

Notice Inviting Tender :

Cost of tender Rs.500/- ,

Cost of Tender : Rs.Nil, if downloaded from website: www.cdaguwahati.gov.in

No.AN/06/Shopping/LFB-1

Area Accounts Office

Ministry of Defence (Finance), Government of India

Bivar Road, Shillong-793001

Telephone:0364-xxxxx, Fax : 0634-xxxxxxx

e-mail: aaoshillong-meg@nic.in

Dated: 11/02/2020.

To,

Shri/Smt

.....

.....

Subject :- Notice Inviting Application for Allotment of Shops in Defence Accounts Department (DAD) Residential Complex, Spread Eagle (SE) Falls, Shillong, Meghalaya.

Deputy Controller of Defence Accounts, DAD Estate Officer, Residential Complex, SE Falls, Shillong on behalf of the President of India invites applications of tenders in sealed covers for allotment of following shops at Defence Accounts Department (DAD) Residential Complex, Spread Eagle Falls, Shillong on licence fee basis are invited.

Shop No	Area	Purpose	Reservation Category
03/01	16.56 Sq M	General Grocery	General
03/02	16.56 Sq M	Fast Food	General
03/03	16.56 Sq M	Saloon and Beauty Parlour	SC/ST (Please Refer Clause 11 below)
03/04	16.56 Sq M	Stationery and Gift Items	General
03/05	16.56 Sq M	Vegetables and Fresh Items	General

2. The layout of the shops may be seen by visiting DAD Residential Complex, SE Falls, Shillong on every Wednesday and Saturday.

3. The bidder's office or residence must be located at Shillong. Proof of Address, such as Telephone Bill/Electricity Bill/Water Bill not more than three months old or Address certificate issued by Local Authority, Proof of Identity such as voter ID card, Ration Card, Copy of Registration (in case of company/firm), PAN Card, Copy of GST Certificate (other than individual) would be submitted by alongwith the bid. Invalid or Non-enclosures of the same will cause rejection of the bid in evaluation process.


4. The bidder is required to submit "Character & Antecedents Verification Form" in prescribed proforma (*enclosed*) duly verified by the SHO of concerned Police Station. Without enclosing duly verified "Character & Antecedents Verification Form" the bid is liable to be rejected.



5. The bidder will be required to deposit three months licence fee (whatever quoted by the bidder) offered by him through Bank draft/MRO/e-MRO drawn in favour of Controller of Defence Accounts Guwahati as earnest money deposit. This shall be refunded in case of unsuccessful bid. The licence fee would be adjusted towards security deposits in case of successful bidding. Bank Draft should be of Scheduled Bank.
6. The highest bidder (H-one) in the tendering process would be allotted the shop for a period of three years at a time, renewable at the end of every such three years period, upto a maximum overall period of 30 years, subject to increase in the licence fees @ 15% of the preceding 3-years rate and fulfillment of other prescribed terms and conditions of the licence by the allottee.
7. Electricity and Water Charges will be over and above the Licence Fee as per Licence Deed, the bill for the same will be floated by The BSO, Shillong, MES and to be the Licensee(s) separately.
8. The licence arrangement will be liable to be terminated with a three months' notice on either side. In the case of Government side the licence would not be terminated except for the default in the payment of the prescribed dues for a period of three months or more or for use of the shop/premises other than the purpose for which the shop has been allotted. **The shop or part thereof shall not be used for any kind of residential including family purposes.**
9. The Government shall retain the right to use and unused Floor Area Ratio (FAR) for the plot or area in which the shop/stall are located as per the Zonal Plan within the stipulated period of licence. The underground rights of the plot will also vest with the Government.
10. The Government would have the absolute right to terminate the Licence without payment of any compensation whatsoever to the licensee at the end of the stipulated 30 years period or the stipulate fresh terms and conditions for continuing the licence for such further period, thereafter as may be decided by the appropriate point of time.
11. The shops for SC & ST would also be given on a tender basis, but only such applicants who belong to a particular category/group for which the shop is reserved will be eligible to apply for the same. For example, if a shop is reserved for ST, only a ST candidate can bid for the shop. The highest bidder among such candidate will be allotted to the shop.
12. Shop No.03/03 is reserved for Scheduled Caste/Scheduled Tribes. In case there is no Scheduled Tribe Candidate, it would be given to a Scheduled Caste. In the event of no schedule Caste candidate coming forward, the shop would be made available to the General Category.
13. A Board of officers shall assess rates quoted before a decision is taken for allotment.
14. Physical possession of the shop shall be handed over to the successful bidders. In case the selected bidder does not take possession of the allotted premises within one month, the shop shall be offered to next bidder(s). In such an event the earnest money deposited by the selected bidders shall stand forfeited.
15. The tender forms shall be issued to bonafide applicants only and not to their representatives. Employees of Central or State Government / Government undertaking or Govt. companies are not eligible to apply. A minor is also not eligible to apply.



16. The partnership firms and societies are not eligible.
17. The monthly licence fee offered in the tender should be in round figure of full rupees and not in paisa. If any such tender is received and it is decided to accept the tender, the allotment will be made by rounding off 50 paisa and above as one rupee and ignoring below 50 paisa.
18. The successful bidder will have to execute a Licence Deed, Undertaking, Affidavit in enclosed formats with Government of India and he will have to deposit one month licence fee in advance & Security Deposit equivalent to 6 months licence fee within 8 days from the date of issue of the allotment letter.
19. The bidder will also submit two recent Passport size Photographs, copy of permanent address proof and Caste certificate duly attested by a Gazetted Officer or a 1st class Magistrate alongwith the bid.
20. The tender form along with a copy of the terms and conditions of allotment can be had from Office of the Area Accounts Office, Bihar Road, Shillong 793001 on payment of Rs. 500/- (non-refundable) (Demand Draft/MRO/e-MRO) between 10:00 to 12:00 noon till 20/01/2020. Alternatively, the application for tender may be downloaded from official website of CDA Guwahati www.cdaguwahati.gov.in, for which no tender fee need to be deposited.
21. The tender should be submitted in sealed envelope super scribed "**(Tender for allotment of Shop No. at DAD Residential Complex, SE Falls, Shillong)**" addressed to the **Deputy Controller of Defence Accounts, Area Accounts Office, Bihar Road, Shillong-793001** and be deposited in the Tender Box placed at the Reception, Area Accounts Office, Bihar Road, Shillong-793001 before schedule time and Date. Tender received after scheduled time & Date shall not be accepted.
22. **Minimum Reserve Licence Fee per shop : Rs.2780/- per month.**
23. **Scheduled Last Date of submission of Application: 11:00 Hrs, 6th March 2020.**
24. **Schedule Date of Opening of Application/BID : 12:00 Hrs 6th March 2020.**
25. **Enclosures : Each and every pages to be signed in token of having agreed upon and to be enclosed with the tender/bid/application by the applicant.**
- Draft letter for allotment of shop
 - Draft Licence Deed : To be executed on non-judicial stamp paper for Rs.200/-
 - Proforma Undertaking
 - Proforma Affidavit : to be executed on non-judicial stamp paper for Rs. 20/-
 - Proforma Character & Antecedents Verification
 - Proforma for Indemnity Bond : to be executed on non-judicial stamp paper for Rs.20/-.


(Chayan Das)
Sr. Accounts Officer
For Estate Office, DAD Shillong.

चयन दास
Chayan Das
वरिष्ठ लेखा अधिकारी / Sr. A. O
क्षेत्रीय लेखा कार्यालय, शिलांग
Area Accounts Office, Shillong

Tender/Application for Allotment Shop

To,

The President of India,
GOVERNMENT OF INDIA,

Through

The Estate Officer, DAD Residential Complex, Shillong -793001

Please affix
your Latest
passport size
Photo here

Subject: TENDER FOR ALLOTMENT OF SHOP.

To be posted in Tender Box up to 11:00 Hrs on 06/03/2020 at the Tender Box, at the reception in Area Accounts Office, Bivar Road, Shillong-793001.

To be opened at 12:00 Hrs on 06/03/2020 at conference in the Office of the Area Accounts Office, Bivar Road, Shillong-793001.

With reference to your advertisement inviting tender No. AN/06/Shopping/LFB-1 dated: 11/02/2020 for the shop in D.A.D. Residential Complex, S E Falls, Shillong, Meghalaya -793011, my Tender for allotment of following shop is submitted herewith.

Shop No for which tendered	Area	Purpose	Monthly Licence Fee offered for (in figure and words – rounded to Rupees)
	<u>16.56 square metre</u>		

2. The following Bank Draft(s) /MRO/e-MRO Controller of Defence Accounts Guwahati representing earnest money equivalent to three months licence fee(s) offered is/ are enclosed.

- i) Name of the Bank & Address:
- ii) No. and date of Bank Draft(s)/MRO/e-MRO :
- iii) Amount of Bank Draft(s)/MRO/e-MRO :

3. Particulars of tenderer are as under:

- i) Name in full with Surname :
- ii) Mother's/Father's/Husband name in full :

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- iii) Permanent residential address :
-
- iv) Present residential address:
-
- v) Whether SC/ST :
- vi) Telephone/Mobile No. :
- vii) Educational qualification :
- viii) Email ID :

(SIGNATURE OF INDIVIDUAL)

4. I confirm that I have read the General Terms and Conditions governing tenders for allotment of shop etc. under the control of Estate Office, D.A.D. Residential Complex, SE Falls, Shillong -793011 Cabinet Secretariat a copy of which is attached to this tender form and understand that in case of any of the statement found incorrect or if all the terms and conditions of the allotment letter (if issued) are not complied with within the period specified therein, the allotment will be liable to cancellation and earnest money deposited by me would be liable to forfeiture.

5. I also agree that said terms and condition mentioned in Notice Inviting Tender, Draft Licence Deed, Undertaking duly filled up, Affidavit duly filled up and Character and Antecedent Verification duly filled up and relevant Rules and Order, letter for Allotment of Shop, water and electricity bill floated by BSO/MES time to time during the period of execution will form a part of Licence Deed for execution.

6. I agree that decision of Estate Officer, D.A.D. Residential Complex, SE Falls, Shillong -793011 in this behalf would be final and binding on me.

Place : Shillong
Date: / /

Yours faithfully,

(Name with full address)



Format of Licence Deed

INSTRUCTIONS TO THE LICENCEE

- (i) The content of this page should be typed on non-judicial stamp paper worth Rs. 200/- (Rupees two hundred)
- (ii) Every page of the licence deed should be signed by the Licencee at the bottom left and without giving date of signature.
- (iii) The description of the shop/premises should be given in the schedule on page... in the following manner :

Shop No..... Complex /Market

This licence made this _____ day of _____ between Estate Office, D.A.D. Residential Complex, Spread Eagle Falls, Shillong -793011 on behalf of the President of India (hereinafter called the Government) on the one part and

* (a) Shri/Smt son/daughter/wife/husband of Shri/Smt residing at (hereinafter called the Licencee) of the other part.

** (c) Limited Company incorporated under the Indian Companies Act having its registered office at..... (hereinafter called the licensee(s) of the other part).

[* To be used when the licensee(s) is individual

** To be used when the licensee(s) is a Limited Company]

Whereas the Licensee (s) requested the Government to grant leave and licence to him/her/them in respect of the land and premises belonging to the Government and more particularly prescribed in the Scheduled hereunder written (hereinafter called the premises) and the Government have agreed to do so upon the terms and conditions hereinafter contained: -

HOW IT IS HEREBY MUTUALLY AGREED AS FOLLOWS:-

1. The licensee(s) shall be deemed to be bare licensee(s) having only a personal right in the said Shop/Premises and nothing herein contained shall be deemed to be demise at law of the said Shop/Premises or any part thereof so as to give the licensee(s) an interest hereof.
2. The licence is purely temporary and the Government reserve the right to revoke it at any time by giving three month notice without assigning any reason to the licensee (s) of their intention to do so.
3. In the event of allotment being accepted by execution of licence deed and payment of advance deposits mentioned in the allotment letter, the liability of the licensee(s) for payment of the licence fee shall commence from the eighth day of the date of issue of letter offering allotment of the shop/premises.



4. (i) The licensee(s) shall deposit and keep deposited with the Area Accounts Office, Shillong a sum equivalent to six months licence fee as Security Amount which is liable to be forfeited if any of the terms and conditions herein is contravened or violated.

(ii) The licensee(s) shall immediately pay six month licence fee in advance as security deposit. The licence(s) shall pay every month in the offices of the Area Accounts Office, Shillong in advance before the 10th day of the month a licence fee of Rs..... for the use and occupation of the said shop/premises or at such other rates to be fixed by the Government from time to time which will have retrospective effect also, if so specified. In the event of licence being revoked or determined, the licensee (so shall pay a proportionate part of the licence fee at the rate in force including proportionate charges of electricity and water consumption for the fraction of the current month up to the date of much revocation or determination.

(iii) The licensee(s) shall be liable to be evicted from the said land, hereditaments and shop/premises for default of payment of the licence fee, or breach of any terms as provided herein before.

4(A). If default(s) to pay the licence fee before the 10th day of the month to which it relates the licensee(s) shall pay interest which will form part of the licence fee/rent at the rate of 12% per annum or the rate fixed by the Government from time to time on the arrears of licence fee from the 1st day of the month i.e. from the month in respect of which the default in payment takes place till the date prior to the effective date of determination of Licence Fee. In case of licensee(s) fails/fail to clear the arrears with interest as aforesaid before the effective date of determination of the licence he/they shall also pay interest at the said rate on the damages (which are recoverable the rate of 50% per month over and above the existing licence fee from the effective date of determination of licence till the clearance of all the dues in respect of the premises or till the vacation of the premises by the licensee(s) whichever is earlier.

5. The licensee(s) shall with reference to the said shop/premises in his/their occupation bear all charges for electricity and water consumption. The bill for electricity and water consumption shall be floated by The BSO, Office of the GE Shillong (MES), Riblong, Shillong and required to be paid by the licensee within 10 days of the following the month of receipt of such bill by him/her/them. If default(s) to pay the electricity and water bill within that time, the licensee(s) shall pay interest at the rate of 12% per annum or the rate fixed by the Government from time to time on the arrears of such bill.

6. The licensee(s) shall not carry out any addition or alterations to the said shop/premises or to the building and /or any additional construction of the land /back courtyard then what has been permitted as aforesaid or electrical or sanitary installation been permitted as aforesaid or electrical or sanitary installation in the said premises. If any additions or alternations or construction are required to by the licensee(s) a request to that effect may be made in writing to the DAD Estate Office, Area Accounts Office, Bivar Road, Shillong who may consider the same on such terms and conditions as may be deemed appropriate. Where any such addition, alterations constructions etc, are ultimately carried out on payment of extra licence fee, the licensee(s) shall not be entitled to remove the same or to claim any compensation whatsoever in respect of the same at the time of vacation of the said premises.

7. The licensee(s) shall make good any damage caused to the shop/premises normal wear and tear been excepted. The decision of the DAD Estate Office, Area Accounts Office,

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Bivar Road, Shillong on the question whether any damages is caused to the premises and what amount of compensations would make good such damages be final and binding on the parties hereto.

8. The licensee(s) shall not permit the said shop/premises or any part thereof being used by any other person for any purpose whatsoever without the previous consent in writing of the Government and in default thereof shall be liable for eviction. The licensee(s) shall not introduce any partner nor shall he/she/they transfer possession of the premises or part thereof or otherwise carry on the business in the premises with any other person or assign, transfer, change or otherwise alienate his interest in the premises.

9. The said premises shall be maintained by the Military Engineering Service, Ministry of Defence, Government of India in accordance with normal public works department standards.

10. The licensee(s) shall give at least three months, notice in writing of vacating the said premises, pay the arrears of licence fee, if any before vacating and in default rendered himself/herself/themselves liable to be used for recovery of arrears and necessary legal expenses. Similarly, the Government shall be entitled to give him/them three months, notice to vacate the said premises.

11. The licensee(s) shall on revocation or termination of the licence hand over possession of the said shop/premises to the Government in as good condition as they were in at the date of the acceptance, normal wear and tear excepted.

12. The licensee(s) shall vacate the said shop/premises in case he/she/they or any member of his/her/their family dependent upon him or her or them build/purchase his own or arrange for any other shop/flat on rent from any source whatsoever.

13. If the licence fee hereby reserved or any part thereof shall at any time be in arrears or remain unpaid after the due date or if the licensee(s) at any time fail(s) or neglect(s) to perform or observe any of the terms and conditions and covenants herein contained and on his/her/their part to be observed any performed them any in any such case the President of India may without prejudice to his other rights by giving three months, notice in writing to the licensee(s) determine the licensee and enter upon the said shop/premises or any part thereof in the name of the whole and the licensee(s) shall upon such determination peacefully give up the possession of the said premises without any right to compensation whatsoever and thereupon this licence shall absolutely determine without prejudice to any antecedent breach of terms and conditions and covenants on the part of the licensee(s).

14. This licence shall stand ipso-facto determined, without any right to compensation whatsoever to the licensee(s), in any of the following events, that is to say:-

- (i) If the licensee(s) being an individual or if a Firm, any partner in the Licence Firm shall die, or at any time be adjudicated insolvent or shall have a receiving order or order for administration of his Estate made against him/her or shall take any proceedings for liquidation or composition under any Insolvency Act, for the time being in force or make any conveyance or assignment of his effects or enter into any arrangement for composition with his creditors to suspend payment or shall introduce a New Partner or shall change the constitution of the partnership or if the firm be dissolved under the Partnership Act, or

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- (ii) If the licensee(s) being a company shall pass a resolution or the Court shall make an order for the liquidation or its affairs or a receiver or Manager on behalf of the debenture holders shall be appointed or circumstances shall have arose which entitle the court or debenture holders to appoint a receiver or Manager.

Provided always that such determination shall not prejudice any right of action or remedy which shall have accrued or shall accrue thereafter to the Government.

15. The licensee(s) shall make use of the said premises for business purposes only and in doing so shall keep the verandah in front of the said shop/premises, the compound and land or by lane of the Shopping Complex clear, and he/she/they shall not cause any obstruction or encroachment whatsoever in the verandah, the compound, lane, by-lane of the Shopping Complex under any circumstances. If at any time it comes to the notice of the Government that the verandah in front of the said shop or the compound or lane or by-lane of the Shopping Complex is being used by an unauthorized person with the connivance of the licensee (s) or that the licensee(s) has/have put up hoardings, show/cases, etc., stacked any goods in the verandah compound lane or by-lane of the Shopping Complex or his/her/they are carrying unauthorized activities in the verandah, compound, lane or by-lane of the shopping Complex which obstruct normal movement of customers or licensee or which cause nuisance to other licensee(s), the Government shall be entitled forthwith to determine the licence without assigning any reason and without serving of notice to the licensee(s), and to claim damages at such rates as may be decided by the Government.

15A. The shop or part thereof shall not be used by the licensee(s) for the purpose other than business purpose for which Licence Deed is executed. The shop or part thereof shall not be used for any kind of residential including family purposes. Violation of this clause will cause termination of this Licence Deed.

16. The allotment of the shop is being made for a limited period of three years. The Government shall, sympathetically consider renewal of the licence for a further period of three years with a similar terms permitting further renewal, if the licensee has not been in default of any terms of the licence; provided always that the total period of licence with renewed term shall not in any case exceed 30 years subject to increase in licence fee @15% of the preceding 3-years rate or rate prescribed by the Government from time to time, whichever is latest and fulfilment of other terms and condition of the licence of the licensee(s).

17. The Government shall retain the right to use any Floor Area Ratio (FAR) of the plot or area in which the shops are located as per the Zonal Plan/Local by-laws within the stipulated licence. The underground rights of the plot will also vest with the Government.

18. The Government would have the absolute right to transfer the licence without payment of any compensation to the licensee(s).

19. Any notice to be given to the licence(s) under this licence shall be considered to duly served if the notice shall have been affixed on the outer door or any other part of the said shop/premises.

20. Subject as herein before otherwise provided all actions to be given and all other actions to be taken on behalf of the Government may be given or taken on behalf of the

Government, the Deputy Controller of Defence Accounts, Area Accounts Office, Shillong or any officer entrusted with the functions, duties and powers of the Estate Officer, Defence Account Department Residential Complex, Spread Eagle Falls, Shillong -793011.

IN WITNESS WHEREOF DEPUTY CONTROLLER OF DEFENCE ACCOUNTS DEPARTMENT, AREA ACCOUNTS OFFICE, SHILLONG ON BEHATF OF THE PRESIDENT OF INDIA AND THE LICENCEE(S),

have hereupto set their respective hands the day, month and year first above written.

SCHEDULE

Shop No. for the use ofin D.A.D. Shopping Complex, Spread Eagle Falls, Shillong signed for and on behalf of the President of India through the Controller of Defence Accounts, Area Accounts Office, Shillong

In the presence of

1.....

2.....

Deputy Controller of Defence Accounts
Area Accounts Office, Shillong

Signed for and on behalf of the Licencee(s) in the presence of:

1.....

2.....

(i)

(ii)

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UNDERTAKING

1. I will deposit the arrears/licence fee in advance before the 10th day of the month which it relates at the counter of the Directorate of Estates.
2. If I default in making payment of licence fee in advance as aforesaid, I shall pay interest thereon which will form part of the licence fee at the rate of 12% per annum or at the rate fixed by the Government from time to time on the arrears of licence fees from the 10th day of the month in which the default of payment takes place till the date of payment or prior to the effective date of determination of licence. In-case I/We fail to clear the arrears with interest before the effective date of determination of the licence as aforesaid, I shall also pay interest at the rate as mentioned above (which are recoverable at the rate of 50% per month over and above the existing licence fee) from the effective date of determination of the licence till I/We clear all the dues in respect of the premises or till I vacate and handover the vacant possession to the Government of the premises whichever is earlier.
3. I will on demand pay licence fee/water charges or any other taxes at such rates as may be levied by the Government from time to time including service charges I shall abide by the decision of the Government and shall not raise any objection or dispute regarding the same.
4. I will remove the unauthorized construction/encroachment which exists, if any, in the Shop/Premises whenever the Government will require us to do so, failing which the Government may take such action as may be deemed necessary under the rules and I shall not be entitled to raise any objection thereon.
5. The Government shall have in its absolute discretion right to terminate the licence and I shall hand over possession of the Licence Sop/Premises without any objection.

Signature.

Shop No.

Shopping Complex

Residential Address :

.....

.....

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BEFORE THE DEPUTY CONTROLLER OF DEFENCE ACCOUNTS, AREA ACCOUNTS
OFFICE, SHILLONG, GOVERNMENT OF INDIA, NEW DELHI.

AFFIDAVIT

Affidavit of Shri/Smt, son/daughter/wife of
..... aged years, permanent resident of house
No..... Place, Police Station District
..... State at present residing at House No Police
Station District.....

I, son of do hereby
solemnly affirm and declare that neither I nor any other member of my family dependent
upon me or on whom I am dependent nor any person on my behalf has been allotted any
other shop and/or business premises by the Government or any local body in Shillong . I am
not an employee of the Central or any State Government or a Local body and I do not own
and occupy any other shop in Shillong.

DEPONENT

VERIFICATION

The above statement is correct to the best of my knowledge and belief and nothing
has been concealed therefrom.

Verified at Shillong , this the Day ofYear
.....

DEPONENT

(N.B. To be typed on non judicial stamp paper worth Rs. 20/-)

TO BE SWORN BEFORE 1st CLASS MAGISTRATE.

Chayan

INDEMNITY BOND

(To be executed on non-judicial stamp paper worth Rs.20/-)

To,

The President of India.

In consideration of the President of India having agreed to grant me a licence of Shop No.. at D.A.D. Shopping Complex, SE Falls, Shillong.

I, son of residing at at present occupant of the said shop do hereby agree and undertake to indemnify and keep harmless the President of India (herein after referred to as the Government) from any claim which may be made by any person whatsoever to the aforesaid shop and shall pay to the Government all cost between attorney and client and all charges, losses, damages and expenses that shall or may have been incurred by or occasioned to the Government or any of the servant of this Government by reasons of or consequent upon the grant of the said licence to me. AND FURTHER I shall do from time to time at all times hereafter secure and sufficiently save, defend keep harmless and indemnify the Government and servant of the Government and each and every of them from and against all manner of action and actions, suit and suits, other legal proceedings, costs, charges, damages and expenses whomsoever or whatsoever against or happen or be occasioned to the government or any of the Officers or servants of the Government for or account of, in respect of by reason of or consequent upon the grant of the said licence of the aforesaid shop to me. PROVIDED always and it is hereby expressly declared and agreed that in the defence and prosecution of any action, suit or other legal proceedings herein before referred to the Government shall Not be responsible or accountable to me for any act, omission or mistake in the defence or prosecution of such action, suit or other legal proceedings and the Government, its officer and servants shall be required to do such acts and take such steps only as shall in that behalf be approved and advised by the law officers of the Government.

As witness may hand thisday of

In presence of

Signature of the obligator

Accepted



For and on behalf of the President of India

CHARACTER & ANTECEDENTS VERIFICATION FORM

*(To apply for allotment of shop in Defence Accounts Department Residential Complex,
Spread Eagle Falls, Shillong, Meghalaya – 793001)*

1. Name of applicant :
2. Age/Date of Birth :
3. Father's Name :
4. (a) Present address:.....
(b) Date from which residing:.....
.....
5. (a) Previous residential address:.....
(b) Period of residing at the address:.....
.....
6. Permanent residential address:
7. Contact/Mobile No :

Note: Enclose copy of identity proof and Address proof)

(Signature of the applicant)

FOR USE BY POLICE STATION ONLY

It is certified that Character & Antecedents of Shri/Smt
..... has been verified and nothing adverse has been found against
him/her. As per the records of this Police Station, no criminal case has been lodged against
him/her so far and he/she has never been arrested for any illegal activity.

Date:

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(Signature of SHO with Name & Rubber Stamp)

Allotment letter Proforma

No.AN/06/Shopping/LFB-1
Area Accounts Office
Ministry of Defence (Finance), Government of India
Bivar Road, Shillong-793001
Telephone:0364-xxxxx, Fax : 0634-xxxxxxx
e-mail: aaoshillong-meg@nic.in
Dated: DD/MM/YYYY.

To,

Shri/Smt
.....
.....

Subject :- Allotment of Shops in Defence Accounts Department (DAD) Residential Complex, Spread Eagle (SE) Falls, Shillong, Meghalaya.
Reference :- Your tender/application No..... dated..... for allotment of shop in DAD Residential Complex, SE Falls, Shillong, Meghalaya.

Sir/Madam,

Reference your tender/application for allotment of shop, I am directed to inform you that it has been decided to allot the following shop in your favour:-

Shop No	Area	Purpose	Monthly Licence Fee
	16.56 square metre		

2. In accordance with the terms and conditions of allotment you are requested to comply with the following requirements:-

- (i) Deposit in this office Rs. through MRO-e-MRO as security deposit equivalent of six months licence fee.
- (ii) Deposit in this office Rs..... through MRO/e-MRO as advance fee for one month.
- (iii) Execute the Licence Deed (Proforma enclosed) on non-judicial stamp paper worth Rs.200/- and Indemnity Bond (Proforma enclosed) on non-judicial stamp paper worth Rs.20/- and bring the same to this office personally.
- (iv) Give an undertaking in writing that you will deposit the licence fee in advance, before the 10th day of the month to which it relates at the Administration Section of this office and in default you will pay interest which will be form part of the licence fee at the rate of 12% per annum on the arrears of licence fee from the 1st day of the month i.e. from the month in respect of which the default of payment takes place till the date prior to the effective date of determination of the licence fee. In case you fail to clear the arrears with interest as expressed before the effective date of determination of the licence. You will also pay interest at the rate of 12% per annum on damages which are recoverable at the rate of

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Rs..... per month over and above the licence fee mentioned above till you clear all the dues, in respect of the premises of till you vacate the shop which - ever is earlier.

- (v) Furnish an affidavit as per Performa enclosed and a recent passport size photo duly attested by a first class Magistrate or Gazetted officer in case of photo only.
- (vi) An affidavit indicating your permanent residential address on a non judicial stamp paper of worth Rs.20/- duly sworn in before the 1st Class Magistrate.
- (vii) No large manufacturing machine is permitted to run in the shop. The Running of other trades not would be subject to the laws and by laws of the local bodies concerned.
- (viii) Furnish a copy of the School Leaving Certificate/Higher Secondary Certificate or Admit Card from the School Authorities or the Municipal Corporation or any other documents acceptable as proof of Age duly attested by a permanent Gazetted officer of the Government of India as proof of your age.

3. The requirement mentioned in para 2 above should be complied with immediately and in any case within 8 days from the date of issue of this letter, failing which the allotment of Shop No. will be made elsewhere and you will forfeit your claim for shop etc. earnest money.

4. Your liability to pay licence fee in respect of the above premises will be from the date of occupation or from the 8th day of issue of this letter whichever is earlier.

5. The licence deed duly executed and other documents specified above should be brought personally to this office Administration Section. On production of all the above mentioned documents, you will be issued an authority slip for taking possession of the above mentioned premises.

6. Please note that the shop are not to be transferred or sublet to any other persons in any case. In case of default, the allotment will be cancelled straight away and the shop will be taken back Government besides taking other action as per Rules/Orders of the Government of India.

Yours faithfully,

Dy. Controller of Defence Accounts
For and on behalf of the President of India

Copy to:-

1.	The CDA (AN-V) Udayan Vihar, Narangi Guwahati-781171	For kind information with reference to Main Office letter No..... dated..... (Approval letter No & Date)
2.	GE Shillong, Rilbong, Shillong	
3.	The BSO GE Shillong Rilbong, Shillong	For regulating Electricity and Water Charges. The bill may be floated against the occupant directly for payment by them through MRO/e-MRO.
4	The DAD RWA DAD Residential Complex SF Falls, Shillong-793011	For information please.

Sr. Accounts Officer (Admin)

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Advertisement to be published in Newspaper

Tenders are invited for allotment of following shops at Defence Accounts Department (DAD) Residential Complex, Spread Eagle Falls, Shillong-793011 on licence fee basis.

Shop No	Area	Purpose	Reservation Category
03/01	16.56 Sq M	General Grocery	General
03/02	16.56 Sq M	Fast Food	General
03/03	16.56 Sq M	Saloon and Beauty Parlour	SC/ST
03/04	16.56 Sq M	Stationery and Gift Items	General
03/05	16.56 Sq M	Vegetables and Fresh Items	General

Closing Date : 11:00 Hrs on 06/03/2020 and Opening Date :12:00 Hrs on 06/03/2020.

Tender may be collected from Area Accounts Office, Bivar Road, Shillong , Meghalaya – 793001 on payment of Rs.500/- by Cash or DD/MRO payable to Controller of Defence Accounts Guwahati. No tender cost, if the same is downloaded from website www.cdaguwahati.gov.in .

Please visit www.cdaguwahati.gov.in.

By
Sr. Accounts Officer (Admin), Area Account Office, Shillong


चयन दास
Chayan Das
वरिष्ठ लेखा अधिकारी / Sr.A. O
क्षेत्रीय लेखा कार्यालय, शिलांग
Area Accounts Office, Shillong

No.AN/06/Shopping/LFB-1
Area Accounts Office
Ministry of Defence
Bivar Road, Shillong-793001
Telephone:0364-2225004, Fax : 0634-2503336
e-mail: aaoshillong-meg@nic.in
Dated: 11/02/2020.

To,
Deputy Director,
Campaign Wing (Div-1)
Bureau of Outreach & Communication
Ph: 011-24369599/ 24369364
Email: ad.davp@gmail.com

Subject :- Advertisement of Notice Inviting Tender in Newspaper.
Reference : BOC RO No.10501/11/0005/1920 Dated:17/12/2019.


Sir/Madam,

Kindly find enclosed herewith an Advertisement to be published in the newspaper as follows:

1. Newspapers :
 - (i) The Shillong Times , Shillong **English** Edition,
 - (ii) The Meghalaya Guardian, Shillong **English** Edition,
 - (iii) The Dainik Purvoday, Guwahati **Hindi** Edition,
 - (iv) U Nongsain Hima, Shillong **Khasi** Edition.
2. Date of Publication : **14/02/2020**.
3. Size of the advertisement :
 - i. Width -- 15 CM
 - ii. Height -- 10 CM
2. The charges for Rs.6181/- has been remitted to BOC as follows:

Name Account holder : PAO (BOC Etc)
IFSC : SBIN0000691
Account No. 1108427859 .
UTR No.076750280 , UTR Date:03/02/2020
4. Kindly arrange to publish the same in above mentioned Newspaper on 14/02/2020.
5. Your kind co-operation in this regards is highly solicited.

Enclosure: One


(Chayan Das)
Sr Accounts Officer

चयन दास
Chayan Das
वरिष्ठ लेखा अधिकारी / Sr. A. O
क्षेत्रीय लेखा कार्यालय, शिलांग .
Area Accounts Office, Shillong