

EXPRESSION OF INTEREST (EOI)

For

Selection of SHG for Operation & Maintenance of

Aama Pokhari-Under

Kataka Municipal Corporation

EOI No. 3099 / Date: 21/07/2026 /

KATAKA MUNICIPAL CORPORATION

Choudhary Bazar, Nandi Sahi,
Kataka – 753012, TEL: -0671-2312663
www.cmccuttack.odisha.gov.in

Expression Of Interest (EOI)
for Maintenance of Ama Pokhari SHGs
under Katak Municipal Corporation

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The Kataka Municipal Corporation, invites Expression of Interest in sealed cover from competent and active SHGs, having interest and capabilities for the Operation & Management of Ama Pokhari Utkala Balashrama, ward no 50 & Swapneswar Pond, ward no-56, KMC, Kataka during the Financial Year 2026-2027. The sealed Expression of Interest should be submitted by concerned ward SHGs for the Operation & Maintenance of Ama Pokhari water bodies to Commissioner, KMC, Biju Bhawan, Nandi Sahl, Choudhary Bazar, Kataka, Pin-753001 on or before date July 29/07/2026 . Time 05:00 pm by registered/speed post only.

The technical bid will be opened on date 30th July 2026 at Biju Bhawan, time 11:00 AM in the Mini Conference Hall, KMC. The sealed envelope should be superscripted with "EOI for Operation & Management of Ama Pokhari by SHGs, 2026-2027". The detailed terms and conditions of the Expression of Interest is available in website: www.cmccuttack.odisha.gov.in

Schedule of EOI

Sl No.	Description	Date & Time
1	Issue of EOI	21 st July 2026
2	Last date of receiving of Pre-Application queries	23 rd July 2026
3	Pre-Application meeting (in the mini conference hall of KMC)	24 th July 2026 at 11:00 AM
4	Date of uploading of Pre-Application query reply	24 th July 2026
5	Submission of RFP at the Diary section of KMC office, Vikash Bhawan, Badambadi, Kataka	29 th July 2026
6	Opening of RFP Applications of Utkal Balashram Pond, Ward No-50 & Swapneswar Pond, Ward No-56, in the conference hall of Biju Bhawan.	30 th July 2026 at 11 AM.
7	Responsible Officer	Ms. Swati Mishra Assistant Commissioner
8	e-mail id for contact	slocmc@gmail.com
9	Telephone no. for contact	7978179486


Commissioner

TERMS AND REFERENCE
for Operation & Maintenance of Ama Pokhari by SHGs
Kataka Municipal Corporation

Introduction:

Water bodies are very important in our cities. They help refill groundwater, prevent floods, keep the weather cooler, support plants and animals, and provide spaces for people to relax and enjoy cultural activities. But because of fast urban growth, more population, poor upkeep, and climate change, many water bodies have become polluted, damaged, or taken over illegally. This harms the environment and reduces the quality of life for people living nearby. To fix this, the State Government is working to revive and improve water bodies in all Urban Local Bodies across Odisha. Healthy water bodies not only save water but also create better public spaces, making cities nicer places to live. To make this effort long-lasting, the State Government is starting a special programme under the Mukhyamantri Sahari Bikas Yojana to restore damaged water bodies, develop eco-friendly public areas around them, and ensure they are properly maintained.

Ama Pokhari is a programme of Government of Odisha that is being implemented to rejuvenate the water bodies across Odisha. Moreover, the rapid decline in groundwater levels and growing water scarcity highlight the need for water harvesting and conservation to ensure sustainable development. Revitalizing water bodies is, therefore, crucial to maximize both their direct and indirect benefits.

Water bodies has been taken & rejuvenated by KMC under Ama Pokhari programme:

Terms & References:

The Kataka Municipal Corporation invites, "Expression of Interest" from concerned ward SHGs for Operation & Maintenance of (1) Utkal Balashram Pond, Ward No-50. & Swapneswar Pond, Ward No-56, Kataka as per the following terms.

1. The last date for submission of the Expression of Interest (EOI) is on 29/07/2026 at 05.00 PM and the technical bid will be opened on 30/07/2026 at 11.00 AM in the Mini Conference Hall Biju Bhawan, Kataka Municipal Corporation.
2. The interested SHGs may download the EOI documents including formats of Technical Bid from the website of KMC www.mccmc@nic.in.
3. The EOI will be valid up to the 29/07/2026.
4. The SHG should be from the same ward (In the absence of an eligible group, the SHG from the nearby ward may be considered with the approval of the Selection committee).
5. The authorized representative of the bidding 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.
6. The bids will be evaluated 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 undertaking in this regard.
7. The Kataka Municipal Corporation with its representative the Commissioner reserves the right to reject the bid quoted by SHGs, if not satisfied with concerned SHGs credibility and past performance record.
8. No communication shall be entertained over telephone, Fax, email or in person questioning the decision of the committee.
9. Any dispute arises over the quality of the service will be verified by the designated officials of ULB.
10. There should not be any precondition of advance payment or time limit, whatsoever. The bid submitted will be taken as absolute without any precondition.
11. Only the qualifying SHGs will be considered for the said assignment.

Eligibility criteria for The SHGs

Sl No.	Parameter	Criteria
1	Group Formation	On or before Dt: 01/01/2023.
2	Group Management	Strictly adhering to Pancha-sutra (Regular Meetings, Regular savings, Regular internal Lending, Regular Repayment, Regular Record keeping)
3	PAN No.	Must have Permanent Account Number (PAN)
4	Involvement in IGA	Must have been previously engaged in income Generating Activities
5	Financial Behaviour	No financial irregularities (such as Loan declared as NPA, write of, one time Settlement of loan etc.
6	Group Integrity	No record of involvement in any anti-social or criminal activities.
7	Qualification	The minimum qualification of minimum 03 numbers of the group should be matriculation or above.
8	Existence	The SHG must be at least two (2) years old as on the date of application
9	Annual Financial turnover	Turnover of Rs.100000/- at least once in last 03 years.
10	Preference	The SHG having experience in similar kind of activities like Urban wage Employment programmes such as RWMS, DSD development.

Terms of Engagement

- a) KMC will sign a MOU with the selected SHGs with detailed terms of reference for the Operation & Maintenance of Ama Pokhari.
- b) The period of engagements of MSG is particularly for the period mentioned in the MOU.
- c) SHGs will be thoroughly trained / guided on the operation and maintenance of Ama Pokhari upkeep & assigned and responsibilities.
- d) The contract would be for 5 years initially & depending upon their performance, the agreement shall be further extended.

Scope of work of SHG assigned to Operation & Maintenance of Ama Pokhari

Pond Maintenance Activities: Routine / Regular Cleaning & Debris Removal (Daily/Weekly/Monthly)

- Removal of floating garbage, plastics, weeds, scum, and debris from the water surface and shorelines (monthly)
- Cleaning of inlets, outlets, screens, and trash racks to prevent blockages.
- Manual or mechanical removal of aquatic weeds and invasive plants, to be carried out yearly twice before & after monsoon.
- Emptying trash bins and maintaining surrounding pathways/embankments fortnightly.

Water Quality Monitoring & Treatment:

- Testing of parameters (pH, DO, BOD, nutrients, turbidity, etc.) yearly twice before & after monsoon.
- Application of eco-friendly treatments (e.g., beneficial bacteria, algaecides, or dosing agents for odour/algae control) in twice a year before & after monsoon.
- Inspection and repair of bunds/embankments, toe walls, waste weirs, and overflow structures.
- Cleaning/repair of stormwater inlets, outlets, and sedimentation traps.
- Implement erosion control along shorelines (e.g., vegetation, rip-rap, or living shorelines) verify quarterly and take necessary action.
- Construction/repair of pathways, fencing, benches, and access points, verify quarterly and take necessary action.

Inlet/Outlet & Pollution Control (Priority In Urban Areas)

- Inform / notify the Authority for diversion of incoming sewage/effluents if any entering into the water body and the same to be carried out fortnightly.
- Prevention of solid waste dumping and illegal encroachments to be carried out fortnightly.

Vegetation & Ecological Management (Seasonal/Ongoing)

- Control of excessive aquatic/terrestrial vegetation to be carried out twice a year before & after monsoon.

Inspection, Monitoring & Reporting (Regular)

- Conduct periodic site inspections (quarterly or after heavy rains).
- Preparation of progress reports, water quality logs, and compliance documentation.

Remuneration shall be 2% of the Project cost which shall be paid every year after successful completion of the tasks as detailed above and after due verification by the KMC Engineering section.

Eligibility Criteria for SHGs, Experience & Evaluation Process

- a) The SHGs applied for the Operation & Management in Ama Pokhari in response to the Advertisement, must qualify the minimum eligibility criteria as defined below:
- b) SHGs registered with NULM or any other promoter is eligible for participation.
- c) Date of formation of the SHG shall be minimum 3 years prior to the date of submission of application.
- d) The SHG should be from the same ward (In the absence of an eligible group, the SHG from the nearby ward may be considered with the approval of the Selection committee)
- e) The SHG must be strictly following the Pancha-sutra for group management.
- f) SHG must have a Permanent Account Number (PAN).

- g) The minimum qualification of any member of the SHG should be matriculation.
- h) The SHG must have been previously engaged in Income generating activities.
- i) The SHG must not have records of financial irregularities (such as loans declared NPA and write-offs etc.)
- j) The SHG must not have a record of involvement in any anti-social or criminal activities.
- k) SHG minimum turnover of Rs.100000 at least once in last 3 year

Sl. No	Assessment Parameter	Marks	Means of Verification	Score /Remarks
1	Adherence to standard practices of Group Pancha Sutra (Reference period last 36months) a) Regular Monthly Meetings b) Regular Savings c) Regular internal lending d) Regular Repayment e) Regular Record Keeping	20	1) Meeting/Resolution register 2) Cash Book & Bank Passbook 3) Cash Book 4) Cash Book & Bank Passbook 5) Meeting/Resolution register & Cash Book	80% or more=4, 79-70%=3, 69-60%=2, 59-50%=1, Below 50%=0 List of registers: 1. Regular Monthly Meetings – 4 2. Regular Savings – 4 3. Regular internal lending – 4 4. Regular Repayment – 4 5. Regular Record Keeping – 4
2	No. of active members	10	Meeting Register & Bank Passbook of SHGs	10 Active Members = 10 7 to 9 Active Members = 8 4 to 6 Active Members = 6 < 4 = 0
3	Involvement in Income Generation Activity (IGA)	20	CO certification (Interaction with SHG) & document verification like Cash Book & Bank Passbook, photos, any other documents.	3 Activity = 20 2 Activity = 15 1 Activity = 10 No Activity = 0
4	Turnover of Group	25	Cash Book & Bank	6 Lakhs or more = 25

			Passbook of SHGs	3.00 Lakhs to 5.99 Lakhs = 20 1.00 Lakhs to 2.99 Lakhs = 15 Below 1 lakhs = 0 (fraction scoring not allowed)
5	Investment Capacity	25	Cash Book & Bank Passbook of SHGs	3.00 lakhs or more=25 2.00 lakhs to 2.99 lakhs=15 1.00 lakhs to 1.99 lakhs= 10 Below 1.00 lakhs= 0
TOTAL		100	Note fraction scoring is not allowed in any of the parameters.	

List of Documents to be furnished by SHGs during scrutiny

- Based on the satisfactory recommendation of the Selection Committee after document verification and interaction, the SHG shall be selected.
- In case, there is a frontline SHG found not having PAN but submitted application for PAN, the Selection Committee may consider the acknowledgement/proof of the PAN application.
- The Selection Committee reserved the right to reject the application submitted by any SHG, if not satisfied with SHG's credibility and past performance record.
- Updated Bank Passbook.
- Cash Book – to know the detail of financial transactions
- Documentary evidence for involvement in Govt. Programmes.

Termination of Contract

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

- b) If the SHG becomes (or, if the SHG consists of more than one entity, if any of its member 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 SHG fails to comply with any final decision reached as a result of arbitration proceedings pursuant to the decision.
- d) If the SHG, in the judgement of the "KMC" has engaged in corrupt or fraudulent practices in competing for or in executing the contract.
- e) If the SHG submits to the "KMC" a false statement which has a material effect of rights, obligations or interest of the KMC.
- f) If the SHG places itself in position of conflict of interest or fails to disclose promptly any conflict of interest to the KMC.
- g) If the KMC, in its sole discretion and for any reason whatsoever, decides to terminate its contract.



Certification for Income Generating Activities.

Our SHG, _____, ward no. _____ is
interested to apply for O&M of Ama Pokhari, Utkal Balashram Pond, ward no-
50 & Swapneswar Pond, ward no-56 _____. We are
currently involved in the following income generating activities since how
long (how many days?).

- 1.
- 2.
- 3.
- 4.
- 5.

The above facts may kindly be verified and certified.

Signature of concerned CO, KMC