



OFFICE OF THE ROURKELA MUNICIPAL CORPORATION

Uditnagar, Rourkela, Sundargarh, Pin-769012

Tel. – 0661 – 2500388, e-mail ID: rourkelamunicipality@gmail.com

Letter No:- 7808

Date:- 3.07.2024

Expression of Interest (EOI) for selection of Agency for Operation and Maintenance of Subash Bose park, Uditnagar, Rourkela for 2 years.

SL.NO	INFORMATION/SUBJECT	DETAIL
01	NAME OF WORK	Selection of agency for Operation and Maintenance of Subash Bose Park, Uditnagar, Rourkela for 2 years
02	DATE OF PUBLICATION OF BID	03.07.2024
03	EARNEST MONEY TO BE DEPOSITED	Rs. 50,000.00 (Rupees Fifty Thousand only)
04	LAST DATE AND TIME FOR BID SUBMISSION	15.07.2024, 1.00PM
05	BID SUBMISSION PLACE	Rourkela Municipal Corporation
06	DATE AND TIME FOR TECHNICAL BID OPENING	15.07.2024, 4.30PM
07	DATE OF FINANCIAL BID OPENING	To be Intimated
07	BID OPENING PLACE	Office Chamber of Municipal Commissioner, RMC
08	NAME AND OFFICE FOR INVITING TENDER	Commissioner, RMC
09	HELPLINE NO AND EMAIL ADDRESS	rourkelamunicipality@gmail.com

NOTE:-FOR FURTHER DETAIL PLEASE VISIT (<https://rmc.nic.in>)

COMMISSIONER

Rourkela Municipal Corporation

Expression Of Interest

Rourkela Municipal Corporation (RMC) invites EOI from prospective agencies for Operation and Maintenance of Subash Bose Park, Uditnagar, Rourkela.

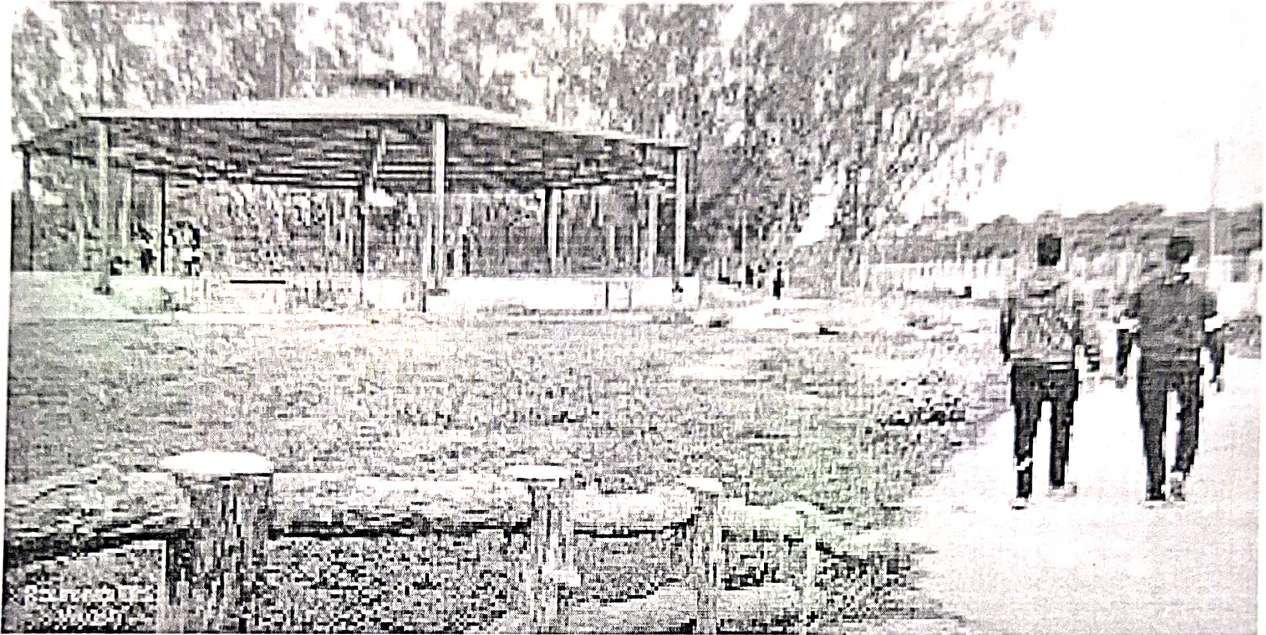
NO	Name Of Work	Deliverables
01	Selection of Agency for Operation and Maintenance of Subash Bose Park, Uditnagar, Rourkela	Interest Parties shall have to submit documents as provided in the EOI.

DISCLAIMER

- 1) All information's contained in this EOI subsequently provided are in good faith. This EOI is not an agreement or an offer by RMC to the prospective applicants or any other person. The purpose of this EOI is to provide interested parties with information that may be useful to them in the formulation and submission of their applications pursuant to this EOI.
- 2) RMC accepts no liability of any nature, whether resulting from negligence or otherwise however caused arising from reliance of any applicant upon the statements contained in this EOI.
- 3) RMC may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this EOI, without assigning any reason or providing any notice and without accepting any liability for the same.
- 4) The issue of this EOI does not imply that RMC is bound to select an applicant or to appoint the selected applicant as the case may be. RMC reserves the right to cancel this request for EOI and/ or invite afresh with or without amendments to this request for EOI, without liability or any obligation for such request for Eoi and without assigning any reason. Information provided at this stage is merely indicative.

1. Preamble

Subash Bose Park is extended over an area of 8 to 10 Acre. Subash Bose Park has started attracting tourists to the region. Upon realizing the potential of the park, RMC has already developed the area and installing various fun and recreational equipment for the tourists. On a daily basis around 500-600 nos. of visitors are coming to this place. This park consists of total approx 8 acre land. This is having the children park, Shops, Pathway, Open Air theater (OAT). For watering purpose, Water Sprinkler has already been installed. It has a pivotal role in organization & celebration of many social/ Cultural programme.



2. Scope of Work

Rourkela Municipal Corporation is looking for a prospective agency that is ready to work with us as per terms and conditions defined In EOI. The Brief Scope of work involves:

A. The Successful bidder will be responsible for the Operation and Maintenance of the Park area and arrangement of some cultural program at Yoga Mandap, Rourkela.

B. The Successful bidder will be responsible for the event management at Yoga Mandap like Yoga classes, dance classes, Laughing and any other Cultural program. Photography and Film Shooting will also be allowed with prior permission from agency. The bidder will ensure that such an event does not create any inconvenience to the other tourist. This will be the potential source for revenue generation. The agency should take prior permission from RMC for arrangement of any program. The successful bidder shall collect ticket from the visitors only for events at Yoga Mandap. Agency shall print the tickets /booking forms for only Yoga Mandap at his own cost and submit them to RMC Office for due authentication for the final use.

C. The Successful bidder will be responsible for the maintenance of Toilets, Benches, decorative Lights, other lights, pavers, Railing, Water Fountains, play equipments and other equipments installed by RMC.

D. The Successful bidder 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 equipments and Public for 24x7.

E. Agency should have valid registration and abide by all Statutory Acts/Rules enacted by the Government and amendments there on.

f. Agency will ensure that no plastic is used at Park Area. Smoking and Drinking (Alcohol) will be strictly prohibited in and around the park. For this purpose, the agency will install signage's to prevent such activities at appropriate locations visible to the visitors.

G. The Selected Agency shall have to arrange to display the details of facilities/service provisions with unit price & available time on site for the general information of the public.

H. Park entry will be free for all. The timing for entry to the park will be from 05.00 AM to 08.00 PM.

I. All the Playing Equipment shall be maintained by the successful bidder in excellent running condition throughout the contract period.

J. The agency can also run a Restaurant Kiosk or Temporary Camping Tent in the allotted park area with prior permission from RMC authority. Also the agency will be allowed to use (Area- 20' X 15') feet for food court/ selling of other item (Jewellery, Cosmetics, Stationary, etc) purpose. No permanent construction is allowed throughout the contract period. No marriage functions are allowed in the park.

K. The agency will be responsible for arranging and maintaining the parking area. No vehicle is allowed inside the Park.

L. The Successful Bidder shall maintain a uniform dress code for its employees along with a photo identify card with a neckband having a separate unique identification number to his staff deployed for the service at his own cost.

M. The Successful bidder shall have to submit a Quarterly report as per the format provided by RMC.

N. The Successful bidder will provide adequate manpower for the smooth operation of Park area. Also the bidder will provide adequate manpower for sweeping of pathway and park area, grass cutting, trimming of trees, watering of lawn area, Toilet Cleaning, etc.

O. Any waste material generated out of the running of the recreational activities in the Park area will be disposed of by the agency as per statutory requirement.

P. The successful bidder will be responsible for maintenance of Water fountain, Street light, Post up light, Bollards, Play equipments etc. For any breakage/ theft of items, the agency will be held responsible and will bear the cost of the same.

Q. The electricity bill of park area will be borne by RMC.

R. The agency can use the open area for Car Riding (For Kids), Bouncy, other activities for revenue generation purpose.

S. The agency shall adhere to all relevant guidelines & SOPs issued by Govt. from time to time in management & Operation.

T. The agency shall be responsible for such other responsibilities which are not covered in the Scope of Work, but found essential for the Park.

Broad Scope of work

1. Garden and lawn maintenance including soft and hard landscaping.
2. Maintenance and upkeep of lawn area, plants, trees, creepers, hedges, palms, by regularly doing the following works.
3. Watering, clearing and mowing the pre and post video graph/Photograph of the work is to be kept for reference.
4. Top dressing of entire lawn with proportionate quantity of garden soil, manures, fertilizer pesticides etc. twice a year to make the lawn healthy, glossy green and dressing free trimming considering shape of all hedges. Term lies and pesticides. Regular clearing of lawn area including cutting of grass/plants to uniform size and shape maintenance of complaint register proving flower arrangement on special occasion/festivals.

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

All the toilet should regularly be cleaned using toilet cleaners. All P.H. and sanitary fitting should be maintained properly and repaired when required to avoid public inconvenience.

Maintenance of Pathway/Paver Track

The Pathway/ Pavertrack should be cleaned in regular intervals including charge/replacement of paver blocks if required.

Maintenance of Lawn/Plants/Trees/Landscaping Area

Lawn should be maintained properly by cutting and trepanning grass/ plant trees

using cutting machines by experts. Watering to landscaping area/tree and plant should be done twice daily on regular basis.

Drinking Water Facility

The area earmarked for drinking water facility shall be very clean and dry, quality of drinking water should be maintained as per norms.

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.

(A) Technical Bid

NO.	Technical Criteria	Documentary Proof
1	Should not have defaulted/black listed by any Govt. Dept./PSU of India and there should not be any pending litigation against a bidder with the Central/State Government department.	Self-declared Affidavit on Non-Judicial Stamp of value 100 INR to be submitted.
2	Agency Should be a proprietor / Partnership Firm/Company/MSME registered.	Self-certified copy of incorporation or Udyog Adhar.
3	Should have GST Registration	Self-certified copy of the certificate is to be submitted.
4	Should have PAN registration number.	Self-certified copy of PAN to be submitted
5	Must have a minimum average turnover of 15 lakh in the last 3 years i.e. FY 2020-21, 2021-22, 2022-23	Copy of the Audit Report from authorized CA to be submitted
6	The Company Should have a local office based in Rourkela or to be open a local office at rourkela.	Self-certified copy of the certificate
8	EMD should be in the name of the Commissioner, Rourkela Municipal Corporation from any nationalized bank.	Demand Draft of Rs.50,000/-
9	Tender Paper Cost in the name of the Commissioner, Rourkela Municipal Corporation. from any nationalized bank.	Demand Draft of Rs.11,200/-
	Profile of the organization.	Self-certified copy of the organization profile.

(B) Financial Bid

1. The bidder should quote only one rate for the bid otherwise the proposal will not be considered.
2. Prices will be quoted in Indian rupees in annexure I.
3. The administration will not bear the burden of any other charges such as installation, maintenance, transportation charges etc. related to the project/scope of work.
4. Bidders are requested to quote their price per Annum above the reserve price payable to the Rourkela Municipal Corporation.

(C) Terms and Conditions

1. The bidder should submit (self-attested) documentary proof in support of the above condition and shall also submit a clause by clause compliance certificate. The incomplete offers i.e. financial or technical bids for partial items instead of bidding for the whole list of requirement will be summarily rejected without any further correspondence.
2. The bidder must also submit an affidavit of assurance of no change in the quoted price for one-year.
3. Payment Terms- The Successful bidder is required to pay advance bid amount per annum plus applicable GST as per norms in two equal installments on a half-yearly basis with effect from the date of the agreement. Failing to pay as per terms and conditions are given here, and then RMC have reserves the right to terminate the agreement..
4. Period of Contract- The contract will be valid for 2 years from the agreement signing date. The contract can be extended further 1 year based on the report of satisfactory performance by Rourkela Municipal Corporation.
5. Submissions of Bids- The bids have to be submitted in physical form at office of Rourkela Municipal Corporation. Bids sent through the post will be summarily rejected. The bidder shall be required to submit a technical and financial bid in separate sealed envelopes put in bigger sealed envelope super scribed his Name, Name of the Agency, Address Contact and Email.
6. The base price for Subash Bose Park is Rs.2,40,000/- (Rupees Two Lakhs Fourty Thousand only) per annum. Bidder has to quote accordingly. The highest quoted price will be the H1 Bidder.
7. Evaluation of Bids :
 - a. Tendering authority shall evaluate the bids in respect to the substantive responsiveness of the bid or otherwise. Tendering authority shall carry out a detailed evaluation of the substantially responded bids. Tendering authority shall check the bid

to determine whether they are complete, whether any computational errors have been made or required sureties have been furnished.

b. Arithmetical error shall be rectified on the following basis

1. If there is a discrepancy between the unit price and total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected by the purchaser.

2. In case of discrepancy between words and figures, the amount in words shall prevail.

c. If any bid is found substantially non-responsive shall be rejected by the evaluation committee.

d. Tendering Authority may waive any minor infirmly or non-conformity or irregularity in the bid which does not constitute a material /service deviation.

e. Tendering Authority shall evaluate in detail and compare the substantially responsive bids.

f. Bidders who qualify in the technical round will be called for a detailed presentation through power point to evaluate the technical understanding and capability of the bidders. The tendering authority has all the rights to reject or select the bidders for further evaluation based on detailed presentation and demonstration of capabilities given by the bidder.

g. The Financial bid will be opened only when a Bidder qualifies in the Technical Bid.

h. The Shortlisted Agency quoting the highest price bid shall be the preferred bidder.

i. The decision taken by the tender committee shall be final and binding to all participating bidders. It cannot be challenged in any court of law.

9. Termination of Default

Tendering Authority may, without prejudice to any other remedy for breach of contract, by written notice of default, sent to the agency, terminate this contract in whole or in part.

a. If the agency fails to deliver any or all the services/goods within the time specified in the contract, or any extension thereof granted by Tendering Authority

b. If the agency fails to perform any other obligation (s) under the contract; and

c. If the agency, in either of the above circumstances, does not remedy his failure within 15 days (or such longer period as the competent authority may authorize in writing) after receipt of the default notice from Tendering Authority.

d. The Authority reserves the right to reject any or all the applications on the entire process.

e. All legal disputes are subject to jurisdiction of Rourkela Court only.

f. Notwithstanding any contained in this invitation document, RMC reserves the right to accept or reject any proposal or the entire procedure anytime without assigning any reasons thereof.

Note- The above services and charges are indicative only subject to Charges upon mutual agreement between Rourkela Municipal Corporation and Selected Agency.

Annexure-I

Financial Bid Format

Sl. No.	Reserve Bid Price Rs 2,00,000/- (Rupees Two Lakh only) per Annum.	Agency Name	Quoted price per Annum in Rs.
In Words			

Bidder Signature.