



Scope, Terms and Conditions for Allocation of Utility Centre to Incubatee of ABI /Funded startups under VIKAS R-ABI Programme

In pursuance of the approval of the Competent Authority and in continuation of Office Order No. 36/Tech. dated 26 December 2025, The ABI, ICAR-NRRI, Cuttack is interested in inviting application for allotment of the Utility Centre (Shop No. 1C & 2C) located at Shopping Complex of CRRI premises near the SBI ATM at ICAR–Central Rice Research Institute (ICAR-CRRI), Bidyadharpur, Cuttack is earmarked for use by incubatee of ABI/funded startups of VIKAS R-ABI. The application has to submit their online application through google form as per the terms and conditions.

These term & Condition are issued to regulate the allotment, usage and management of the Utility Centre for functioning as an Office-cum-Sale and Demonstration Centre.

1. OBJECTIVE

The Utility Centre shall serve as a dedicated platform to:

- Facilitate demonstration, display and sale of innovative agri-products and technologies
- Promote interaction between startups, scientists, farmers, industry and other stakeholders
- Enhance visibility of ICAR-CRRI's incubation and innovation ecosystem

2. SCOPE

These guidelines shall apply exclusively to startups/Incubatee incubated or funded under:

- ABI Programme at ICAR-CRRI
- VIKAS R-ABI Programme
- Other ICAR-supported incubation/funding mechanisms routed through ABI/VIKAS R-ABI

3. ELIGIBILITY CRITERIA

A startups/Incubatee shall be eligible for allotment of the Utility Centre subject to fulfillment of the following conditions:

- The startups/Incubatee must be formally incubated under ABI or VIKAS R-ABI at ICAR-CRRI, or have received funding support through VIKAS R-ABI under RKVY-RAFTAAR schemes.
- The startups/Incubatee shall have a ready product or service suitable for demonstration, display or sale.
- The startups/Incubatee shall not be blacklisted by any Government/Semi-Government organization and no criminal case shall be pending against it.

4. SELECTION PROCESS

- Applications shall be invited through google form uploaded in ICAR-CRRI website from eligible incubatee of ABI/funded startups of VIKAS R-ABI.
- Interested startups/Incubatee shall submit an application in the prescribed google form along with required documents.
- Application will be selected in first come first serve basis.

5. NATURE AND PERIOD OF ALLOTMENT

- The allotment shall be purely on license basis and shall not confer any ownership, tenancy or lease rights.
- The allotment shall come into effect from 1 January 2026 and shall remain valid until further orders, subject to periodic review.

6. USER FEE

- The user fee for utilization of the Utility Centre is fixed at Rs. 3,000/- (Rupees Three Thousand only) per month per shop.
- The user fee may be revised from time to time by the Competent Authority.

7. Performance Security

- After award of contract, the contractor has to deposit the Security Money/ performance security in favour of the Director ICAR-CRRI, Cuttack. Performance Security should remain valid for 2 months beyond the date of completion of all contractual obligations.
- Performance security will be discharged after completion of contractor's performance obligations under the contract. The above security deposit will be liable to be forfeited during the period of contract, in case breach of any terms & conditions of the contracting contractor or failure to provide any services under the contract or loss results from contractor's failure and breach of obligation under the contract.

8. PERMITTED USE

- The Utility Centre shall be used exclusively for activities related to the startup incubated/funded under ABI & VIKAS R-ABI.
- Sub-letting, transfer or use by any non-incubated entity is strictly prohibited.

9. UTILITIES, MAINTENANCE AND COMPLIANCE

- Electricity, water and other utility charges, if applicable, shall be borne by the allottee as per Institute norms.
- The allottee shall ensure cleanliness, hygiene and proper upkeep of the premises.
- No permanent alteration or structural modification shall be made without prior written approval of ICAR-CRRI.

10. TERMINATION AND CANCELLATION

- The allotment may be cancelled by the Competent Authority with one-month notice without assigning any reason.
- In case of violation of any terms and conditions, the allotment shall be liable for immediate cancellation.

11. GOVERNING PROVISIONS

The Utility Centre is a public premises and all matters shall be governed by ICAR rules and applicable Government of India provisions.

SPECIAL TERMS & CONDITIONS

1. In case of non-eviction of shops/stalls after the permitted period, the Institute may decide to charge double rent from the Allottee with initiation of legal action as per PP Act.
2. The 10% rent shall be enhanced on every year. If a licensee does not pay rent on or before 10th day of each month, a penalty of 5% per month on the total outstanding is to be levied upon to Allottee.
3. If the licensee vacates the shop/stall before the permitted period, the security money will be forfeited.
4. Minimum base price of Rent/License Fee/User fee of each shop is Rs.3000/- per month which will be revised from time to time.
5. The licensee will not be permitted to authorize any sub-contractor or any other firm to run the shops/stall allotted to him/her.
6. The Institute reserves the right to terminate the licence by giving one month's notice.
7. The allotment is made as per the Public Premises Act. Dispute between the parties shall be decided as per the Public Premises (Eviction of Unauthorized Occupants) Act, 1971.
8. In case of violation of any cause of contract/agreement deed, the explanation of the licensee can be called by issuing show cause notice, if the reply is not found satisfactory. Security money can be forfeited in full or as to be decided by the Council as well as action for blacklisting can also be taken prior to taking any legal action.
9. The Licensee shall, at its own cost and expenses, put up firefighting equipment, fitting etc. Such fixtures/fittings/items, the removal of which premises or on termination/cancellation etc. affect the building; its interior aesthetics etc. cannot be removed/taken/ away by the Licensee at the time of vacation of the licensed contract/ completion of the License Period.
10. This will be only a License Agreement and the Licensee has no right on the land of the licensed premises.
11. The Licensed premises are public premises as defined in the Public Premises (Eviction of Unauthorized Occupants) Act, 1971 and fall within the jurisdiction of ICAR-CRRI, CUTTACK.

12. The Licensee shall be responsible for the maintenance, high standard of cleanliness and proper repairs of the premises and also for repair and maintenance of fixtures, fitting and additional facilities such as electricity, water. The Licensee shall also ensure sanitation, prevention of infectious diseases, control and prevention of nuisance from insects, rodents, or any other source etc.
13. The Licensee shall give special attention to the manner in which his employees receive visitors and render service ensuring good hospitality, congenial and pleasant atmosphere. Special care shall be taken for the employee's health and to ensure that all the workers/employees employed in the premises are medically fit and that they do not suffer from any contagious, loathsome or infectious disease. In this regard a certificate duly certified by an RMP (Register Medical Practitioner) in respect of each employee.
14. The timing of the shop/stalls in shopping complex of ICAR-CRRI, CUTTACK will not be 24 hours. The Licensed premises shall not be used for residential purposes.
15. The Licensee shall ensure the items sold/served from the premises are of requisite hygiene and quality standards and conform to the provisions of the Prevention of Food Adulteration Act, 1954 and any other guidelines, regulation, standards, etc. issued by Authorities concerned from time to time.
16. A rate list must be displayed at prominent places in the respective outlet. No hand Bills/Stickers are allowed to be put anywhere in the premises or outside.
17. Deviation from approved trade for which licensee has been granted will be treated as violation of License Agreement and the license shall be terminated immediately.
18. The sale/serving or promotion of alcoholic beverages and serving of pork and/ or beef is strictly prohibited.
19. Officials of the Licensor may, at any time, enter the licensed premises/ food outlet/ shop and monitor the quality of raw material, food items and standards of facilities and interiors, exteriors of the premises etc. The Licensee will be duty bound to assist/cooperate with the Licensor officials in this regard. The source of procurement of raw materials, food items etc. will also have to be divulged to the officials of Licensor whenever asked.
20. The Licensee shall not place or permit placement of any advertisement, notice frames, pictures, decorations, telephones, weighing or vending machines or manual or mechanical/electrical devices or contrivance for commercial gains. Board/Banner/hording/posters etc. promoting any individuals location/ outlet either in ICAR-CRRI, CUTTACK, or any of the place or near the allotted shop/Outlets will not allowed.
21. Segregation of waste material will also be undertaken by Licensee of outlets/shop as per local rules and regulations. Shop/outlet operators shall collect all garbage in bags/boxes/trolleys permitted for the purpose as per the guidelines of the Licensor. The collected garbage shall be kept at identified collection points. Failure to do so will involve termination/cancellation of the License Agreement without any notice. It will also be the responsibility of the Licensee to maintain cleanliness and hygiene in and around their allotted shop/outlet.

22. The Licensee shall not use any kanat or shamiana in the premises or occupy the area around the licensed premises in any manner.
23. Licensee can promote themselves by putting uniform signage only about their outlet name at the licensed premises only and nowhere else.
24. The preparation of premises is also to be carried out by licensee at his own cost after obtaining the approval from ICAR-CRRI, CUTTACK.
25. The licensee shall get the electricity/water connection at their own end after taking prior permission of the Council & the licensee shall have to pay dues himself/herself, ICAR-CRRI, CUTTACK shall not bear any expenditure for their service.

Annexure-I

Check List of Documents

S.No	Particulars	Attached supporting documentary evidence Yes/No
1	Name & Address of the Applicant providing with any valid I'd proof (Aadhaar/Voter I'd/Electricity Bill)	
2	Bank Details of the Applicant providing with photocopy of the passbook/checkbook.	
3	Acceptance letter as per Annexure-II	
4	An affidavit (undertaking) on a non-judicial stamp paper of Rs. 10/- as per Annexure-III	
5	Copy of the PAN either individual or firm.	
6	Company Registration Certificate	
7	Copy of Goods & Service Tax Registration certificate. (Desirable)	
8	Aadhar & PAN card of Applicants	

Note:

- a. Scanned photocopies duly signed by the authorized signatory of all documents from Sr. 01 to 08 above may be attached with the quotation Application.
- b. All the above desirable documents are to be submitted within Thirty days of award of contract failing which the Competent Authority reserves the right to cancel the contract forfeiting the Security Amount without mentioning any reason thereof.

Annexure-II

To,
The Director,
ICAR-CRRI,
CUTTACK -753006

Sub: Acceptance letter

Sir,

I hereby undertake that I have read and understood the entire documents and accept & agree to comply with the same. I also accept and agree that any subsequent Addendums and Corrigendum's if issued in this regard I shall comply accordingly.

Signature of the Authorized Signatory of the Applicant with seal

Annexure-I

An undertaking enclosed at Annexure of the Application document on non-judicial stamp paper of Rs. 10.00

UNDERTAKING

I/We have read and understood the contents of tender and agree to abide by the terms and conditions of this application and undertake the following.

1. I/We also confirm that in the event of my/our application being accepted, I/we hereby undertake to furnish Performance Security, as mentioned in the term & condition document.
2. I/We further undertake that none of the Proprietor/Partners/Directors of the firm was or is Proprietor or Partner or Director of any firm with whom the government have banned/suspended business dealing. I/We further undertake to report to the ABI, ICAR-CRRI, CUTTACK immediately after we are informed but in any case not later than 05 days, if any firm in which Proprietor/Partners/Directors are Proprietor or Partner or Director of such a firm which is banned/suspended in future during the currency of the contract with you.
3. I/We agree that all disputes, if arising related to this tender, shall be within the jurisdiction of courts of Cuttack, Odisha.
4. I/we undertake that the firm/company etc has never been blacklisted by any of the Central/ Govt. organization and no criminal case is pending against the firm/company.
5. That the information supplied by the firm/company/bidder in the bid are true and nothing has been concealed and in case at any stage any information is found false our EMD/ Performance Security can be forfeited and our tender can also be rejected by the Council.
6. ICAR-CRRI, CUTTACK Authorities may make surprise inspection to ensure proper Quality and nearby sanitation condition.

Date:

(Signature of the Applicant)

Name: designation with seal of the company

Authorized signatory with Rubber Stamp