



# Sambalpur Municipal Corporation Sambalpur (Odisha)

Email Id : [Sambalpurm.hud@nic.in](mailto:Sambalpurm.hud@nic.in)  
Notice No. 2569 / SMC

Phone No. 0663-2411012  
Date: 5/4/2023

## **PUBLIC NOTICE**

Expression of Interest (Eoi) is invited from NGOs, Community based Organization/Agency and other similar organizations registered under the Societies Registration Act and operating in Sambalpur for operation and maintenance (O&M) of crematoria at Burla (one at Bishnumandir Para (Ward no. 04) named Baikuntha Ghat and another at P.W.D. colony (Shakti nagar)).


The maintenance of Crematorium requires a spirit of service and ability to take care of persons who come to pay their homage to the departed souls, apart from the management of day to day activities with certain terms and condition.

Bidders are required to submit the bids in sealed Cover that must reach the undersigned on or before 26/04/23, 5.30 p.m. by Speed Post/ Regd. Post/ Courier only.

| Sl no. | Bidding Schedule         | Dateline                  |
|--------|--------------------------|---------------------------|
| 1      | Date of Issue            | <u>05/04/2023</u>         |
| 2      | Bid due Date & Time      | <u>26/04/23, 5.30 PM</u>  |
| 3      | Opening of Technical Bid | <u>27/04/23, 11.00 AM</u> |

The Organization/Agency may quote their rate for operation & maintenance (O&M) of crematorium ground at **prescribed form (Annexure-A)** taking into account of establishment charges and manpower required to be deployed in sealed envelope. **The bidder shall submit single quotation for both the crematoria at Burla (one at Bishnumandir Para (Ward no. 04) named Baikuntha Ghat and another at P.W.D. colony).** The public notice along with detailed terms and conditions for maintenance of crematorium at Burla (one at Bishnumandir Para named Baikuntha Ghat and another at P.W.D. colony (Shakti nagar) has been uploaded in SMC official website ([www.smcsambalpur.nic.in](http://www.smcsambalpur.nic.in)). The sealed Eoi proposal shall be submitted along with non-refundable application fees of **Rs. 5,000/- (Rupees five thousand only)** in shape of Bank Draft drawn in favour of the Commissioner, Sambalpur Municipal Corporation, Sambalpur-768001 payable at Sambalpur.

1. Copy of the Registration Certificate of the Organization;
2. A list of the office bearers of the Organization;
3. The organization has to submit a presentation about activities related to management and maintenance of Crematorium Complex effectively and to the full satisfaction of SMC, Sambalpur.
4. Signed Copy of terms and conditions of allotment indicating the acceptance of the same.
5. Preference shall be given to the Organization/Agency having experience in management of cremation ground and disposal of dead body.

  
Municipal Commissioner  
Sambalpur Municipal Corporation



Memo No. 2570 /SMC

Dt. 5/4/2023

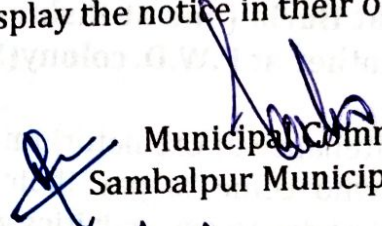
Copy submitted to MIS, SMC, Sambalpur to upload in SMC website.

  
Municipal Commissioner  
Sambalpur Municipal Corporation

Memo No. 2571 /SMC

Dt. 5/4/2023

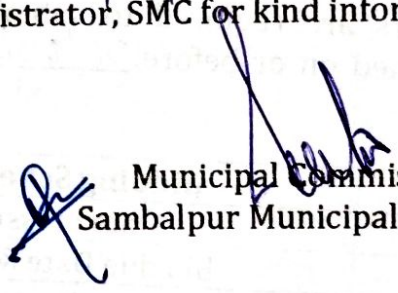
Copy submitted to The Project Director, DRDA, Sambalpur /Sub Collector, Sambalpur /Tahasildar, Sadar Sambalpur with a request to display the notice in their office Notice Board for wide publication.

  
Municipal Commissioner  
Sambalpur Municipal Corporation

Memo No. 2572 /SMC

Dt. 5/4/2023

Copy submitted to the Collector-cum-Administrator, SMC for kind information.

  
Municipal Commissioner  
Sambalpur Municipal Corporation





# Sambalpur Municipal Corporation Sambalpur (Odisha)

Email Id : [Sambalpurm.hud@nic.in](mailto:Sambalpurm.hud@nic.in)

Phone No. 0663-2411012

## **Terms & Conditions for Operation and Maintenance of crematorium at Burla {one at Bishnumandir Para named Baikuntha Ghat and another at P.W.D. colony (Shakti nagar)}.**

The Registered NGO / Community Based organization will have to enter into Memorandum of Understanding (MoU) with the Sambalpur Municipal Corporation (SMC) on the subject mentioned above as per terms and conditions mentioned bellow. The qualified NGOs/ Community based Organization / Agency / other similar organizations etc will be required to sign Memorandum of Understanding (MoU) as per terms and conditions of allotment which can be obtained from the Office of the Municipal Commissioner, Sambalpur Municipal Corporation, Sambalpur.

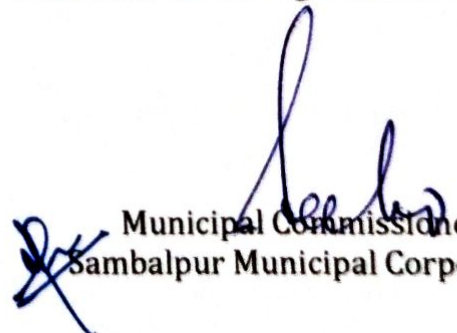
1. They will maintain the cremation ground/crematorium to the satisfaction of SMC and will not utilize it for any other purpose.
2. They will not be allowed to use the premises to put up boards /hoardings/Wall Paintings.
3. They can inscribe board as "maintained by \_\_\_\_\_ (Name of the Registered Trust/Welfare Association/Societies/NGOs/Agency) at both the locations.
4. They will not make any addition/alterations in the structure. Any such work should be directly related to the purpose of cremation and prior approval of SMC should be taken before doing such work.
5. MoU shall be for a period of 01 (one) year further extension will be provided after satisfactory performance from the field functionaries and nodal officer.
6. SMC has the right to cancel/terminate the MoU after giving prior notice of one month.
7. The representative of Corporation will sort out all the disputes /differences which will be binding on the Organization/Agency, if any with the MoU.
8. SMC will not be responsible for the losses of the Organization/Agency by way of the functioning /theft/natural calamities.
9. Any instruction/orders issued by the SMC will be strictly followed by the Organization/Agency.
10. The Deputy Commissioner/ Nodal Officer ( Corporation Asset)/ City Health Officer of Sambalpur Municipal Corporation, Sambalpur shall review the functioning of the said asset from time to time at least twice in a year.
11. Procurement of the Puja Samagri and other related materials (required for rituals/during funeral) and its sale to the public and their arrangement for keeping the same will be done by the Organization.



12. Firewood required for cremation of dead bodies at both the crematoria shall be made available by the Organization/ Agency and the Organization/Agency shall always maintain stock of firewood for cremation of minimum 10(ten) dead bodies at each crematorium.
13. The Organization/ Agency will supply 04 qntls. of firewood for cremation of every dead body & will collect **Rs.2000/- (Rupees two thousand only)** towards supply of firewood for cremation of every dead body (for non-COVID death cases) and give money receipt for the amount collected. The rate may be changed by the Authority of SMC from time to time after proper assessment of cost of firewood at nearby OFDC Depot and expenditure towards its transportation to the crematorium sites. The Service provider shall engage their own vehicle and manpower for transportation of fire wood from OFDC depot to the cremation grounds.
14. For cremation of dead bodies of COVID-19 positive cases priority to be given for early disposal and the amount towards cremation charges (cost of fire wood and miscellaneous expenditure etc.) will be provided to the service provider as per the govt. guideline from time to time. Due care shall be taken while cremation of dead bodies of COVID positive cases. The Organization/Agency shall provide required protective gear to the workers engaged for cremation of dead bodies of COVID positive cases and for maintenance of sanitation/cleanliness of crematorium campus.
15. The service provider will display a board on prominent place mentioning the rates of materials to be sold to the public and provide the voucher to public for the same. The rates shall be approved by Municipal Commissioner, SMC, Sambalpur.
16. The service provider should maintain cleanliness and hygienic condition of the cremation ground along with maintenance of greenery, flowering, drinking water facility, urinals & toilets etc. to the satisfaction of the SMC.
17. They will maintain all the records of user charges collected at the cremation ground/crematorium (in case imposed by SMC).The user charges for using crematorium as decided by SMC, Sambalpur will be collected by the Organization/Agency and to be deposited in this Office. It will be audited by the SMC and this fund will be utilized for betterment of the Cremation ground/Crematorium.
18. SMC will have the right of ownership/control /all rights in the Cremation ground/ Crematorium.
19. In case of breach of any condition by the organization, the SMC Shall be entitled to terminate the MOU and take all control /charge of the Cremation ground/Crematorium.
20. The qualified bidder will have to deposit **security amount of Rs. 50,000/- (Rupees thirty thousand only)** for the Operation and Maintenance (O&M) of Crematorium. The security deposit will be refunded subject to satisfaction of the management of SMC. If any damages occur on account of infrastructure at both the crematorium, the cost will be deducted from security amount after assessment of damages by a committee comprising of Deputy Commissioner/Nodal Officer (Corporation Asset), Health Officer, Executive Engineer of SMC. If any disputes arise in calculation of damages, the decision taken by the constituted committee will be referred to the arbitration and the decision by the arbitrator shall be binding on both the parties.
21. In the event of any dispute covering or arising out of the clause /clauses of MoU, the same shall be resolved through negotiation. Alternatively, the dispute may be referred to the next higher authority for adjudication whose decision shall be binding on both parties. In case either party is aggrieved on the decision of next higher authority, the jurisdiction of the Court shall be at **Sambalpur** in the district of Sambalpur, Odisha. Neither party shall be competent to bring any case /suit in regard to the matters covered by this agreement before any Court of Law outside Sambalpur.



22. The Organization has to maintain the daily record of the cremations taken place at Cremation grounds & information in this regard has to be sent to Health Officer/Nodal Officer (Corporation Asset)/ Deputy Commissioner on monthly basis.
23. The Organization has to dispose the unclaimed dead bodies as per the instruction of SMC or policy adopted by the Municipal Corporation and proper maintenance of the records/ report in this regard has to be sent to Health Officer/Nodal Officer (Corporation Asset)/ Deputy Commissioner, SMC.
24. The Organization will send the list of office Bearers if there is any In-change, to this Office within 03 days of received the work order.
25. The organization will maintain a complaint/suggestion Book in the Cremation ground/Crematorium which will be monitored by the Health Officer/ Nodal Officer (Corporation Asset)/ Deputy Commissioner to redress grievance of the public in the functioning of Cremation ground.
26. The SMC authority will pay the electric bills and water charges of both the cremation grounds.
27. The cremation services shall be made available to public for 24 x 7 (throughout day and night).
28. Also the duration of functioning of crematorium may be modified with mutual consent of both the parties.
29. The number of manpower engaged at both the crematoria may be changed with the requirement of the Authority from time to time. Also the duration of functioning of crematorium may be modified with mutual consent of both the parties. Based on the change in number of manpower engaged and modification of duration of O&M of crematorium proportionate deduction shall be done from the approved amount shall be done.
30. If CCTV installed by SMC in the cremation ground will be maintained by the Organization/Agency.
31. SMC reserves the right to change the terms and conditions of the agreement as and when required.

  
Municipal Commissioner  
Sambalpur Municipal Corporation

**FORM FOR O & M OF CREMATORIA AT BURLA**  
**(One at Bishnumadir para (ward no.04) named Baikunth ghat and another at P.W.D. colony)**

|          |   |               |
|----------|---|---------------|
| <b>1</b> | <b>Name of organization</b>   |               |
| <b>2</b> | <b>Address</b>  |               |
| <b>3</b> | <b>Owner/proprietors name</b>   |               |
| <b>4</b> | <b>Contact no.</b>  |               |
| <b>5</b> | <b>Email id</b>   |               |
| <b>6</b> | <b>Following documents submitted</b>  |               |
| <b>A</b> | <b>Copy of registration certificate of the organization</b>   | <b>Yes/no</b> |
| <b>B</b> | <b>A list of office bearers of the organization</b>   | <b>Yes/no</b> |
| <b>C</b> | <b>The organization has to submit a presentation about activities related to management and maintenance of crematorium complex effectively and to the full satisfaction of SMC, Sambalpur</b> | <b>Yes/no</b> |
| <b>D</b> | <b>Signed copy of the terms and conditions of allotment indicating the acceptance of the same</b>   | <b>Yes/no</b> |
| <b>7</b> | <b>Details of demand draft for application fees of Rs.5000/- (Rupees five thousand only)</b>  |               |
| <b>8</b> | <b>Experience in management of crematorium ground and disposal of dead body (if any)</b>  |               |
| <b>9</b> | <b>Rate quoted in Rs. (both in figure and words) including GST and all other type of charges</b>  |               |

Signature of the Bidder  
With seal

  
Municipal Commissioner  
Sambalpur Municipal Corporation  
Sambalpur