TENDER DOCUMENT OF
BANPUR NAC, BANPUR

NAME OF WORK :

Leasing / Outsourcing of Parking and Market fee of Banpur NAC.

3-11-26

Executive Officer
Banpur NAC

Signature of Bidder with Seal

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OFFICE OF THE BANPUR NAC, BANPUR, KHORDHA.

INVITATION TO TENDER AND INSTRUCTIONS CONTAINING TERMS AND CONDITIONS GOVERNING CONTRACT FOR LEASING / OUTSOURCING OF PARKING AND MARKET FEE OF BANPUR NAC.

A. Cost of the Tender Document: Rs.10,000/-(Rupees Ten Thousand only)

B. Date & time for submission of Bid – Dt- **16.11.2026** **From 11.00 AM to 1.00 PM**

C. Opening of Tender Dt. **16.11.2026** **at 1.30 PM**

Received Rs. 10,000/- (Ten thousand Only) Vide MR. No. _____ dt. _____ towards tender paper cost.

Signature of Bidder with Seal

3-11-26

Executive Officer
Banpur NAC

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Details of Tender Call Notice

Name of the work	:	Leasing / Outsourcing of Parking and Market fee of Banpur NAC
Upset price	:	Rs.7,00,000/- (Rupees Seven Lakhs)Only.
E.M.D	:	The bid must be accompanied EMD @ RS. 20,000/- (Rupees Twenty Thousand) Only (Mandatory)
AGENCY	:	As per eligibility criteria
Period of contract	:	One Year
Cost of Tender document	:	Rs. 10,000/- (Rupees Ten Thousand) only. (Non refundable)
Period of Sale of Tender document	:	Dt. 06.11.2026 to Dt. 13.11.2026 up to 4.00 PM
Receipt of Filled in Tender document	:	Dt.16.11.2026 From 11.00 AM to 1.00 PM
Place & date of opening of Technical Bid of eligible Tenders	:	Office of the Banpur NAC. Dt.16.11.2026 at 1.30 PM
Officer invited the Tender	:	Executive Officer, Banpur NAC.
Likely date for commencement of deployment of required manpower	:	To be decided after opening.
Payment Terms and condition	:	The successful bidder shall deposit 100% of the total tendered amount in full before the execution of the Agreement.

Signature of Bidder with Seal

3-11-26

EXECUTIVE OFFICER,
BANPUR NAC

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OFFICE OF THE BANPUR NAC, BANPUR.

No. 1755 Date: 03.11.2026

Detailed Tender Call Notice

Sealed bid in conformity with detailed tender call notice are invited from intending Manpower agencies, registered agencies i.e., Partnership Firms/Companies/proprietor working within the jurisdiction of Odisha, having eligibility criteria as stipulated in DTCN, for execution of the under mentioned work, to be drop in drop box only addressed to the Executive Officer, Banpur NAC, Banpur on dtd.16.11.2026 from 11.00AM to 1:00 PM., and the bid documents will be opened on dt. 16.11.2026 **at 1.30 PM** in presence of the bidder or their authorized representatives who wish to remain present for the occasion. If the office happens to be closed due to subsequent declaration of holiday, the process of receipts and opening schedule will be on next working day the specified time and venue without any further notice. The sale of bid document shall start from dt.06.11.2026 and close by 4:00 PM. of dt. 13.11.2026. The intending bidders shall have to deposit the cost of tender paper (non-refundable) in shape of MR of Executive Officer, Banpur NAC.

Sl. No.	Name of the work	Upset Price	Cost of tender paper (Rs.)
1.	Leasing/out sourcing of parking and market fee of Banpur NAC.	**7,00,000/-**	**10,000/-**

Bid documents can be purchased from office of the Banpur NAC against cost of bid document in the form of MR, Banpur NAC. The EMD should be prepared on or before the last date of sale of the Bid document or the tender paper. Paper cost of tender paper in form of MR must be submitted with bid documents failing which the bid will be rejected. All other details are available at the office of the undersigned.

Bid documents should be submitted through drop box only, subscribing **"Tender for Leasing/ Outsourcing of parking and Market fee** of Banpur NAC addressed to Executive Officer, Banpur NAC. All other details are available at the office of the undersigned.

The authority reserves the right to reject any or all the tenders without assigning any reason thereof. Both technical & financial bid are to be submitted in different envelops.

By order of the Chairperson.

3-11-26

Executive Officer
Banpur NAC

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Memo No. 1756 / **Date** 03.11.2026

Copy forwarded to the Deputy Director, Advertisement, I & PR Deptt. Odisha, Bhubaneswar for publication of the above Tender Notice into one Odia Daily Newspaper / one English Daily Newspaper for one day publication using minimum space of Govt. of Odisha. I&PR approved rate within minimum price on or before dt.**06.11.2026** and submit the bill after publication in duplicate for payment. Copy of the specified publication should be along with the bill after which the bill will be processed for pass and payment.

3-11-26

Executive Officer,
Banpur NAC.

Memo No. 1757 / Date 03.11.2026

Copy forwarded to the DIPRO, Khordha for favour of kind information/ E.gov/ NIC, Khordha for publication.

3-11-26

Executive Officer,
Banpur NAC.

Memo No. 1758 /Date 03.11.2026

Copy to office notice board for information of all concerned and wide publication.

3-11-26

Executive Officer,
Banpur NAC.

Memo No. 1759 /Date 03.11.2026

Copy forward to the BDO, Banpur / Tahsildar, Banpur /IIC Banpur Police Station, Banpur / S.D.O. (R&B) Sub-division, Tangi with a request to display the tender Notice in their respective notice board for wide publication.

3-11-26

Executive Officer,
Banpur NAC.

Memo No. 1760 /Date 03.11.2026

Copy submitted to the P.D., DRDA-Cum-PD, DUDA, Khordha for favour of kind information.

3-11-26

Executive Officer,
Banpur NAC.

Memo No. 1761 /Date 03.11.2026

Copy submitted to the Collector & District Magistrate, Khordha for favour of kind information.

3-11-26

Executive Officer,
Banpur NAC.

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Eligibility Criteria

The bidder must have the following documents. In absence of any of the following documents the bid will be outright rejected. Conditional bids are not accepted.

1. The bidder must be a registered agency i.e., Partnership Firm/Company/Proprietor Firm having valid registration certificate in his name under relevant Act.
2. The bidder must have a registered and operating office in Odisha.
3. PAN card of the agency.
4. GST registration certificate.
5. The agency should have minimum period of 03 years' experience in managing Manpower in any Urban Local Bodies / other organization with copies of the orders/agreement/experience certificate executed by them. (Mandatory)
6. Affidavit certifying that the bidder is not blacklisted by any Institution.
7. Bidder must have ITR (Income Tax Return) in the name of the bidding organization for the financial year [2023-24, 2024-25 & 2025-26].
8. EMD submitted compulsory, if not submitted the tender will be rejected.

Note: The committee is free to verify the authenticity of the experience certificate/work order and any other document/certificate from the concerned authority before awarding the contract and reserve the right to reject the proposal if found any single wrong information(s) or fabricated documents(s) and steps will be taken for blacklisting of the organization.

1. Details of documents to be furnished by the Bidders to be Eligible.

01	Cost of Tender Paper Rs.10,000/- (Ten Thousand only)
02	EMD @ RS. 20,000/- is mandatory
03	Photocopy of Registration Certificate (proprietor/ partner/ company)
04	Photocopy of PAN Card
05	Photocopy of GST certificate
06	Photocopy of Financial turnover certificate for last 3 years
07	Photocopy of Experience certificates of last 5(five) years issued by ULBs i.e., NAC/Municipality/Corporation / or any other organization.
08	Affidavit in original

Maximum price fixed for collection Parking purposes,

Sl No	Type of vehicle	Rate	Remarks
1	Car	30.00	
2	BUS/Truck	50.00	
3	Heavy vehicle	70.00	

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CRIETERIA FOR EVALUATAION

Evaluation of proposals shall be made by the Tender committee. Only the bidder whose responsive based on the eligibility criteria shall qualify for the further details technical evaluation for presentation and award of marks basis is eligible for selection of their bids will be called for presentation.

Sl. No.	Evaluation Parameters	Total Mark	Criteria for award of Mark
1	Year Registration (to be counted from the date of initial registration of the Agency)	20	• 3 years to 5 years : 10 marks • > 5 years : 20 marks
2	Experience of managing man power services in ULBs / other Organization in the state of Odisha only.	20	• > 3 years ≤ 5 years : 10 marks • > 5 years : 20 marks
3	Work plan Presentation	10	• Presentation of the only work plan through PPT not more than 05-10 minutes • Total Marks : 10 marks

Financial proposal shall be opened after the technical evaluation is completed and only those bidders who score at least 30 Marks out of 50 marks in technical evaluation shall qualify for financial bid opening.

Signature of Bidder

Executive officer
Banpur NAC

Marking system of the Tender will be given as under.

Signature -1 Signature-2 Signature-3 Signature-4 Signature-5

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Checklist of Documents

Name of the Bidder – _____

Address - _____

Sl No.	List of documents	Documents Submitted (Yes/No)	Should be left blank for office use only
01	Cost of Tender Paper Rs.10,000/- (Ten thousand only)		
02	EMD @ RS. 20,000/- (Fixed)		
03	Photocopy of Registration Certificate (proprietor/ partner/ company)		
04	Photocopy of PAN Card		
05	Photocopy of GST certificate with last month/quarter return		
06	Affidavit in original		
7	Registration license		

The bid without the above documents shall be rejected out rightly.

Executive Officer
Banpur NAC

Signature of the Bidder

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