

EXPRESSION OF INTEREST (EOI)

For

Selection of ALF/WLF for Operation & Management of
URBAN HAAT under Cuttack Municipal Corporation

EOI No. 2048 / **Date:** 05 / 09 / 2023



CUTTACK MUNICIPAL CORPORATION

Choudhary Bazar, Nandi Sahi,
Cuttack – 753012, TEL:-0671-2312663

www.mccmc@nic.in

Schedule of EOI

Sr. No.	Description	Date & Time
1	Issue of EOI	05/09/2023
2	Last date of receiving of Pre-Application queries	12/09/2023
3	Pre-Application meeting (In the mini conference hall of CMC)	12/09/2023 at 4:30 PM
4	Date of uploading of Pre-Application query reply	12/09/2023
5	Submission of EOI at the Diary section of CMC office, Vikash Bhawan, Badambadi, Cuttack	15/09/2023 till 4:00 PM
6	Opening of EOI Applications in the Conference Hall of CMC office, Vikash Bhawan, Badambadi, Cuttack	18/09/2023 at 11:00 AM
7	Responsible Officer	Swetapadma D. Satapathy
8	e-mail id for contact	sio cmc@gmail.com
9	Telephone no. for contact	7978252317.


Principal Commissioner
Cuttack Municipal Corporation

INTRODUCTION

The establishment of URBAN HAAT is ushering in a wave of new opportunities for the SHGs. Behind this concept of *URBAN HAAT* lies the vision of the Odisha Government; to come up with inventive ways to empower SHG women Groups by operation & management of Haat and exhibit / showcase their skills and earn a decent living. And this vision is coming true in the case of the management of *URBAN HAAT* as they are quickly becoming one of the favorite destinations for the locals as well as travelers outside visiting the City. The idea is to promote women in various income generate activities across the Cuttack City extensively mainly to capture the glimpse of local delicacy at its best possible manner. The well-designed ambience and the hospitality of the Haat by staff contributed towards a long-lasting impression to attract the populace to visit the haat.

TERMS & REFERENCES

As part of the 5T Governance framework main thrust of Government of Odisha, the URBAN HAAT will be inaugurated recently. Taking forward the transformative agenda to a next level and making it more people centric, the Mission Shakti Department of Govt. of Odisha has decided that the URBAN HAAT to be managed and maintained by the ALF/WLF exclusively as per the following terms & conditions without deviation:

1. The last date of submission of EOI is on 15/09/2023 at 4 PM time & the technical bid will be opened on 18/09/2023 at 11 AM in the Bikash Bhawan, CMC.
 2. The interested ALF/WLF may download the EOI documents including formats of Technical Bid from the www.cmccuttack.gov.in
 3. The EOI will be valid up to the end of the 15/09/2023
 4. The authorized representative of the bidding ALF/WLF 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 ALF/WLF formation, Group Management, PAN Number, Involvement in IGA by their MSGs, Financial Behaviour, Group Integrity & qualification of members by a committee constitutes for the purpose and the findings of committee will be in final & binding. The same cannot be challenged at any other forum thereafter. In tending bidder will have to submit undertaking in this regard.
 6. The CMC representative will reserve the right to reject the bid quoted by ALF/WLF, if not satisfied with the concerned ALF/WLF credibility & past performance record etc.
 7. No communication shall be entertained over telephone, fax, and email or in person questioning the decision of the committee.
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8. Any disputes arise over the quality of the service will be verified by the designated official of CMC only.
9. There should not be any pre-condition of advance payment or time limit, whatsoever the bid submitted will be taken as absolute without any pre condition.
10. The ALF/WLF will be emplaned for one subsequent year for management of the Haat. The Contract extension depends on the basis of the satisfactory service & evaluation report by the CMC.
11. Only the qualifying ALF/WLF will be considered for the said assignment.
12. The ALF/WLF will collect Rs 25/- trade fee per vendor each day and deposit to CMC. A separate register should be maintained to record daily collection.
13. The ALF/WLF shall given 7.5% of the total collection as service charges every month on submission of the invoice.
14. It is not a regulatory market and CMC shall provide a market space in order to facilitate decongestion of the city and providing buyers and sellers a common platform.
15. The ALF/WLF will be responsible for daily maintenance, housekeeping of the urban haat including the toilet and also for the watch and ward. The payment for the 6 nos of watch and ward (2 persons per 8hrs shift wise) and 4 cleaning staff (2 persons per 12 hrs shift wise) shall be made as per the labour rate for unskilled worker. The remuneration of the staff will be released

after the submission of monthly attendance by the ALF/WLF.

16. Miscellaneous expenses for registers, cleaning items like phenyl, bleaching powder, brush, broom etc shall be released as per the actual bills submitted by the ALF/WLF.

SL NO	PARAMETER	CRITERIA
1	ALF/WLF Formation	On or Before 01/04/2020
2	ALF/WLF Management	Strictly adhering to Panchasutra (Regular Meeting, Regular Savings, Regular Internal Lending, Regular Repayment, Regular Record Keeping)
3	Pan Number	Must have Permanent Account Number (PAN). if not it will disqualify
4	Involvement of ALF/WLF & their MSGs in IGA	Must have been previously engaged in Income generating Activities.
5	Financial Behavior of ALF/WLF & their MSGs	No financial irregularities(Such as Loan declared as NPA, right of, One time settlement of Loan etc) The minimum account balance of the ALF/WLF should be Rs 1.5 lakh as on 30.06.2023
6	Groups Integrity	No record of involvement in any anti social or criminal activities.
7	Qualification	The minimum qualification of

		any member the group should be matriculation or above
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Terms of Engagement

- a) CMC will sign an MOU with the selected ALF/WLF with detailed terms of reference.
- b) The period of engagement of ALF/WLF will be initially for 1 year which may be renewed based on the performance.
- c) ALF/WLF members cannot claim to be an employee or permanent staff of the URBAN HAAT or CMC.
- d) The Selected ALF/WLF will be thoroughly trained on the functioning of URBAN HAAT and their duties & responsibilities.

Roles & responsibilities of CMC:

- a) CMC has the discretionary power to take decisions as & when the situation demands pertaining to the overall functioning of the Haat.
- b) CMC will provide necessary hand holding support for management of the urban haat.
- c) If there is any discrepancy while performing the duties relating to the URBAN HAAT by the ALF/WLF then CMC shall take necessary steps deemed suitable.
- d) CMC will engage 04 no.s of Security guard and 4 nos of cleaning staff for maintenance of the Haat.

Roles & responsibilities of ALF/WLF assigned to manage Urban HAAT

- a) The ALF/WLF will be responsible for the day to day functioning of the Urban Haat.
- b) The ALF/WLF has to abide by the instructions issued by CMC as and when given.
- c) ALF/WLF engaged in the URBAN HAAT shall be responsible to manage the HAAT like collection of trade fee @ Rs 20/- per vendor per day, daily stock entries, Cash transactions, hygienic & cleanliness and security of the Haat & surroundings.

Eligibility criteria for ALF/WLF

- a) Must have active members.
- b) Must have active bank account, PAN Card.
- c) The minimum account balance of the ALF/WLF should be Rs 1.5 lakh as on 30.06.2023
- d) Must not have defaulted repayment to any loan taken from group or personally.
- e) Must not have any criminal case.
- f) Must have been involved in income generation activities.

Termination of Contract

- a) If the ALF/WLF fails to remedy a failure in the performance of its obligations hereunder, as specified in notice of suspension pursuant to clause within thirty (30) days of receipt of such notice of suspension or within such further period as the "CMC" may have subsequently approved in writing.

- b) If the ALF/WLF becomes (or, if the ALF/WLF consists of more than one entity, if any of its members becomes and which has substantial bearing on providing services under the contract) insolvent go into liquidation or receivership whether compulsory or voluntary.
- c) If the ALF/WLF fails to comply with any final decision reached as a result of arbitration proceedings pursuant to the decision.
- d) If the ALF/WLF, in the judgment of the "CMC" , has engaged in corrupt or fraudulent practice in competing for or in executing the contract.
- e) If the ALF/WLF submits to the "CMC" a false statement which has a material effect on the rights, obligations or interests of the CMC.
- f) If the ALF/WLF places itself in position of conflict of interest or fails to disclose promptly any conflict of interest to the CMC.
- g) If the ALF/WLF FAILS to provide the quality services as envisaged under this contract. The consultancy monitoring committee formulated to monitor the progress of the assignment may make judgment regarding the poor quality of services, the reasons for which shall be recorded in writing. The CMC may decide to give one chance to the ALF/WLF to improve the quality of the services.
- h) If, as the result of force majeure, the ALF/WLF is unable to perform a material portion of the services for a period of not less than thirty (30) days.

- i) If the CMC, in its sole discretion and for any reason whatsoever, decides to terminate this contract.

Score Card for engaging ALF/WLF in MSB (Urban Haat)

SL NO	PARAMETER	SCORE CARD
1	Group Formation a. Before 2019 10 marks b. From 2019-21 5 marks	10
2	Group Management a. Managing all 5 sutras 15 marks b. Failing any two sutras 10 marks c. Failing more than two sutras 5 marks	15
3	Involvement in IGA a. Minimum 2 nos. IGA involved 10 marks b. Less than 2 IGA involved 5 marks	10
4	Financial Behaviour (Regular saving & account updated)	5
5	Group Integrity(minimum monthly meeting & Changes of Leadership)	5
6	Qualification (financial literacy)	5
8	TOTAL	50

NB: 30 marks above secured in document verification will be qualified for further selection procedure.

Format for selection of Urban Haat

1. Name of the ALF/WLF : _____
2. ALF/WLF Registration Number: _____
3. ALF/WLF PAN Number: _____
4. Communication Address: _____
5. Any work experience: _____
6. Contact Number: _____
7. Documents to be furnished:
 - a) Group Profile: _____
 - b) ALF/WLF Registration Sheet: _____
 - c) Bank Passbook front page photocopy: _____
 - d) Bank account statement for last 03 months: _____
 - e) Pan Card Photocopy attested: _____
 - f) Resolution Copies of Group meeting for last 06 months _____
 - g) Certificate of Highest qualified member's _____
 - h) Computer Certificate of qualified Members _____
8. Year of Formation: _____
9. Present livelihood activities undertaking: _____
10. Saving Bank Account Number: _____
11. Bank and Branch Name: _____
12. Funds available in saving bank accounts: _____
 - i) Regular Saving (YES/NO)

EOI for Operation & Management of URBAN HAAT under CMC

- ii) Amount of Saving (in Rs)
- iii) Whether MSGs Loan Taken (YES/NO), if yes, mention the number of MSGs taken loan. _____