

# **Expression of Interest (EOI)**

**For**

**Selection of Agency for Operation & Management of  
Working Women's Hostel under Cuttack Municipal  
Corporation**

**EOI No.** 1961 / **Date:** 30.08.2022



**CUTTACK MUNICIPAL CORPORATION**  
Choudhary Bazar, Nandi Sahi,  
Cuttack – 753012, TEL:-0671-2312663  
[www.mccmc@nic.in](http://www.mccmc@nic.in)

## **Schedule of EOI Process**

| <b>Sr. No.</b> | <b>Description</b>                                                     | <b>Date &amp; Time</b>                                                                                                    |
|----------------|------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|
| 1              | Publication of EOI                                                     | The Samaj, The Sambad, Prameya The Times of India & CMC website                                                           |
| 2              | Address & Email for Submission of written queries for clarifications   | Dy-Commissioner-CUM SIO, CMC, Vikash Bhawan, Badambadi, Cuttack, Pin:-753012<br>Tel: 7978252317<br>Email:siocmc@gmail.com |
| 3              | Date of Issue of EOI                                                   | 30-08-2022                                                                                                                |
| 4              | Pre-Bid Meeting                                                        | 09-09-2022 at 4 pm.                                                                                                       |
| 5              | Last Date of Submission of Bid                                         | 15-09-2022 till 4 pm.                                                                                                     |
| 6              | Date of Opening of Technical Bid                                       | 16-09-2022 11 Am                                                                                                          |
| 7              | Date of Technical Presentation                                         | 16-09-2022 4 pm                                                                                                           |
| 8              | Annual avg Turnover of the applicant                                   | INR 50 LAKHS or more during the last 03 financial years i.e FY 2019-20,2020-21 & 2021-22.                                 |
| 9              | Cost of Bid Document                                                   | Rs.6000+GST 12% i.e Rs. 6720/-                                                                                            |
| 10             | Earnest money Deposit Value                                            | Rs. 82000/- (Refundable)                                                                                                  |
| 11             | Performance Security                                                   | Rs. 400000/- (Refundable)                                                                                                 |
| 12             | Address of Deposit of EMD                                              | Commissioner, Cuttack<br>Municipal Commissioner                                                                           |
| 13             | Address at which proposal in response to EOI notice is to be Submitted | Dy-Commissioner-CUM SIO, CMC, Vikash Bhawan, Badambadi, Cuttack, Pin:-753012<br>Tel: 7978252317<br>Email:siocmc@gmail.com |

## **1. Introduction**

With the progressive change in the socio-economic fabric of the country more and more women are leaving their homes in search of employment in big cities as well as urban and rural industrial clusters. One of the main difficulties faced by such women is lack of safe and conveniently located accommodation. The Cuttack Municipal Corporation being concerned about the difficulties faced by such working women, introduced a scheme for construction of new/ expansion of existing buildings for providing hostel facilities to working women in CMC area, where employment opportunities for women exist. Based on an findings, the working women's hostel has been to promote availability of safe and conveniently located accommodation for working women who need to live away from their families due to professional commitments.

## **2.Objectives**

The objective of the scheme is to promote availability of safe and conveniently located accommodation for working women, with day care facility for their children, wherever possible. The working women's hostel projects being assisted under this scheme shall be made available to all working women without any distinction with respect to caste, religion, marital status etc., subject to norms prescribed under the scheme. While the projects assisted under this scheme are meant for working women, women under training for job may also be accommodated in such hostels subject to the condition that taken together, such trainees should not occupy more than 30% of the total capacity the hostel and they may be accommodated in the hostels only when adequate numbers of working women are not available.

## **3.Beneficiaries**

Following categories of working women are being covered under this Scheme:

- (i) Working women, who may be single, widowed, divorced, separated, married but whose husband or immediate family does not reside in the same city/area. Particular preference may be given to women from



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- (ii) Women who are under training for job provided the total training period does not exceed one year. This is only on the condition that there is vacancy available after accommodating working women.

#### **4. Income Limit, Rent and Period of Stay**

Working Women are entitled to hostel facilities provided their gross income does not exceed Rs. 50,000/- consolidated (gross) per month in metropolitan cities, or Rs 35,000/- consolidated (gross) per month, in any other place. When the income of any working woman already residing in a hostel exceeds the prescribed limits, she will be required to vacate the hostel within a period of six months of crossing the income ceiling.

The implementing organization charges from the inmates of the working women's hostel reasonable rent **of Rs.1500/- ( Rupees One Thousand Five Hundred Only)**. The rent for such trainees may be charged from the institution/ organization sponsoring the training or from the woman herself. The rent does not include use of the mess and other facilities like washing machines for which user charges should be collected. The rent shall be deposited in the Heads of Accounts of CMC.

No working woman is allowed to stay in a hostel, assisted under this scheme for more than three years. In exceptional circumstances, the Commissioner, CMC may for reasons to be recorded in writing, allow working women to stay in a hostel, beyond the three year period, subject to the condition that the period of extension, shall not exceed six months at one time, and that the total stay of the woman, with extensions, shall not exceed five years.

#### **5. Financial Assistance Components**

- (a) The rent received from the inmates shall be utilized for maintenance, house-keeping, security service, office establishment, expenditure towards water and electricity charges and any other support services other than mess.
- (b) Cost of Washing Machine and Geysers/ Solar Water Heating System as approved by the Project Sanctioning Committee (PSC) will be reimbursed to the Implementing Agency along with final installment on submission of receipt



- (c) Grants for replacement of items like washing machines and geysers/ solar water heaters will be sanctioned once in five years provided the hostel has been maintained properly during the preceding five year period.

### ANNUAL O&M COST FOR A WORKING WOMEN'S HOSTEL

| Sl No | Expenditure Heads                                                                                                                                    | Amount Per Month | For 1st year Budget | For 2nd Year Budget | Total Budget For 02 Years |
|-------|------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|---------------------|---------------------|---------------------------|
| 1     | STAFF SALARY FOR 03 CARE GIVERS (UNSKILLED @326.00PER DAY*30, INCL EMPLOYER CONTRIBUTION OF 13%EPF+3.25% ESI*3 PERSONS*12 MONTHS & GST AS APPLICABLE | 34107            | 409284              | 409284              | 818568                    |
| 2     | FOR 1-MANAGER(SEMI-SKILLED @366.00PER DAY*30 DAYS,INCL EMPLOYER CONTRIBUTION OF 13% EPF+3.25%ESI*12 MONTHS &GST AS APPLICABLE                        | 12764            | 153168              | 153168              | 306336                    |
| 4     | STAFF SALARY FOR 02 SWEEPERS (UNSKILLED @326.00PER DAY*30, INCL EMPLOYER CONTRIBUTION OF 13%EPF+3.25% ESI*3 PERSONS*12 MONTHS & GST AS APPLICABLE    | 22738            | 272856              | 272856              | 545712                    |
| 5     | STAFF SALARY FOR 03 WATCHMAN (UNSKILLED @326.00PER DAY*30, INCL EMPLOYER CONTRIBUTION OF 13%EPF+3.25% ESI*3 PERSONS*12 MONTHS & GST AS APPLICABLE    | 34107            | 409284              | 409284              | 818568                    |
| 7     | House Rent @50000/-                                                                                                                                  | 50000            | 600000              | 600000              | 1200000                   |
| 9     | TOTAL                                                                                                                                                | 153716           | 1844592             | 1844592             | 3689184                   |
| 10    | 10% Service charge to the Agencies                                                                                                                   | 10372            | 124459              | 124459              | 248918                    |
| 11    | Grand Total                                                                                                                                          | 164088           | 1969051             | 1969051             | 3938102                   |

**NB:**

- (a) The food shall be supplied by ALFs/ SHG chosen by CMC. The Hostel Shall have one Cooking area for the inmates.

**1. Agencies/ Organizations which can apply for assistance under the Scheme and their Eligibility Criteria**

The following agencies/ organizations can apply assistance under the scheme:

- (i) ALFs (Area Level Federation)
- (ii) Civil Society Organizations/ NGO/Agencies having proven track record of working in the fields

**6. Minimum Eligibility Criteria:**

- i. Applicants eligible for participating in the assignment should be a single Legal Entity registered in India. Applicants should be registered under the Indian Societies Act / Indian Trust Act / Indian Religious and Charitable Trusts Act / or as a not for profit Company under the Companies Act or the relevant state Acts for at least three years as on the 31st MARCH 2022.  
*(Documents required: Registration Certificate, PAN Card, NITI AAYOG Registration no.)*
- ii. The Applicant should have a minimum average turnover of Rs 50.00 Lakhs over the latest three FYs (FY 19-20, FY 20-21 & FY 21-22). If the balance sheet for FY 21-22 is not available, then that of FY 18-19 shall be considered.  
*(Documents required: Audited Financial statement, Balance sheet, IT returns for last 3 years with chartered accountant certificate for consultancy turnover.)*
- iii. Should have at least 3 years' working experience in Management of Working Women's Hostel/ Rehabilitation centers / child care institution/ disabled persons/, etc or any other residential setups having minimum 50 inmates.  
*(Documents required: work orders/ Completion certificates shall be submitted)*
- iv. Should not have any track record of contract termination of previous assignments or any adverse report of performance or blacklisted by any state Govt. / Central Govt. Organization.  
*(Documents required: Undertaking in a non-judicial stamp paper)*



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- v. Must have a team of qualified professionals with expertise in handling people with physical disability including mentally ill, old age person, women and child, physiotherapists, social workers, and trained health care staff.

*(Documents required: Detailed Resume)*

### **7.Duration of Work:**

The initial period of contract shall be 2 years from the date of award of the contract. However, it can be extended based on the performance of the selected Agency. CMC shall form a one '**Evaluation & Monitoring Committee**' which will regularly supervise and assess the performance of the selected agencies.

### **8.Scope of Work**

- (i) Application for assistance under the scheme should be made keeping in view the number of expected beneficiaries in the area.
- (ii) The agencies shall be responsible for setup 100 bedded working women's hostel within CMC area with all amenities.
- (iii) **The Agencies shall provide 03 care givers for Working women's Hostel with 08 hrs shift, 01 Manager Semi Skilled who is responsible for every day to day activity, 02 sweepers & 03 watchman with a 08 hrs Shift daily.**
- (iv) **The Location of the Working Women's Hostel should be easily approachable to Market Area, Bus Stand, Auto Stand & Railway Station.**
- (v) The applicant should be clear that the hostel is meant for use by working women whose income does not exceed Rs. 50,000/- consolidated (gross) per month in metropolitan cities or Rs. 35,000/- consolidated (gross) per month in any other city/ town/ place. Women from disadvantaged sections of the society falling within this category should be given preference.

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(vi) The applicant must keep in view that the hostel under the Scheme have to be run on a no-profit basis.

(vii) In the event of any violation or breach of any provision of the scheme or the implementing agency/ hostel ceases to exist at any time or the hostel building is used for any other purpose, all assets created out of Government grant including the building shall revert to the Cuttack Municipal Corporation.

(viii) The implementing agency shall prominently display on the Notice Board and on its application forms the conditions of admission in the hostel.

(ix) The hostel shall be open to working women of all categories without any discrimination on the grounds of religion, caste, place of birth or language. Women under training for job will also be entitled to stay in the hostel but preference will be given to the working women.

(x) Formal rules and regulations for admission of beneficiaries to the hostel, and for the hostel administration detailing the form of application, procedure, rent and other charges etc. should be clearly laid down by the implementing agency.

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(xi) The accounts of the hostel shall be maintained properly and separately and submitted as and when required. They shall always be open to check by an Officer of the State Government deputed for the purpose.

(xii) The implementing agency shall ensure that the hostel is open for inspection by an Officer of the CMC, Govt of Odisha or any other Officers/ agencies/ persons designated for the purpose by the Cuttack Municipal Corporation. It shall be the duty of the head of the implementing agency to carry out instruction, if any, which may be issued in this behalf by the State Government as the case may be.

(xiii) Inspection of the hostel premises shall also be made by the Commissioner, Cuttack, as and when it is felt necessary.

(xiv) Regular maintenance, repairs, upkeep etc. of the working women's hostel should be done by the implementing agency to ensure that the building/ hostel remains in good condition. Reasonable amount for the purpose should be computed and kept aside from the receipts/ revenues.

(xv) The implementing agency, through the hostel staff, should encourage group activities for the residents and attempt to provide guidance to them as and when needed.

(xvi) Ex-servicemen may be considered for gainful re-employment on watch and ward duties in the working women's hostels.

(xvii) The following additional facilities should be made available:

- CCTV at the main access, entry in the office and around the premises with a provision to keep Video back up of at least 15 days.
- Medical first aid, and arrangements to reach a doctor/ medical practitioner in case of need/ emergency;
- Attendance registers of the inmates and contact details. Biometric attendance is mandatory.

The project will be reviewed after every two years and if approved by





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- ii. The Eoi Document can be downloaded from the website [mccmc.nic.in](http://mccmc.nic.in) to the date and time mentioned in the Eoi Notice.
- iii. The Applicants are invited to submit Technical Proposal as per the given formats in separate sealed covers for the services required for the assignment. All formats mentioned in the Annexure shall be duly filled up.
- iv. Applicants are advised to study all instructions, forms, terms, requirements and other information in the EOI documents carefully. Submission of bid shall be deemed to have been done after careful study and examination of the EOI document with full understanding of its implications. The response to this EOI should be full and complete in all respects. Failure to furnish all information required by the EOI document or submission of a proposal not substantially responsive to the EOI documents in every respect will be at the Applicant's risk and may result in rejection of their proposal.
- v. The Technical Proposal should be submitted along with a refundable EMD of Rs. 82,000/- (Rupees Eighty two thousand) only in the form of DD drawn from a scheduled commercial bank in favour of "Commissioner, Cuttack Municipal Corporation".
- vi. The Applicant is responsible for all costs incurred in connection with participation in this process, including, but not limited to costs incurred in the conduct of informative and other diligence activities, participation in meetings/discussions/presentations, preparation of its Application, in providing any additional information required by CMC to facilitate the Application process. CMC will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process. All materials submitted by the Applicant shall become the property of CMC.
- vii. The selected bidder shall provide professional, objective, and impartial advice and at all times hold CMC's interest paramount.
- viii. The proposals to be submitted by the Bidders should be firm and valid for a period of 90 days from the last date of submission of the proposal.
- ix. Bidders may request clarifications on the EOI document within scheduled date mentioned in this EOI.
- x. Any request for clarification must be sent in writing, or by E-Mail.
- xi. The cost of each tender paper is Rs 6000 plus applicable GST of 12% i.e. Rs. 6720/- (Rupees Six thousand seven hundred and twenty) only in the form of DD drawn



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- from a scheduled commercial bank in favour of "Commissioner, Cuttack Municipal Corporation" which is not refundable.
- xii. The successful bidder should submit performance bank guarantee of Rs 4,00,000 at the time of execution for each category
- xiii. The Applications must reach on or before 15.09.2022 up to <sup>4.00</sup>~~3.30~~ hrs. CMC won't be responsible for any postal delays.
- xiv. At any time before the submission of Proposals, CMC may amend the EOI by issuing an addendum. The addendum shall be a part of the original EOI and shall be uploaded in the CMC website.
- xv. The Application including supporting documents shall be typed or written in indelible ink and the Applicant shall initial each page. All the alterations, omissions, additions, or any other amendments made to the Applicant shall be initialled by the Authorized Signatory of the Applicant. Applicant should fill in information in prescribed formats for qualification as mentioned in the Eoi Document. The Applicants shall submit all supporting documents in the format as prescribed in the Eoi Document along with suggested documentary evidence with the Application.
- xvi. An authorized representative of the bidders shall initial all pages of the Proposals. The authorization shall be in the form of a written power of attorney accompanying the Proposal or in any other form demonstrating that the representative has been duly authorized to sign
- xvii. **Technical Proposal Submission:**

The interested applicants shall submit the EOI proposal by way of Hand delivery/speed post/ Registered post/ Courier on or before the last date and time of submission of proposal mentioned above. The proposal shall not be sent through email/ fax/ any other mode than mentioned above. CMC shall not be responsible for delay in receipt of the proposal sent by post or courier. The Technical proposal shall be sealed in an outer cover clearly superscribed the subject matter as below:



LETTER FOR WORKING WOMEN'S HOSTEL

"Technical Proposal for Selection of Agency for Operation & Management of  
Working Women's Hostel under Cuttack Municipal Corporation"

The proposal shall be addressed as below:  
To,

**The Deputy Commissioner Cum SIO  
Cuttack Municipal Corporation,  
Badambadi,  
Bikash Bhawan, Cuttack-753012**

The name and address of the applicant shall clearly be mentioned in the Envelope. CMC shall not be responsible for any misplacement of Envelope for not being marked in proper manner. Further, the Technical Proposal shall be submitted exactly in the manner prescribed above and any complacency of the applicant leading to pre-mature opening of Technical proposal shall lead to rejection of application. Delay in Postal services shall not be the responsibility of CMC and no relaxation shall be provided to the applicant for such delay.

**12. Evaluation & Selection:**

One Committee for evaluation of Bid and selection of agency shall be formed as follows:

- |                                |   |                 |
|--------------------------------|---|-----------------|
| 1) Commissioner                | - | Chairman        |
| 2) Addl Commissioner           | - | Member          |
| 3) City Engineer               | - | Member          |
| 4) DC ( Sanitation)            | - | Member          |
| 5) Finance Officer             | - | Member.         |
| 6) Deputy Commissioner cum SIO | - | Member Convenor |
| 7) CMMU Manager                | - | Member          |

Initial Bid scrutiny will be made and incomplete details as given below will be treated as nonresponsive if Proposals.

- i. Are not submitted in as specified in the EOI document
- ii. Received without EMD and bid cost.
- iii. Received without the Letter of Authorization (Power of Attorney)
- iv. Submitted without the documents requested in the checklist

All responsive Bids will be considered for further processing as below:

CMC will prepare a list of responsive Applicants, who comply with all the Terms and Conditions of the Tender. The decision of the Committee will be final & binding in this regard. Proposal shall be opened in the presence of Applicants' authorized representatives who intend to attend at their cost.

The Applicants' authorized representatives who are present shall sign a register giving evidence of their attendance.

Proposal document shall be evaluated as per the following steps.

a) **Preliminary examination of pre-qualification/ eligibility criteria documents:**

The prequalification document will be examined to determine whether the Applicant meets the eligibility criteria, whether the Proposal is complete in all respects, whether the documents have been properly signed and whether the bids are generally in order. Any bids found to be non-responsive for any reason or not meeting the minimum levels of the performance or eligibility criteria specified in various sections of this EOI document will be rejected and will not be considered further.

- b) **Evaluation of document:** Bids received would be assigned scores based on the parameters defined in the table below. All supporting documents submitted in support of Eligibility and Technical Evaluation matrix should comply with the following

| Criteria                                                                                                                             | Max. Marks |
|--------------------------------------------------------------------------------------------------------------------------------------|------------|
| The Applicant should have a turnover of Rs 50 Lakhs for the last 3 FYs.                                                              | 20         |
| 10 marks for an average turnover of Rs 50 Lakhs and 2 marks extra for each additional Rs 2 Lakhs turnover upto a maximum of 20 marks |            |

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|                                                                                                                                                                          |           |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| Applicant's Experience in operating and management of residential setups i.e. Rehabilitation centre, child care institutions, shelter home etc with at least 50 inmates. | 40        |
| 20 Marks for 3 years of experience and extra 4 marks for each additional year of existence. (maximum 40 marks)                                                           |           |
| Presentation of Approach, Methodology and Work Plan                                                                                                                      | <b>40</b> |
| Understanding of the assignment and work program to be exhibited.                                                                                                        | 10        |
| Approach and Methodology                                                                                                                                                 | 15        |
| Permanent House Identified ( Details of the House with Location)                                                                                                         | 05        |
| Presentation                                                                                                                                                             | 10        |

**An applicant shall score a minimum 50 marks out of total 60 marks in order to be qualified for the presentation.**

#### **Presentation:**

- Presentation shall be held on the scheduled date, time and venue intimated by CMC to the applicants meeting the minimum eligibility criteria.
- Each applicant shall be given a maximum of 15 minutes to present before the Tender committee formed by CMC.
- The Applicant shall straight away demonstrate its understanding of the work and explain the approach to be undertaken by it for making the work successful.
- The Average of the marks allotted by each Committee members shall be the final score towards presentation by the Applicant.

#### **13.Document Fee:**

Non-refundable Tender Document cost in shape of Demand Draft from any scheduled commercial bank in favour of "Commissioner, Cuttack Municipal Corporation" payable at Cuttack for 6720/- (Rupees Six thousand seven hundred and twenty only) is to be furnished by the applicant along with the Bid. Bid without the requisite tender Document cost shall be treated as non responsive and rejected.

#### **14.EMD:**



EMD in shape of Demand Draft from any scheduled commercial bank in favour of Commissioner, Cuttack Municipal Corporation payable at Cuttack for Rs.82,000/- (Rupees Eighty Two Thousand only) is to be furnished by the applicant along with the Bid. Bid without the requisite EMD shall be treated as non-responsive and rejected. No exemption from submission of EMD is allowed. No adjustment of EMD with respect to other works previously lying with any govt authority is allowed. Unsuccessful bidder's EMD will be discharged/returned within 60 days from the date of execution of the agreement between CMC and the selected Agency. No interest will be paid on EMD. The EMD may be forfeited in the following conditions:

- a. If a Bidder withdraws its Bid during the period of validity of the Bid,
- b. In case of a successful bidder, if the bidder fails to execute the Agreement.

### **15. Performance Security:**

At the time of signing the Contract, the successful bidder shall submit a Performance Security in the form of a demand draft for Rupees Rs 4,00,000/- (Rupees Four lakh only) of a scheduled nationalized bank payable at Cuttack, in favour of "Commissioner, Cuttack Municipal Corporation" or in the form of a Performance Bank Guarantee, from a scheduled nationalized bank with a branch in Cuttack, for Rupees Rs 4,00,000/- (Rupees Four lakh only) with a validity of one year. The Bank Guarantee shall be submitted as per prescribed format to be provided by CMC.

### **16. ACKNOWLEDGEMENT BY THE APPLICANTS:**

It shall be deemed that by submitting a Proposal, the bidder has:

- f) Agreed to be bound by the undertaking provided by it under and in terms hereof
- g) CMC shall not be liable for any omission, mistake or error on the part of the firm in respect of any of the above or on account of any matter or things arising out of or concerning or relating to this invitation document or the selection process, including any error or mistake therein or in any information or data given by CMC.

#### **17. Right to reject any or all Proposals:**

Notwithstanding anything contained in this invitation document, CMC reserves the right to accept or reject any Proposal and to annul this selection Process and reject all proposals, at any time without any liability or any obligation for such acceptance rejection or annulment, and without assigning any reasons thereof. CMC also reserves the right to reject any Proposal if:

- a. at any time, a material misrepresentation is made or uncovered, or
- b. the firm does not submit sufficient information as being asked for

#### **18. CONSORTIUM:**

The bidders are not allowed to form consortium for participating in the project.

#### **19. Bids Validity:**

Proposal shall remain valid for 90 days from the last date of submission of Proposal. A Proposal valid for a shorter period shall be rejected as non-responsive.

#### **20. Disputes:**

All legal disputes are subject to the jurisdiction of Cuttack court or High Court of Odisha only.

#### **21. Award of Work:**

- The applicants meeting the minimum eligibility criteria shall be shortlisted for further selection procedure.
- The shortlisted applicants shall be subject to further evaluation as per clause no. 9 (b) of this EOI.
- Post evaluation, the bidders shall be ranked as per their technical score.
- The first three ranking bidders shall be shortlisted for final presentation round.

- In case any applicant among the first three ranked applicant backs out then CMC shall seek interest from other applicants i.e. 4<sup>th</sup> onwards from the selection of bidders list to operate the said Working Women's Hostel.

**22. Signing of Contract:**

- CMC will sign the contract agreement with the Successful Bidders.
- The successful bidder/s whose bid has been accepted will sign an agreement within 15 (fifteen) days of issue of the order and commence programmes and services within 15 (fifteen) days from signing of contract agreement.
- Failure by the bidder to comply with the requirement of above mentioned clause, the offer shall be rejected and the bidder shall have no claim further.
- **In case of any disputes the decision taken by Committee shall be Final.**

**23. Modifications and withdrawal of Proposal:**

No modifications to the Proposals shall be allowed once it is received by CMC.

**Commissioner  
Cuttack Municipal Corporation**

Annexure-I

**Letter of Application**

(To be submitted on Bidders letter head and signed by the bidder's Authorised Signatory)

To,  
The Dy. Commissioner cum SIO  
Cuttack Municipal Corporation  
Bikash Bhawan, Badambadi,  
Cuttack - 753012, Odisha



Subject: EOI for "Selection of Agency for Operation & Management of Working Women's Hostel under Cuttack Municipal Corporation"

Dear Sir,

1. Being duly authorized to represent and act for and on behalf of (herein the applicant), and having studied and fully understood all the information provided in the bid document, the undersigned hereby apply as a bidder for **"Selection of Agency for Operation & Management Working Women's Hostel under Cuttack Municipal Corporation"** according to the terms and conditions of the EOI document issued by Cuttack Municipal Corporation .
2. Our Proposal are as per the requisite formats along with the supporting documents, duly filled are submitted.
3. The Bid Document Cost of Rs. 6720.00/- has been submitted though Demand Draft No..... Dated. \_\_/\_\_/\_\_.
4. The EMD of Rs. 82000.00 Thousand has been submitted though Demand Draft No..... Dated. \_\_/\_\_/\_\_.
5. Cuttack Municipal Corporation and its authorized representatives are hereby authorized to conduct any inquiries/investigation to verify the statements, documents and information submitted in connection with the Proposal and to seek clarification from our banker regarding any financial and technical aspects. This letter of application will also serve as authorization to any individual or authorized representative of any institution referred to the supporting information, to provide such information deemed necessary as requested by yourselves to verify statements and information provided in the application or with regard to the resources, experience and competence of the applicant.
6. This proposal is made with full understanding that:
  - (a) Cuttack Municipal Corporation reserves the right to reject or accept any Bid/Proposal, cancel the bidding process, and/or reject all Bids.
  - (b) Cuttack Municipal Corporation shall not be liable for any of the above actions and shall be under no obligation to inform the applicant of the same
7. We, the undersigned declare the statements made and the information provided in the duly completed application forms submitted, as complete, true and correct in every detail.
8. We hereby confirm that we have read, understood and accepted all the detailed terms

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and conditions of this EOI document and Project related Information as required for the Proposal. We have also visited the site/roads for the assessment and have made our own due diligence and assessment regarding the Project.

9. We agree to keep our Proposal valid for 90 (Ninety) days from the Proposal Due Date and not to make any modifications in its terms and conditions not acceptable to Cuttack Municipal Corporation. Should this Proposal be accepted, we hereby agree to abide by and fulfil all the terms, conditions and provisions of the aforesaid documents.
10. This application is made with the full understanding that the validity of Proposal submitted by us will be subject to verification of all information, terms and conditions submitted at the time of bidding and its final acceptance by Cuttack Municipal Corporation. We agree that, without prejudice to any other right or remedy, Cuttack Municipal Corporation shall be at liberty to forfeit the said EMD absolutely.

Yours sincerely,

Authorized signatory

Name and seal of Bidder

Date:

Place:

### Applicant's Experience of Relevant Projects

#### Details of Eligibility:

- Should have at least 3 years' working experience in Management of Working Women's Hostel / Rehabilitation centers / child care institution/ disabled persons/any other residential setups having minimum 50 inmates

| Year of Execution | Project Details | Client Name & Details | Time Period | Work Order / Completion Certificate (Details enclosed at Page No--) |
|-------------------|-----------------|-----------------------|-------------|---------------------------------------------------------------------|
|                   |                 |                       |             |                                                                     |
|                   |                 |                       |             |                                                                     |
|                   |                 |                       |             |                                                                     |

- Must have a team of qualified professionals with expertise in handling women's & children (Documents required: Detailed Resume)

#### Details of Technical Evaluation:

- Applicant's Experience in operating and management of residential setups i.e. Rehabilitation centre, child care institutions, shelter home etc with at least 50 inmates.

| S.No | Name of the Project | Sponsoring Agency/Govt Dept./Other Client Details | Duration of Project | Contract Value in Rs -- Lakh | Location | Work order/Completion certificate (Details enclosed at Page No--) |
|------|---------------------|---------------------------------------------------|---------------------|------------------------------|----------|-------------------------------------------------------------------|
|      |                     |                                                   |                     |                              |          |                                                                   |
|      |                     |                                                   |                     |                              |          |                                                                   |

- The Applicant shall have experience of residential setups in Odisha with at least 50 inhabitants or working for vulnerable section of the society.

| S.No | Name of the Project | Sponsoring Agency/Govt Dept./Other Client Details | Duration of Project | Contract Value in Rs -- Lakh | Location | Work order/Completion certificate (Details enclosed at Page No--) |
|------|---------------------|---------------------------------------------------|---------------------|------------------------------|----------|-------------------------------------------------------------------|
|      |                     |                                                   |                     |                              |          |                                                                   |
|      |                     |                                                   |                     |                              |          |                                                                   |

- The Applicant should have experience in working with people belonging to the vulnerable sections of the society.



# EOI FOR WORKING WOMEN'S HOSTEL

| S.No | Name of the Project | Sponsoring Agency/Govt Dept./Other Client Details | Duration of Project | Contract Value in Rs -- Lakh | Location | Work order/Completion certificate (Details enclosed at Page No--) |
|------|---------------------|---------------------------------------------------|---------------------|------------------------------|----------|-------------------------------------------------------------------|
|      |                     |                                                   |                     |                              |          |                                                                   |
|      |                     |                                                   |                     |                              |          |                                                                   |

4. The Applicant should have experience in working with people with physical disability/ mental illness.

| S.No | Name of the Project | Sponsoring Agency/Govt Dept./Other Client Details | Duration of Project | Contract Value in Rs -- Lakh | Location | Work order/Completion certificate (Details enclosed at Page No--) |
|------|---------------------|---------------------------------------------------|---------------------|------------------------------|----------|-------------------------------------------------------------------|
|      |                     |                                                   |                     |                              |          |                                                                   |
|      |                     |                                                   |                     |                              |          |                                                                   |

**N.B:** Work order and approval copy shall be attached along with the EOI document

**(Signature of Authorized Person with seal of applicant)**

Date:

## Annexure-III

## INVOICE FOR OPERATION & MANAGEMENT OF WORKING WOMEN'S HOSTEL

To  
The Municipal Commissioner  
Cuttack Municipal Corporation

Invoice No. & Date  
Invoice for the Month \_\_\_\_ Year

|                                       |                             |
|---------------------------------------|-----------------------------|
| Working women's hostel name & address |                             |
| Name of the SMA                       |                             |
| Contact Person & Contact No.          |                             |
| Date of initiation of agreement       | Date of Expiry of Agreement |

## INVOICE DETAILS:

| SL NO | PARTICULARS | AMOUNT |
|-------|-------------|--------|
| 1     |             |        |
| 2     |             |        |
| 3     |             |        |
| 4     |             |        |
|       | TOTAL       |        |

VO  
EOI FOR WORKING WOMEN'S HOSTEL

ADD SERVICE CHARGE @ 10%

GRAND TOTAL

RECEIVED

PLEASE MAKE THE PAYMENT TO:

ONLY

BANK NAME

BRANCH NAME

ACCOUNT  
HOLDER NAME

BANK ACCOUNT  
NO.

IFSC CODE

THIS INVOICE IS IN RESPECT OF OPERATION & MANAGEMENT OF WORKING WOMEN'S HOSTEL AND IS ADDRESSED PURELY FOR PAYMENT PURPOSE. I CERTIFY THAT THE AMOUNTS CLAIMED IN THIS INVOICE HAVE BEEN WHOLLY & NECESASRILY INCURRED FOR THE ENGAGEMENT AND HAVE NOT BEEN CLAIMED BEFORE.

List of Enclosure:

| Sl no | Documents                                       | Enclosed( Yes/No) |
|-------|-------------------------------------------------|-------------------|
| 1     | MPR OF THE SAME MONTH                           |                   |
| 2     | SUCCESS STORY & NEWS PAPER PUBLICATION IF ANY   |                   |
| 3     | SUPPORTING DOCUMENTS OF STAFF SALARY            |                   |
| 4     | SUPPORTING DOCUMENTS AGAINST OTHER EXPENDITURES |                   |

Signature of Shelter Manager with Seal

Signature of Authorized person with Seal  
Shelter Management Agency

# EOI FOR WORKING WOMEN'S HOSTEL

| S.No | Name of the Project | Sponsoring Agency/Govt Dept./Other Client Details | Duration of Project | Contract Value in Rs -- Lakh | Location | Work order/Completion certificate (Details enclosed at Page No--) |
|------|---------------------|---------------------------------------------------|---------------------|------------------------------|----------|-------------------------------------------------------------------|
|      |                     |                                                   |                     |                              |          |                                                                   |
|      |                     |                                                   |                     |                              |          |                                                                   |

4. The Applicant should have experience in working with people with physical disability/ mental illness.

| S.No | Name of the Project | Sponsoring Agency/Govt Dept./Other Client Details | Duration of Project | Contract Value in Rs -- Lakh | Location | Work order/Completion certificate (Details enclosed at Page No--) |
|------|---------------------|---------------------------------------------------|---------------------|------------------------------|----------|-------------------------------------------------------------------|
|      |                     |                                                   |                     |                              |          |                                                                   |
|      |                     |                                                   |                     |                              |          |                                                                   |

**N.B:** Work order and approval copy shall be attached along with the EOI document

(Signature of Authorized Person with seal of applicant)

Date:

## Annexure-III

## INVOICE FOR OPERATION & MANAGEMENT OF WORKING WOMEN'S HOSTEL

To  
The Municipal Commissioner  
Cuttack Municipal Corporation

Invoice No. & Date  
Invoice for the Month \_\_\_\_ Year

|                                       |                             |
|---------------------------------------|-----------------------------|
| Working women's hostel name & address |                             |
| Name of the SMA                       |                             |
| Contact Person & Contact No.          |                             |
| Date of initiation of agreement       | Date of Expiry of Agreement |

## INVOICE DETAILS:

| SL NO | PARTICULARS | AMOUNT |
|-------|-------------|--------|
| 1     |             |        |
| 2     |             |        |
| 3     |             |        |
| 4     |             |        |
|       | TOTAL       |        |