

**OFFICE OF THE MUNICIPAL COUNCIL: GUNUPUR**

**DIST-RAYAGADA**

**PIN CODE-765022, ODISHA**

**Email ID: [comun-gunupur@gov.in](mailto:comun-gunupur@gov.in)**

Expression of Interest (EOI)

For Operation & Maintenance of Mini Park/OSD/Loo by Mission Shakti SHG

No 1822

Date 23/06/23

Gunupur Municipality invites Expression of Interest in sealed cover from interested Mission Shakti SHGs of ward no-2, 14, 15, 18 & 19 to be engaged for Operation & Maintenance of Park/OSD & Loo, Gunupur Municipality. The sealed Expression of Interest should be submitted to the address of respective ULBs on or before date-05/07/2023 Time-5.00 pm by registered/speed post only.

Detail as below:

Sl No	Ward No	Operation & Maintenance	Eligible MSG
1	2	Open Space Development(OSD) & Loo	Ward no- 2 only
2	14	MiniPark	Ward No-14 only
3	15	Loo	Ward No-15 only
4	18	Open Space Development(OSD)	Ward No-18 only
5	19	Mini Park & Loo	Ward No-19 only

The Technical Bid will be opened on date- 06/07/2023 at-11.00 am in the Office Chamber of Executive Officer, Gunupur Municipality. The sealed envelope should be superscripted with **"EOI for Operation & Maintenance of Park/OSD & Loo by Mission Shakti SHG, ward no-2,14,15,18 & 19"**. The detailed terms and conditions of the Expression of Interest is available in website.

<http://www.gunupurmunicipality.com/>

<http://rayagada.nic.in/>

Memo..1823

Copy to this Office Notice Board.

*Dr. S. K. Mishra*  
23.6.2023  
Executive Officer

*Dr. S. K. Mishra*  
23.6.23  
Gunupur Municipality

Date. 23/06/23

*Dr. S. K. Mishra*  
23.6.2023  
Executive Officer

*Dr. S. K. Mishra*  
23.6.23  
Gunupur Municipality

Date. 23/06/23

Memo..1824

Copy to MIS & Computer Programmer, Gunupur Municipality for publication in ULB Official Website.

*Dr. S. K. Mishra*  
23.6.2023  
Executive Officer

*Dr. S. K. Mishra*  
23.6.23  
Gunupur Municipality

*Dr. S. K. Mishra*  
23.6.23

Memo...1825

Copy submitted to ICDS Office, Gunupur/ITDA Office, Gunupur/Block Office, Gunupur/ Tahasil Office, Gunupur/Sub Collector Office, Gunupur for publish in Office Notice Board.

Date..23/06/23

*Shank*  
23.6.2023  
Executive Officer  
Gunupur Municipality  
Date..23/06/23

Memo...1826

Copy forwarded to D.I.O, NIC, Rayagada for kind information with request to publish in NIC portal.

*Shank*  
23.6.2023  
Executive Officer  
Gunupur Municipality  
Date..23/06/23

Memo...1827

Copy to the Chairperson, Gunupur Municipality, Programme Manager (Finance), Zilla Parisad, Rayagada/Asst Collector, O/o Sub-Collector Office, Gunupur, Municipal Engineer, Gunupur Municipality for favour of kind information and necessary action.

*Shank*  
23.6.2023  
Executive Officer  
Gunupur Municipality  
Date..23/06/23

Memo...1828

Copy submitted to PD DUDA, Rayagada for favour of kind information.

*Shank*  
23.6.2023  
Executive Officer  
Gunupur Municipality  
Date..23/06/23

Memo...1829

Copy submitted to Collector & District Magistrate, Rayagada for favour of kind information.

*Shank*  
23.6.2023  
Executive Officer  
Gunupur Municipality  
Date..23/06/23

Memo...1830

Copy submitted to Project Director, SUDA, H & UD Department, BBSR, Odisha for favour of kind information

*Shank*  
23.6.2023  
Executive Officer  
Gunupur Municipality  
Date..23/06/23

# OFFICE OF THE MUNICIPAL COUNCIL: GUNUPUR

DIST-RAYAGADA

PIN CODE-765022, ODISHA

Email ID: [eomun-gunupur@gov.in](mailto:eomun-gunupur@gov.in)

EOI for Operation & Maintenance of Mini Park, OSD & Loo by Mission Shakti Group in  
Gunupur Municipality area.

Last Date: 05/07/2023

Technical Bid

SL No	Item	Details
1	Application for O & M of _____.	
	MISSION SHAKTI SHG Name	
	MSG BELONGS TO SAME WARD(Mention ward no)	
	MISSION SHAKTI Formation Date	
	MISSION SHAKTI SHG Registration Number(Mandatory)	
	MISSION SHAKTI SHG PAN Number(Mandatory)	
	Communication Address	
	Contact Phone number	
2	<b>Documents to be furnished</b>	
	i. Group Profile ( <b>Annex as Form-ii</b> )	
	ii. MISSION SHAKTI SHG Registration Sheet (downloaded from portal)	
	iii. Meeting 1st Resolution & Bank Passbook front page photocopy	
	iv. Bank account statement for last 2 years (2022-23), (2023-24),	
	v. PAN Card photocopy	
	vi. MSG Resolution -Interested for Operation & Maintenance of Mini Park, OSD & Loo.	

**Group Profile:Annexure Form-ii(MSG Member Details):**

SL No	Name of Member	Address	Aadhaar No	Qualification	Contact No	Signature
1	2	3	4	5	6	7
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

President

MSG Name with Seal

Secretary

MSG Name with Seal

Treasurer

MSG Group Name with Seal

## **TERMS AND REFERENCE**

### **For Operation & Maintenance of Mini Park, OSD & Loo by Mission Shakti Group**

Gunupur Municipality decided Mini Park, OSD & Loo of Gunupur Municipality area as given were managed by the Mission Shakti MSG. In this connection, "Expression of Interest" is invited from interested Mission Shakti Groups as per the following terms.

1. The last date for submission of the Expression of Interest (EOI) is on dated- 05/07/2023 at-5.00 PM and the technical bid will be opened on dated-06/07/2023 at-11.00 AM in the Office Chamber of Executive Officer, Gunupur Municipality.
2. The interested Mission Shakti SHGs may download the EOI documents including formats of Technical Bid from the Gunupur Municipality website <http://www.Gunupurmunicipality.com> and [rayagada.nic.in](http://rayagada.nic.in).
3. The EOI will be valid up to the end of the 05/07/2023.
4. The authorized representative of the bidding Mission Shakti SHG will be present at the time of opening of the EOI. In case of absence of the bidders or their representative, the Committee has the right to open the EOI.
5. The bids will be evaluated on the basis of criteria such as year of Group Formation, Group Management, Standard practice of Group Panchasutra, PAN Number, Involvement in IGA, Financial Behaviour, Group Integrity etc by a committee constituted for the purpose and the findings of committee will be final and binding. The same cannot be challenged at any forum thereafter. Intending bidder will have to submit under taking in this regard.
6. The ULB with its representative the Executive Officer reserves the right to reject the bid quoted by Mission Shakti SHG, if not satisfied with concerned Mission Shakti MSGs' credibility and past performance record.
7. No communication shall be entertained over telephone, Fax, email or in person questioning the decision of the committee.
8. Any dispute arises over the quality of the service will be verified by the designated officials of ULB.
9. There should not be any precondition of advance payment or time limit, what so ever. The bid submitted will be taken as absolute without any precondition

10. The Mission Shakti Group will be empanelled for one subsequent year for Operation & Maintenance of the Mini Park, OSD & Loo as given. The contract extension may be happening on the basis of satisfactory services and an evaluation report by the ULB.
11. Only the qualifying Mission Shakti SHGs will be considered for the said assignment.

### **12. Eligibility criteria for Mission Shakti SHG**

SL No	Parameter	Criteria
1	MSG EOI Format	Filled EOI format.
2	Group Management	Regular MSG
3	Practice of Panchasutra	MSG must follow Panchasutra.
4	PAN Number	Must have Permanent Account Number (PAN)
5	MSG Registration Number	Download from WEB-Portal
6	Financial Behaviour	No financial irregularities (such as Loan declared as NPA, write off, one time Settlement of loan etc).
7	Group Integrity	No record of involvement in any anti-social or criminal activities.

### **13. Terms of Engagement.**

- 1 The engagement of Mission Shakti SHG is purely on voluntary basis with incentive to encourage community participation in urban governance for transformation of Operation & Maintenance of Mini Park, OSD & Loo.
- 2 The ULB will engage selected Mission Shakti Group for 1 year with detailed terms of reference. The MSG will continue O & M of Mini Park, OSD & Loo on the basis of satisfactory performance.
- 3 Mission Shakti Group members cannot claim to be an employee or permanent staff of the ULB.
- 4 The selected Mission Shakti Groups will be thoroughly trained on the Maintenance of Mini Park, OSD & Loo and their duties and responsibilities.

### **14. Role and responsibility of Mission Shakti SHG in LOO.**

- a) Cleanliness & hygiene of Mini Park, OSD & Loo.
- b) Ticket Booking, mowing of grass, watering of plant, pruning trees & Clearing garbage etc.
- c) Maintenance of Mini Park, OSD & Loo equipments
- d) Maintenance of Cash book for recording of financial transaction
- e) Provision of Night Watchman for safety & security of Mini Park, OSD & Loo.
- f) Maintaining of Visitors Register.