



ଭଦ୍ରକ ପୌରପାଳିକା, ଭଦ୍ରକ

ମୌଜା-ମଠସାହି, ଶନି ମନ୍ଦିର ନିକଟସ୍ଥ ଗୋଶାଳା ଛକ, ଦୋଦାନ

ଘର ନିମନ୍ତେ ଆବେଦନ ପତ୍ର

ରଜିନ
ପାସପୋର୍ଟ
ସାଇଜ୍ ଫଟୋ
ସଂଲଗ୍ନ କରନ୍ତୁ

- (୧) ଆବେଦନକାରୀଙ୍କ ନାମ : _____
- (୨) ପିତା / ସ୍ୱାମୀଙ୍କ ନାମ : _____
- (୩) ବୟସ / ଲିଙ୍ଗ / ବୈବାହିକ ମର୍ଯ୍ୟାଦା : _____
- (୪) ବୃତ୍ତି : _____
- (୫) ଆଧାର କାର୍ଡ ନମ୍ବର : _____
- (୬) ପ୍ୟାନ କାର୍ଡ ଅଛି କି ?
ହଁ / ନାଁ, ଯଦି ହଁ
ତେବେ ପ୍ୟାନ କାର୍ଡ ନମ୍ବର : _____
- (୭) ବାସସ୍ଥାନ ଠିକଣା : _____
- (୮) ଖାର୍ଡ ନଂ / ହୋଲିଂ ନଂ
/ ଦେୟ ର ବିବରଣୀ : _____
- (୯) ମୋବାଇଲ ନମ୍ବର : _____

(୧୦) ରଜିନ ପାସପୋର୍ଟ ସାଇଜ୍ ଫଟୋ : ୨ ଟା


Executive Officer
Bhadrak Municipality

(୧୧) ପୂର୍ବରୁ ପୌରପାଳିକା ତରଫରୁ କେଉଁ ଦୋକାନ : ହଁ / ନାହିଁ

ଆପଣ କିମ୍ବା ଆପଣଙ୍କର ପରିବାର ସଦସ୍ୟ ନାମରେ

ଆବଣ୍ଟିତ ହୋଇଛି କି ? ଯଦି ହଁ ତେବେ ଦୋକାନ

ଘରର ସମ୍ପୂର୍ଣ୍ଣ ବିବରଣୀ ନାମ / ସମ୍ପର୍କ / ମାର୍କେଟ କମ୍ପ୍ଲେକ୍ସ

/ ଦୋକାନ ଘର ନଂ / କି ପ୍ରକାର ବ୍ୟବସାୟ

/ କୌଣସି ଦେୟ ବକେୟା ଅଛି କି ?

ଘୋଷଣାନାମା

ମୁଁ ଘୋଷଣା କରୁଅଛି କି, ମୋ ଦ୍ଵାରା ଦିଆଯାଇଥିବା ଉପରୋକ୍ତ ତଥ୍ୟାବଳୀ ମୋ ଜ୍ଞାତସ୍ଵାରରେ ସଠିକ୍ ଅଟେ ଓ ତ୍ରୁଟିନାମାର ସମସ୍ତ ସର୍ତ୍ତ ମୁଁ ଗ୍ରହଣ କରୁଅଛି । ଯଦି କୌଣସି ସମୟରେ ଏଥିରେ ଖୁଲାପ ପରିଲକ୍ଷିତ ହୁଏ କିମ୍ବା ଭୁଲ ତଥ୍ୟ ଦେଖାଯାଏ, ତେବେ ମୋର ଆବଣ୍ଟିତ ଗୃହ ବାତିଲ କରାଯିବ ।

ଆବେଦନକାରୀଙ୍କ ସ୍ଵାକ୍ଷର

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କେବଳ ଅଫିସ ବ୍ୟବହାର ପାଇଁ ପ୍ରାପ୍ତି ସ୍ଵୀକାର

ଦରଖାସ୍ତ ନଂ _____ ତାରିଖ _____ ସମ୍ପୂର୍ଣ୍ଣ ଦସ୍ତାବିଜ

ସହ _____ ତାରିଖରେ ଗ୍ରହଣ କରାଗଲା ।

ସ୍ଥାନ :

ତାରିଖ :

ଗ୍ରହଣକାରୀ ଅଧିକାରୀଙ୍କ ସ୍ଵାକ୍ଷର


Executive Officer
Bhadra Municipality



BHADRAK MUNICIPALITY

ALLOTMENT OF SHOP ROOMS
NEAR SANI MANDIR, GOSALA
CHHAK, MOUZA-MATHASAHI,
BHADRAK, ODISHA

BROCHURE


Executive Officer
Bhadrak Municipality

Shop Room Near Sani Mandir, Goshala Chhak, Bhadrak

A. ELIGIBILITY

1. The applicant must be a defacto inhabitant of Bhadrak Municipal Area.
2. The applicant must be of 18 years of age as on the date of submission of the application.
3. For the purpose "Family" comprises of husband, wife & children whether major or minor but does not include a major son separated as on the date of advertisement made by Bhadrak Municipality.
4. The applicant shall not be entitled for allotment in case the family as defined in sub clause-3 (of Clause-Eligibility) own and possess any shops/ commercial establishment in any of the commercial/market complex as disposed of by the Bhadrak Municipality earlier within jurisdiction area of Bhadrak Municipality.
5. If it is detected in future that the allottee (including his/her family members) for this scheme owns and possess any shop/ commercial establishment in any of the commercial/ market complex as disposed of by the BHADRAK MUNICIPALITY before the date of the order of provisional allotment for this scheme, the allotment shall be cancelled and security amount shall be forfeited.

B. SUBMISSION OF APPLICATION

1. Brochure containing relevant information, terms & condition and application form etc. can be downloaded from BHADRAK MUNICIPALITY website www.bhadrakmunicipality.nic.in w.e.f. **17.10.2025**
2. The applicant has to submit the filled in forms as attached in the Annexure-Iduly signed and shall submit all the requisite documents/ annexure in a sealed envelope super scribed "APPLICATION FOR ALLOTMENT OF SHOP ROOM NEAR SANI MANDIR, GOSHALA CHHAK, BHADRAK" addressed To The Executive Officer, Bhadrak Municipality, Bhadrak-756100.
3. **Rs. 1,000/-** only (Indian rupees One Thousand only) non-refundable towards the cost of application, should be submitted along with the filled in application form in form of Bank draft, **in favour of Executive Officer, Bhadrak Municipality, payable at Bhadrak .**
4. **Interest Free Security Deposit of Rs.5,00,000/-** (Indian rupees Five Lakh only)in the form of bank draft **in favour of Executive Officer, Bhadrak Municipality, payable at Bhadrak** has to be deposited along with the application.
5. **The Application will be received only through speed post/ registered post.** The last date of submission of application is on **16.11.2025 at 05:00 PM.** Application received after the last date will not be entertained. The authority will not be responsible for any delay in receipt of application
6. The applicant will have to submit a written undertaking in non-judicial stamp paper at his/her own cost to abide by the terms and conditions mentioned in the brochure executed before Notary/ Executive Magistrate.
7. Application received without required particulars and/or deposits shall be rejected.
8. Lottery for the shops will be held on 20.11.2025 at Bhadrak Municipality, Bhadrak.

C. MODE OF ALLOTMENT

1. Allotment of shops shall be made through process of lottery only.
2. In case the number of applications is **more** than the available units, the allotment of shops will be made through lottery.
3. In case the total number of applications received is **less** than the available shops then the allotment will be made accordingly for the total applicants whereas mode of disposal for the remaining shops will depend on decision of the authority.
4. BHADRAK MUNICIPALITY shall issue the order of the provisional allotment to the selected applicants within 30 days of drawal of the lottery.
5. **The allottee will execute Agreement deed with BHADRAK MUNICIPALITY within seven days of provisional allotment.**


Executive Officer
Bhadrak Municipality

D. REFUND/WITHDRAWAL/CANCELLATION

1. If an applicant withdraws his /her application **before drawal of lottery, 10% of Security deposit will be deducted and balance amount will be refunded without interest**
2. In case an applicant withdraws **after drawal of lottery** and before the issue order of the provisional allotment to the selected applicant, **50% of Security deposit will be deducted and balance amount will be refunded without interest.**
3. If an allottee does not accept the shop **after allotment**, BHADRAK MUNICIPALITY shall cancel the allotment. In this circumstance BHADRAK MUNICIPALITY shall forfeit the security amount and BHADRAK MUNICIPALITY shall process for re-allotment of remaining shops, as per decision taken by the Authority.
4. The Security deposit will be refunded without any interest to the unsuccessful applicants within 30 days from the date of issue of order of provisional allotment to the successful applicant.

E. DELIVERY OF POSESSIONS

1. BHADRAK MUNICIPALITY will make its best efforts to deliver the possession of the unit /asset to the allottee within 30 days of provisional allotment. Before delivering the possession, the allottee is subjected to make all payments required.
2. The applicants will be informed in writing the date by which BHADRAK MUNICIPALITY would be handing over possession of the unit/asset. The allottee shall himself/herself or through authorized agent may take delivery of the assets within 30 days from the date of issue information.
3. In case the allottee fails to take possession of the asset/unit within 1 month from the date of issue of intimation to take possession, **the allotment shall be cancelled.** In this circumstances BHADRAK MUNICIPALITY shall forfeit the security amount and BHADRAK MUNICIPALITY shall process for re-allotment as per decision taken by the Authority

F. CONDITIONS OF ALLOTMENT

1. The allotment for rents will be through lottery.
2. The authority reserves the right to reject any application without assigning any reason thereof.
3. BHADRAK MUNICIPALITY also reserves the right to alter and modify the lay-out plan, the size and shape of the assets due to exigencies arising out of site condition and other contingencies or due force majeure.
4. All information on dimension and area are approximate. The allotment of asset/ unit is subject to alteration necessitated during the construction of commercial/ shopping complex. BHADRAK MUNICIPALITY , in pursuance thereof, reserves the right to effect suitable and necessary alteration in the layout plan.
5. The allottee shall not use the asset/UNIT for such activities, which are likely to cause nuisance, annoyance or disturbance to other occupants and refrain from those activities which are against law or any directive of the Govt./ local authority.
6. The allottee shall be responsible for obtaining water supply/ electricity connection from concerned departments at his/ her own cost and also pay user fees/ trade license fees, monthly rent and any other charges as applicable, on annual basis to the concerned authority.
7. No addition/alteration of the existing structure shall be permissible.
8. No transfer of the allotted space will be allowed in any form of encroachment, addition and alteration of existing structure.
9. The allottee shall execute the required agreement within one month **of provisional allotment/** date of intimation to execute the same as well as deposit of six month rent as advance. Failing which action shall be taken as decided by the Authority.
10. **The agreement shall be valid for 3 years. The allottee shall deposit the rent on every 10th day of the following English Calendar Month.**
11. **10% hike on rent of the shop shall be made every three years.**
12. Prior to the Final allotment of Shop Rooms, after completion of lottery process, the allottees shall be required to submit an affidavit affirming that neither they nor their family members own/possess any shop room for commercial purpose in any of the market complexes within the jurisdiction of Bhadrak Municipality.
13. The Municipal Council may, as and necessary, revised the shop room license fee (shop rent).
14. In case of death of the applicant and/or the allottee, the legal-heir shall act as representative of his/her successors and accordingly all actions taken, consent given, approval made by him/her, shall bind the successors of the applicant /allottee in all respects.
15. Eviction of unauthorized allottees will be made as per the provision of OPI Act.

Executive Office
Bhadrak Municipality

**AGREEMENT FOR LICENCE OF SHOP ROOM ON RENT NEAR SANI MANDIR,
GOSALA CHHAK, BHADRAK**

This agreement is made at _____ on this _____ day of _____ 20____
between Bhadrak Municipality, Bhadrak , represented by its Executive Officer (hereinafter called "the
Licensor") which expression unless repugnant to the context and meaning, shall include its
successors in office administrators and assigns, of the first part

AND

_____ aged _____ yrs, S/o _____ Address _____
_____ (hereinafter called "the Licensee") which expression unless
repugnant to the context and meaning thereof, shall include its successor in office, administrators
and assigns of the second part.

WHEREAS the shop room No.(as per the details in schedule A) along-with fixtures,
appurtenance and effects, belong to the Bhadrak Municipality, Bhadrak (hereinafter referred as
premises).

And Whereas the licensee has applied to the licensor to allow him to occupy and use shop
room No. and the licensor has agreed to grant license for use of the said premises on a monthly
license basis on the following mutually agreed upon terms & conditions between the parties hereto.

NOW, IT IS HEREBY AGREED BY AND BETWEEN THE PARTIES HERETO AS UNDER:

1. The licensee agrees to take the said premises fully described in the Schedule A for a term of 3
(three) years commencing from _____ i.e. date of execution of this agreement, at a
monthly license fee of Rs. _____/- (Rupees _____ only).
2. The Licensee shall pay to the Licensor the monthly license fee within 10th day of the following
English Calendar Month.
3. In addition to the above license fee payable by the licensee, a refundable interest free security
deposit of Rs. _____/-(Rupees _____) only deposited with
the application by the licensee with the licensor, which will continue to be retained by the licensor
until the licensees in force.
4. The rates & taxes/inspection fees and all such Govt. dues will be paid by the licensee
fully/proportionately on demand.
5. **The licensee will submit the required certificate in support of their deposits made towards
TDS from the license fees, for submission of returns by BHADRAK MUNICIPALITY**
6. It is hereby expressly agreed that the licensee is to pay **interest at the rate of 10%** per annum of
the defaulted amount for days of default period or part thereof in addition to the right of the licensor
to terminate the license. It is further expressly agreed that if the licensee continues to default for a
continuous period of three months, the license shall stand automatically determined and on
determination, the licensee will be bound to deliver vacant possession of the same to the licensor
and licensor shall have the right to enter and take possession of the licensed premises.
7. Provided further that if the licensee fails to deliver vacant possession, after determination of
license for what so ever reason, the nit shall be treated as a trespasser & shall be liable to pay
damages for use and occupation of the premises after determination at the rate double to monthly
license fee and also be liable to penalty of Rs 10/- per day, till he vacates voluntarily or by process of
eviction proceeding under the provisions of Orissa Public Premises (Eviction of Unauthorized
Occupants) Act and shall pay all litigation fees .


Executive Officer
Bhadrak Municipality

8. Any arrear on account of monthly license fee together with penalty imposed including penalty, damage charges and energy charges etc. for such default shall without prejudice to any other mode of recovery be recoverable as arrears of land revenue under Orissa Public Demands Recovery Act.

9. **The licensee agrees to maintain properly all the electric installations made in the licenced premises and licensee shall be liable for damages.**

10. The licensee shall make his own arrangements to procure electricity service connection at his own cost and pay the electricity charges for consumption of electricity **on meter reading/minimum charges at rates charged by the Tata Power Northern Odisha Distribution Limited (TPNODL) from time to time.**

11. **The licensee agrees not to use any inflammable material/article which will cause hazard to life and property.**

12. The licensee shall pay all dues payable to the licensor in shape of **Account Payee Draft/Pay Order** drawn in favour of Executive Officer, Bhadrak Municipality, Bhadrak or as otherwise directed in writing in advance.

13. The licensee shall not be entitled to sub-let or transfer or mortgage the premises or to amalgamate the licensed premises with any other premises. The licensee shall not make any alteration or addition to the licensed premises or make any opening without prior written permission of the licensor. In the event of such permission being granted, the addition and alteration would be in accordance with the permission.

14. The licensee shall always maintain the inner premises in good condition and shall white wash the licensed premises once in a year and shall cause all minor repair, replacement of minor fittings done and shall maintain the premises and its surroundings in perfect condition at its cost. The decision of the licensor in interpretation of the term "minor repairs and replacement of minor fittings" shall be final and binding on the licensee.

15. That the licensee shall not use any part of the licensed premises for the purpose other than those specified in the license. At any time during the term of the license, the licensee shall not carry on or permit to be carried on any offensive or objectionable activity, trade or business in and around the licensed premises, which is likely to affect public health, public moral and spoil environment or becomes nuisance, disparagement, annoyance or inconvenience to the licensor or to other licensee in the neighborhood. Carrying on any illegal and prohibitory trade or storing of any combustible, inflammatory, explosive, perishable and semi-perishable goods would be treated as objectionable activity, trade or business if not discontinued to the satisfaction of the licensor within seven days of service or notice to this effect.

16. That the licensee will observe all the legal or statutory requirement for carrying on the activity, the licensor indemnified against all the losses, responsibilities and damages on account of the licensee carrying on such activity, trade or business.

17. The licensor shall stand indemnified against all actions, claims, demands and expenses on account of any breach by the licensee or any of the terms of this agreement.

18. The licensor shall not be responsible for any loss or damage to licensee, whatsoever on account of any accident, theft, robbery, fire, rioting, natural calamities etc.

19. The licensor or its authorized representative shall have the right to have access to the licensed premises for inspection or for any other lawful purpose.


Executive Officer
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20. That if the licensor, at any time before the expiry of this agreement, desires to resume the premises for any public purpose, the licensee shall vacate it within 3 (three) months from the notice in writing thereof. On such vacation of premises, the licensee shall be entitled to their fund of the security deposit after deduction of all the dues, in accordance with the terms and conditions of the agreement.

21. That if the license of the premises, is obtained by any mis-representation, mis-statement, fraud or if there is any breach of the conditions of the agreement, the license shall be terminated and the licensee shall not be entitled to any compensation, whatsoever. Upon termination of the license, it shall be lawful for the licensor or its authorized officer to open and enter in to the premises and put out the goods and belongings of the licensee without making the licensor or its agent liable for any loss or damages whatsoever.

22. Upon termination of the license or on expiry of the term, the licensee shall make over vacant possession of the premises including the fixtures, appurtenances and other effects in good conditions (reasonable wear and tear excepted) to the licensor, failing so, the licensor shall recover from the licensee the amount needed for putting the fixtures, appurtenances, effects in the condition mentioned above. The occupation of the premises thereafter by the licensee shall be treated as unauthorized one.

23. If the licensee duly observes and performs the conditions and covenants herein contained and applied in writing to the licensor not less than 3 (three) months, prior to the expiration of the terms of the license, the licensor may renew the license for another term of 3 (three) years on such terms and conditions as may be decided. Provided further, the renewal shall not be considered as continuous to previous license, but shall be a fresh license.

24. It is further agreed that the license fee so fixed will be enhanced at the end of every three years at the rate of **10%** cumulatively. If the fresh license agreement is not executed after expiry of agreement period for any unavoidable reason it will be accepted by the parties that the period of license has been extended with the existing terms and conditions with enhanced license fee increasing 10% as aforesaid till the afresh license agreement is executed.

25. It is specifically agreed between the parties that during continuance of the license or during possession of the licensee after termination of the license, the licensee shall not disfigure the walls of the premises by means of sticking posters or painting on the walls or otherwise. Any advertisement by the licensee without permission of the licensor found in the premises shall be considered a violation of the conditions of this agreement. The defaulter shall be liable to compensate the licensor towards removing such disfigurement of the building.

26. The license shall be terminable on the part of either the licensor or licensee by 3(three) months notice in writing. Prior to giving such notice, the licensee shall clear all the dues due to the licensor.

27. That the dispatch of any letter, notice etc. from the office of the parties through post, at the address mentioned in this agreement shall be deemed to have been duly and sufficiently served on the other party after a reasonable time, which normally is taken by the postal department for delivery notwithstanding its non-delivery because of one reason or the other. In addition to above, it shall also be lawful for the parties to serve any letter, notice etc. by personal delivery in the presence of two witnesses and such service shall also be lawful and sufficient.

28. For breach of any condition as mentioned above, the license shall stand determined automatically. Occupation of the premises, after determination would be treated as unauthorized occupation.

29. The licensor shall pay regularly the **land revenue** and any other taxes of every description for the licensed premises without any burden on the licensee.

30. The licensor shall not exceed consumption of electricity beyond the limit as will be decided by BHADRAK MUNICIPALITY after load census etc.

Executive Officer
BhadraK Municipality

31. The licensor will provide water supply for the licensed premises and the licensee shall pay the water charges.

32. **The licensor shall insure the premises with a recognized insurance company. However, the licensee shall insure for their own assets.**

33. Any dispute arising out of or relating to this Agreement shall be settled through mutual discussion failing which the same shall be subjected to Court of Law. This deed has been executed at Bhadrak and Courts of Bhadrak and High Court of Orissa shall have jurisdiction in the matter.

34. After expiry of the license or soon after determination of the license, the licensee shall not claim any right over the premises and if it fails to deliver vacant possession it shall be treated as an unauthorized occupant till the date of vacation and shall be liable to pay damages as provided in the provision of Clause- 8 of the agreement.

35. This agreement does not preclude the licensor for calculation of arrear, collection and to recover the same in accordance with law from the licensee.

IN WITNESS WHERE OF the said licensor(_____)and the licensee (_____) have here to put their hands on this day, month and year first herein written below .

Licensee

Licensor

Witness:

Witness:

1.

1.

2.

2.

SCHEDULE-A

Shop No: _____ Measurement _____

Address: _____

Licensee

Licensor

Witness:

Witness:

1.

1.

2.

2.


Executive Officer
Bhadrak Municipality