



*(A Government of Odisha Undertaking)*

## **EXPRESSION OF INTEREST (EOI) FOR RENTING OUT OFFICE SPACE**



EOI ref No. 21/ENGG/OSWC/2025-26/548 dated 05.02.2026

**EOI invited from eligible Government / PSU Offices, Banks, IT Companies and other Institutional Organisations for renting out office space in the upcoming Corporate Office Building of OSWC at Bhubaneswar.**

Proposed Location:

**Plot No. 2, Cuttack Road, Bhubaneswar – 751006, Odisha**

EOI Submission Period:

**From 07.02.2026 to 23.02.2026**

Issued by:

**The Managing Director**

## ODISHA STATE WAREHOUSING CORPORATION

Odisha State Warehousing Corporation

Website: [www.oswc.in](http://www.oswc.in)
**Odisha State Warehousing Corporation**  
**ଓଡିଶା ରାଜ୍ୟ ପଣ୍ୟାଗାର ନିଗମ**

## ODISHA STATE WAREHOUSING CORPORATION

(Website: [www.oswc.in](http://www.oswc.in))**NOTICE INVITING EXPRESSION OF INTEREST (EOI) FOR RENTING OUT PREMIUM COMMERCIAL SPACE**

Odisha State Warehousing Corporation (OSWC) invites **Expressions of Interest (EOI)** from eligible **Government / PSU Offices, Banks, IT Companies, and other Institutional Organisations (Only)** for taking on rent office space in its upcoming **Corporate Office Building** at Bhubaneswar, expected to be completed by **March 2026**.

**Office Space Available: (On super built-up area of both 2<sup>nd</sup> & 3<sup>rd</sup> floor i.e. 13200 Sq. ft.)**

- **2nd Floor** – approx. 6600 sq. ft. (super built-up area)
- **3rd Floor** – approx. 6600 sq. ft. (super built-up area)

**Minimum Rent & Charges per month (Excluding GST 18%)**

- **Rent:** ₹120 per sq. ft. (super built-up area)
- **Maintenance Charges:** ₹4.50 per sq. ft. (super built-up area)
- **A.C. & Lift O&M Charges:** ₹16.25 per sq. ft. (super built-up area)
- **Annual Rent Escalation:** 5% (upward revision)
- Allotment will be made to the **highest bidder**, subject to fulfilment of requirements.

**Building Highlights**

Modern commercial building with essential utilities, parking facilities, and excellent connectivity. Suitable for IT offices, corporate establishments, banks, and institutional use.

**Submission of EOI**

- Interested organisations fulfilling the eligibility criteria may submit their Expression of Interest (EOI) with organisational profile, space requirement, and offered rent (not below minimum rent), in the prescribed format along with the requisite documents (Annexure- I & II). The EOI document can be obtained from the official website: [www.oswc.in](http://www.oswc.in). The duly filled in EOI may be submitted in a sealed envelope superscribing **“Expression of Interest for OSWC Premium Commercial Space”**.
- **Earnest Money Deposit (EMD): ₹ 1,00,000.00 (Rupees One Lakh Only)**
- EMD shall be submitted in the form of demand draft drawn from a nationalized bank in favor of Odisha state warehousing Corporation, Corporate office, Bhubaneswar payable at Bhubaneswar. EOI received after due date and time will be rejected. Any EOI not accompanied by EMD will be rejected.
- Bids shall be received only through “Speed/ Registered post” to the address mentioned below from 07/02/2026 to 23/02/2026:

**The Managing Director**  
**Odisha State Warehousing Corporation**  
**Plot no: 2, Cuttack Road**  
**Bhubaneswar-751006, Odisha**  
**Email: [md@oswc.in](mailto:md@oswc.in)**  
**Phone: 0674-2575157**

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Detailed information is available on the **OSWC website**.

OSWC reserves the right to **accept or reject** any or all EOIs without assigning any reason thereof.

### SCHEDULE - I

#### INSTRUCTIONS TO BIDDERS

##### **A. Process for submission of BID:**

1. Interested organisations fulfilling the eligibility criteria may submit their Expression of Interest (EOI) with Demand Draft (EMD), organisational profile, space requirement, and offered rent (not below minimum rent), in the prescribed format given at Annexure- I (Organisation's Information) and Annexure II (Undertaking) along with the requisite documents. The EOI document can be obtained from the official website: [www.oswc.in](http://www.oswc.in). The duly filled in EOI may be submitted in a sealed envelope super-scribing "**Expression of Interest for OSWC Premium Commercial Space**".
2. Name of the bidder and address shall be clearly indicated on the sealed envelopes.
3. The authorized signatory should sign the Expression of Interest with date.
4. **Earnest Money Deposit (EMD): ₹ 1,00,000.00 (Rupees One Lakh Only)**
  - 4.1. Each bid must be accompanied by E.M.D.
  - 4.2. EMD shall be submitted in the form of demand draft drawn from a nationalized bank in favor of **Odisha state warehousing Corporation, Corporate office, Bhubaneswar** payable at Bhubaneswar. EOI received after due date and time will be rejected. **Any EOI submitted without EMD will be summarily rejected.**
  - 4.3. The EMD is required to protect OSWC against risk of Bidder's conduct, which would warrant the security's forfeiture
  - 4.4. EMD of the unsuccessful bidders will be released after signing the lease agreement with the successful bidder.
  - 4.5. In the case of successful bidder, the Earnest Money will be returned within 30 days after signing the lease agreement and submission of Demand Draft towards Security Deposit, which they will have to offer for the faithful execution of the agreement.
  - 4.6. The Earnest Money Deposit (EMD), if any, shall not carry any interest under any circumstances, whether refunded or adjusted.
  - 4.7. The EMD may be forfeited: -
    - (a) If a Bidder withdraws its EOI during the period of bid validity specified by the Bidder on the EOI Document; or
    - (b) In case of the successful Bidder, if the Bidder fails:
      - (i) To sign the lease agreement as prescribed by OSWC within 7 days of finalization of bid.
      - (ii) To furnish security deposit within 15 days of signing of agreement.
      - (iii) If the bidder decreases quoted rates during the negotiations or at any stage
5. Bids shall be received only through "Speed/ Registered post" to the address mentioned below from **07/02/2026 to 23/02/2026:**

**The Managing Director**  
**Odisha State Warehousing Corporation**  
**Plot no: 2, Cuttack Road**  
**Bhubaneswar-751006, Odisha**  
**Email: md@oswc.in**  
**Phone: 0674-2575157**
6. The EOI documents will be available up to **23/02/2026, 5.30 PM**. The scheduled date for issue, receipt and opening of EOI is as follows.
  - a) Date of issue of EOI document – **07/02/2026 onwards**
  - b) Last date and time for receipt of EOI – **23/02/2026 up to 5.30 PM.**
  - c) Date and time of opening of EOI – **25/02/2026, 11.30 AM.**

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d) Address for communication, receipt and place of opening of bids:

**The Managing Director**  
**Odisha State Warehousing Corporation**  
**Plot no: 2, Cuttack Road**  
**Bhubaneswar-751006, Odisha**  
**Email: md@oswc.in**  
**Phone: 0674-2575157**

7. Interested parties may submit EOI based on their requirement. However, OSWC reserves the right to allot the premises on renting out office space to the party based on expected rent and specific purpose for use as proposed.
  8. The participants will have to submit self-attested copies of GST Registration Number, PAN/TAN Card, Certificate of Incorporation, Service Tax Registration, Establishment Registration, as may be applicable, Board resolution/Authority Letter approving participation and authorization for representing in the process along with their EOI.
  9. Eligibility Criteria for Bidder Parties who are interested for hiring above property should fulfil the following eligibility criteria: **Government / PSU Offices, Banks, IT Companies, and other Institutional Organisations (Only)**
  10. The bidder should have a minimum average annual financial turnover of not less than ₹ 6.00 crore. during the last three financial years (FY 2022–23, FY 2023–24, FY 2024–25), duly certified by a Chartered Accountant.
  11. EOI will be opened in the presence of Bidders representative(s) who choose to attend on the specified date and time, at the office of OSWC at the address given in Clause (A) No. 5 above.
  12. In the event of the date specified for EOI receipt and opening being declared as a closed holiday for OSWC, the due date for submission of EOI and opening of EOI will be the following working day at the appointed times.
  13. OSWC may, at its discretion, extend this deadline for submission of EOI by amending the EOI Documents or for any other reasons, in which case all rights and obligations of OSWC and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.
  14. OSWC will not be held responsible for the postal delay, if any, in the delivery of the EOI or the non-receipt of the same. EOI sent by E-mail/Telex/Fax/Telegraph/ any by any other means not mentioned in the EOI document will not be accepted.
  15. The bidder will be disqualified if they have any record of poor performance such as abandoning contracts, not properly completing the contract, inordinate delays in completion, litigation history or financial failures etc.
  16. The bidder should not have been blacklisted, debarred, or declared ineligible by any Central/State Government Department, PSU, Autonomous Body, or any other statutory authority during the last three (3) years as on the date of submission of EOI. A self-declaration to this effect shall be submitted along with the EOI.
  17. Any corrigendum, addendum, or clarification to this EOI shall be published only on the official website of OSWC ([www.oswc.in](http://www.oswc.in)). Interested parties are advised to regularly visit the website for updates. No separate communication through print media or otherwise shall be issued in this regard.
  18. OSWC reserves the right to club or split the items of works, change the qualifying criteria at their discretion and to reject or cancel the Invitation for EOI without assigning any reason thereof.
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### **B. General Terms & Conditions towards EOI:**

1. The EOI document can be obtained from the official website: [www.oswc.in](http://www.oswc.in).
2. In any case, the EOI received beyond the stipulated time will not be accepted.
3. Applications that are incomplete in any respect including submission of certified copies of documents as asked for or those that are not consistent with the requirements as specified in this document or those that do not adhere to formats, wherever specified may be considered non-responsive and may be liable for rejection and no further correspondences will be entertained with such bidders.
4. Mere submission of EOI does not qualify any party for allotment of premises. Selection of suitable parties shall be based on the response received in EOI.
5. On scrutiny of EOI submitted by the bidders, OSWC would shortlist all eligible parties for bid evaluation discussions.
6. In the event that two or more bidders quote the same highest rent, the allotment shall be decided by draw of lots (lottery) in a transparent manner.
7. The participating bidders should attach necessary documentary proofs with the EOI document, failing which the EOI shall be summarily rejected.
8. OSWC reserves the right to accept or reject any or all the offers without assigning any reasons thereof.
9. All corrigenda or extension of scheduled dates or change in specifications or any other information will be uploaded for the information of the prospective bidders on OSWC's Website: [www.oswc.in](http://www.oswc.in).
10. Interested parties will be allowed to inspect the aforesaid property at their own cost and arrangement on any day (except holidays) till the last day of submitting the EOI between Office Hours i.e., 10 am to 5.30 pm.
11. All queries or requests for clarification, if any, shall be submitted in writing to OSWC at the email ID **md@oswc.in** on or before the last date of submission of EOI i.e. up to dt.23.02.2026, at 3:00 PM. Queries received after the stipulated time shall not be entertained.
12. OSWC reserves the right to decide not to rent out or to rent out only a part of the office building or to decide the date of start of renting out or to reject any or all offers, without assigning any reason thereof.
13. OSWC reserves the right to call for any clarification/papers required for scrutiny from anyone including the Bidder.
14. The maximum period of renting out of office space shall be **5 years** and further extension shall be subject to the approval of the competent authority.
15. The rent agreement can be terminated by either party, after giving 90 days advance written notice to the other party.
16. The bidder shall quote the maximum rent which they would like to quote and the same shall be a guiding factor in decision making. The payment of rent shall only be by electronic mode and no separate receipt shall be issued for each payment but an annual statement shall be given, if required.
17. The qualified bidder who has quoted the highest monthly lease rent will be considered for giving the office space on lease /rental basis and OSWC reserves the right to negotiate with the highest qualified bidder only, for finalizing the lease agreement, if required.
18. The successful bidder (Lessee) shall sign a Lease Agreement in the form and manner prescribed by OSWC/Owner with the Owner (Lessor) before handing over the site for its use.
19. The Lessee shall deposit a Security Deposit equivalent to six (06) months' advance of the monthly office rent with the Lessor as a condition precedent to execution of the Lease Deed.
20. The Security Deposit shall be paid by the Lessee within fifteen (15) days from the date of issue of Letter of Allotment / Acceptance by OSWC, failing which OSWC reserves the right to cancel the allotment without any further notice.
21. The Lease Rent shall be revised annually @ 5 % (upward revision) and the Lessee shall be required to pay such revised rent as above.
22. The Lessee shall also be liable to pay the GST, as applicable from time to time on the lease rent payable, which shall be over and above the lease rent fixed.

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23. The Lessee shall be required to pay all charges such as building maintenance charges, A.C., lift O&M, electricity, water charges etc.

**C. Other terms**

1. The property is subject to the Public Premises (Eviction of Unauthorized Occupants) Act, as amended from time to time.
  2. If there is any dispute in respect of the subject matter of lease or anything in connection with the leasing of the premises/ building, the dispute shall be settled in terms of the Govt. guidelines, as applicable from time to time.
  3. The successful bidder shall be required to execute the lease deed on standard format of OSWC.
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**SCHEDULE - II****DETAILS OF PROPOSED OFFICE SPACE****1. Introduction**

The OSWC Corporate Office is strategically located on Cuttack Road, Bhubaneswar, with excellent connectivity to the airport, railway stations, national highway, major commercial hubs, IT corridors, and industrial areas.

**Location Map – Key Landmarks & Connectivity**

*(Approximate Road Distance from OSWC Corporate Office, Cuttack Road, Bhubaneswar)*

SL. NO.	LANDMARK / FACILITY	CATEGORY	APPROX. DISTANCE
1	Bhubaneswar Railway Station	Transport Hub	~2.5 km
2	Biju Patnaik International Airport	Transport Hub	~6.3 km
3	NH-16 (Kolkata–Chennai Highway)	Highway Connectivity	~1.0 km
4	Baramunda Bus Stand	Transport Hub	~10.0 km
5	Odisha Secretariat & Lok Seva Bhawan	Government / Administrative	~5.0 km
6	Master Canteen Square	City Centre / Commercial	~3.0 km
7	Janpath / Ashok Nagar	Business District	~4.0 km
8	Rasulgarh Square	Industrial / Commercial	~2.5 km
9	Mancheswar Industrial Estate	Industrial Area	~3.5 km
10	Infocity, Chandrasekharapur	IT Hub	~15.0 km
11	TCS	IT Hub	~13.0 km
12	Deloitte	IT Hub	~2.0 km
13	Esplanade One Mall	Shopping mall	~2.2 km
14	Utkal Galleria	Shopping mall	~2.9 km
15	Ekamra Kanan / Ekamra Haat	Park / Recreation	~7.4 km
16	Nandankanan Zoological Park	Park / Recreation	~17.0 km
17	AIIMS Bhubaneswar	Healthcare	~14.2 km
18	Capital Hospital, Bhubaneswar	Healthcare	~5.1 km
19	Lingaraj Temple	Religious / Cultural	~5.3 km
20	Mukteswar Temple	Religious / Cultural	~4.5 km
21	Rajarani Temple	Religious / Cultural	~4.3 km
22	Ram Mandir, Kharavel Nagar	Religious / Cultural	~1.6 km
23	Church of Christ	Religious / Cultural	~4.0 km
24	Shree Jagannath Temple	Religious / Cultural	~60.0 km
25	Cuttack High Court	Judiciary	~27.0 km
26	RBI	Banking	~2.9 km
27	IRA	Hotels/ Stays	~0.1 km
28	Mayfair Lagoon	Hotels/ Stays	~6.5 km
29	Hotel Swosti Premium	Hotels/ Stays	~6.8 km
30	Lemon Tree Premier	Hotels/ Stays	~7.4 km
31	Hotel Puspak	Hotels/ Stays	~2.3 km

**ODISHA STATE WAREHOUSING CORPORATION****2. Site Details:****Office Space Available**

- 2nd Floor – approx. 6600 sq. ft. (super built-up area)
- 3rd Floor – approx. 6600 sq. ft. (super built-up area)

**Total approx. 13200 sq. ft.**

**Building Highlights:**

Modern commercial building with essential utilities, parking facilities, and excellent connectivity. Suitable for IT offices, corporate establishments, banks, and institutional use.

**Facilities Available:**

Furnished office space, common parking facility, separate ladies' and gents' toilets, A.C., two passenger lifts, Security, CCTV Surveillance and dedicated approach road to the facility.

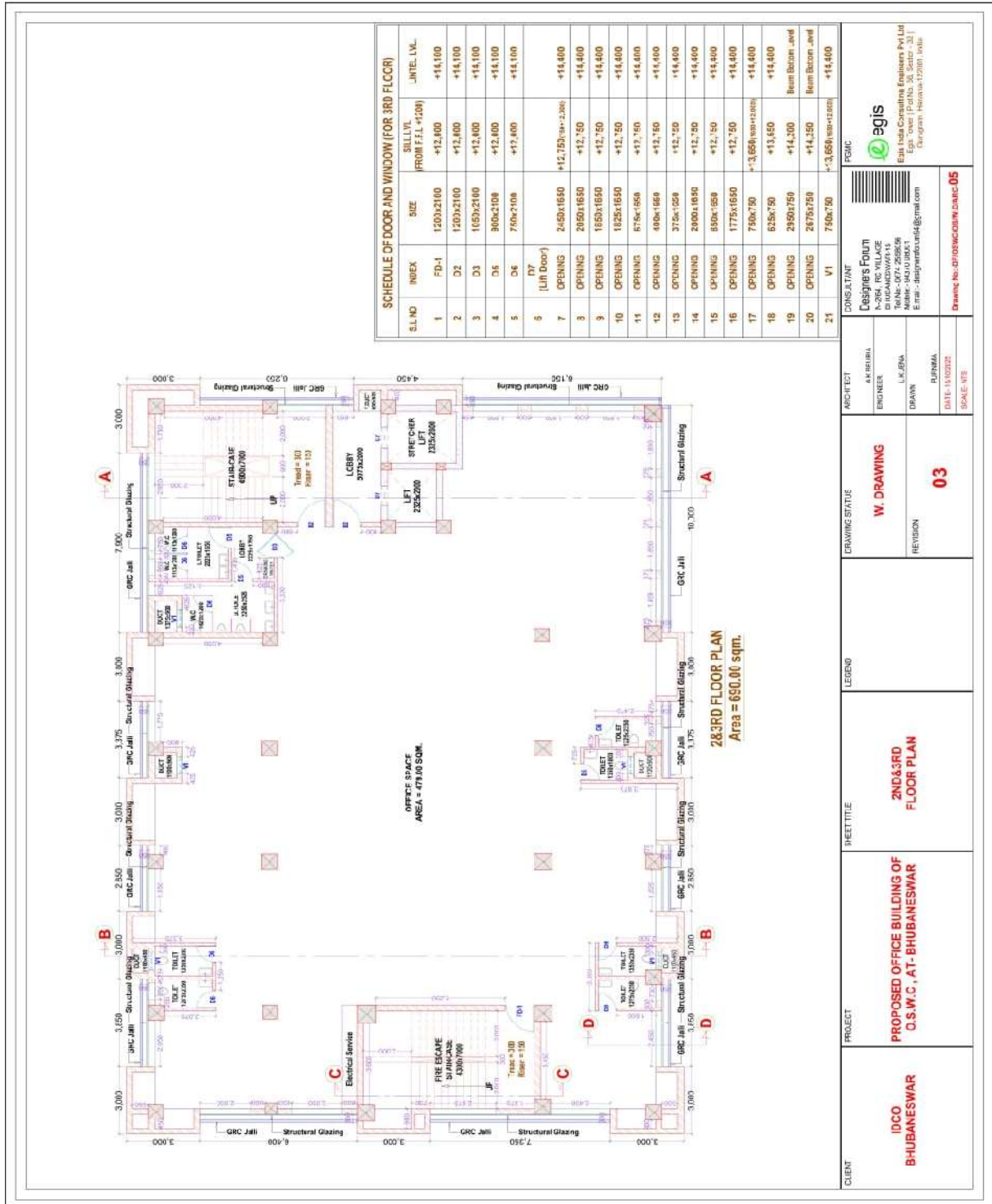
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## 3. Site Drawing:

Site drawing for 2<sup>nd</sup> floor and 3<sup>rd</sup> floor is attached below:



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**SCHEDULE - III****PROPOSED TERMS OF LEASE**

1. Office space as detailed in Schedule-I in Newly constructed OSWC Office Buildings at Cuttack Road, Bhubaneswar is available for rental or lease.
2. Expressions of Interest (EOI) from eligible Government / PSU Offices, Banks, IT Companies, and other Institutional Organisations (Only) for taking on rent office space in its upcoming Corporate Office Building at Bhubaneswar at locations as detailed in Schedule-I.
3. The successful bidder (Lessee) shall sign a Lease Agreement in the form and manner prescribed by OSWC/Owner with the Owner (Lessor) before handing over the site for its use.
4. **Security Deposit:**
  - 4.1 The Lessee shall deposit a Security Deposit equivalent to Three (03) months' advance of the monthly office rent with the Lessor as a condition precedent to execution of the Lease Deed.
  - 4.2 The Security Deposit shall be deposited in the form of a Demand Draft (DD) drawn from any Nationalized Bank in favour of *Odisha State Warehousing Corporation, Bhubaneswar*. The Demand Draft shall be submitted within the stipulated time as specified in this EOI/Lease Deed, failing which OSWC shall be at liberty to take appropriate action as per the terms of the Lease Deed.
  - 4.3 The Security Deposit shall be paid by the Lessee within fifteen (15) days from the date of issue of Letter of Allotment / Acceptance by OSWC, failing which OSWC reserves the right to cancel the allotment without any further notice.
  - 4.4 The Security Deposit shall be liable to be wholly or partly forfeited by OSWC in the event of breach of any terms and conditions of the Lease Deed or EOI, non-payment or delayed payment of rent or other dues, damage to the premises beyond normal wear and tear, or premature termination of the lease by the Lessee without due notice, without prejudice to OSWC's right to recover additional losses, if any.
5. The Lease Rent shall be revised annually @ 5 % (upward revision) and the Lessee shall be required to pay such revised rent as above.
6. The Lessee shall also be liable to pay the GST, as applicable from time to time on the lease rent payable, which shall be over and above the lease rent fixed.
7. The Lessee shall be required to pay all charges such as building maintenance charges, A.C., lift O&M, electricity, water charges etc.
8. In case of change in the rates of any taxes, duties, levies or if new taxes, duties or levies are initiated by the Central/State Government/local bodies, including enactment of any legislation by Union/State, then the same will be to the account of Lessee and shall be reimbursed by Lessee. Lessee shall be entitled to the benefit of any decrease in price on account of reduction in or remission of any duty or tax or levy. Change in judicial interpretation and/or any clarification or amendment made by the relevant authorities shall be construed to be a change in the rate of taxes, duties, levies and/or imposition of new tax, duty or levy.
9. The Lessee shall deposit the monthly lease rent along with all applicable charges, including but not limited to maintenance charges, utility charges, and any other dues, **on or before the 5th (fifth) day of each calendar month**, without fail. Any delay beyond the stipulated date shall attract interest and other consequences as provided elsewhere in this Lease Deed.
10. **In the event of delay in payment of monthly lease rent or any other dues beyond the due date, the Lessee shall be liable to pay simple interest at the rate of 1% (one percent) per month on the outstanding amount, calculated from the day immediately following the due date until the date of actual payment.**
11. **In case the delay in payment exceeds thirty (30) days, OSWC shall be entitled to take appropriate action in accordance with the terms of the Lease Deed, including adjustment of dues from the Security Deposit, without prejudice to its other rights.**
12. **Ownership:** It is agreed that the ownership of the facility offered on lease will be with the Lessor during the entire lease period. Lessee shall not hypothecate, pledge or create any encumbrance whatsoever on

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the property nor shall it part with the possession of the property to any third-party during subsistence of the lease Agreement.

13. Lessee/Tenant firm shall obtain necessary NOC for operating the proposed business from all authorities concerned.
14. The rental or lease period shall be extendable at the option of Lessor at mutually agreeable terms.
15. Lessee/Tenant firm will be permitted to use campus road to these facilities and Common Parking area.
16. Building and premises will be offered for rental or lease in 'as-is-where-is' and 'as-is-what-is' condition.
17. No structural changes/modifications will be permitted to the existing buildings.
18. Renovation of buildings shall be carried out by Lessee at their own cost after obtaining written clearance from Lessor and the buildings as renovated shall be handed over to Lessor at the end of the lease period.
19. The successful bidder shall use the office space only for the purpose of establishing office(s) of the bidders and not for any other purpose. No unlawful activities like betting, gambling, etc. shall be allowed inside the campus. Illegal activities shall not be allowed inside the premises.
20. The leased premises shall be used strictly for office purposes only. No manufacturing activity, industrial use, storage, or any other non-office-related business shall be permitted under any circumstances.
21. Lessee shall handover the leased space in good condition subject to normal wear & tear to Lessor at the end of the lease period.
22. The lessor will install separate meters to provide necessary connections for the utilities like power and water. And all charges for power and water consumed on the said premises shall be paid by the Lessee.
23. The Office space/buildings will be handed over in 'as is where is' condition. The Lessee shall do all the minor repairs and maintenance on the premises including the exclusive road to the buildings, lawn and property appurtenant to the respective office buildings.
24. The Lessee shall not have any right on the usufructs from the trees in the premises (Coconuts, Mango etc.).
25. Housekeeping, Security for building/premises proposed may be arranged by the Lessee, if required.
26. The Lessee will not be entitled to transfer or part with the possession in any way to anyone else without the specific permission of Lessor. OSWC reserves the right to deny such permission.
27. The Lessee shall be bound by the rules and regulations made by OSWC for day-to-day administration and Lessee shall co-operate with OSWC to smooth running of the affairs at the premises.
28. Lessee shall sign a Lease Agreement with the Lessor before handing over the site for its use.
29. The terrace/roof area of the building shall remain exclusively with OSWC and shall not be used or accessed by the Lessee under any circumstances.
30. Lessee shall maintain the building and movable properties like electrical installations, equipment, etc. in good condition and shall compensate OSWC for any damages to such properties with replacement value.
31. Termination:
  - 29.1 If the successful bidder withdraws its bid after its acceptance or fails to submit the required Security Deposit and or fails to fulfil any other contractual obligations. In that event, the OSWC will have the right to award the lease to the next evaluated bidder or call for new bids. Any extra expenditure on this account shall be recoverable from the defaulter. The EMD/Security Deposit provided by the defaulter shall also be recovered to pay the balance amount of extra expenditure incurred by OSWC.
  - 29.2 Lessee's failure to comply with the statutory and regulatory requirements
  - 29.3 Either party can terminate the contract by giving 90 days written notice to the other party if any breach in the contractual terms not rectified by the defaulting party within 30 days of receipt of non-defaulting party's notice of breach.
  - 29.4 Non-payment: - The Lessee fails to pay to the Lessor on the due date any Lease Instalments payable pursuant to the applicable Lease Agreement or any other sums due under this Agreement.
  - 29.5 Transfer of rights and obligations – If the rights or obligations of the Lessee under this Agreement are transferred, encumbered, alienated and sold without prior approval in writing of the Lessor;
  - 29.6 Prior to issuance of termination notice, the non-defaulting Party shall provide to the defaulting party period of 30 days from date of notice of breach to rectify the breach failing which the non-defaulting Party shall issue a final termination notice with 90 days period. Lessee shall pay for lease rent and all services provided during the notice period under this clause, if the breach is rectified resulting in provision of the services.

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- 29.7 In case of termination by Lessor on account of default by Lessee, the Lessee shall be liable to pay all outstanding dues within a period of thirty (30) days from the date of notice of termination.
32. Possession shall be handed over only after completion of the building and receipt of statutory occupancy/clearance, as applicable.
33. Force Majeure:
- 31.1 OSWC shall not be liable for delays caused due to force majeure events such as natural calamities, government restrictions, pandemics, or reasons beyond its control.
- 31.2 Neither the Lessor nor the Lessee shall be considered in default in the performance of their obligations as per the Lease Agreement so long as such performance is prevented or delayed because of strikes, war, hostilities, revolution, civil commotion, epidemics, accidents, fire, cyclone, flood or because of any law-and-order proclamation, regulation or ordinance of Government or subdivision thereof or because of any act of God. The proof of existence of force majeure shall be provided by the party claiming it to the satisfaction of the other.
- 31.3 The Lessee shall advise the Lessor initially by an email, followed by post, the beginning and end of any of the above causes of delay, failing which the Lessor shall not be liable to consider delays due to the above reasons.
34. Know Your Customers Check:
- The Lessee shall be in compliance with the Know Your Customer (KYC) norms as prescribed by the Govt. from time to time and promptly upon the request of the Lessor supply, or procure the supply of, such documentation and other evidence as is reasonably requested by the Lessor in order for the Lessor or any prospective person to whom the Lessor's rights are proposed to be assigned or transferred to carry out and be satisfied it has complied with all necessary know your customer or other similar checks under all applicable laws and regulations pursuant to the transactions contemplated in this Agreement.
35. Settlement of Disputes:
- If any dispute arises with regard to this notification of EoI, the contract shall be deemed to have been concluded at Bhubaneswar and proceedings, if any, shall be only in the courts of competent jurisdiction in Bhubaneswar. If any dispute arises in connection with the Lease / Rent Agreement between the successful bidder and OSWC, the responsible representatives of the Parties shall attempt, in fair dealing and in good faith, to settle such dispute. Each Party can request from the other Party that on all sides a senior representative becomes involved in the negotiations. If the Parties are not able to reach an amicable settlement, each Party may initiate an arbitration proceeding. Any dispute or difference or claim arising out of or in relation to this transaction including construction, validity performance or breach thereof shall be referred to a Sole Arbitrator to be appointed by the Chairman and Managing Director of OSWC. Arbitration proceedings shall be conducted as per the provisions of Arbitration and Conciliation Act 1996 and any subsequent amendments thereof for time being in force. The venue of arbitration shall be the place from where the lease rent / agreement is signed. The language of arbitration shall be English and the award passed by the Arbitrator shall be final and binding on the parties.
36. Applicable Law
- The Agreement shall be governed by and interpreted in accordance with the laws of the Centre/ the State for the time being in force.
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**A. Organizational Profile**

1. **Name of the Organization:**
  2. **Type of Organization:**  
(Government / PSU / Bank / IT Company / Institutional Organization)
  3. **Registered Address:**
  4. **Corporate / Head Office Address (if different):**
  5. **Year of Establishment:**
  6. **Nature of Business / Activities:**
  7. **PAN:**
  8. **GSTIN:**
  9. **Website (if any):**
- 

**B. Authorized Contact Details**

1. **Name of Contact Person:**
  2. **Designation:**
  3. **Mobile No.:**
  4. **Telephone No.:**
  5. **Email ID:**
- 

**C. General Requirement Details**

1. **Proposed Use of Office Space:**  
(Administrative / IT Office / Bank Branch / Corporate Office / Others – specify)
  2. **Expected Date of Occupation:**
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## ODISHA STATE WAREHOUSING CORPORATION

**D. Financial Offer (Excluding GST @18%) (On super built-up area of both 2<sup>nd</sup> & 3<sup>rd</sup> floor i.e. 13200 Sft.)**

<u>Sl. No.</u>	<u>Particulars</u>	<u>Rate Offered (₹ per sq. ft. per month)</u>
1	Rent	₹ _____ (Minimum ₹120)
2	Maintenance Charges	₹ 4.50 (As prescribed)
3	A.C. & Lift O&M Charges	₹ 16.25 (As prescribed)
4	Annual Rent Escalation	5% (As prescribed)

**Total Monthly Outgo (excluding GST): ₹ \_\_\_\_\_**

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**F. ELIGIBILITY CRITERIA**

Only eligible applicants meeting all criteria below will be considered. Non-compliant EOIs will be summarily rejected without notice.

**Mandatory Documents (Self-Attested):****1. Organizational Stability:**

- ☐ Legally registered entity (Govt/PSU/Bank/Financial/IT/Institutional).
- ☐ Brief organizational profile / brochure
- ☐ Incorporation Certificate: Continuous operation for at least 3 years (Incorporation Certificate/ Registration Certificate).
- ☐ Any other relevant document (if applicable)

**2. Financial Eligibility Criteria:**

- ☐ Average annual turnover ≥ Rs. 6 Crore over last 3 FYs (2022-23 to 2024-25).
- ☐ Positive net worth in latest Balance Sheet. (last three financial years i.e. 2022-23 to 2024-25)
- ☐ No insolvency proceedings in last 3 years.

**3. Statutory Compliances:**

- ☐ Affidavit for Genuineness of the Documents (Duly Notarized) in Non-Judicial Stamp paper.
  - ☐ Valid & active GST Registration & PAN.
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**ODISHA STATE WAREHOUSING CORPORATION****G. Declaration**

We hereby declare that:

1. The information provided in this EOI is true, correct, and complete.
2. I/We agree to the minimum rent, charges, and annual escalation as specified by OSWC.
3. I/We understand that allotment will be made to the highest bidder subject to fulfilment of requirements.
4. I/We accept that OSWC reserves the right to accept or reject any or all EOIs without assigning any reason.
5. I/We are aware that OSWC will not pay any brokerage in the transaction to any agent or representative.
6. I/We confirm having fully inspected the property and photocopies of available documents.
7. I/ We hereby confirm that, all the terms and conditions specified in this offer and / or the standard format of Lease Deed to be executed are acceptable to me/us and will form part of the lease agreement.
8. I/We are a bonafide user and require this for my/our own use or for the use of M/s. \_\_\_\_\_, whom I/We represent. The authority letter/ Power of Attorney from the company, I/ We represent are submitted.
9. I/We hereby declare that the office space, if allotted, shall be used strictly and exclusively for official office purposes only and no manufacturing, industrial, commercial trading, or any other non-office activity shall be carried out therein.
10. I/We hereby declare that our organization has not been blacklisted, debarred, or declared ineligible by any Central/State Government Department, PSU, Autonomous Body, or any other statutory authority during the last three (3) years as on the date of submission of this EOI.
11. I/We have read and understood the terms & of conditions of the EOI and I/We unequivocally accept the same.

Signature:

Full Name of Authorized Signatory:

Designation:

Date:

Place:

Organization Seal:

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SUBMISSION OF EXPRESSION OF INTEREST (EOI)  
(For Taking Office Space on Rent in OSWC Corporate Office Building,  
Bhubaneswar)

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(On the Letter Head of the Applicant Organization)

Date: \_\_\_\_ / \_\_\_\_ / 2026

To  
The Managing Director  
Odisha State Warehousing Corporation  
Plot No. 2, Cuttack Road  
Bhubaneswar – 751006, Odisha

**Subject:** Expression of Interest (EOI) for taking office space on rent in OSWC Corporate Office Building, Bhubaneswar

Sir,

We hereby submit our Expression of Interest for taking office space on rent in the upcoming Corporate Office Building of Odisha State Warehousing Corporation at Bhubaneswar, as per the terms and conditions mentioned in the Notice Inviting EOI.

We confirm that we have examined the EOI document carefully and agree to abide by all the terms and conditions therein. The details of our organization, space requirement, and financial offer are furnished below and in the enclosed Annexure - II.

We also confirm that the rent offered by us is **not below the minimum prescribed rent** and that the information furnished is true and correct to the best of our knowledge.

Yours faithfully,

Signature:

Name of Authorized Signatory:

Designation:

Organization Seal: