises will be utilised
6. Rent offered
(Only basic rent per sq.ft to be quoted.
All taxes will be separate)
7. Name & Designation of contact person
(with address, phone No. & email)
8. Whether the applicant is related to any
Employee of OCHC, if so, give details

The information given above is true to the best of my knowledge and belief.

Date :

Signature of applicant

OCHC reserves the right to reject any application without assigning any reason.