



***EXPRESSION OF INTEREST  
FOR  
COLLECTION OF ANNUAL REVENUE COST  
OF  
PARKING FEES AND DAILY MARKET FEES  
OF  
PURUSHOTTAMPUR NAC***

***Implemented By:***

***OFFICE OF THE NOTIFIED AREA COUNCIL, PURUSHOTTAMPUR  
GANJAM, PIN-761018 Ph No: 06811-295222***

***Email Id: [purushottampurnac@gmail.com](mailto:purushottampurnac@gmail.com)***

***Website: <https://nacpurushottampur.in>***

**DATA SHEET**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Details</b>
1	<b>Name of the Client</b>	NOTIFIED AREA COUNCIL, PURUSHOTTAMPUR
2	<b>Method of Selection</b>	Upper end cost selection process
3	<b>Date of Issue of EOI</b>	Dt.26/11/2025
4	<b>Deadline for receipt of EOI Proposal</b>	Dt.08/12/2025
5	<b>Date of Opening of Technical Proposal</b>	Dt.09/12/2025: 11.00 A.M. Onwards
6	<b>Date of Opening of Financial Proposal</b>	Dt.09/12/2025 11.30 A.M. Onwards
7	<b>Expected date of commencement of Assignment</b>	Dt.10/12/2025
8	<b>Bid processing Fee (Non-Refundable)</b>	Rs.2,000/-
9	<b>Earnest Money Receipt (EMD) Refundable w/o Interest as per TOR.</b>	Rs.87,000/-
10	<b>Contact Number</b>	06811-295222
11	<b>Postal Address for submission of proposal</b>	Executive Officer, NAC, Purushottampur, At/Po- Purushottampur, Ganjam, Odisha- 761018 Ph: 06811-295222 E Mail: purushottampurnac@gmail.com
12	<b>Mode of submission of proposal</b>	Speed Post/ Registered Post/ Courier /Tender Box only to the address as specified at Sl. No. 11 during the office hours only. Submission of bid through any other mode and late bid will be rejected.
13	<b>Place of opening of proposal</b>	Conference Hall, NAC Purushottampur, Ganjam
14	<b>Website to visit for download of bid document</b>	<a href="https://purushottampur-web.web.app/tender.html">https://purushottampur-web.web.app/tender.html</a> <b>Or</b> from NAC, Purushottampur office by depositing bid processing fees in cash

**EXPRESSION OF INTEREST FOR COLLECTION OF ANNUAL REVENUE COST OF  
PARKING FEES AND DAILY MARKET FEES OF PURUSHOTTAMPUR NAC, GANJAM**

**TERMS OF REFERENCE (ToR)**

**1. Introduction & Objective:**

Notified Area Council, Purushottampur desires to lease out the revenue collection of Parking Fees and Daily Market Fees of Purushottampur NAC. This will help in providing convenience to the Daily Street Vendor as well as the public for their daily shopping activities etc.

**2. Scope of the Work:**

The selected agency has to manage the parking of vehicles in the area of Purushottampur NAC which has been entering to the town area by developing its own system for parking of vehicles without disturbing the ambience of the town.

The rate of collection for different types of vehicles should not be higher than as mentioned below. Any deviation will lies to cancellation of tender and forfeiture of all deposits.

Type of Vehicles	Rate Per 4 Hours
Two Wheeler Motor Cycle including EV	Rs. 10/-
Three Wheelers (Auto etc.,)	Rs. 15/-
Four Wheelers(Motor Cars etc.,)	Rs. 20/-
Heavy Vehicles (Bus, Trucks etc.,)	Rs. 30/-
Daily Market Fees	Rate per Day
Per Vendor per day	Rs. 5/-

- No parking charges should be collected for bicycles.
- Vehicles will not be allowed to park on circulation service road.
- The agency will enter the number of the vehicles and time of entry in the parking ticket. A proper record of all vehicles using the parking space/ open space shall be maintained by the selected agency and produced for inspection to the Authority or any other officer from time to time at the discretion of the management of NAC, Purushottampur Authority.
- The selected agency shall collect the above-mentioned parking fees and issue necessary printed money receipt against the parked vehicles and is liable to keep close watch on the said vehicles.
- The selected agency shall collect the above-mentioned daily market fees and issue necessary printed money receipt against the eligible vendor and is liable to keep record of same.
- Any miscreant hinders the peaceful performing or managing the parking lot, matter should be immediately brought to the notice of the Local Police and NAC, Purushottampur Authorities.

**3. Eligibility:**

The agency registered under the relevant acts has to fulfill the below mentioned eligibility criteria to apply for the bidding process:

- The agency should have experience in managing business establishments. (Exception for SHGs/ ALFs)
- The agency should have the adequate manpower to undertake the work and manage it suitably in the stipulated time.
- Mission Shakti SHGs/ ALFs and Transgenders shall be given priority wherever the bid amount will be of equal value in the bidding form.

### **Mode of Application:**

The proposal should be submitted in sealed cover superscribed with "Expression of Interest for Collection of Annual Revenue Cost of Parking Fees and Daily Market Fees of Purushottampur NAC. The packet should contain the technical bid and financial bid in separate sealed covers and should reach NAC, Purushottampur by date as specified above.

- The tender shall be granted for collection of parking charges, maintenance of parking running of parking site and collection of daily market fees for 1 year only. further extension may be considered basing on performance.
- That all the correspondence will be addressed to The Executive Officer, NAC, Purushottampur.
- That NAC, Purushottampur Authority shall continue to have all rights and control over the license premises as its licensor.
- Before submitting the proposal, the intending agency may inspect the site at NAC, Purushottampur at his/ their own responsibility and own cost and satisfy him/ herself about the location area and its business prospect ascertaining for themselves the site condition, location surroundings, access to site, applicable laws and regulations or any other matter considered relevant for submission of the offer.
- The agencies should propose the amount by considering its entire revenue potential. NAC, Purushottampur Authority will not be responsible for any decline in the revenue at the site for as reason whatsoever. Any claim for remission on the basis of harm to business interest extraneous/ unforeseen conditions/ reasons whatsoever shall be summarily rejected by NAC authority without any kind of response to the selected agency and agency shall not be entitled make any claim/ remission on that account.

### **4. Technical Bid:**

The agency has to submit the Technical Bid in the prescribed format i.e. Covering letter and other information as per the "Annexure-V" along with required documents.

(Documents to be submitted).

#### **Documents required with the proposal are:**

- Tender Paper Cost of Rs. 2000/- (Rupees two thousand only) in shape of DD favoring Executive Officer, NAC, Purushottampur drawn in any scheduled commercial bank payable at Purushottampur/ Original Money Receipt received from NAC, Purushottampur.
- Earnest Money in form of a Demand Draft of Rs. 90,000 (Rupees ninety thousand only) from scheduled commercial bank drawn in the name of NAC, Purushottampur.
- Details of the applicant (Annexure-IV).
- Valid GST Registration Certificate.
- Copy of Valid PAN .
- Past Experience (if any): Work Orders
- Participating agency will submit detail list of existing parking contracts with address. In case- the agency is running any other parking site on contract at present he/ she is required to submit no dues certificate from the concerned local body/ organization along with tender form, failing which he/ she would stands disqualified. (If any)
- The agency is required to attach registration/ residential proof.
- Undertaking that no criminal case is pending with the police at the time of submission of bid and no proceedings are pending before any forum/ tribunal/ courts/ commission (as per Annexure -I attached ).

- Undertaking in shape of affidavit in Non-Judicial Stamp Paper of Rs.10/- for not have been debarred or blacklisted by Purushottampur NAC Authority or any entity of Govt. of Odisha/ any State Government/ Central Government/ PSUs in India or any autonomous bodies during the recent past (Annexure-II).
- Undertaking regarding trueness and correctness of the information submitted by the firm (Annexure-III).
- All the pages of the document including the proposal have to be serially numbered, sealed and duly signed by the authority representative.
- No modification to the proposal and documents shall be allowed once it is received by the authority.
- The agencies must submit their proposal by Speed Post/ Registered Post/ Courier only to the address as specified in the DATA SHEET during office hours only on or before the last date and time for submission of proposal as specified in the DATA SHEET. Submission of proposal through any other mode will not be accepted and last proposals will be rejected. The authority will not be responsible for postal delay/ any consequence in receiving of the proposals.
- The agency should fill the "Submission Check List" very carefully at "Annexure-VIII" and should keep the same on the front page of the proposal.
- Documents of those who will qualify the evaluation by the designated committee will be eligible for opening of the financial proposal.
- Anyone found guilty of furnishing false information shall be blacklisted by the NAC, Purushottampur and Security Deposit of such agencies shall be forfeited.

#### 5. Financial Proposal:

The financial proposal shall be for collection of parking fees and daily market fees of NAC Purushottampur. The minimum annual revenue collection cost (up set price) of parking fees and daily market is **Rs.8, 70,000/- (Rupees eight lakh seventy thousand only) for the period of 1 (one) year.**

The financial proposal has to be submitted in the prescribed format along with covering letter as per annexures.

#### 6. The Selection Process:

- The highest quoted offer of the qualified agency [but not less than upset price for Collection of Parking Fees cost Daily Market Fees of **Rs.8, 70,000/- (Rupees eight lakh seventy thousand only)**] shall be the criteria for selection.
- In case of equal/same bid amount the eligible agency shall be selected by the process of lottery.

#### 7. Trade License :

- The successful bidder would be required to execute trade license with Executive Officer, NAC, Purushottampur during signing of the agreement.
- The successful bidder would be required to deposit the full proposed amount after receipt of "Letter of Award" and before signing of agreement.
- The EMD shall be refunded after successful selection of the qualified agency.
- The person whose tender is accepted by the competent authority shall not be permitted to withdraw his/ her tender. If withdraws, NAC, Purushottampur Authority will forfeit the Earnest Deposit amount.
- In case the highest quoted selected agency fails to submit Earnest Money Deposit, the bid/EOI shall stand cancelled. The accepting authority then shall reject the bid/EOI.

**8. Manpower Terms:**

- The agency shall make arrangement to issue identity cards to each of its staff and supervisor at his own cost.
- That it is the responsibility of the selected agency to ensure that all persons deployed by it will be efficient, skilled, honest and conversant with nature of work for getting the work done and they must have a good character duly verified by the Police Authorities and shall produce such police verification on demand.
- The details of the workers like name, father's name, address, mobile number and copy of ID card issued by the agency shall have to be submitted to NAC, Purushottampur authority before the end of every month.
- That the persons employed by the agency shall be present at all times. For all purposes the selected agency shall alone be liable and responsible for full payment of all kind of wages, salaries, remuneration and other benefits etc. as per the minimum wages or statutory wages/ rate fixed by the Govt. of India, to them without claim or reimbursement from NAC, Purushottampur Authority.
- That the successful bidder shall not engage any manpower below age as prescribed by the labour department of Odisha for labour work.

**9. Other Terms and Conditions:**

- Under no circumstances, the selected agency shall appoint any sub-contractor or sub-lease the contract. If it is found that the contractor/ successful bidder has violated these conditions, the contract will be terminated forthwith without notice.
- The selected agency should obtain permission from the competent statutory authority, if required, and comply with all the requirements of law in force at the given time and also taxes if any, including service tax.
- No permanent or temporary construction or any other business or providing any other services or any other activities other than parking of vehicles or displays/ exhibition or any hoarding advertisement will be done by the agency without prior approval of the NAC, Purushottampur Authority.
- Any submitted documents found false or fake during the bid or after signing of the contract shall liable to rejection of the bid or contract and forfeiture of any deposit made by the agency.

**10. Force Majeure:**

The agencies shall not be responsible for failure or delay in performing their obligations under pressure(s) due to force majeure, which shall include but not be limited to war (invasion, armed conflict or act of foreign enemy, blockade, revolution, riots, insurrection, civil commotion, act of terrorism, or sabotage), act of God, epidemic, cyber terrorism/ cyber criminals, lightening, earthquake, cyclone, whirlwind, flood, tempest, storm, drought, lack of water or other unusual or extreme adverse weather or environmental conditions, action of the elements, meteorites, fire or explosion.

If the circumstances leading to force majeure occur, the affected party shall give a notice thereof to the other party. The notice shall include full particulars of the nature of Force majeure event, the effect it is likely to have on the affected party's performance of its obligations and the measures which the affected party is taking, or proposes to take, to alleviate the impact of the Force Majeure Event and restore the performance of its obligations. The obligations of the affected party shall be suspended to the extent they are affected by the Force Majeure.

That Deposit, if any may not be invoked in case of force majeure situations.

Bidder has to abide by any other conditions as imposed by the authority from time to time.

For the purpose of this, Executive Officer, NAC, Purushottampur shall be the competent authority and his/ her decision shall be final and binding on both the parties to the contract.

**11. The authority reserves the right to accept or reject any or all the offers at any point of time without assigning any reason thereof.**

**Annexure-I**

**UNDERTAKING**

***(On the Bidder's Letter Head regarding not having any judicial proceedings pending for any criminal offence)***

I, hereby undertake that there is no criminal case pending in any Court of Law against our company or against the Proprietor/ Director/ Persons to be deployed by our company. I/ We further certify that Proprietor/ Director/ Persons to be deployed by our company/ of my company have not been convicted of any offence in any Court in India during the recent past. I understand that I am fully responsible for the contents of this undertaking and its truthfulness.

**Authorized Signature  
(In full and initials)**

**Name and Designation of the Signatory:**

**Name of the Bidder and Address:**

**Annexure-II**

**UNDERTAKING**

***(On the Non-Judicial Stamp Paper of Rs 10/- value in shape of Affidavit from the Notary  
regarding Non-Blacklisting)***

I, hereby undertake that our organization has not been blacklisted/ debarred by any of the Central/ State Government Department/ Office or by any Public Sector Undertaking (PSUs) and not blacklisted by any authority during the recent past.

**Authorized Signature  
(In full and initials)**

**Name and Designation of the Signatory:**

**Name of the Bidder and Address:**

**Annexure-III**

**UNDERTAKING**

***(On the Bidder's Letter Head regarding trueness of the submitted information)***

I, hereby declare that all the information and statements provided in the technical proposal are true and correct and I accept that any wrong information/ misinterpretation contained in it may lead to disqualification of our proposal.

**Authorized Signature  
(In full and initials)**

**Name and Designation of the Signatory:**

**Name of the Bidder and Address:**

**Annexure-IV**

**BASIC DETAILS OF APPLICANT**

**(On the Letter Head of the Applicant)**

1. Name of the Agency:
  
2. Name of the Contact Person:
  
3. Designation:
  
4. Address
  - i. Present Address:
  
  - ii. Permanent Address:
  
5. Mobile Number & Telephone Number:
  
6. E-mail Address:
  
7. Fax Number:
  
8. Aadhaar Card Number:
  
9. PAN Card Number:
  
10. Valid GST Registration Number:

**Signature, Name and Designation of the Authorized Signatory with Name and Seal of Bidder**  
***All the information is mandatory***

**Annexure-V**

**TECHNICAL BID COVERING LETTER**

**(ON BIDDER LETTER HEAD)**

**To,**

**Executive Officer  
NAC, Purushottampur,  
Ganjam, Odisha, Pin-761018.**

**Sub: Expression of Interest for Annual Revenue Collection of Parking Fees/ Daily Market Fees of  
Purushottampur NAC.  
[Technical Proposal]**

**Dear Sir,**

I, the undersigned, offer to participate in the tender process to provide services for (**Expression of Interest for Annual Revenue Collection of Parking Fees/ Daily Market Fees**) in accordance with your Tender Notice No. \_\_\_\_\_ dated. \_\_\_\_\_. We are hereby submitting our proposal. Which include Technical Proposal and Financial Proposal sealed in separate envelopes.

I, hereby declare that all the information and statements provided in the technical proposal are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our proposal. Our proposal will be valid for acceptance up to \_\_\_\_\_ days and I confirm that the proposal will remain binding upon us and may be accepted by you at any time before the validity of the bid.

I, hereby unconditionally undertake to accept all the terms and conditions as stipulated in the EOI document. In case any provision of this tender is found violated, then your office shall have the right to reject our proposal including forfeiture of the Earnest Money Deposit absolutely.

I remain,

**Yours faithfully,**

**Authorized Signature  
With date and seal**

**Name and Designation of the Signatory:**

**Name of the Bidder and Address:**

1	<b>Name of the Bidder</b>		
2	<b>Details of Bid Processing Cost (Demand Draft Details)</b>		DD/MR No:
			Date:
			Amount (Rs.)
			Drawn on Bank:
3	<b>Details of EMD (Demand Draft Details)</b>		DD/MR No:
			Date:
			Amount (Rs.)
			Drawn on Bank:
4	<b>Name of the Director/ Proprietor</b>		
5	<b>Full Address of Registered Office</b>		Postal Address:
			Telephone No:
			Mobile No:
			Email Address:
6	<b>Name &amp; Mobile Number of the authorized person signing the bid</b>		
7	<b>Bank Details</b>		Account Number:
			Bank & Branch Name:
			IFSC Code:
8	<b>PAN No. (Attach self-attested copy)</b>		
9	<b>GSTIN (Attach self-attested copy)</b>		
10	<b>Acceptance to all the terms &amp; Conditions of the tender (Yes/ No)</b>		
11	<b>Power of Attorney/ authorization letter for signing of the bid documents (Submitted/ Not Submitted)</b>		
12	<b>Please submit an undertaking that no criminal case is pending with the police at the time of submission of bid (Submitted/ Not Submitted)</b>		
13	<b>Kindly mention the total number of pages in the tender documents</b>		

**14. Details of the similar type service provided by the bidder in last two years: (If any)**

Sl. No.	Period	Name of Authority with complete address & Phone No.	Type of services provided with details of manpower/ machinery deployed	Contract Amount (in INR)	Duration	
					From	To

**15. Declaration**

I, Shri/Smt. \_\_\_\_\_ Son/ Daughter/ Wife of \_\_\_\_\_  
Proprietor/ Director/ Authorized Signatory of \_\_\_\_\_ (Name of the Service  
Provider), competent to sign this declaration and execute this tender.

I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.

The information and documents furnished along with the tender are true and authentic to the best of my knowledge and belief. I am well aware of the fact that, furnishing of any false information/ fabricated document would lead to rejection of our tender at any stage besides liabilities towards prosecution under appropriate law.

(Signature of Authorized Representative with Seal)

**Place:**

**Date:**

**Enclosures:**

- i. Bid processing Fee in the form of Demand Draft/ Money Receipt in Original.
- ii. EMD in the form of Demand Draft in Original.
- iii. Copy of tender document (each page must be signed and sealed).
- iv. Duly filled Technical Bid and Financial Bid.
- v. List of documents as applicable.

**Annexure-VI**

**FINANCIAL BID COVERING LETTER**

**(ON BIDDER LETTER HEAD)**

**To,**

**Executive Officer  
NAC, Purushottampur,  
Ganjam, Odisha, Pin-761018.**

**Sub: Expression of Interest for Annual Revenue Collection of Parking Fees & Daily Market Fees of  
Purushottampur NAC.  
[Financial Proposal]**

**Dear Sir,**

I, the undersigned, offer to participate in the tender process to provide services for (**Expression of Interest for Annual Revenue Collection of Parking Fees & Daily Market Fees**) in accordance with your Tender Notice No. \_\_\_\_\_ dated. \_\_\_\_\_.

Our attached financial price is as follows:

<b>Financial Bid</b>	<b>Figures in INR (In words)</b>
1. Annual Revenue Collection of Parking Fees & Daily Market Fees of Purushottampur NAC	

I do hereby undertake that, in the event of acceptance of our bid, the services shall be provided in respect to the terms and conditions as stipulated in the tender document.

Our financial proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period.

I have carefully read and understood the terms and conditions of the EOI to provide the services accordingly.

I understand that you are not bound to accept any proposal you receive.

The Financial Proposal is without any condition.

**Yours faithfully,**

**Authorized Signature  
With date and seal**

**Name and Designation of the Signatory:**

**Name of the Bidder and Address:**

**Annexure-VII****BID SUBMISSION CHECK LIST**

Sl. No.	Description	Submitted (Yes/No/Others)	Page No.
<b>TECHNICAL BID (ORIGINAL)</b>			
1	Covering letter along with information in Bidders Letter Head		
2	Bid Processing Fee (Demand Draft/ Money Receipt)		
3	EMD (Demand Draft)		
4	Details of the Applicant (Annexure-IV)		
5	GST Registration Certificate and up-to-date Return		
6	PAN and up-to-date return of income tax		
7	Power of Attorney in favour of the person signing the bid on behalf of the bidder		
8	Past Experience if any.		
9	No Due Certificate in case of running other parking site/ collection service		
10	Residential Proof/ Registration Proof		
11	Undertaking for not have been black-listed by any Central/ State Govt./ Any Autonomous Bodies during the recent past		
12	Undertaking for not having any police case pending against the bidder		
13	Undertaking regarding trueness of information submitted		
<b>FINANCIAL BID (ORIGINAL)</b>			
1	Covering Letter in Bidders Letter Head		
2	Duly filled in Financial Bid		

***It is to be ensured that:***

All information has been submitted as per the prescribed format only.

Each part has been separately bound with no loose and each page of all page numbered along with index page.

All pages of the proposal need to be sealed and signed by the authorized representative.

**Authorized Signatory (in full and initials):**

Name and Designation with Date