

**EXPRESSION OF INTEREST
FOR ANNUAL MAINTENANCE OF PARKING AREA
AT EKAMRA HAAT, BHUBANESWAR**

"Expression of Interest" in sealed cover is hereby invited for Annual Maintenance of Parking Area at Ekamra Haat, Bhubaneswar.

For details of EOI, TOR etc please visit the website: **www.sidacodisha.org.in**. The last date for submission of EOI in the office of SIDAC, Handicrafts Complex, Gandamunda, Khandagiri, Bhubaneswar Ph: 0674-2350318 is upto 5:30 pm. on 05-09-2023. The details of EOI will be available in the website w.e.f. 22-08-2023.

Sd/-

Member Secretary



State Institute for Development of Arts & Crafts

Handlooms, Textiles & Handicrafts Department, Govt. of Odisha

Handicrafts Complex, Gandamunda, Bhubaneswar-751030

SIDAC Tel. No. +91 (0) 674 2350318, E-mail: sidacorissa@gmail.com, www.sidacodisha.org.in

**EXPRESSION OF INTEREST
FOR
ANNUAL MAINTENANCE OF PARKING AREA
AT
EKAMRA HAAT, BHUBANESWAR**

Implemented By:

State Institute for Development of Arts & Crafts (SIDAC)

Handicrafts Complex, Gandamunda, Khandagiri

Bhubaneswar-751030

Tel: (0674) 2350318

e-mail: sidacorissa@gmail.com

Website: www.sidacodisha.org.in

**EXPRESSION OF INTEREST FOR ANNUAL MAINTENANCE OF PARKING
AREA AT EKAMRA HAAT, BHUBANESWAR**

No. 2825

Date: 21/08/2023

Expression of Interest (EOI) with requisite documents in one sealed cover is invited from interested & experienced agency having required eligibility. The EOI should be submitted in the prescribed format in two separate bids i.e. "Technical Bid" with requisite documents & "Financial Bid" towards the cost for the services to be rendered. The selection will be made strictly on the basis of **Upper end Cost Selection Process**. The **EMD of Rs. 10,000/-** (Rupees Ten Thousand) only is to be deposited in shape of DD in favour of **Member Secretary, SIDAC**, payable at Bhubaneswar. The Bid Document can be downloaded from the website: www.sidacodisha.org.in. The bidder has to submit the cost of document i.e Rs. 500/- (Rupees Five Hundred) only in shape of DD in favour of **Member Secretary, SIDAC**, payable at Bhubaneswar with the Technical Bid. The last date of receipt of the sealed offer in the office at SIDAC is up to **5:30 P.M. on dt 05.09.2023**. The "Technical Bids" will be opened at **11:30 A.M. on dt 07.09.2023** in presence of the bidders or their authorized representatives. The "Financial Bids" of only qualifying agencies will be opened on suitable date and time under intimation to the selected bidders.

The authority reserves the right to accept or reject any or all the offers without assigning any reason thereof.

- Sd-
Member Secretary

DATA SHEET

Sl No	Particulars	Details
1	Name of the Client	State Institute for Development of Arts & Crafts (SIDAC) Handlooms, Textiles & Handicrafts Deptt. Govt of Odisha
2	Method of Selection	Upper end cost selection process
3	Date of Issue of EOI	22.08.2023
4	Deadline for receipt of EOI Proposal	05.09.2023 (up to 5:30 PM)
5	Date of opening of Technical Proposal	07.09.2023 (at 11:30 AM)
6	Date of opening of Financial Proposal	Will be intimated later
7	Expected date of commencement of Assignment	01.10.2023
8	Bid document Fee (Non-Refundable)	Rs 500/- (Rupees Five Hundred) only in shape of DD favouring Member Secretary, SIDAC drawn in any nationalized bank payable at Bhubaneswar.
9	Earnest Money Deposit (EMD) <ul style="list-style-type: none"> Refundable subject to satisfactory performance & compliance to laid down conditions. 	Rs. 10,000/- (Rupees Ten Thousand) only in shape of DD favouring Member Secretary, SIDAC drawn in any nationalized bank payable at Bhubaneswar.
10	Contact Person	1. Sri Santosh Kumar Mohanty Asst. Director (H), SIDAC Mob: 9437492181 2. Sri Pitabas Pradhan, Project Coordinator (Urban Haats) Mob: 9777725337
11	Postal Address for submission of proposal	Member Secretary, State Institute for Development of Arts & Crafts (SIDAC) Handicrafts Complex, Gandamunda Khandagiri, Bhubaneswar, Odisha, PIN: 751030 E mail: sidacorissa@gmail.com
12	Mode of Submission of proposal	Speed Post/ Registered Post/ Courier only to the address as specified at Sl. No. 11 during the office hour only. Submission of bid through any other mode and late bid will be rejected.
13	Place of opening of proposal	Conference Hall, Ekamra Haat, Bhubaneswar.
14	Website to visit for download of bid document.	www.sidacodisha.org.in

EXPRESSION OF INTEREST FOR ANNUAL MAINTENANCE OF PARKING AREA AT EKAMRA HAAT, BHUBANESWAR

TERMS OF REFERENCE (ToR)

1. Introduction:

- 1.1. “State Institute for Development of Arts & Crafts” (SIDAC) is an organization under Handlooms, Textiles & Handicrafts Department, Government of Odisha, registered under societies’ registration Act XXI of 1860 bearing no 21959/137 of 2004-05 dated 15.10.2004 with its registered office at Handicrafts Complex, Gandamunda, Bhubaneswar. It has been created to function as an autonomous agency for all round development of Handicraft sector. Recently Govt. in H.T.&H. Department has entrusted SIDAC for day-to-day management of three Urban Haats at Bhubaneswar, Puri and Konark. Urban Haats are established for providing marketing opportunity to the artisans and weavers of the state.

2. Objective:

- 2.1. The objective of this EoI is to lease out the Parking area at Ekamra Haat, Bhubaneswar. This will help in providing convenience and thereby attracting more visitors/ buyers to promote sale of handicrafts and handlooms products.

3. Scope of the work:

- 3.1. The selected Agency has to manage the parking of vehicles in the space allotted by the Ekamra Haat Authority which has been divided into sections for two wheelers, three wheelers & four wheelers (Light & Heavy) by developing its own system without disturbing the ambience of the Ekamra Haat, Bhubaneswar.
- 3.2. The rate of collection for different types of vehicles should not be higher than as mentioned below:

Hours	2-Wheelers (INR)	3-Wheelers (INR)	4-Wheelers Light (INR)	4-Wheelers Heavy (INR)
0-3 Hrs (Base)	5	10	20	30
3-5 Hrs	10	15	30	40
5-7 Hrs	15	20	40	50

- 3.3. No parking charges should be collected for bicycles and the agency has to reserve 5% of the total area of the parking lot for parking of bicycles.
- 3.4. There must be designated parking space for persons with disabilities (PWD) with labels.
- 3.5. Vehicle will not be allowed to park on circulation service road.
- 3.6. The agency will enter the number of the vehicle and time of entry in the parking ticket and also in the stub-maintained by them. A proper record of all vehicles using the parking lot shall be maintained by the selected agency and produced for inspection to Ekamra Haat Authority or any other officer from time to time at the discretion of the management of Ekamra Haat Authority.
- 3.7. The selected agency shall collect the above mentioned fees and grant necessary money receipt against the parked vehicles and is liable to keep close watch on the said vehicles.

- 3.8. The selected agency has to erect sign boards at each of the sections of the parking space for better public information and education. For citizen awareness, it is mandatory for the agency to install a display board at the parking lot mentioning the following:

Sl. No.	Particular
1	Name of the Parking Lot/ Tender No. _____ & Date _____
2	Size of the parking lot
3	Maintenance Period
4	Name & Contact number of the Agency
5	Rate Chart
6	Name & Contact number of ACP, Traffic for grievance redressal

- 3.9. It is to be noted that the above direction mentioned in point no. 3.8 will be reviewed by Ekamra Haat Authority time to time and the changes may be incorporated accordingly.
- 3.10. Once demarcated area is fully occupied, the board indicating "PARKING IS FULL" is to be placed at entrance of parking by the successful bidder.
- 3.11. If any miscreants hinder the peaceful performing or managing the parking lot, matter should be immediately brought to the notice of the Traffic Police or Local Police and Ekamra Haat Authorities.

4. Eligibility:

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

- 4.1 The Agency should have experience in similar business establishments.
- 4.2 Turnover of the Agency for last F.Y. should be at least Rs. 10.00 Lakh.
- 4.3 Agency should have adequate numbers of manpower (apprx. 5) for smooth management of the work in stipulated time period.

5. Mode of Application:

- 5.1. The proposal should be submitted in sealed cover super scribed with "***Expression of Interest for Annual Maintenance of Parking Area at Ekamra Haat, Bhubaneswar***". The packet should contain the technical bid and financial bid in separate sealed covers and should reach State Institute for Development of Arts & Crafts, (SIDAC), Gandamunda, Khandagiri, Bhubaneswar by **5:30 PM on dt 05.09.2023**.
- 5.2. **The tender shall be granted for collection of parking charges, maintenance of parking lot and running of parking site for 2 (Two) years only.**
- 5.3. That all the correspondence will be addressed to the Member Secretary, SIDAC.
- 5.4. That Ekamra Haat Authority shall continue to have all rights and control over the licensed premises as its licensor.
- 5.5. Before submitting the proposal, the intending agency may inspect the site at their own cost and satisfy him/herself about the location, area and its business prospect. The firm must obtain for him/herself on his own responsibility and at his/her own expense all the information after visiting the site at Ekamra Haat, Unit-III, Bhubaneswar and 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.

- 5.6. The agencies should propose the amount by considering its entire revenue potential. Ekamra Haat Authority will not be responsible for any decline in the revenue at the parking site for any reason whatsoever. Any claim for remission on the basis of harm to business interest on extraneous / unforeseen conditions / reasons whatsoever shall be summarily rejected by Ekamra Haat Authority without any kind of response to the selected agency & he shall not be entitled to make any claim / remission on that account.

6. Technical Bid:

- 6.1. The agency has to submit the Technical Bid in the prescribed format i.e Covering letter and other information as per the “**Annexure-II**” along with required documents. (*Documents to be submitted*).
- 6.2. Documents required with the proposal are:
- 6.2.1. Demand Draft of Rs. 500/- (Rupees five hundred) only in favour of Member Secretary, SIDAC payable at Bhubaneswar towards bid document cost.
 - 6.2.2. Earnest Money in form of a demand draft of Rs. 10,000/- (Rupees Ten Thousand Only) from scheduled commercial bank drawn in the name of Member Secretary, SIDAC.
 - 6.2.3. Details of the applicant (Annexure-I)
 - 6.2.4. GST Registration Certificate and up-to-date return.
 - 6.2.5. PAN and up-to date return of income tax.
 - 6.2.6. Past Experience (if any): Work Orders
 - 6.2.7. 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 stand disqualified. (If any)
 - 6.2.8. The agency is required to attach registration/residential proof.
 - 6.2.9. The agency shall also be required to attach copies of term deposit receipt or copies of up to date pass book of any bank account he holds in his favour to enable the accepting authority to assess his financial status.
 - 6.2.10. The Agency has to furnish undertaking by way of affidavit regarding no criminal case is pending with the police at the time of submission of bid & no proceedings are pending before any Forum /tribunal/ courts/ commission & not have been debarred or black listed by any Authority or any entity of Govt. of Odisha/ any State Government/ Central Government/ PSUs in India or any autonomous bodies during the recent past .
 - 6.2.11. Also an affidavit regarding trueness and correctness of the information submitted by the firm and to maintain hygienic condition of the parking lot.
- 6.3. All the pages of the document including the proposal have to be serially numbered, sealed and duly signed by the authorized representative.
- 6.4. No modification to the proposal documents shall be allowed once it is received by the authority.
- 6.5. The agencies must submit their proposal by Speed Post/ Registered Post/ Courier only to the address as specified at Sl. No.11 of the DATA SHEET during office hours only on or before the last date and time for submission of proposal as specified at Sl. No 4 of the DATA SHEET. Submission of proposal through any other mode will not be accepted and late proposals will be rejected. The client will not be responsible for postal delay/ any consequence in receiving of the proposals.

- 6.6. The agency should fill the “**Bid Submission Check List**” very carefully at “Annexure-V” and should keep the same on the front page of the proposal.
- 6.7. Documents of those who will qualify the evaluation by the designated committee will be eligible for opening of the financial proposal.
- 6.8. Anyone found guilty of furnishing false information shall be blacklisted by the HT&H Department, Govt of Odisha and performance security deposit of such agencies shall be forfeited.

7. Financial Proposal:

- 7.1.1. The financial proposal will be the annual maintenance cost of the parking space which is excluding the electricity charges.
- 7.1.2. The Minimum Annual Maintenance Cost for the parking area in Ekamra Haat is **Rs. 3,20,000/-** (Rupees Three Lakh & Twenty Thousand) only & is Non-Refundable.
- 7.1.3. The financial proposal has to be submitted in the prescribed format at Annexure-IV along with the covering letter (Annexure-III)
- 7.1.4. The selected firm has to deposit the annual maintenance cost before starting the business.
- 7.1.5. The annual maintenance cost will be charged for one year and may be revised from time to time basing upon the market rate as to be fixed by the authority.

8. The Selection Process:

- 8.1.1. Quoted offer of the highest qualified agency (but not less than minimum annual maintenance cost of **Rs. 3,20,000/-** for Parking Lot) shall be the criteria for selection.
- 8.1.2. In case the highest quoting agency fails to pay, the offer shall stand cancelled. The accepting authority then may allot the site to the next highest agency on the panel.

9. The Security Deposit:

- 9.1. The successful bidder would be required to execute a license deed on a non- judicial stamped paper worth Rs.100 with Ekamra Haat Authority before taking over possession and during signing of the agreement.
- 9.2. The successful Bidder/Agency would be required to deposit an amount of **Rs.50,000/-** (Rupees Fifty Thousand) only during the signing of agreement/undertaking as Security Deposit. No interest shall be paid on the Security Amount. The Security Amount shall be refunded after successful completion of the contract.
- 9.3. The person whose tender is accepted by the competent authority shall not be permitted to withdraw his/her tender. If withdraws, the Authority will forfeit the Security Deposit.
- 9.4. In case of non-performance and/or breach of any terms & conditions and/or any loss or damage caused by allottee, the Security Deposit/PBG of the firm shall be liable to be forfeited besides annulment of the agreement and also the agency will be blacklisted.

10. Manpower Management:

- 10.1. The selected agency will have to make necessary arrangement to deploy sufficient number of staffs, equipment & drinking water to run the activity and issue identity cards to each of its staff & supervisor for entry into the licensed premises.
- 10.2. Security Staffs of Ekamra Haat shall be at liberty to exercise check on any of its staff, supervisor while entering to the premises, during work and while leaving from the parking area.

- 10.3. 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 Ekamra Haat Authority.
- 10.4. That it is 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 must have a good character duly verified by the Police Authorities and shall produce such police verification on demand.
- 10.5. 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 Ekamra Haat Authority before the end of every month.
- 10.6. That the successful bidder shall not employee anyone below the age of 18 years.

11. Other Terms & Conditions:

- 11.1. 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 have violated these conditions, the contract will be terminated forthwith without notice.
- 11.2. That the selected agency shall also pay the entire license or other fees or taxes including property tax payable to Ekamra Haat Authority concerned in connection with the regulation /monitoring / management of the business of parking.
- 11.3. 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.
- 11.4. Adequate number of fire extinguishers needs to be installed in the Parking Lot or as to be specified by the Fire Officer of Govt. of Odisha.
- 11.5. That the selected agency shall keep Ekamra Haat Authority totally indemnified and harmless against all claims, damages, dues, payments, fines, penalties, demands, compensations, liabilities and other losses etc. which may incur on account of noncompliance or violation of any statutory provisions or on account of accident, injury, loss or damages etc. to the vehicle or life of the tourist/ visitor on any account.
- 11.6. Any damage to the parking site or any other ancillary structures, during operation of the parking sites, including supporting structures, shall be the sole responsibility of the selected agency, which shall be repaired by the selected agency.
- 11.7. No permanent or temporary construction or any other business or providing any other services other than parking of vehicles. Displays/exhibitions or any hoarding advertisement will not be allowed in the parking area.
- 11.8. The timing of the opening of stalls will be 10.00AM to 9.00 PM only. However on special occasion (exhibitions/ festivals) it can be changed as per approval of the authority.
- 11.9. **Force Majeure:**
 - 11.9.1. 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.

11.9.2. 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.

11.9.3. That PBG/SD may not be invoked in case of force majeure situations.

11.10. That the selected agency shall handover the vacant and peaceful possession of the licensed premises along with all the lands, building, fixtures and fittings to Ekamra Haat Authority on expiry, revocation/ termination of the license to be granted. If he fails to handover the possession of the premises or on expiry of termination revocation of the license peacefully, Ekamra Haat Authority has a right to charge damages for illegal use and occupation of the premises @ Rs. 2,000/- per day till such time the premises is vacated by the successful bidder.

11.11. For the purpose of this EoI, Member Secretary, SIDAC shall be the Competent Authority and his/her decision stands final.

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

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

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 No:

9) PAN Card No:

10) Valid GST Registration number:

Signature, name and designation of the Authorised Signatory with name and seal of Bidder

All the information is mandatory

TECHNICAL BID COVERING LETTER

(ON BIDDER LETTER HEAD)

[Location &Date]

To
[Name and Designation of
Tender Inviting Authority]
(Office Address and Location]

Sub:-Expression of Interest for Annual Maintenance of Parking Area at Ekamra Haat, Bhubaneswar” (Technical Proposal)

Dear Sir,

I, the undersigned, offer to participate in the tender process to provide services for (***Expression of Interest for Annual Maintenance of Parking Area at Ekamra Haat, Bhubaneswar***”)in accordance with your Tender Notice No.:----- Dated----- . We are hereby submitting our proposal, which includes 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 this 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 rights to reject our proposal including forfeiture of the earnest money deposit absolutely.

I remain,

Yours faithfully,

Authorised Signatory
with Date and Seal

Name and Designation:_____

Address of the Bidder:_____

Details Sheet:

1	Name of the Bidder	
2	Details of Bid Processing Cost (Demand Draft Details)	DD No: Date: Amount(Rs.) Drawn on Bank.
3	Details of EMD: (Demand Draft Details)	DD No: Date: Amount(Rs.) Drawn on Bank.
4	Name of the Director/Proprietor	
5	Full Address of Registered Office	Postal Address: Telephone No. FAX No. E-Mail Address
6	Name & telephone number of the authorised person signing the bid	
7	Bank Details	Account Number: Bank and Branch Name: IFSC Code
8	PAN No.(Attach self attested copy)	
9	GSTIN (Attach self attested copy)	
10	Acceptance to all the terms & conditions of the tender(Yes/No).	
11	Power of Attorney/authorisation letter for signing of the bid documents (submitted/ not submitted).	
12	Please submit an undertaking that no criminal case is pending with the police at the time of submission of bid. (submitted/ not submitted)	
13	Kindly mention the total number of pages in the tender document.	

14. Details of the similar type service provided by the bidder in last five years:

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
1						
2						
3						
4						
5						

15.Declaration

I, Shri Son/Daughter/Wife of
Shri _____ Proprietor/ Director/ Authorised 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 Authorised Representative with seal)

Place: _____

Date _____

Enclosures:

- i. Bid processing Fee in the form of Demand Draft 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.

FINANCIAL BID COVERING LETTER
(ON BIDDER LETTER HEAD)

[Location Date]

To

[Name and Designation of

Tender Inviting Authority]

(Office Address and Location]

Sub:-*Expression of Interest for Annual Maintenance of Parking Area at Ekamra Haat, Bhubaneswar* [Financial Proposal]

Sir,

I, the undersigned, offer to participate in the tender process for Annual Maintenance of Parking at Ekamra Haat, Bhubaneswar in accordance with your EOI Notice No.: Dated Our attached financial price is *{insert amount(s) in words and figures} towards the maintenance cost of the parking area site per annum*. 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 of the proposal of _____. 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. I remain,

Yours faithfully,

Authorised Signatory
(in full and initials)

Name and Designation of Signatory with Date and Seal:_____

Address of the Bidder:_____

FINANCIAL PROPOSAL

To

**The Member Secretary,
SIDAC, Handicrafts Complex,
Bhubaneswar**

**Ref: “Expression of Interest for Annual Maintenance of Parking Area at Ekamra Haat,
Bhubaneswar”**

We, the undersigned, offer to provide the agency services for **the “Management of parking area at Ekamra Haat, Bhubaneswar”** in accordance with your Request for Proposal dated[] and our Financial Proposal for One Year as per details mentioned below:

Rs. in Figure:

Rs. in Words:

Our Financial Proposal shall be binding upon us for the assignment and this proposal would be valid up to _____ days from the last date of submission of proposal.

The Financial Proposal is without any condition.

Yours faithfully,

**Signature, name and designation of the Authorised Signatory
with name and seal of Bidder**

BID SUBMISSION CHECK LIST

SL.NO	Description	Submitted (Yes/No/others)	Page No.
TECHNICAL BID (ORIGINAL)			
1	Covering letter along with information in Bidders Letter Head.		
2	Bid Processing Fee (Demand Draft)		
3	EMD (Demand Draft)		
4	Details of the applicant (Annexure- IV)		
4	GST Registration Certificate and up-to-date return.		
5	PAN and up-to date return of income tax 2019-20		
6	Power of Attorney in favour of the person signing the bid on behalf of the bidder.		
7	Past Experience if any.		
8	No due certificate in case of running other parking site		
9	Residential proof		
10	Copies of Term deposit receipt/ updated passbook of bank		
11	Affidavit to operate under Covid Guidelines		
12	Affidavit to maintain hygienic condition		
13	Undertaking for not have been black-listed by any Central/State Govt./any Autonomous bodies during the recent past		
14	Undertaking for not having any police case pending against the bidder.		
15	Undertaking regarding trueness of information submitted.		
FINANCIAL BID (ORIGINAL)			
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 sheets and each page of all page numbered along with Index Page.

All pages of the proposal needs to be sealed and signed by the authorised representative.

Authorised Signatory (in full and initials):_____

Name and Designation with Date