



OFFICE OF THE ROURKELA MUNICIPAL CORPORATION
UDITNAGAR, ROURKELA, ODISHA-769012
E-mail ID: rourkelamunicipality@gmail.com

Ref No. 4138

Date. 02.04.2026

Expression of Interest (EOI)
For Operation and Maintenance of different Parks under jurisdiction of Rourkela

Rourkela Municipal Corporation (RMC) invites Expression of Interest in sealed cover from interested Women Self-Help Group (SHG) to be engaged in the operation and maintenance of selected parks under RMC jurisdiction Rourkela, Sundargarh, Odisha. The sealed Expression of Interest should be submitted to the Commissioner, Rourkela Municipal Corporation, Rourkela-769012 on or before the 17-04-2026 by 05:00 PM. The Bid will be opened on 18-04-2026 at 11 AM in the Council Hall of the Rourkela Municipal Corporation. The sealed envelope should be superscripted with "EOI for Operation and maintenance of selected parks under RMC jurisdiction Rourkela". The detailed terms and conditions of the Expression of Interest is available on the website: <https://rmc.nic.in>.

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


Commissioner
Rourkela Municipal Corporation

Memo No. 4139

Date: 02.04.2026

Copy to Notice Board of RMC for wide publicity of advertisement through office notice board and MIS, RMC for uploading of the EOI document (<https://rmc.nic.in>) in the RMC website.


Commissioner
Rourkela Municipal Corporation

Memo No: 4140

Date: 02.04.2026

Copy to Director, I&PR Dept., Govt. of Odisha, Bhubaneswar for information and requested to publish the copy of above-mentioned notice in Two highly circulated Odia daily newspapers (Rourkela edition) on 04-04-2026. The font size should be 8 Points and rate should be as per I&PR.


Commissioner
Rourkela Municipal Corporation

Annexure - A

Eligibility Criteria for Self Help Groups (SHGs)

Sl. No.	Parameter	Criteria
1.	Group Formation	On or before 01.02.2024 (The SHG must have completed at least 2 years as on the cut-off date 01.02.2026.)
2.	Group Management	Strictly adhering to Panchasutra (Regular Meetings, Regular Savings, Regular Internal Lending, Regular Repayment, Regular Record Keeping)
3.	Involvement in IGA	Must Have been previously engaged in Income Generating Activities.
4.	Financial Behaviour	No financial irregularities (such as Loan declared as NPA, Write-off, one-time Settlement of loan etc.
5.	Group Integrity	No record of involvement in any anti-social or criminal Activities.
6.	Group Address	The members of the SHG must belong to the ward where the concerned park is located.
7.	Reputation	Should not have been blacklisted by the Rourkela Municipal Corporation at any point in the past.
8.	Financial Activity	SHG must maintain sound and regular financial transactions. All monetary dealings should be properly recorded, transparent, and reflected in the bank account. The SHG should demonstrate consistent savings, internal lending activities, timely repayment, and updated financial records to establish financial discipline and credibility

1. **Group Formation:** The SHG must have completed at least 2 years as on the cut-off date 01.02.2026.
2. **Group Address:** The members of the SHG must belong to the ward where the concerned park is located.
3. **Group Functioning:** Strict adherence to Panchasutra principles - regular meetings, savings, internal lending, repayment, and record maintenance.
4. **Financial & Legal Compliance:** The SHG must have a PAN number and an updated bank account (updated for the last 2 year). No financial irregularities (such as Loan declared as NPA, Write-off, one-time Settlement of loan etc).
5. **Group Integrity:** No record of involvement in any anti-social or criminal Activities.
6. **Reputation:** Corporation not have been blacklisted by the Rourkela Municipal at any point in the past.
7. **Involvement in IGA:** Must have been previously engaged in Income Generating Activities.
8. **Financial Activity:** SHG must maintain sound and regular financial transactions. All monetary dealings should be properly recorded, transparent, and reflected in the bank account. The SHG should demonstrate consistent savings, internal lending activities, timely repayment, and updated financial records to establish financial discipline and credibility.

NB: SHGs who those are currently doing Operation & Maintenance of CT / PT / FSTP / MCC / MRF / Cold Storage / Aahaar / SUH/ Rental Housing Complex, or any other developmental Projects would not be preferred.

* The Monthly allowance to SHG will be Rs. 7,000.00.

* Terms of Engagement

- a) The selected SHG will sign a contract agreement with RMC for managing the project as per applicable terms of reference.
- b) The period of engagement of SHG is for an initial 24 months (renewable as per performance).
- c) SHG members cannot claim to be employees or permanent staff of the RMC
- d) RMC can terminate the contract agreement before its expiry if the selected SHG is found to violate the necessary norms binding to them under the said project.

Annexure - B

To

The Commissioner,
Rourkela Municipal Corporation,
Rourkela

Subject: Application for Operation and Maintenance of _____
Park.

Sir,

We hereby inform that we, _____ Self Help Group,
Address: _____, Ward No.
_____, Rourkela, are interested in undertaking the responsibility for operation and
maintenance of _____ Park. All required documents are
enclosed herewith.

Declaration: We hereby declare that all information furnished in this proposal is true
and correct. If any information is found to be incorrect, we shall be treated as
disqualified for park operation and maintenance.

Signature with Seal of President:

Date: _____

Signature with Seal of Secretary:

Date: _____

Annexure - C

Details of Documents Submitted by SHG:

Sl. No.	Subject	Details
1	Name of SHG	
2	Address of SHG	
3	Details of SHG Formation Resolution	Yes/No
4	Registration Number & Date of Registration	
5	Name, Address & Mobile Number of SHG President	
6	Name, Address & Mobile Number of SHG Secretary	
7	PAN Number of SHG	
8	Documents to be furnished	
	i. Bank passbook front page photocopy	Yes/No
	ii. Bank account statement for the last 2 years (2023-24, 2024-25)	Yes/No
	iii. PAN card photocopy (attested)	Yes/No
	iv. NOC from the bank stating that SHG has: <ul style="list-style-type: none">• A regular repayment history• No OTS (One-time Settlement) history• No NPAs (non-performing assets)• No write-offs	Yes/No
9	Copy of Meeting Register (Last 2 Year)	Yes/No
10	Annexure - A	Yes/No
11	Annexure - B	Yes/No

Signature with Seal of President:

Signature with Seal of Secretary:

Date: _____

Date: _____

TERMS AND REFERENCE

1. SHG will be responsible for the Operation and Maintenance of the Park area.
2. SHG will be responsible for the maintenance of Toilets, Benches, decorative Lights, other lights, pavers, Railing, Water Fountains, play equipment's and other equipment's installed by RMC.
3. SHG will be responsible for the security of all assets of the entire park Area. For this purpose Agency need to deploy required nos. of Security Guard For safe custody of equipment's and Public for 24x7.
4. SHG will ensure that no plastic is used at Park Area. Smoking and Drinking (Alcohol) will be strictly prohibited in and around the park.
5. Park entry will be free for all. The timing for entry to the park will be from 05.00 AM to 08.00 PM.
6. All the Playing Equipment shall be maintained by the successful bidder in excellent running condition throughout the contract period.
7. No marriage functions are allowed in the park.
8. SHG shall have to submit a monthly report as per the format provided by RMC.
9. SHG will be responsible for sweeping of pathway and park area, watering of lawn area, Toilet Cleaning, etc.
10. Any waste material generated out of the running of the recreational activities in the Park area will be disposed of by the SHG as per statutory requirement.
11. SHG will be responsible for maintenance of Water fountain, Street light, Post up light, Bollards, Play equipment's etc. For any breakage/ theft of items, the agency will be held responsible and will bear the cost of the same.
12. The electricity bill of park area will be borne by RMC.
13. The agency shall adhere to all relevant guidelines & SOPs issued by Govt. from time to time in management & Operation.
14. The agency shall be responsible for such other responsibilities which are not covered in the Scope of Work, but found essential for the Park.

Garbage Collection and Disposal

Empty all garbage containers including clearing of the surrounding area collection the garbage from the garbage box, clearing from the premises to dumping site etc.

Maintenance of Toilets/ P.H. Fixtures

The entire toilet should regularly be cleaned using toilet cleaners. All P.H. and sanitary fitting should be maintained properly and will be repaired by RMC when required to avoid public inconvenience.

Maintenance of Pathway/Paver Track

Other Scope of Work to be done

- The park should be opened/ closed strictly as per time schedule fixed.
- A display board indicating the time of opening and closing of the park should be fixed at the entry side for awareness of visitors.
- The Park should remain closed for visitors during the period of maintenance/ repair and while hosting events.

Selection Process

- The SHG will be selected through lottery. But if only single SHG will participate for a park then the committee will decide.

Penalty

- If any complaint received against the SHG twice regarding non-maintenance of the park properly, the contract agreement will be cancelled.

Annexure-D

List of Parks:

Sl. No.	Name of the park	Area / location	Ward No.
1	XX AND YY BLOCK (DHANJAYA PARK)	CIVIL TOWNSHIP	9
2	PARK AT CCC BLOCK	CIVIL TOWNSHIP	9
3	PARK NEAR O BLOCK AT O & EEE/6	CIVIL TOWNSHIP	10
4	PARK NEAR V BLOCK AT V/5	CIVIL TOWNSHIP	10
5	PARK NEAR L-BLOCK	BASANTI COLONY	17
6	PARK NEAR CL/34	BASANTI COLONY	17
7	IN FRONT OF GM-25	CHHEND	13
8	PARK NEAR INFRONT OF LCR-65	CHHEND	15
9	PARK AT KALINGA VIHAR NEAR S2/H69	CHHEND	13
10	PARK AT LCR 449	CHHEND	14
11	PARK AT KALINGAVIHAR MI-128	CHHEND	13
12	PARK IN FRONT OF MIG-248, 250 & 252	CHHEND	14
13	LCR/506	CHHEND	14
14	LCR/40	CHHEND	15
15	INFRONT OF PLOT NO. E/70, E/77	CHHEND	15
16	INFRONT OF PLOT NO. L/81	CHHEND	13
17	INFRONT OF I/80 SHIV TEMPLE	CHHEND	15
18	INFRONT OF L/91, L/12	CHHEND	13

19	HIG - B310, 312	CHHEND	13
20	B BLOCK NEAR B/35	KOELNAGAR	35
21	PARK NEAR A-BLOCK, NEAR A/527	KOELNAGAR	34
22	PARK AT C BLOCK NEAR C/410	KOELNAGAR	35
23	PARK AT B BLOCK CIVIC CENTRE	KOELNAGAR	35
24	PARK AT A BLOCK NEAR B-406	KOELNAGAR	35
25	MADHUSUDAN PARK, KOELNAGAR C-BLOCK	KOELNAGAR	35
26	CHILDREN PARK	UDITNAGAR	28
27	CHILDREN PARK	UDITNAGAR	28
28	SANJIVANI PARK	CIVIL TOWNSHIP	10
29	MADHUSUDAN PARK, CIVIL TOWNSHIP	CIVIL TOWNSHIP	9
30	HIG - B 213	CHHEND	13
31	M-21	CHHEND	15
32	C3M-17	CHHEND	13
33	C2M 145	CHHEND	13
34	HIG 63	CHHEND	14
35	C2L2 336	CHHEND	13
36	ABM HOSPITAL	CIVIL TOWNSHIP	9
37	HIG B 323	CHHEND	14
38	LCR/285	CHHEND	14

Annexure - E
UNDERTAKING

We, _____, a Self Help Group (SHG) residing at _____, do hereby solemnly affirm and undertake that we are not currently engaged in any operation and maintenance activities of Aahaar Kendra/Kitchen, Mission Shakti Café, Park, Library, CT/PT, Cold Storage, Rental Housing Complex, Shelter for Urban Homeless , Parking, or any other developmental work under the Rourkela Municipal Corporation .

We further declare that none of our members are involved in any criminal activity, and that our SHG has never been blacklisted by RMC or any other government or private organization.

We affirm that the information provided above is true and correct to the best of our knowledge and belief. In the event that any information furnished herein is found to be false or misleading at any stage, we shall be solely responsible and liable for any action deemed appropriate by the competent authority.

This undertaking is furnished for official purposes.

Place:-

Date:-

Signature:-

SHG Name:-

Contact No.:

Community Organiser
Rourkela Municipal Corporation