

OFFICE OF THE MUNICIPAL COUNCIL, BHAWANIPATNA

Letter No 3287

Date 20/08/22

Expression of Interest (Eoi) for Selection of Mission Shakti Groups for O & M of Smart Park under Bhawanipatna Municipality.

Bhawanipatna Municipality invites Expression of Interest (EOI) in the Prescribed Format (Annexure-I & III) in sealed cover from the intending Mission Shakti Groups having the credibility and experience for O&M of Smart Park and Overall management of Smart park including Collection of entry fees, collection of Parking fees etc. and the entire responsibilities of Smart Park to bring in better accountability towards the public.

01	Available of EOI documents in website	http://www.kalahandi.nic.in
02	Last date and time of submission of EOI	<u>09/09/22, 3 PM</u>
03	Pre Bid meeting for discussion with the bidder about EOI	<u>12/09/22, 3 PM</u>
04	Date and time of Opening of EOI	<u>14/09/22, 3 PM</u>
05	For downloading the EOI documents and term and Condition of assignment, please visit http://www.kalahandi.nic.in	http://www.kalahandi.nic.in

The authority reserves right to reject any or all the EOIs without assigning any reason thereof. Any Change/ Correction/ Corrigendum in respect the above shall be placed in <http://www.kalahandi.nic.in> website.

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Executive Officer,
Bhawanipatna Municipality.

BHAWANIPATNA MUNICIPALITY

Bhawanipatna Municipality invites Expression of Interest (EOI) in the Prescribed Formats (Annexure-I & III) in sealed cover from the intending Mission Shakti Group having the credibility and experience for O&M of Smart Park at Bhawanipatna Municipality and Overall management of Smart park including Collection of entry fees collection of Parking fees etc and the entire responsibilities of Smart Park to bring in better accountability towards the public.

01	Available of EOI documents in website	http://www.kalahandi.nic.in
02	Last date and time of submission of EOI	<u>09/09/22</u> , 3.00 PM
03	Pre Bid meeting for discussion with the bidder about EOI	<u>12/09/22</u> , 3 PM
04	Date and time of Opening of EOI	<u>14/09/22</u> , 3.00 PM
05	For downloading the EOI documents and term and Condition of assignment, please visit http://www.kalahandi.nic.in website.	http://www.kalahandi.nic.in

Scope of Work: -

Mission Shakti Group (MSG) shall take charge of overall management of Smart Park. This initiative will result in discharging of entire responsibilities of managements and maintenance of Smart Park by MSGs and bring in better accountability towards public.

The scope of the work include as follows

1. Watering the park.
2. Trimming the plants/shrub in shape as per the instruction
3. Repair & replacement of material, pumps, etc.
4. Cleaning of benches, statue, art, any other panels, equipment
5. Filling water in tanks.
6. Spray/apply fertilisers, manure in plants.
7. All leaf falls, branches, twigs, cut grass, after mowing shall be deposited in compost pit and disposed in BOV in daily basis.
8. The MSG will engage one manager for proper management of the smart park and maintenance of record

9. The MSG will ensure availability of round the clock Security guard (24x7) for security purpose.
10. The MSG will responsible to protect all the assets of parks including protection of damage & theft of equipment of the park.
11. The maintenance of the park include replacement of dead plants, watering, weeding, cultivating, control of insects, fungus & other disease by means of spraying with an approved insecticide or fungicide, pruning and other horticultural operation, necessary for the proper growth of plants.
12. Collection of entry fees as decided by the committee.
13. Collection of Parking fees as decided by the committee.
14. Submit fortnightly report on the status of the Smart Park regarding the condition of equipment's, security, structure, collections of fees etc.

Payment to MSG

The Mission Shakti Group will be paid a fixed amount of Rs.60,000/- (Rupees Sixty Thousand) only per month towards managements and maintenance of Smart Park directly to the Bank account on satisfactory report from Supervisory committee

Record maintenance of Smart Park.

The Mission Shakti Group will maintain the records as follows

1. Mission Shakti Group will collect the entry fee and parking fees from the visitors. The entry ticket book and parking ticket book will be issued in favour of MSG by Bhawanipatna Municipality.
2. The daily collection register on entry ticket and parking ticket separately will be maintained by the MSG and the collected amount will be deposited by the MSG on every Monday in first Hour in Bhawanipatna Municipality.
3. The daily Labour Engagement register will be maintained by the MSG.
4. Stock register will be maintained by the MSG.
5. Feedback register will be maintained by the MSG.
6. Event register will be maintained by the MSG.

Role of Municipality

1. Bhawanipatna Municipality will supply all required register and ticket book to Mission Shakti Group.
2. The required fertilisers, manure and miscellaneous equipment will be supplied by the ULB basing on the requisition given by the MSG.
3. The Energy Charges will be borne by the Municipality.
4. For any repair and maintenance work the MSG will execute the work as an Implementing partner as per MUKTA guideline with prior approval from Municipality. The amount will be reimbursed by Municipality after producing the bill.

Criteria for Evaluation:-

1. The Mission Shakti Group must be adhering to **Pancha Sutra** management.
2. The Mission Shakti Group must have been involved in Income Generation Activity (IGA) at least for 3 years.
3. The Mission Shakti Group must have an annual turnover of minimum 1.5 lakhs per annum for last 3 years consecutively.
4. The Mission Shakti Group must have not been involved in any financial irregularities such as loan declared as NPA, Pre-settlement or one time settlement of loan etc.
5. The Mission Shakti Group members should not have record of involvement in any anti-social activity.
6. The Mission Shakti Group belongs to the same ULB where the Smart Park is exist may be given preference.
7. The Mission Shakti Group having experience in similar kind of activities may be given preference.

Submission of Expression of Interests.

The Mission Shakti Group shall submit their EOI as per the formats in Annexure-I & III along with photocopies of all the supporting documents and should be covered with Seal and details of SHG with Phone No. And clearly super scribed as “**EOI for Selection of Mission Shakti Group for O&M of Smart Park at Bhawanipatna Municipality**”.

EOI on its complete form in all respect as specified must be submitted on or before ...09/09/22 at Bhawanipatna Municipality addressed to the Executive Officer, Bhawanipatna Municipality. Address: Bhawanipatna Municipality through speed post/ registered post/ Courier or by Hand. A pre bid meeting will be held at the Bhawanipatna Municipality on 12/09/22 for discussion on the proposal and doubt clearance. Interested groups may attend the meeting for clarification of doubts or any concerns. The EOI will be opened on 14/9/22 at 3 P.M/AM. in the presence of the bidder, who wish to attend.

Term & Condition

1. An agreement will be executed between the ULB and selected bidder for a period of **one year** from the date of execution of agreement and may be renewed for further period thereafter on mutual agreement of the parties and basing on the satisfactory performance report of supervision committee on operation and management of smart park. In case the Bhawanipatna Municipality is of opinion that the Mission Shakti Group has failed to manage an maintain the samrt park to meet any of its obligations specified in this agreement, Bhawanipatna Municipality will give 7 days notice to rectify the deficiency. If the Mission Shakti Group fails to remedy the deficiencies, the Bhawanipatna Municipality may terminate the agreement in the interest of better management and maintainance of smart park. The Bhawanipatna Municipality will have the right to make alternative arrangement to management and maintainance of smart park seamlessly without any interruption. In such case, the second party shall refund the liabilities / collected revenue if any within 7 days of the termination of the agreement. Both the parties also will have the liberty to terminate the agreement by giving 2 months notice in advance of their intention to discontinue the services.
2. The Mission Shakti Group shall pay the remuniration to the human resource engaged by them in time as per Govt. Terms.
3. The Mission Shakti Group shall discharge the duties like- Watering the park, trimming the plants/shrub in shape as per the instruction, repair & replacement of material, pumps, etc., cleaning of benches, statue, art, any other panels, equipment, Filling water in tanks, Spray/apply fertilisers, manure in plants, All leaf falls, branches, twigs, cut grass, after mowing shall be deposited in compost pit and disposed in BOV in daily basis, replacement of dead plants, watering, weeding, cultivating, control of insects, fungus & other disease by means of spraying with an approved insecticide or fungicide, pruning and other horticultural operation, necessary for the proper growth of plants.
4. The Mission Shakti Group will engaged one manager and security guards (24x7) and required labours on own arrangement for proper management of the smart park and the expenditure incurred will be bear by them.
5. The Mission Shakti Group will be responsible to protect all the assets of parks including protection from damage & theft of equipment of the park. In case of any loses the Mission Shakti Group will be recovered out of their maintainance cost.

6. The Mission Shakti Group will collect the entry fee and parking fees from the visitors. The entry ticket book and parking ticket book will be issued in favour of MSG by Bhawanipatna Municipality. The daily collection register on entry ticket and parking ticket separately will be maintained by the MSG and the collected amount will be deposited by the MSG on every Monday in first Hour to Bhawanipatna Municipality.
7. The Mission Shakti Group may engage labour or the work may be executed by themselves have to maintain one register which will be supplied by ULB.
8. The Mission Shakti Group will responsible to maintain the records like Visitors Register, feedback Register, Event Register, Labour Engagement Register, Daily Collection Register on entry ticket and parking ticket etc as supplied by ULB.
9. The Mission Shakti Group will deposit the revenue weekly that is on every Monday in forenoon to Bhawanipatna Municipality.
10. The Mission Shakti Group will be paid a fixed amount of Rs.60,000/- (Rupees Sixty Thousand) only per month towards managements and maintenance of Smart Park directly to the Bank account on satisfactory report from Supervisory committee.
11. Basing on the collection of the revenue, satisfactory report and recommendation the Supervision Committee the maintenance cost may be hike up to 10% at the time of renewal.
12. The Mission Shakti Group will keep the smart park open from 6.00 A.M to 9.00 P.M
13. The Mission Shakti Group will give the requirement in written for supply of required fertilisers, manure and miscellaneous equipment to the ULB basing on the requisition given by the MSG will be verified the ULB for further force of action.
14. For any repair and maintenance work the MSG will execute the work as an Implementing partner as per MUKTA guideline with prior approval from Municipality. The amount will be reimbursed by Municipality after producing the bill.
15. The Mission Shakti Group and the worker engaged will discharge their duty by wearing the uniform, apron and Identity Card issued by the ULB.

16. In order to maintain transparency, if the Implementing Partner is engaged in more than one such programme or any other similar scheme concurrently with mainagement of Smart Park shall maintain separate Accounts and Inventory.
17. The question of violation or breach of any of the conditions by any Party or any dispute arising between the parties it would be decided by the Supervision Committee.
18. If any legal disputes arises, the matter will be adjudicated in the jurisdiction of local courts Bhawanipatna.
19. There shall be a monitoring committee constituted by ULB which shall monitor the programme periodically.
20. The Mission Shakti Group will submit their invoice to Bhawanipatna Municipality along with monthly resoluation copy of the MSG for neccessary payment in every 1st week of the month.

Executive Officer
Bhawanipatna Municipality

Annexure- I

(Details document required for Evaluation of Mission Shakti Group)

Sl.no	Subject	Page. no
1	Mission Shakti Group (MSG) Name, Address and Phone No.	
2	First resolution Copy of MSG	
3	Name of the President, Address and Phone No.	
4	Name of the Secretary, Address and Phone No.	
5	MSG PAN No. (if available)	
6	Bank statement of MSG for last 3 year	
7	Resolution of MSG for last Six months	
8	Annexure-III	

N:B - MSG having no PAN need to ensure the submission of PAN within 30 days from issue of order.

President

Stamp with Signature

Date:-

Secretary

Stamp with Signature

Date:-

Annexure- II

ASSESSMENT INDEX – Mission Shakti Group

(For Operation and Management of Smart Park under Bhawanipatna Municipality)

Sl. No	Assessment Parameter	Marks	Means of verification	Remarks
1	Adherence to standard Practices of Group (Pancha Sutra)	20	Register & Bank Pass book of Mission Shakti Group	<ul style="list-style-type: none"> • Regular Meeting-4 • Regular Saving-4 • Regular Internal lending -4 • Regular Repayment -4 • Regular Record keeping -4
2	No. of Active members	10	Register & Bank Pass book of Mission Shakti Group	<ul style="list-style-type: none"> • 10 Active members = 10 • 7 to 9 Active members = 8 • 4 to 7 Active members = 6 • Less than 4 active member = 0
3	Involvement in Income Generation Activity (IGA)	15	Field visit & document verification	<ul style="list-style-type: none"> • 3 Activity = 15 • 2 Activity = 10 • 1 Activity = 5
4	Turnover of Group	25	Register & Bank Pass book of Mission Shakti Group	<ul style="list-style-type: none"> • More than 5 lakhs = 25 • 3 lakhs to 5 lakhs = 15 • 1.5 lakhs to 3 lakhs= 10
5	Investment Capacity	20	Register & Bank Pass book of Mission Shakti Group	<ul style="list-style-type: none"> • 3 lakhs = 20 • 2 lakhs = 15 • 1 lakhs = 10
6	Experience in handling similar kind of Business	10	Field visit	<ul style="list-style-type: none"> • 1 year or more = 10 • Less than 1 year = 5
		100		

Note: -

1. Mission Shakti Group having score below 40% shall not be considered for engagement.
2. If more than one MSG found secured the same Mark then a Common Test having 15 marks will be conducted for selection of MSG.

Annexure-III

We, _____, Mission Shakti Group from _____ Area/Ward declare that our group has not been involved in any anti-social activity. We also declare that we are agreeing to abide by all the criteria defined for Operation & Management of Smart Park. We understand that if any deviation found in this regard, then strong action will be initiated against us.

President

Stamp with Signature

Date:-

Secretary

Stamp with Signature

Date:-