



ବିଜ୍ଞାପିତ ଅଞ୍ଚଳ ପରିଷଦ, କୁଚିଣ୍ଡା

OFFICE OF THE NOTIFIED AREA COUNCIL, KUCHINDA
At/Po-Kuchinda, Dist-Sambalpur, Odisha, Pin-768222 Phone: (06642)220060
Email:kuchinda_nac@yahoo.com, Website: www.nackuchinda.in

**EXPRESSION OF INTEREST FOR ANNUAL MAINTENANCE OF
PARKING AT NEW BUS STAND KUCHINDA NAC**

No 2203 /NAC, Date 27-12-2023

Expression of Interest (EOI) with requisite documents in one sealed cover is invited from interested & experienced Agency/Individual/Contractor having required eligibility. The EOI should be submitted in the prescribed format in two separate bids i.e. "Technical Bid" with requisite documents & "Financial Bid" towards the cost for the services to be rendered. The selection will be made strictly on the basis of Upper end Cost Selection Process. The Bid Document can be downloaded from the website: www.nackuchinda.in. The last date of receipt of the sealed offer in the office at Kuchinda NAC, At/Po-Kuchinda, Dist-Sambalpur, Odisha, Pin-768222 is up to **5.30 P.M. on dt 20.01.2024**. The "Technical Bids & Financial Bids" will be opened at **11.30 A.M. on dt 24.01.2024** in presence of the bidders or their authorized representatives.

The authority reserves the right to accept or reject any or all the offers without assigning any reason thereof.


Executive Officer
Notified Area Council, Kuchinda


Memo No. 2204 /NAC Date. 27-12-2023

Copy submitted to the Sub-Collector, Kuchinda for favour of kind perusal.


Executive Officer
Notified Area Council, Kuchinda


Memo No. 2205 /NAC Date. 27-12-2023

Copy submitted to the Block Development Officer, Kuchinda / Project Administrator, ITDA, Kuchinda /Assistant Executive Engineer, R&B / RD /MI, Kuchinda /AE, PHEO Kuchinda for information.


Executive Officer
Notified Area Council, Kuchinda

Memo No. 2206 /NAC Date. 27-12-2023

Copy submitted to the Chairman / Vice-Chairman / All Councilors, NAC Kuchinda for kind information.


Executive Officer
Notified Area Council, Kuchinda

Memo No. 2207 /NAC Date. 27-12-2023

Copy forwarded to the MIS Computer Programmer, NAC Kuchinda to upload the tender documents in the web portal of Kuchinda NAC.


Executive Officer
Notified Area Council, Kuchinda

**EXPRESSION OF INTEREST
FOR
ANNUAL MAINTENANCE OF PARKING
AT
NEW BUS STAND, KUCHINDA NAC**

Implemented By:

OFFICE OF THE NOTIFIED AREA COUNCIL, KUCHINDA

At/Po-Kuchinda, Dist-Sambalpur, Odisha -768222

Email:kuchinda_nac@yahoo.com,

Website: www.nackuchinda.in

DATA SHEET

Sl No	Particulars	Details
1	Name of the Client	OFFICE OF THE NOTIFIED AREA COUNCIL, KUCHINDA
2	Method of Selection	Upper end cost selection process
3	Date of Issue of EOI	Dt. 27.12.2023
4	Deadline for receipt of EOI Proposal	20.01.2024 (up to 05.30PM)
5	Date of opening of Technical Proposal & Financial Proposal	24.01.2024 (11.30 AM)
6	Expected date of commencement of Assignment	01.03.2024
7	Bid processing Fee	Nil
8	Earnest Money Deposit (EMD)	Submitted at the time of issue work order
9	Contact Number	(06642)220060
10	Postal Address for submission of proposal	Executive Officer, NAC Kuchinda, At/Po-Kuchinda, Pin-768222, Dist-Sambalpur, Odisha
11	Mode of Submission of proposal	Speed Post/ Registered Post/ By Hand/ Courier only to the address as specified at Sl. No. 10 during the office hour only. Submission of bid through any other mode and late bid will be rejected.
12	Place of opening of proposal	Council hall, NAC Kuchinda.
13	Website to visit for download of bid document.	<i>www.nackuchinda.in</i>

**EXPRESSION OF INTEREST FOR ANNUAL
MAINTENANCE OF PARKING AT NEW BUS STAND,
KUCHINDA NAC**

TERMS OF REFERENCE (ToR)

1. Introduction:

Kuchinda is a Sub-Divisional headquarter town about 80 Kms from Sambalpur. This town is having a link with National Highway 49 (Chandikhol –Raipur) to Deogarh. The Nearest Railway station is Jharsuguda (45 Km) and Bamra (47Km). Kuchinda is a town and a notified area council in Sambalpur district in the state of Odisha, India. It is situated at about 85 kilometers from district headquarters of Sambalpur.

2. Objective:

The objective of this EOI is to lease out the Parking facility at New Bus Stand NAC Kuchinda.

3. Scope of the work:

The selected agency has to manage the parking of vehicles in the space allotted by the New Bus Stand Authority which has been divided into sections for two wheelers, three wheelers & four wheelers (Light & Heavy) by developing its own system for parking of vehicles without disturbing the ambience of the New Bus Stand, Kuchinda NAC.

The rate of collection for different types of vehicles should not be higher than as mentioned below:

Hours	2-Wheelers (INR)	3-Wheelers (INR)	4-Wheelers Light (INR)	4-Wheelers Heavy (INR)
0-3 Hrs (Base)	5	10	20	30
3-5 Hrs	10	15	30	40
5-7 Hrs	15	20	40	50

No parking charges should be collected for bicycles.

Vehicles will not be allowed to park on circulation service road.

The agency will enter the number of the vehicles and time of entry in the parking ticket and also in the stub maintained by them. A proper record of all vehicles using the parking lot shall be maintained by the selected agency and produced for inspection to New Bus Stand Authority or any other officer from time to time at the discretion of the management of New Bus Stand Authority.

The selected agency shall collect the above mentioned fees and issue necessary money receipt against the parked vehicles and is liable to keep close watch on the said vehicles.

The selected agency has to erect sign boards at each of the sections of the parking place for better public information and education. For citizen awareness, it is mandatory for the agency to install a display board at the parking lot mentioning the following:

Sl. No.	Particular
1	Name of the Parking Lot/ Tender No. _____ & Date _____
2	Size of the parking lot
3	Maintenance Period
4	Name & Contact number of the Agency holder
5	Rate Chart

It is to be noted that the above direction mentioned in point no. 3.8 will be reviewed by New Bus Stand Authority time to time and the changes may be incorporated accordingly.

Once demarcated area is fully occupied, the board indicating "PARKING IS FULL" is to be placed at entrance of parking by the successful bidder.

If any miscreant hinders the peaceful performing or managing the parking lot, matter should be immediately brought to the notice of the Local Police and New Bus Stand Authorities.

4. Eligibility:

The agency registered under the relevant acts has to fulfill the below mentioned eligibility criteria to apply for the bidding process:

The agency should have experience in managing business establishments.

The agency should have the adequate manpower to undertake the work and manage it suitably in the stipulated time.

5. Mode of Application:

The proposal should be submitted in sealed cover superscribed with "*Expression of Interest for Annual Maintenance of Parking at New Bus Stand, Kuchinda NAC*". The packet should contain the technical bid and financial bid in sealed covers and should reach Executive Officer, Kuchinda NAC, At/Po-Kuchinda, Dist-Sambalpur, Pin-768222 by 5.30 P.M. on dt 20.01.2024.

The tender shall be granted for collection of parking charges, maintenance of parking lot and running of parking site for 1 year only. Further extension may be considered basing on performance.

That all the correspondence will be addressed to Executive Officer, Kuchinda NAC.

That New Bus Stand Authority shall continue to have all rights and control over the licensed premises as its licensor.

The tendered space should be organised in such a way so as to maintain social distance and regular sanitation of the equipments etc as per the requirement.

Before submitting the proposal, the intending agency may inspect the site at New Bus Stand, Ward No-9, Kuchinda at his/ their own responsibility & own cost and satisfy him/herself about the location, area and its business prospect ascertaining for themselves the site condition, location surroundings, access to site, applicable laws and regulations or any other matter considered relevant for submission of the offer.

The agencies should propose the amount by considering its entire revenue potential. New Bus Stand Authority will not be responsible for any decline in the revenue at the parking site for any reason whatsoever. Any claim for remission on the basis of harm to business interest on extraneous / unforeseen conditions / reasons whatsoever shall be summarily rejected by New Bus Stand Authority without any kind of response to the selected agency & agency shall not be entitled to make any claim / remission on that account.

6. Technical Bid:

The selected agency has to furnish undertaking by way of affidavit to maintain hygienic condition of the parking lot and shall be solely responsible for all liabilities for running the parking activity in the New Bus Stand campus.

Undertaking that no criminal case is pending with the police at the time of submission of bid & no proceedings are pending before any Forum /tribunal/ courts/ commission (Annexure-I).

Undertaking in shape of affidavit for not have been debarred or black listed by New Bus Stand Authority or any entity of Govt. of Odisha/ any State Government/ Central Government/ PSUs in India or any autonomous bodies during the recent past (Annexure-II).

Undertaking regarding trueness and correctness of the information submitted by the firm (Annexure-III).

All the pages of the document including the proposal have to be serially numbered, sealed and duly signed by the authorized representative.

No modification to the proposal and documents shall be allowed once it is received by the authority.

The agencies must submit their proposal by Speed Post/ Registered Post/ Courier only to the address as specified at Sl. No. 10 of the DATA SHEET during office hours only on or before the last date and time for submission of proposal as specified at Sl. No 4 of the DATA SHEET. Submission of proposal through any other mode will not be accepted and late proposals will be rejected. The authority will not be responsible for postal delay/ any consequence in receiving of the proposals.

The agency should fill the "Submission Check List" very carefully at "Annexure-VIII" and should keep the same on the front page of the proposal.

Documents of those who will qualify the evaluation by the designated committee will be eligible for opening of the financial proposal.

Anyone found guilty of furnishing false information shall be blacklisted by the Kuchinda NAC, H & U.D. Department, Govt of Odisha and security deposit of such agencies shall be forfeited.

7. Financial Proposal:

The financial proposal will be the annual maintenance cost of the parking space which is excluding the electricity charges.

The Minimum annual maintenance cost for the parking in New Bus Stand is Rs. 2,40,000/- (Rupees Two Lakhs Forty Thousand).

The financial proposal has to be submitted in the prescribed format at Annexure-VI along with the covering letter (Annexure-VII)

The selected firm has to deposit the annual maintenance cost before starting the business.

The annual maintenance cost will be charged for one year and may be revised from time to time basing upon the market rate as to be fixed by the authority.

8. The selection Process:

8.1.1. **The highest quoted offer of the qualified agency {but not less than minimum annual**

maintenance cost of Rs. 2,40,000/- (Rupees Two Lakhs Forty Thousand) for Parking Lot} shall be the criteria for selection.

9. The Security Deposit:

The successful bidder would be required to execute a license deed on a non-judicial stamped paper worth Rs.100 with New Bus Stand Authority before taking over possession, and during signing of the agreement.

The successful bidder would be required to deposit INR 40,000.00 (Rupees Forty Thousand Only) during the signing of the agreement as **Security Deposit**. No interest shall be paid on the Security Deposit. The Security Deposit shall be refunded after successful completion of the event.

In case of non-performance and/or breach of any terms & conditions and/or any loss or damage caused by allottee, the Security deposit of the firm shall be liable to be forfeited besides annulment of the agreement and also the agency will be blacklisted.

The person whose tender is accepted by the competent authority shall not be permitted to withdraw his/her tender. If withdraws, New Bus Stand Authority will forfeit the Security Deposit amount.

In case the highest quoted selected agency fails to pay Security Deposit, the offer shall stand cancelled. The accepting authority then may allot the site to the next highest agency on the panel.

That the agreement can be terminated by the New Bus Stand Authority by giving 15 days' notice without assigning any reason thereof.

10. Manpower Terms:

The selected agency will have to make necessary arrangement to deploy sufficient number of staffs, equipments & drinking water to run the activity. The agency shall make arrangement to issue identity cards to each of its staff & supervisor at his own cost for entry into the licensed premises.

Security staff of New Bus Stand shall be at liberty to exercise check on any of its staff, supervisors while entering the premises, during the work and while leaving from the premises.

That it is the responsibility of the selected agency to ensure that all persons deployed by it will be efficient, skilled, honest and conversant with nature of work for getting the work done and they must have a good character duly verified by the Police Authorities and shall produce such police verification on demand.

The details of the workers like name, father's name, address, mobile number and copy of Id Card issued by the agency shall have to be submitted to New Bus Stand Authority before the end of every month.

That the persons employed by the agency shall be present at all times. For all purposes the selected agency shall alone be liable and responsible for full payment of all kind of wages, salaries, remuneration and other benefits etc. as per the minimum wages or statutory wages/ rate fixed by the Govt of India, to them without claim or reimbursement from New Bus Stand Authority. That the successful bidder shall not engage anyone below the age of 18 years.

11. Other Terms and Conditions:

Under no circumstances, the selected agency shall appoint any sub-contractor or sub-lease the contract. If it is found that the contractor/ successful bidder has violated these conditions, the contract will be terminated forthwith without notice.

The selected agency should obtain permission from the competent statutory authority, if required, and comply with all the requirements of law in force at the given time and also taxes if any, including service tax.

That the selected agency shall also pay the entire license or other fees or taxes including property tax payable to New Bus Stand Authority concerned in connection with the regulation/monitoring / management of the business of parking.

Adequate number of fire extinguishers need to be installed in the Parking Lot or as to be specified by the Fire Officer of Govt. of Odisha.

That the selected agency shall keep New Bus Stand Authority totally indemnified and harmless against all claims, damages, dues, payments, fines, penalties, demands, compensations, liabilities and other losses etc. which may incur on account of non compliance or violation of any statutory provisions or on account of accident, injury, loss or damages etc. to the vehicle or life of the tourist/ visitor on any account.

Any damage to the parking site or any other ancillary structures, during operation of the parking sites, including supporting structures, shall be the sole responsibility of the selected agency, which shall be repaired by the selected agency.

No permanent or temporary construction or any other business or providing any other services or any other activities other than parking of vehicles or displays/ exhibition or any hoarding advertisement will be allowed with the premises given for parking purpose.

The timing of the opening of New Bus Stand will be 24 hour. However on special occasion (exhibitions/ festivals) it can be changed as per approval of the authority.

Force Majeure:

The agencies shall not be responsible for failure or delay in performing their obligations under pressure(s) due to force majeure, which shall include but not be limited to war (invasion, armed conflict or act of foreign enemy, blockade, revolution, riots, insurrection, civil commotion, act of terrorism, or sabotage), Act of God, epidemic, cyber terrorism / cyber criminals, lightening, earthquake, cyclone, whirlwind, flood, tempest, storm, drought, lack of water or other unusual or extreme adverse weather or environmental conditions, action of the elements, meteorites, fire or explosion.

If the circumstances leading to force majeure occur, the affected party shall give a notice thereof to the other party. The notice shall include full particulars of the nature of Force Majeure event, the effect it is likely to have on the affected party's performance of its obligations and the measures which the affected party is taking, or proposes to take, to alleviate the impact of the Force Majeure Event and restore the performance of its obligations. The obligations of the affected party shall be suspended to the extent they are affected by the Force Majeure.

That Security Deposit may not be invoked in case of force majeure situations.

That the selected agency shall handover the vacant and peaceful possession of the licensed

premises along with all the lands, building, fixtures and fittings to New Bus Stand Authority on expiry, revocation/ termination of the license to be granted within 07 days of the expiry, revocation/ termination of the license. If he fails to handover the possession of the premises or on expiry of termination/ revocation of the license peacefully within 07 days, New Bus Stand Authority has a right to charge damages for illegal use and occupation of the premises @ Rs. 2,000/- per day till such time the premises is vacated by the successful bidder.

Bidder has to abide by any other conditions as imposed by the authority from time to time.

For the purpose of this EoI, Executive Officer, Kuchinda NAC shall be the competent authority and his / her decision shall be final and binding on both the parties to the contract.

12. The authority reserves the right to accept or reject any or all the offers at any point of time without assigning any reason thereof.

UNDERTAKING

(On the Bidder's Letter Head regarding not having any judicial proceedings pending for any criminal offence)

I, hereby undertake that there is no criminal case pending in any Court of Law against our company or against the Proprietor/Director/Persons to be deployed by our company. I/we further certify that Proprietor/Director/Persons to be deployed by our company/ of my company have not been convicted of any offence in any Court in India during the recent past. I understand that I am fully responsible for the contents of this undertaking and its truthfulness.

Authorised Signature
(in full and initials)

Name and Designation of the Signatory
Name of the Bidder and Address:

UNDERTAKING

(on the Stamp Paper of appropriate value in shape of affidavit from the Notary regarding non-blacklisting)

I, hereby undertake that, our organisation has not been blacklisted/debarred by any of the Central/State Government Department/Office or by any Public Sector Undertaking (PSUs) and not blacklisted by any authority during the recent past.

Yours sincerely,

Authorised Signature
(in full and initials)

Name and Designation of the Signatory:

Name of the Bidder and Address:

UNDERTAKING

(On the Bidder's Letter Head regarding trueness of the submitted information)

I hereby declare that all the information and statements provided in the technical proposal are true and correct and I accept that any wrong information/misinterpretation contained in it may lead to disqualification of our proposal.

Authorised Signature
(in full and initials)

Name and Designation of the Signatory:

Name of the Bidder and Address:

Basic Details of Applicant

(On the Letter Head of the Applicant)

- 1) Name of the Agency:
- 2) Name of the contact Person :
- 3) Designation:
- 4) Address
 - i. Present address:
 - ii. Permanent address:
- 5) Mobile Number & Telephone Number :
- 6) E-mail Address :
- 7) Aadhaar Card No:
- 8) PAN Card No:
- 9) Valid GST Registration number:

Signature, name and designation of the Authorised Signatory with name and seal of Bidder

All the information is mandatory

TECHNICAL BID COVERING LETTER
(ON BIDDER LETTER HEAD)

To

[Location & Date]

[Name and Designation of
Tender Inviting Authority]
(Office Address and Location]

Sub:- **Expression of Interest for Annual Maintenance of Parking at New Bus Stand, Kuchinda NAC**
(Technical Proposal)

Dear Sir,

I, the undersigned, offer to participate in the tender process to provide services for (*Expression of Interest for Annual Maintenance of Parking at New Bus Stand, Kuchinda NAC*) in accordance with your Tender Notice No.:----- Dated----- . We are hereby submitting our proposal, which includes Technical Proposal and Financial Proposal sealed in separate envelopes.

I, hereby declare that all the information and statements provided in the technical proposal are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our proposal. Our proposal will be valid for acceptance up to _____ days and I confirm that this proposal will remain binding upon us and may be accepted by you at any time before the validity of the bid.

I, hereby unconditionally undertake to accept all the terms and conditions as stipulated in the EOI document. In case any provision of this tender is found violated, then your office shall have the rights to reject our proposal including forfeiture of the earnest money deposit absolutely.

I remain,

Yours faithfully,

Authorised Signatory
with Date and Seal

Name and Designation: _____

Address of the Bidder: _____

14. Details of the similar type service provided by the bidder in last two years: (If any)

Sl. No	Period	Name of Authority with complete address & Phone No.	Type of services provided with details of manpower/machinery deployed	Contract Amount (in INR)	Duration	
					From	To
1						
2						

15. Declaration

I, ShriSon/Daughter/Wife of Shri _____ Proprietor/ Director/ Authorised signatory of _____(Name of the Service Provider), competent to sign this declaration and execute this tender.

I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.

The information and documents furnished along with the tender are true and authentic to the best of my knowledge and belief. I am well aware of the fact that, furnishing of any false information/fabricated document would lead to rejection of our tender at any stage besides liabilities towards prosecution under appropriate law.

(Signature of Authorised Representative with seal)

Place: _____

Date _____

Enclosures:

- i. Copy of tender document (each page must be signed and sealed)
- ii. Duly filled Technical Bid and Financial Bid
- iii. List of Documents as applicable.

FINANCIAL BID COVERING LETTER
(ON BIDDER LETTER HEAD)

[Location Date]

To

**The Executive Officer,
Kuchinda NAC,
At/Po-Kuchinda,
Dist-Sambalpur,Odisha.**

Sub:- *Expression of Interest for Annual Maintenance of Parking at New Bus Stand, Kuchinda NAC*
[Financial Proposal]

Sir,

I, the undersigned, offer to participate in the tender process for Annual Maintenance of Parking at New Bus Stand, Kuchinda NAC in accordance with your EOI Notice No.: Dated

..... . Our attached financial price is *{insert amount(s) in words and figures}* towards *the maintenance cost of the parking site per annum}*. I do hereby undertake that, in the event of acceptance of our bid, the services shall be provided in respect to the terms and conditions as stipulated in the tender document.

Our financial proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the proposal of _____. I have carefully read and understood the terms and conditions of the EOI to provide the services accordingly.

I understand that you are not bound to accept any proposal you receive. I remain,

Yours faithfully,

Authorised Signatory
(in full and initials)

Name and Designation of Signatory with Date and Seal: _____

Address of the Bidder: _____

FINANCIAL PROPOSAL

To

**The Executive Officer,
Kuchinda NAC,
At/Po-Kuchinda,
Dist-Sambalpur,Odisha.**

Ref: "Expression of Interest for Annual Maintenance of Parking at New Bus Stand, Kuchinda NAC"

We, the undersigned, offer to provide the agency services for the annual maintenance of parking at New Bus Stand, Kuchinda NAC in accordance with your Request for Proposal dated [Insert Date] and our Financial Proposal (For Calendar Year February, 2024 - January, 2025) as per details mentioned below:

Financial Bid	Figures in INR (In words)
1. Maintenance charges for the parking area per annum	

Our Financial Proposal shall be binding upon us for the assignment and this proposal would be valid up to _____ days from the last date of submission of proposal.

The Financial Proposal is without any condition.

Yours faithfully,

**Signature, name and designation of the Authorised
Signatory with name and seal of Bidder**

BID SUBMISSION CHECK LIST

SL.NO	Description	Submitted (Yes/No/others)	Page No.
TECHNICAL BID (ORIGINAL)			
1	Covering letter along with information in Bidders Letter Head.		
2	No due certificate in case of running other parking site		
3	Residential proof / Registration Proof		
4	Copies of Term deposit receipt/ updated passbook of bank		
5	Undertaking for not have been black-listed by any Central/State Govt/any Autonomous bodies during the recent past		
6	Undertaking for not having any police case pending against the bidder.		
7	Undertaking regarding trueness of information submitted.		
FINANCIAL BID (ORIGINAL)			
1	Covering Letter in Bidders Letter Head		
2	Duly filled in Financial Bid		

It is to be ensured that:

All information has been submitted as per the prescribed format only.

Each part has been separately bound with no loose sheets and each page of all page numbered along with Index Page.

All pages of the proposal needs to be sealed and signed by the authorised representative.

Authorised Signatory (in full and initials): _____
Name and Designation with Date