



# OFFICE OF THE MUNICIPAL COUNCIL, BELPAHAR

No. 364 /dt. 31/01/24

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## Expression of Interest (EOI)

### for Operation and Maintenance of Kalyan mandap by Mission Shakti Group during the year 2023-24

Office of the Belpahar Municipality , invites Expression of Interest in sealed cover from interested Mission Shakti Groups to be engaged for Operation and maintenance of kalyan Mandap in ward no 06 under Belpahar Municipality during the year 2023-24. The sealed Expression of Interest should be submitted to the Executive Officer, Belpahar Municipality, Belpahar, Dist- Jharsuguda, Pin-768218, Odisha on or before date 12.02.2024 time 5.00 P.M. by registered / speed post or tender box of Belpahar Municipality only.

The bids will be opened on date 13.02.2024 at 11.00 A.M. in the Council Hall of Belpahar Municipality. The sealed envelope should be superscripted with" **EOI for Operation and Maintenance of Kalyan Mandap by Mission Shakti Groups 2023-24**" The detailed term and conditions of Experession of Interest are available in website

[www.belpaharmunicipality.co.in](http://www.belpaharmunicipality.co.in)

[www.jharsuguda.nic.in](http://www.jharsuguda.nic.in)

Executive Officer,  
Belpahar Municipality.

Memo No. 365 /dt. 31/01/24

Copy submitted to the Collector and District Magistrate, Jharsuguda / Project Director, DUDA, Jharsuguda for favour kind information .

Executive Officer,  
Belpahar Municipality.

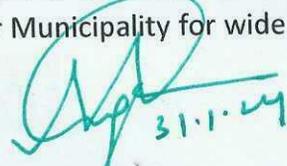
Memo No. 366 /dt. 31/01/24

Copy submitted to the CDPO, ICDS, Lakhanpur for kind information and request to publish in the office notice board.

Executive Officer,  
Belpahar Municipality.

Memo No. 367/dt. 31/01/24

Office Notice Board for wide publication/ copy to MIS CP, Belpahar Municipality for information and directed to upload the EOI in the website of Belpahar Municipality for wide publication.



31.1.24

Executive Officer,  
Belpahar Municipality.

Memo No. 368 /dt. 31/01/24

Copy submitted to the District Information Officer, NIC, Jharsuguda with a request to kindly publish the same EOI through district website for wide circulation.



31.1.24

Executive Officer,  
Belpahar Municipality.

EOI No. \_\_\_\_\_

Date: \_\_\_\_\_

## **EXPRESSION OF INTEREST**

For Operation and Maintenance of Kalyan Mandap in ward no 06 of  
Belpahar Municipality

**OPENING DATE OF RECEIPT OF EOI :- 15.02.2024**

LAST DATE OF RECEIVING EOI: 12.02.2024

BID OPENING DATE;-13.02.2024

**Belpahar Municipality**

*sd*  
Executive Officer  
Belpahar Municipality

## DEFINATIONS AND INTERPRETATION

In this Volume of the EOI, unless the context otherwise requires, capitalized terms shall have the meaning given below:-

“Addendum or Addenda”	Means an addendum or addenda to the EOI
“Annexure”	Means an annexure to this volume of the EOI
“Authority”	Means the Belpahar Municipality or its authorized representatives who has invited Applications from competent and interested Mission Shakti Groups for operation and management of Kalyan Mandap Belpahar Municipality.
“Applicable Law”	Means all the, guidelines or bye-laws, in force and effect, as of the date here of and which may be promulgated or brought into force and effect here in after in india, including judgments, decrees injunctions, writs or orders of any court of record, as may be in force and effect during the subsistence of this Contract, and applicable to the Project.
“Application”	Means a Mission Shakti Group, who submits an Application for empanelment / eligibility and qualification submission under this EOI within the stipulated Due Date and Time of submission.
“Authorized Signatory”	Means the person Authorized by the Mission Shakti group to sign the Application, correspond with the Authority, make representation to the Authority as part of EOI / bidding process and sign the contract on behalf of the Applicant bidding firm through valid Authorization document in her favour.
“EOI Process/Empanelment Process”	Means the process adopted by Belpahar Municipality for empanelment of the selected Applicants on the terms and conditions set selected Applicants on the terms and

conditions set out in the EOI, which has commenced with the issuance of the EOI and which will end on the date of final empanelment of selected applicants in over.

1. SCHEDULE OF EOI PROCESS:-

The Authority shall endeavor to adhere to the following schedule:

S. No.	Event Description	Date
1	Issue of Advertisement & Uploading of EOI	01.01.2024
2	Last date of receiving EOI	12.02.2024
3	Bid opening Date	13.02.2024

2. ELIGIBILITY CRITERIA FOR SELECTION OF MISSION SHAKTI GROUP FOR O&M OF KALYAN MANDAP WARD NO 06.

- a) MSG must be registered with Housing and Urban Development Department/ Mission Shakti and following Panchasutra .
- b) MSG must be at least one-year-old as on the date of notification of EOI.
- c) MSG must have an active bank account.
- d) MSG must have a PAN in the name of their group.
- e) MSG must not have defaulted repayment to any loan availed from bank or non bank financial institution (NBFI).
- f) Mission Shakti Group must have involved in income Generation Activity for at least for 2 years
- g) The Mission Group must have an annual financial turnover of Minimum Rs. 60,000 per annum for last three years consecutively
- h) The Mission Shakti Group that have not been involved in any financial irregularities such as Loan declared as NPA, pre settlement or one time settlement of loan.
- i) The Mission Shakti group member should not have record of involvement in any anti social activities.
- j) The Mission Shakti must belong to the same ULB, where the Kalyan Mandap located.

3. SUBMISSION OF EOI

- a) The EOI application(As per format given in (**Annexure-1**) shall be submitted in hard copy having the title as "Operation and Maintenance of Kalyan Mandap in ward no 06 ".The applicant shall send the documents by post/by hand to the address mentioned here in below before the submission due date as mentioned in this EOI document:

Executive Officer  
Belpahar Municipality  
Belpahar

Ph. No.:

The applications should be submitted before the submissions due date in hard copy bound properly to the address mentioned in section 1(c) above.

- b) The application shall include following document (including but not limited to) :-
- i. Letter of Pre-Qualification (**Annexure-1**)
  - ii. MSG detail (**Annexure-2**)
  - iii. Financial Proposal (**Annexure -3**)
- c) Applicants shall submit the EOI in the prescribed format (**Annexure-1**) In English Language only and in case of documents and certificate in other language the same shall be supported with translation in English language.
- d) The EOI shall be submitted along with a covering letter together with the desired supporting documents and proof on the letter head of the Applicant and each page of the Document duly signed by the head of Authorized signatory of the Applicant under a common seal.

4. AMENDMENTS TO EOI:-

- a) At any time prior to the Application Due Date, the authority may, for any reason, whether at its own initiative or in response to clarification requested by Applicant, modify terms and condition of EOI through issuance of corrigendum and addendum.
- b) Any Addendum or Corrigendum of reply to queries thus issued will be available only on the website of the authority.
- c) In order to afford the applicants a reasonable time for taking an Addendum in to account or for any other reason the Authority may , in its sole discretion, extend the Application Due Date.

5. FRAUDULENT AND CORRUPT PRACTICE :-

If an Applicant is found by the Authority to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice during the EOI Process, such Applicant shall not be eligible to participate in any tender or EOI issued by Authority.

6. RIGHT TO ACCEPT OR REJECT :-

The Authority reserves right to accept or reject any/all application without assigning any reason or incurring any liability to the applications.

7. SELECTION OF THE MSG :-The Msg offering the lowest amount per annum shall be selected for o&m of the park.

8. SCOPE OF WORK :-

- a) Daily sweeping and cleaning of the Kalyan Mandap, grass, regular cutting and maintenance of the plants.
- b) Watering the plants.
- c) The MSG Shall Provide ward and watch for the safety of the items installed ,as well as have a watch over the overall safety of the citizen coming to the Kalyan Mandap.
- d) The MSG shall take up minor civil, ~~PH~~ & electrical repair with the supply of fittings like tap, switch ,bulb etc , informing the authority of Belpahar Municipality and all major repairs shall be done by the Municipality.
- e) The SHG shall be solely responsible for use of water and energy connection and shall not be otherwise used for any purpose and the electricity bill shall be hence by the Municipality.
- f) There shall be a Kalyan Mandap coordinator from the Municipality who shall monitor the proper functioning and the SHG shall stay in touch an regular basis for the O & M of the Kalyan Mandap.

ANNEXURE-1 FROM -1

TO

The Executive Officer  
Belpahar Municipality

Dear Madam:

**Ref: Expression of Interest for operation and maintenance Kalyan Mandap ,ward no.06 under the jurisdiction of Belpahar Municipality.**

1. Being duly authorized to represent and action behalf of------(here in after referred to as “ the applicant”), and having reviewed and fully understood all of the information provided in the Empanelment document provided by the authority in respect of the captioned Empanelment ,the under signed here by submits the applications in response to the EOI For Empanelment.
2. I/ we have studied the EOI for Empanelment document carefully and understand that we shall have no claim , right or title arising out of any documents or information provided to us by the authority or in respect of any matter arising out of or concerning or relating to the Empanelment Process including the empanelment.
3. This statement is made for the express purpose of qualifying as an applicant for the aforesaid empanelment .
4. I/We shall make available to the authority any additional information it may find necessary or require to supplement or authenticate the qualification statement.
5. I/We certify that in the last three years, we have neither failed to perform on any contract , as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration a ward ,nor been expelled from any project or contract by any public authority nor have had any contract terminated by any public authority for breach on our part.
6. I/ We understand that you may cancel the empanelment process at any time and that you are neither bound to accept any application that you may receive nor to invite the applicants, without incurring any liability to the applicants .
7. My/ Our application is consistent with all requirements of sub mission as started in the empanelment Document or in any of the subsequent communication issued by the authority.
8. I/ We understand that any omission , commission or mis- statement in facts provided by us will make our application invalid at any time during the empanelment process and also after the empanelment , the authority reserves the right to take appropriate action accordingly.

**ANNEXURE-2: FORM-2**  
**Applicant profile and status**

Sr. No.	Description	Particulars
1.	Name of the Mission Shakti Group	
2.	Registered under	Belpahar Municipality / Mission Shakti
3.	Belpahar Municipality Ward No.	
4.	Address with Pin Code	
5.	Contact Person (Management)	
6.	Contact Number	
7.	Mobile No.	
8.	Email I'd	
9.	Year of incorporation (Certificate of registration to be furnished)	
10.	Contact person email I'd if any	
11.	Details of members of the applicant	
12.	Income earnings in the Financial Year from April 1, 2022 to March 31, 2023	
13.	Documents to be attached	<ul style="list-style-type: none"> <li>• Copy of registration details (Yes/No)</li> <li>• Bank account details (Yes/No)</li> <li>• Copy of the meeting register (Yes/No)</li> <li>• Qualification (Yes/No)</li> <li>• Updated Passbook for annual income (Yes/No)</li> </ul>
14.	PAN details of the MSG	
15.	Highest Bid per annum	

.....  
Signature of the Authorised Person

.....  
Name of the Authorised Person

Date .....

FINANCIAL PROPOSAL SUBMISSION

[Location, Date]

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To:

The Executive Officer  
Belpahar Municipality,  
Belpahar, Odisha

Dear Sir/Madam:

We, the undersigned, offer to **operation and maintenance of** -----  
----- in accordance with your Request for Proposal dated[     ] Our attached  
Financial Proposal is for the sum of [Insert amount(s)in words and figures1]. This amount  
is inclusive of the Domestic taxes (GST). We hereby confirm that the financial proposal  
is unconditional and we acknowledge that any condition attached to financial proposal  
shall result in reject of our financial proposal.

We understand you are not bound to accept any Proposal you receive.  
We remain, Yours sincerely,

Authorized Signature [In full and initials]  
Name and Title of Signatory:  
Name of MSG:  
Address:

Enclose: Financial Proposal

**BILLS OF QUANTITY FOR THE WORK MAINTANANCE OF KALYAN MANDAP**

Sl. No.	Description of items	Estimated Rate Per Month	Quoted Rate	
			In words	In figures
01	Labour engage for sweeping, Day watchman, Night watchman and Manager. 1. 4 nos of full time sweeper @ 352/- per day 2. 2 nos of full time Watchman @ 352/- per day 3. 1 nos watchman (4 hours) @ 176/- per day 4. 1 nos full time Manager @ 392/- per day	Rs. 80400/-		

**Signature of the Bidder**