

CUTTACK MUNICIPAL CORPORATION

**CUTTACK
GOVERNMENT OF ODISHA**



NOTICE INVITING TENDER

FOR

**SELECTION OF AGENCY FOR THE PROPOSED IOCL'S RETAIL
OUTLET AT NUAPADA, CUTTACK (SITE-B), CMC AREA**

Issued by:

Commissioner

Cuttack Municipal Corporation

Cuttack

Disclaimer

The information contained in this bid document provided to the Bidder(s), by or on behalf of Cuttack Municipal Corporation (hereinafter referred to as "CMC") or any of their employees or advisors, is provided to the Bidder(s) on the terms and conditions set out in this bid document and all other terms and conditions subject to which such information is provided.

The purpose of this bid document is to provide the Bidder(s) with information to assist the formulation of its Proposals. This bid document does not purport to contain all the information each Bidder may require. This bid document may not be appropriate for all persons, and it is not possible for CMC, its employees or advisors to consider the business/investment objectives, financial situation and particular needs of each Bidder who reads or uses this bid document. Each Bidder should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this bid document and where necessary obtain independent advice from appropriate sources. CMC, its employees and advisors make no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of the bid document.

CMC may, in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this bid document.

Bid No.: 6980

Date: 18.06.2025

Invitation for Bids (IFB)**SCHEDULE OF BIDDING PROCESS**

CMC would endeavour to adhere to the following schedule from the date of issue of notification during the Bidding Process

Events	Date
Bid Publishing Date	18.06.2025
Last Date and time of Submission of Application/Proposal	25/06/2025 till 1700 Hrs.
Mode of submission of Proposal	Regd. Post/Speed Post/Courier
Place of Submission of Proposal	Diary Section, Cuttack Municipal Corporation
Date of opening of technical bid	26/06/2025 at 11:00am
Presentation and interview	26/06/2025 at 05:00 pm
Responsible Officer	Commissioner, Cuttack Municipal Corporation, Biju Bhawan, Choudhury Bazar, Cuttack 753009 Email: mccmc@nic.in
Email for Communication	mccmc@nic.in
Bid Document Fee	Rs.11800/- (Inclusive of GST) in the form of Demand Draft in favor of Commissioner, Cuttack Municipal Corporation Payable at Cuttack
Earnest Money Deposit	Rs.1,00,000/- (Rupees One Lakh Only) to Commissioner, Cuttack Municipal Corporation Payable at Cuttack

**Office of the Commissioner: Cuttack Municipal Corporation: Cuttack: Choudhury Bazar:
Cuttack-753009:**

Cuttack Municipal Corporation intends to issue Invitation for Bids for selection Appointment of Dealer/Operator (Entity Only) for IOCL Retail Outlet at Nuapada, Cuttack (Site B).

1. Cuttack Municipal Corporation invites Bids from eligible Entity for Appointment of Agency for the Proposed IOCL's Retail Outlet at Nuapada, Cuttack (Site B)
2. Bid documents may be downloaded from the website of Cuttack Municipal Corporation at a period of 7 days. <https://cmccuttack.odisha.gov.in/> from 18.06.2025 onwards.
3. Bid must be submitted to the office of the Commissioner, Cuttack Municipal Corporation, Biju Bhawan, Choudhury Bazar, Cuttack-753009 on or before **1700 hours on 25/06/2025** and the opening technical Bid will be on 26/06/2025 at 1100 hours.
4. The Bid, whose score shall be highest will be awarded with the contract initially for 5 years subjected to renewal with amendments for the entire duration during which CMC holds the rights with Indian Oil Corporation Limited (IOCL) for the proposed retail outlet.
5. Other details can be seen in the bid documents.

Note:

1. Bid document fee of **Rs. 11800/-** shall be paid in the form of demand draft/ banker's Cheque in favour of Commissioner, Cuttack Municipal Corporation along with the Technical Bids. Otherwise downloaded bid document shall not be considered.
2. Any Corrigendum/Corrigenda issued by CMC to be read along with this bid documents.
3. Commissioner, Cuttack Municipal Corporation reserves the right to revise or amend the notice and/ or the Bid Document, fully or partly.
4. Right to reject any or all offers without assigning any reason thereof is reserved with Commissioner, Cuttack Municipal Corporation.


Commissioner,
Cuttack Municipal Corporation,
Cuttack

Memo No.: 6981

Date: 18/06/2025

Copy:

- 1) PA to Mayor
- 2) The Addl. Commissioner, City Engineer, DC (License), CMC for information and displaying the same in the notice boards in their offices for publicity.


Commissioner,
Cuttack Municipal Corporation,
Cuttack

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INSTRUCTION TO BIDDERS & GENERAL TERMS AND CONDITION OF TENDER

Cuttack Municipal Corporation shall be hereinafter referred to as CMC or Owner and the successful tenderer (i.e. the tenderer in whose favour the contract may be awarded) shall hereinafter be referred to as the Service Provider/Agency.

1. GENERAL ELIGIBILITY CRITERIA

- The bidder can only be a registered entity (companies under Companies Act 2013, societies, or trusts or Partnership Firm registered under Partnership Act 1932/Corporation.) are eligible. Individuals' person /proprietorship are not eligible for the bidding process.
- The bidder should have an experience of at least 3 years as on bid due date.

2. MODE OF SUBMISSION OF TENDER

All tenders must be submitted in the prescribed form only and in sealed cover superscribed with the reference number of the tender enquiry. The tenders must be addressed to Commissioner, Cuttack Municipal Corporation, Choudhury Bazar, Cuttack, 753009 and submitted at Diary section of CMC through Courier/Regd. Post/Speed Post.

Tenderers should enclose inside the sealed cover containing the tender Refer "DOCUMENTS FOR BID SUBMISSION".

3. INTRODUCTION

The Cuttack Municipal Corporation (CMC), in collaboration with Indian Oil Corporation Limited (IOCL), proposes to establish a new fuel retail outlet under the "B" Site Model at Nuapada, Cuttack (Site B). This initiative is part of CMC's commitment to strengthen public infrastructure and generate sustained municipal revenue through public-private operational partnerships.

As per the revised Letter of Intent (LOI) issued by IOCL, the service provider rights for the proposed outlet have been vested with CMC. However, the day-to-day operation and maintenance of the outlet are to be undertaken by a professionally managed agency. Therefore, through this tender, CMC intends to appoint a capable and experienced service provider or agency to operate, manage, and maintain the proposed IOCL retail outlet in accordance with IOCL norms and all applicable statutory regulations.

This retail outlet shall be developed and partially equipped by IOCL, while the operational responsibility—including staff deployment, infrastructure upkeep, customer service, and statutory compliance—will rest with the selected agency. The agency will also be required to pay a rental/operational fee and fixed percentage of revenue generated from the proposed retail outlet to CMC, as fixed by the Corporation.

The objective of this appointment is to ensure efficient, compliant, and high-quality operation of the RetailOutlet for the benefit of both the public and the Corporation, while upholding the reputation and standards of Indian Oil Corporation Ltd.

4. SCOPE OF WORK

- The appointed agency will be entrusted with the comprehensive operation, staffing, maintenance, statutory compliance, and customer service functions of the retail outlet, while also ensuring that all activities are conducted in alignment with the operational guidelines of IOCL and the administrative directions of CMC.
- The agency shall be responsible for ensuring uninterrupted sales of IOCL products and maintaining the highest standards of safety, quality, and service at the retail outlet. It shall manage the infrastructure provided by CMC and IOCL, including underground tanks, dispensing units, and pipelines, and shall maintain the sales building, lighting, power systems, and customer facilities developed by the institutions.
- The agency will be required to deploy a professionally trained workforce for all operational roles, ensuring regular training in customer service, safety protocols, and fuel handling procedures. Recruitment, salaries, HR management, and labour law compliance will be the full responsibility of the agency.
- Further, the agency shall be responsible for obtaining and maintaining all statutory approvals and licenses including those from PESO, the Fire Department, Weights & Measures, GST authorities, and others as applicable. It must strictly adhere to all statutory obligations throughout the tenure of operation.
- A key part of the engagement will involve the agency making a regular payment to CMC, either as monthly rent or operational service fee, which shall be determined by the Corporation. The terms of payment, including the amount and frequency, will be governed by the agreement executed between CMC and the agency after successful award of the contract.
- The agency shall maintain accurate operational records, including stock registers, sales logs, and financial reports. It will be required to submit periodic reports to CMC and make available all documentation during inspections, audits, or reviews by IOCL or CMC authorities.
- The selected agency will also be expected to actively participate in IOCL's marketing campaigns, automation drives, quality assurance initiatives, and branding efforts, ensuring compliance with the latest dealership norms and expectations.
- This appointment shall be for a specific tenure as decided by CMC, subject to periodic performance reviews. Failure to perform duties, breach of terms, or violation of norms may lead to termination of the service agreement.

5. ELIGIBILITY CRITERIA

In order to ensure that the management and operation of the IOCL Retail Outlet at Nuapada, Cuttack (Site B) is entrusted to a capable and compliant organization, Cuttack Municipal Corporation (CMC) has established clear and stringent eligibility criteria. These criteria have been framed in alignment with IOCL's Service provider/Agency norms and best practices in

public service outsourcing. Only entities meeting the following descriptive qualifications shall be considered for evaluation and selection:

- The applicant must be a legally registered entity in India. Eligible organizational forms include companies registered under the Companies Act, registered societies, or public charitable trusts. Applications from individuals, sole proprietors, or unregistered entities shall not be entertained under any circumstances.
- The entity must demonstrate sound financial credentials. Specifically, it must have an average annual turnover of at least ₹2.5 crores over the last three financial years. This financial strength must be substantiated with audited financial statements and a net worth certificate duly signed by a practicing Chartered Accountant. These financial prerequisites ensure that the applicant has the capacity to manage a commercial enterprise of this scale and significance.
- In accordance with reservation and inclusion policies, at least one ex-serviceman must be actively involved in the management of the entity. The ex-serviceman should be a partner, director, trustee, or member and must have an operational role. Documentary evidence issued by a competent authority must be submitted as proof of ex-serviceman status.
- To ensure technical competence, the applicant must have a full-time technical expert associated with the organization. This expert should have no less than 12 years of experience in retail petroleum operations or related functions within an Oil Marketing Company (OMC). In addition to experience, the expert should possess an engineering degree from a reputed institution or a government institution and an MBA/PGDM from a leading management institute such as IIMs, XLRI, ISB, or equivalent where either any one of the degree must be from a Tier 1 college. The technical expert shall be responsible for overseeing compliance, infrastructure readiness, and statutory licensing.
- The applying entity or any of its key stakeholders must not be currently holding any dealership or distributorship or relationship with IOCL or any other OMC. Entities that have been blacklisted, debarred, or whose dealership has been terminated for malpractice or regulatory violations will be summarily disqualified.
- The applicant must demonstrate preparedness and willingness to obtain all relevant statutory clearances and licenses required for retail fuel operations. These include but are not limited to PESO certification, Fire Safety NOC, GST registration, labour law compliance, and Weights & Measures approvals.

6. PERIOD OF CONTRACT

The contract period with the appointed agency shall commence from the date of signing the agreement and shall continue to remain in force for the entire duration during which CMC holds the rights with Indian Oil Corporation Limited (IOCL) for the proposed retail outlet.

The agency's contract tenure is directly linked and contingent upon the dealership agreement between CMC and IOCL. As long as CMC retains the ownership rights for operating the IOCL retail outlet at the desired location, the agency shall be duly awarded for

initial period of 5 years subjected to renewal with amendment still the rights of the retail outlet remains with the CMC and authorized to operate and maintain the facility.

In the event that CMC's dealership with IOCL is terminated, withdrawn, or otherwise ceases for any reason, the agency's contract will automatically conclude, without any further obligation from CMC towards the agency beyond the termination date.

The agency shall be notified in writing of the commencement and any cessation of the ownership rights, and accordingly, their contract period shall be adjusted in line with the duration.

7. EVALUATION OF BID

1. Pre-Defined Marking Scheme

Scoring System: Each bid is evaluated and scored out of 100 marks across several technical parameters (e.g., financial capability, business experience, technical expert qualifications, ex-serviceman participation, operations plan, and interview).

The selection of the Service Provider/Agency for the Proposed IOCL Retail Outlet at Nuapada (Site B) will follow a transparent, merit-based evaluation system designed in alignment with the principles of QBS "Quality-Based Selection" (QBS). It is used as the quality, experience, and expertise of the service provider are more important than price—especially for technically complex or sensitive assignments. The evaluation shall be conducted in two stages:

1. **Preliminary Scrutiny:** All bids will first be checked for completeness, eligibility, and compliance with basic documentation and criteria (e.g., legal entity, ex-serviceman involvement, submission of annexures, etc.).
2. **Technical Evaluation:** Bidders who pass the preliminary scrutiny will be evaluated on technical and qualitative parameters such as financial capacity, business acumen, qualifications and experience of the technical expert, involvement of ex-servicemen, and readiness for statutory compliance.
3. **Presentation & Interview:** Shortlisted applicants will be invited for a presentation and interview before the evaluation committee to assess their operational understanding, preparedness, and alignment with IOCL's dealership standards.
4. **Scoring & Ranking:** Bidders will be awarded marks as per the evaluation criteria table below. The entity securing the **highest total score** (and meeting the minimum qualifying marks) shall be recommended for award of dealership.
5. **Tie-Breakers:** If scores are tied, preference is given based on sub-criteria (e.g., technical expert's experience).
6. **Minimum Qualifying Marks:** Only bidders who achieve a threshold (e.g., 60/100 for open, 50/100 for reserved) are eligible for selection.

Evaluation Criteria

Parameter	Max Marks	Description
Financial Capability	25	Based on average annual turnover and net worth over the last 3 financial years.
Experience / Business Acumen	20	Previous business experience, especially in retail, service, or petroleum sector.
Technical Expert Qualification & Experience	20	As per required profile: 12+ years in OMC, Engineering + MBA (Tier 1 college) either any one or both the degrees).
Ex-Serviceman Participation	15	Active role of an ex-serviceman in management; verified through documents as mentioned in the tender document.
Presentation & Interview	20	Based on site visit insights, proposed staffing, customer service plan, etc.
Total	100	

Minimum Qualifying Marks

- Open Category Bidders: 60 marks.

8. GENERAL TERMS AND CONDITIONS OF THE BID

- All prospective bidders are advised to carefully read and understand the following general guidelines before submitting their applications for appointment as Service Provider/ Agency for the Proposed IOCL Retail Outlet at Nuapada, Cuttack (Site B).
- Only legally registered entities, such as companies, societies, or trusts, are eligible to participate in this tender process. Individuals are expressly excluded from consideration. The entity must ensure full compliance with the eligibility conditions specified in the tender notice, which include financial capability, presence of an eligible technical expert, and the active participation of an ex-serviceman in the management structure.
- The tender must be submitted in hard copy, duly signed and sealed by an authorized signatory. All supporting documents must be clearly indexed and organized as per the checklist provided. Submissions lacking the required documentation, or containing incorrect or misleading information, are liable for outright rejection. Bidders are cautioned that any attempt to falsify or manipulate documents will result in permanent disqualification.
- A non-refundable tender fee and an Earnest Money Deposit (EMD), both in the manner and amount prescribed in the tender notice, must accompany the bid. Submissions without either the tender fee or EMD shall not be considered.

- Bids submitted must remain valid for a period of **90 days** from the date of opening of the technical bid. Bidders are advised to participate in the pre-bid meeting, if one is scheduled, to clarify any doubts or obtain further details regarding the tender. Any modifications or clarifications issued during or after the pre-bid stage shall form an integral part of the tender documentation.
- It is strongly recommended that bidders visit the proposed retail outlet site prior to submission. This will provide better insight into site conditions and help in preparing an informed proposal. A declaration of having visited the site is to be enclosed with the bid (Annexure 6).
- Evaluation of bids will be based on technical and qualitative parameters, including financial capacity, technical competence and operational plans. A detailed marking scheme has been included in the tender document. The decision of the evaluation committee shall be final and binding.
- Bidders must refrain from attempting to influence any part of the tender process. Any such action will result in immediate disqualification. Furthermore, the selected Service Provider/ Agency shall not sublet or transfer the contract rights to any third party.
- Upon selection, the successful bidder shall be required to sign a sublease agreement with CMC and a dealership agreement with IOCL within the stipulated period. Non-compliance with this requirement may lead to cancellation of the award and forfeiture of the EMD.
- Any dispute arising out of this tender process shall be subject to the jurisdiction of the appropriate courts located in **Cuttack, Odisha**.
- Cuttack Municipal Corporation reserves the full and unconditional right to accept or reject any or all bids at any stage, without assigning any reason or incurring any liability.

Tenderer(s) must ensure the following while submitting the tender:

- A. that every page of tender document is duly signed by the tenderer before submitting the tender.
- B. that in all cases, rates quoted in figures as well as in words.
- C. that all alterations, erasure(s) and/or over-writing, if any, in the schedule of rate(s) are duly authenticated by the tenderer's signature.
- D. if stipulating tax, tenderer to state clearly its basis and applicable tax, it shall be duly certified by tax authority in the event of sale order placed on bidder and payment shall be accordingly made to CMC along with certification of authority, failing which full taxes and duties will be applicable.

DOCUMENTS FOR BID SUBMISSION

Sl. No.	Document Description	Submitted (✓/X)
1	Duly Signed Tender Document	
2	Demand Draft of EMD & DD for Tender fees	
3	Registration Certificate of the Entity	
4	PAN & GST Registration of the Entity	
5	Copy of Entity's Constitution Document (MoA/AoA/Trust Deed etc.)	
6	Letter for the Bid (Annexure 1)	
7	Details of the bidder (Annexure 2)	
8	Authorization Letter/Board Resolution (Annexure 7)	
9	Audited Financials (Last 3 years 2024-25,2023-24,2022-23)	
10	CA-certified Turnover & Net Worth Certificates Last 3 years(2024-25,2023-24,2022-23) (Annexure 3)	
11	Technical Expert Detail and Proofs (Annexure 4)	
12	Ex-Serviceman Certificate & Declaration (Annexure 5)	
13	Site Visit Declaration and supporting document (Annexure 6)	

Annexure1- LETTER FOR THE BID

[On the letter head of the Bidder]

No:

Dated:

To,

The Commissioner,
Cuttack Municipal Corporation
Cuttack-753009, Odisha

Sub: Bid for a [RFP Name]

Dear Sir,

With reference to your RFP dated [RFP publishing date], I/we, having examined the Bidding Documents and understood their contents, hereby submit my/our Bid for the aforesaid Project. The Bid is unconditional and unqualified.

1. I/We acknowledge that CMC will be relying on the information provided in the Bid and the documents accompanying such Bid to select a Bidder for the aforesaid Project and live certify that all information provided in the Bid are true and correct; nothing has been omitted which renders such information misleading; and all documents accompanying such Bid are true copies of their respective originals.
2. The Bid is being submitted for the express purpose of qualifying as a Successful Bidder for the aforesaid Project.
3. I/We shall make available to CMC any additional information it may find necessary or require to supplement or authenticate the submissions.
4. I/We acknowledge the right of CMC to reject our Bid without assigning any reason or otherwise and hereby waive my/our right to challenge the same on any account whatsoever.
5. I/We certify that in the last three years, I/we/any of the Members have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award, nor been expelled from any project or contract by any public authority nor have had any contract terminated by any public authority for breach by [us/any of the Members].
6. I/We certify that we are not barred by the Government of Odisha, any other State Government in India or the Government of India, or any public agencies from participating in similar projects as on (Bid Submission Deadline).
7. I/We declare that:
 - (a) I/We have examined and have no reservations to the RFP, including any addendum issued by CMC;
 - (b) I/We do not have any Conflict of Interest;

8. I understand that you may cancel the Bidding Process at any time and that you are neither bound to accept any Bid that you may receive, without incurring any liability to the Bidders.
9. I further certify that in regard to matters relating to security and integrity of the country, I have not been charged by any government agency or convicted by a court of law.
10. I further certify that no investigation by a regulatory authority is pending either against me or against our directors/managers/employees.
11. I/We hereby irrevocably waive any right, which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by CMC in connection with the selection of Bidders or in connection with the Bidding Process itself, in respect of the above-mentioned RFP and the terms and implementation thereof.
12. I/We agree and undertake to abide by all the terms and conditions of the RFP.

We confirm that all information and documents submitted are true and correct to the best of our knowledge.

Yours faithfully,

Date: (Signature of the authorized signatory)

Place:

Annexure2: DETAILS OF BIDDER

[On the letter head of the Bidding Company]

No:

Dated:

1. (a) Name:
(b) Address:
(c) Address of the corporate headquarters and its branch office(s), if any, in India:
(d) Date of incorporation and/or commencement of business (Please provide a true copy of the incorporation certificate, MOA and AOA if any):
(e) GST No:
(f) PAN No:
2. Brief description of the Bidder including details of its main lines of business:
3. Details of individual(s) who will serve as the point of contact/communication from the Bidder Company for CMC:
 - (a) Name:
 - (b) Designation:
 - (c) Company:
 - (d) Address:
 - (e) Telephone:
 - (f) E-mail:
4. Particulars of the authorized signatory of the Bidder Company:
 - (a) Name:
 - (b) Designation:
 - (c) Address:
 - (d) Telephone:
 - (e) Fax:

Annexure3: FINANCIAL CAPACITY OF THE BIDDER

Bidder Type	Annual Turnover		
	Financial Year ending 31 March 2024-25	Financial Year ending 31 March 2023-24	Financial year ending March 2022-23
Single Bidder entity			

Statutory Auditor

Instructions:

1. The Bidder will provide anCA Certified with UDIN No. specifying the respective Annual Turnover of the Bidder.
2. The bidder has to submit Audited Balanced Sheets of last three years.
3. The bidder has to submit the Net Worth Certificate from Chartered Accountant.

Annexure 4 TECHNICAL EXPERT DETAILS

Date:

(To be filled and signed by the Technical Expert and countersigned by an authorized signatory of the applicant entity)

A. Personal Details

Name of Technical Expert:

Date of Birth:

Mobile Number:

Email Address:

PAN:

Aadhaar No.:

Current Designation in the Entity:

Date of Joining the Entity:

B. Educational Qualifications

Degree	Discipline	Institution (Tier 1)	Year of Passing
B.E./B.Tech			
MBA/PGDM			

*Attach self-attested copies of degree certificates and mark sheets.

C. Professional Experience (Minimum 12 Years in OMC Retail/Marketing)

Organization (OMC)	Designation(s) Held	Duration (From-To)	Nature of Duties/Work
Experience			

*Attach experience certificates clearly indicating work in retail outlet business and marketing wing of OMC(s).

D. Declaration by Technical Expert

I, _____, hereby declare that:

I am a full-time [employee/partner/director] of [Entity Name].

I possess an engineering degree from a Tier 1 college and an MBA from a Tier 1 college.

I have more than 12 years of experience working with Oil Marketing Companies (OMCs) in retail outlet business and marketing.

All information and documents submitted are true and correct to the best of my knowledge.

I will be responsible for technical compliance and support in all statutory clearances for the Proposed Retail Outlet as per the tender and IOCL/CMC norms.

Signature of Technical Expert: _____

Date: _____

E. Certification by Applicant Entity

We certify that the above-named technical expert is a full-time [employee/partner/director] with our entity and fulfills all technical criteria as per the tender.

Authorized Signatory (with seal): _____

Name & Designation: _____

Date: _____

Checklist of Attachments:

- Degree certificates (Engineering & MBA from Tier 1 colleges)
- Experience certificates (showing 12+ years in OMC retail/marketing)
- Appointment/Employment letter with the entity
- ID proof (PAN/Aadhaar)

Annexure SEX-SERVICEMAN DETAILS AND DECLARATION

(To be filled by the Ex-Serviceman who is a member/partner/director/trustee of the Applicant Entity)

A. Personal Details

1. Name of Ex-Serviceman:
2. Rank at Discharge:
3. Service Number:
4. Date of Enrolment:
5. Date of Discharge/Retirement:
6. Pension Payment Order (PPO) Number:
7. Category of Ex-Serviceman (e.g., Armed Forces Personnel, Widows, Dependents):
8. Address:
9. Mobile Number:
10. Email ID:

*Attach self-attested copies of Discharge Certificate, PPO, and Identity Card.

B. Eligibility Certificate Details (if applicable)

- Eligibility Certificate Number (issued by Directorate General Resettlement or concerned authority):
- Date of Issue:
- Issuing Authority:

*Attach copy of Eligibility Certificate.

C. Educational Qualification

Qualification	Institution	Year of Passing	Percentage/Grade	Equivalence Certificate (if applicable)

*Attach copies of education certificates and equivalence certificates if qualification acquired during service.

D. Declaration by Ex-Serviceman

I, _____, son/daughter/wife of _____, hereby declare that:

1. I have been released/retired/discharged from the Armed Forces of India and qualify as an Ex-Serviceman as per Government of India definitions.
2. I have not secured any appointment on the civil side after discharge/retirement.

3. I am a member/partner/director/trustee of the applicant entity applying for the service provider/ Agency contract for the Proposed IOCL's Retail Outlet.
4. All information and documents submitted by me are true and correct to the best of my knowledge.
5. I agree to abide by all terms and conditions of the tender and related agreements.

Signature of Ex-Serviceman: _____

Date: _____

E. Certification by Applicant Entity

We certify that the above-named Ex-Serviceman is an active member/partner/director/trustee of our entity and meets the eligibility criteria as per the tender and Government of India guidelines.

Authorized Signatory (with seal): _____

Name & Designation: _____

Date: _____

F. Checklist of Attachments

- Discharge Certificate / Release Order
- Pension Payment Order (PPO)
- Ex-Serviceman Identity Card
- Eligibility Certificate (if applicable)
- Educational Certificates and Equivalence Certificate (if applicable)
- Undertaking/Declaration signed by the Ex-Serviceman

Annexure 6 SITE VISIT DECLARATION

(To be submitted on the letterhead of the applicant entity and signed by the authorized signatory)

Date: _____

To
The Commissioner
Cuttack Municipal Corporation
[CMC Address]
Cuttack, Odisha

Subject: Site Visit Declaration for (RFP Name)

Sir/Madam,

We, M/s _____ (name of entity), having our registered office at _____, hereby confirm that our authorized representative(s) _____ have visited the proposed site for the Proposed IOCL's Retail Outlet at proposed site _____

We have thoroughly inspected the site and its surroundings and are fully aware of the site conditions, accessibility, statutory requirements, and all factors that may affect the operation and maintenance of the petrol pump.

We undertake that we shall not raise any claim or dispute at any stage regarding the site conditions, and we accept full responsibility for having assessed all aspects relevant to our participation in this tender.

Details of Visit:

- Date of Visit: _____
- Name(s) of Representative(s): _____
- Designation(s): _____
- Contact Number(s): _____

Signature: _____

Name: _____

Designation: _____

Seal of Entity: _____

Enclosures:

- Copy of ID proof of visiting representative(s)
- Photographs (if required by CMC)

This declaration is mandatory for bid consideration and confirms the bidder's due diligence regarding the site.