



ROURKELA MUNICIPAL CORPORATION

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Ref No. 4859

Date. 15-04-2026

Expression of Interest (EOI) For Operation and Management of Saanjh Bazaar at Sattala Rourkela

Rourkela Municipal Corporation (RMC) invites Expression of Interest in sealed cover from interested Women Self-Help Group (SHG)/ Transgender Community SHG to be engaged in the Selling / Showcasing Products or food stall at "Saanjh Bazaar", Sattala, Rourkela, Sundargarh, Odisha. The sealed Expression of Interest should be submitted to the Commissioner, Rourkela Municipal Corporation, Rourkela-769012 on or before the 28-04-2026 by 1:00 PM. The Technical Bid will be opened on 29-04-2026 at 10.00 AM in the Council Hall of the Rourkela Municipal Corporation. The sealed envelope should be superscripted with "EOI for Operation and Management of Saanjh bazaar at Sattala, 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
Municipal Commissioner

Memo No. 4860

Date: 15-04-2026

Copy to Notice Board of RMC for wide publicity of advertisement through office notice board and MIS, RMC for uploading of the EOI document in the RMC website.


Commissioner

Rourkela Municipal Corporation
Municipal Commissioner

Memo No: 4861

Date: 15-04-2026

Copy to Director, I&PR Dept., Govt. of Odisha, Bhubaneswar for information and requested to publish the copy of above-mentioned notice in one highly circulated Odia daily newspaper (Rourkela edition) on 16-04-2026. The font size should be 8 Points and rate should be as per I&PR.


Commissioner

Rourkela Municipal Corporation
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For Operation and Management of Saanjh Bazaar at Sattala Rourkela

1.BACKGROUND & OBJECTIVE

The Saanjh Bazaar initiative has been conceptualized by the Rourkela Municipal Corporation to promote organized and regulated urban vending while enhancing sustainable livelihood opportunities for Transgender Community SHG /Self-Help Groups (SHGs). The initiative aligns with the objectives of national and state urban livelihood missions, particularly focusing on inclusive economic development, social empowerment, and strengthening of local micro-enterprises.

The primary objective is to provide a structured, hygienic, and secure marketplace that fosters dignified vending practices, promotes local products, and enhances the overall urban retail experience for citizens.

2. PROJECT OVERVIEW

Location: Sattala Chowk

Total Stalls: 10

Food Stalls/ Handicraft/Product Stalls: 10

Operational Model: Evening Bazaar / Daily Market

Target Beneficiaries: Transgender Community SHG /Women Self-Help Group(SHG)

The Saanjh Bazaar will function as a vibrant evening marketplace aimed at attracting citizens, promoting local entrepreneurship, and creating a sustainable economic ecosystem.

3. SCOPE OF WORK

The selected SHGs shall operate stalls, ensure hygiene, maintain quality standards, promote local products, maintain records, and comply with ULB directions. The selected applicants shall be responsible for the following:

- Operation and management of allotted stalls in a professional and efficient manner.
- Ensuring high standards of hygiene, sanitation, and food safety (where applicable).
- Maintaining quality and authenticity of products/services offered.
- Promotion of local, traditional, and value-added products.
- Maintenance of daily sales records and operational registers.

- Compliance with all instructions, guidelines, and regulations issued by RMC.
- Ensuring proper waste management and cleanliness within and around the stall premises.
- Providing courteous and customer-friendly services.

4. ELIGIBILITY CRITERIA

- Must be a registered SHG under recognized government programs.
- Must adhere to Panchasutra (regular meetings, savings, internal lending, timely repayment, and proper bookkeeping).
- Should not have any record of loan default or Non-Performing Assets (NPA).
- Members should possess relevant experience in the proposed trade/activity.

5. DOCUMENT REQUIREMENTS

Registration Certificate, Bank Passbook, Bank Statement, PAN Card, Undertaking on stamp paper.

6. FINANCIAL TERMS

Monthly rent as per ULB norms, electricity charges on actual basis, security deposit (if applicable), and strict payment discipline.

7. TERMS & CONDITIONS (DETAILED)

- Stall allotment shall be strictly non-transferable under any circumstances.
- The allottee must ensure strict adherence to hygiene and sanitation norms at all times.
- Engagement in any illegal or unauthorized activities within the premises is strictly prohibited.
- Timely payment of all dues (rent, user charges, etc.) is mandatory.
- Rourkela Municipal Corporation reserves the right to carry out regular inspection and monitoring of the allotted stalls.
- All allottees must comply with environmental norms, including the ban on single-use plastics, as per applicable regulations.
- The allottee shall maintain proper conduct and ensure courteous customer service.
- Any damage caused to the infrastructure shall be assessed and recovered from the allottee.
- Non-compliance with any of the terms and conditions may result in termination of allotment.
- In case of serious violations, blacklisting provisions shall be applicable as per rules.
- Sale of **Tobacco products** (cigarettes, bidis, chewing tobacco, gutkha), or any intoxicating substances is strictly prohibited in all shops.

Reservation and Allotment of Shops at Saanjh Bazaar :-

- Out of the total 10 (Ten) shops available at Saanjh Bazaar, 1 (One) shop shall be exclusively reserved for a Self-Help Group (SHG) belonging to the Transgender Community, in order to promote inclusivity and equitable livelihood opportunities.
- In case only a single eligible Transgender Community SHG submits an application, the said SHG shall be considered for direct allotment of the reserved shop, subject to fulfillment of all eligibility criteria prescribed in this EoI.
- However, if more than one eligible Transgender Community SHG applies for the reserved shop, the selection shall be carried out on the basis of merit, as per the evaluation criteria specified in this document.
- The remaining 9 (Nine) shops shall be allotted exclusively to eligible Women Self-Help Groups (WSHGs). The selection of WSHGs will be conducted based on the eligibility and evaluation criteria outlined in this EoI.
- In the event that the number of eligible WSHG applicants exceeds the available number of shops (i.e., more than 9 eligible SHGs are found), the final selection shall be determined through a transparent lottery system. Accordingly, the first 9 (Nine) SHGs selected through the lottery draw shall be allotted the shops at Saanjh Bazaar.

Financial and Operational Provisions for Allotted Shops :-

Shop Size and Rent:

Each shop/stall allotted under the Saanjh Bazaar shall have an approximate dimension of 10 feet × 8 feet, equivalent to 80 square feet. The monthly rent shall be calculated at the rate of ₹7.50 per square foot, based on the actual measured area of the allotted shop. The selected Self-Help Groups (SHGs) shall be liable to pay the rent regularly as per the terms prescribed by the Rourkela Municipal Corporation .

Security Deposit:

All selected SHGs shall be required to deposit a refundable security amount of ₹50,000/- (Rupees Fifty Thousand only) prior to taking possession of the shop. This security deposit shall be retained by RMC for the duration of the agreement period as a safeguard against any damages, non-compliance, or dues. The amount shall be refunded without interest upon successful completion of the agreement period, subject to clearance of all dues and satisfactory condition of the allotted premises.

Restriction on Change of Trade:

The SHGs shall strictly adhere to the trade/activity for which they have applied and have been selected. No change or alteration in the approved trade shall be permitted

at any stage after allotment, ensuring uniformity and planned utilization of the marketplace.

Responsibility for Cleanliness and Sanitation:

The allotted SHGs shall bear full responsibility for maintaining cleanliness and hygiene within their respective shops. They shall ensure regular cleaning, proper waste disposal, and upkeep of the immediate surroundings. Adequate manpower must be deployed by the SHGs at their own cost to carry out sanitation-related activities effectively.

Maintenance of Internal Facilities:

The SHGs shall also be responsible for maintaining internal sanitation facilities, including cleaning of toilets and other common service areas within the bazaar premises, as assigned. Proper hygiene standards must be maintained at all times in compliance with public health norms.

Electricity and Utility Charges:

The electricity consumption charges for individual shops shall be borne entirely by the respective SHGs based on actual usage. The SHGs must ensure timely payment of electricity bills to avoid disruption of services.

Common Area Lighting:

The cost of electricity for pathway lighting and common area illumination within the Saanjh Bazaar premises shall be borne by the Rourkela Municipal Corporation

8. OPERATIONAL GUIDELINES

Stalls must operate during designated hours, display price lists, maintain cleanliness, and ensure uninterrupted service delivery.

9. MONITORING & EVALUATION

RMC will conduct periodic inspections, performance evaluations, and customer feedback assessments.

10. PENALTY & TERMINATION

Violations will attract warning, penalty, suspension, or cancellation. Serious violations may lead to immediate termination and blacklisting.

11. DISPUTE RESOLUTION

Disputes shall be resolved through negotiation, mediation, and final decision of Municipal Commissioner.

12. FORCE MAJEURE

RMC shall not be liable for disruptions caused by natural calamities, emergencies, or government restrictions.

13. SUBMISSION DETAILS

Mode: Sealed Envelope

Last Date: 28-04-2026

Opening Date: 29-04-2026

Superscription: EOI for Saanjh Bazaar

14. RIGHTS OF AUTHORITY

RMC reserves the right to accept/reject applications, modify terms, or cancel the process without assigning reasons.

15. UNDERTAKING

Applicants must declare compliance, no blacklisting, no loan default, and agreement to all terms and conditions.

APPLICATION FORM **Saanjh Bazaar (For SHGs)**

1. Applicant Details

Name of SHG:

Registration No :

Date of Registration:

Ward No & Area:

Full Address:

Mobile Number:

Email ID:

2. Bank Details

Bank Name:

Account Number:

IFSC Code:

Branch:

3. Business / Activity Details:

Type of Stall (Food /

Handicraft/Others):

Description of Products/Services:

Years of Experience:

Any Previous Govt/Market

Experience:

4. SHG Details (Only for SHGs):

Total Members:

Following Panchasutra (Yes/No):

Loan Status (Regular/NPA):

Any Govt Scheme Involvement:

5. Documents Attached (Tick ✓)

- Registration Certificate
- Bank Passbook
- Bank Statement
- PAN Card
- Undertaking (Stamp Paper)

6. Declaration

I hereby declare that the information provided above is true and correct. I agree to abide by all rules, regulations, and terms & conditions of Saanjh Bazaar. I understand that any false information may lead to rejection or cancellation.

Signature: _____

Name: _____

Date: _____

TERMS AND REFERENCE

For Operation and Management of Saanjh Bazaar at Sattala Rourkela

Saanjh Bazaar is a community market initiative developed at Sattala, under the jurisdiction of the Rourkela Municipal Corporation. The project aims to promote urban livelihoods by creating an organized vending space for Transgender Community SHG / Self-Help Groups (SHGs) while enhancing local market infrastructure.

The bazaar consists of a total of 10 stalls, designed to support both food services and local enterprise:

- 10 stalls are allocated for food, refreshments, and rest spaces for visitors & also designated for the sale of handicrafts and locally made products, encouraging promotion of traditional skills and micro-entrepreneurship.

Interested SHGs will be allotted stalls on a rental basis. Allottees are required to:

- Pay monthly rent to the Municipal Corporation based on the per square foot area of the allotted shop.
- Bear the electricity charges of their respective stalls as per actual consumption.

The project is intended to create sustainable income opportunities, formalize vending activities, and provide citizens with an accessible marketplace that supports local products and services.

The shops will be operated and managed by Transgender Community SHG / Women Self-help Group (SHG) on a contractual basis. In this connection, "Expression of Interest" is invited from interested SHGs as per the following terms.

1. The last date for submission of the Expression of Interest (EOI) is 28-04-2026 by 01.00 PM and the technical bid will be opened on 29-04-2026 at 10.00 AM in the conference hall of the Rourkela Municipal Corporation.
2. The interested SHGs may download the EOI documents including formats of Technical Bid from the website <https://rmc.nic.in/>
3. The EOI will be valid up to the end of 28-04-2026 at 1.00 PM.
4. The authorized representative of the bidding SHG may be present at the time of the opening of the EOI, if they wish to attend.
5. The bids will be evaluated on the basis of criteria such as year of Group Formation, Group Management, Involvement in IGA, Financial Behavior, Group Integrity, Qualification, Skills, Digital Knowledge, Experience in running projects, Experience in running and maintaining infrastructural assets, Experience in marketing activities and Reputation of members by a committee constituted for the purpose and the findings of the committee will be final and binding. The same cannot be challenged at any forum thereafter. The intending bidder will have to submit an undertaking in this regard.
6. The Authority reserves the right to reject the bid quoted by SHG, if not satisfied with the concerned SHGs' credibility and past performance record.
7. No communication shall be entertained over the telephone, Fax, email or in person questioning the decision of the committee.
8. Any dispute that arises over the quality of the service will be verified by the designated officials of RMC.
9. There should not be any precondition of advance payment or time limit, whatsoever. The bid submitted will be taken as absolute without any precondition.

10. An undertaking in Rs.10/- non-judicial stamp paper stating the following must be attached with the bid:

- I (name, designation, and group name) will be responsible for Operation and Management of Saanjh Bazaar at Sattala, Rourkela.
- Our SHG, (name of the SHG), belongs to ward No. _____
- All the members of our SHG are following the Panchasutra.
- (The name of the SHG or member) is not in default on a loan obtained from a bank or a non-bank financial institution (NBFI).
- If we (name of the SHG), fail to deliver our responsibility or deliverables during the contract period after selection, we will not be considered for government programmes for the next two years.
- We (the name and address of the SHG), have not been blacklisted in any previous assignment.
- If we (name of the SHG) fail to deliver our responsibility or deliverables during the contract period after selection, we will not be considered for government programmes for the next two years.
- We will abide by the terms of the contract between the RMC and the SHG.

11. Only the qualifying SHG will be considered for the said Shop.

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

12. Eligibility criteria for SHGs

Sl. No.	Parameter	Criteria
1.	Group Formation	On or before 01.04.2023
2.	Group Management	Strictly adhering to Panchasutra (Regular Meetings, Regular Savings, Regular Internal Lending, Regular Repayment, Regular Record Keeping)
3.	Involvement in IGA	The applicant SHG preferably have prior experience in undertaking Income Generating Activities. However, such experience shall not be mandatory, and SHGs without prior IGA experience may also apply.
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.	Location	Any SHG from the ward areas may apply
7.	Experience (Infra.)	SHG's experience in running and maintaining infrastructural assets such as food processing plants, small manufacturing units, etc. would be preferred.
8.	Experience (Marketing)	SHGs' experience in marketing activities such as trade fairs, melas, etc. would be preferred.
9.	Reputation	Should not have been blacklisted by the Rourkela Municipal Corporation at any point in the past

Any SHG that is currently engaged in or has prior experience in food-related business must submit a valid FSSAI (Food Safety and Standards Authority of India) Certificate.

Expression of Interest (EOI)
For Operation and Management of Saanjh Bazaar at Sattala Rourkela
Technical Bid

Sl. No.	Item	Details
1.	Name of the SHG	
	Registration Number	
	Date of Registration	
	Ward and Area details	
	SHG PAN Number	
	Communication Address	
	Contact Phone number	
Documents to be furnished		
2.	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
3.	Number of income-generating activities. Please provide details. Refer to Annexure 1.	
4.	Bank Balance	

5.	Any experience in running and maintaining infrastructural assets as per Annexure-I. Please Give details.	
6.	Any experience in marketing activities - Trade fairs, Melas, etc. If yes, please provide details.	
7.	<p>An undertaking in an Rs.10/- non-Judicial stamp paper stating the following has to be attached with the technical bid:</p> <ul style="list-style-type: none"> ➤ I (name, designation, and group name) will be responsible for operating and managing the Saanjh Bazaar located at the Sattala, Rourkela. ➤ Our SHG, (name of the SHG), belongs to ward No. _____ ➤ All the members of our SHG are following the Panchasutra. ➤ (The name of the SHG or member) is not in default on a loan obtained from a bank or a non-bank financial institution (NBFI). ➤ If we (name of the SHG), fail to deliver our responsibility or deliverables during the contract period after selection, we will not be considered for government programmes for the next two years. ➤ We (the name and address of the SHG), have not been blacklisted in any previous assignment. ➤ If we (name of the SHG) fail to deliver our responsibility or deliverables during the contract period after selection, we will not be considered for government programmes for the next two years. ➤ We (the name and address of the SHG) have not been blacklisted in any previous assignment. ➤ We will abide by the terms of the contract between the RMC and the SHG. 	

SHG Member Detail

Sl. No.	Name of Member	Existing livelihood	No. of family members	Area of Residence	Income generating activities	Contact Number
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

Annexure I

Sl. No	Category	Details
1	Agriculture and Livestock-related activities	SHGs undertake agriculture and livestock-related activities such as organic farming, dairy farming, poultry farming, goat rearing, and beekeeping.
2	Food Processing and Catering	SHGs engage in food processing activities such as pickles, jams, and other processed foods. They also provide catering services for events and occasions.
3	Handicrafts and Artisanal work	SHGs undertake handicrafts and artisanal work such as weaving, embroidery, pottery, and basket making. They also sell these products in local markets or through online platforms.
4	Tailoring and Stitching	SHGs engage in tailoring and stitching work, such as making garments, bags, and home decor items. They also provide stitching services to their local community.
5	Recycling and Upcycling	SHGs undertake recycling and upcycling activities such as making products from waste materials such as paper, plastic, and cloth.
6	Microenterprises and Small Businesses	SHGs start and run small businesses such as grocery stores, tea stalls, and beauty parlours.
7	Mushroom cultivation	SHGs undertake mushroom cultivation which is becoming popular in India as a source of nutritious food as well as a source of income.
8	Small-scale manufacturing	SHGs engaged in the manufacturing of items such as agarbatti, soap, detergents, disposable plates, phenyl, candle making etc.
9	Any other	Please specify in the application form.