



SAMBALPUR MUNICIPAL CORPORATION : SAMBALPUR

Odisha - 768006

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EOI No.7486 /SMC

Dated 18.05.2026

EXPRESSION OF INTEREST (EOI)

Sealed EOIs are invited from eligible NGOs / Civil Society Organisations / Trade Associations / Yuva Manch / Community Based Organisations (CBOs) / Registered Firms / Individuals for Operation and Maintenance of the following parks under Sambalpur Municipal Corporation (SMC):

1. Chandrasekhar Behera Park, Khetraipur - Ward No. 14
2. Gandhi Park - Ward No. 34
3. Bhudharaja Hill Top View Park - Ward No. 21
4. Children's Park, Govind Tola - Ward No. 35
5. Sporting Union Club Park - Ward No. 35
6. Bhima Bhoi Park - Ward No. 19

Applicants may apply for a single park or multiple parks separately.

The EOI notice is available at www.smcsambalpur.nic.in from **25.05.2026 (05:00 PM)** to **17.06.2026 (03:00 PM)**. The last date for receipt of EOI documents is **17.06.2026 up to 01:00 PM** through Registered Post / Speed Post / In Hand to the Office of the Commissioner, Sambalpur Municipal Corporation, Durgapali-768006. The documents will be opened on 17.06.2026 10:00 AM in the Office of the Commissioner, SMC. EOI documents shall be received in one sealed envelope with superscription on top of the envelope: "EOI for Operation and Maintenance of _____ Park (Name of Park Applied For)". The envelope shall contain the Covering Letter (Annexure-I) along with all required documents as specified in the EOI. The Authority shall not be responsible for any postal delay. Selection will be made purely on the basis of marks secured in Technical Evaluation.

The Authority reserves the right to reject any or all EOIs without assigning any reason thereof.

-Sd-

Commissioner

Sambalpur Municipal Corporation

Memo No. 7487 Dated:-25.05.2026

Copy submitted to MIS, SMC to be displayed at SMC website (www.smcsambalpur.nic.in)/ Notice Board, Collectorate and SMC Office and Notice Board of concerned Ward Office for public information.

-Sd-

Commissioner

Sambalpur Municipal Corporation

TABLE OF CONTENTS

1. Notice Inviting EOI
2. Definitions
3. Background and Objective
4. Details of Parks
5. Important Instructions to Bidders
6. Eligibility Criteria
7. Mandatory Documentation
8. Scope of Work
9. Work Schedule
10. Manpower Requirement
11. Technical Evaluation Criteria
12. Payment Terms
13. Monitoring & Reporting
14. Penalty Structure
15. Termination Clause
16. Legal & Statutory Compliance
17. Code of Conduct
18. Annexures

Municipal Commissioner
Sambalpur Municipal Corporation
Sambalpur

Municipal Commissioner
Sambalpur Municipal Corporation
Sambalpur

1. NOTICE INVITING EXPRESSION OF INTEREST

Sambalpur Municipal Corporation invites sealed Expression of Interest (EOI) from eligible:

1. NGOs
2. Registered Societies
3. Trusts
4. Community Based Organizations (CBOs)
5. Private Limited Companies
6. Partnership Firms
7. Proprietorship Firms
8. Individual Applicants

For the **Operation and Maintenance (O&M)** of the following parks:

Sl	Name of Park	Ward No	Nature	O&M charge(Rs)
1	Chandra Shekhar Behera Park	14	Public Garden	25,000/-
2	Gandhi Park	34	Public Recreation	40,000/-
3	Bhudharaja Hill Top View Park	21	View Point Park	44,000/-
4	Children's Park Govindtola	35	Children Recreation	24,000/-
5	Sporting Union Club Park	35	Open Park	7,000/-
6	Bhima Bhoi Park	19	Community Park	48,000/-

IMPORTANT:

A bidder may apply for a single/multiple park but separate technical details must be provided for each park.

2. DEFINITIONS

Authority –Sambalpur Municipal Corporation

Bidder – Applicant organization or individual

Agency – Selected bidder

O&M – Operation and Maintenance

Contract Period – Duration of agreement

3. BACKGROUND & OBJECTIVE

Public parks serve as green lungs of the city and are vital for recreation, health, and environmental sustainability.

Objectives:

1. Ensure cleanliness and hygiene
2. Maintain greenery and horticulture
3. Ensure safety and prevent anti-social activities
4. Enhance aesthetic value
5. Improve citizen satisfaction

4. DETAILS OF PARKS

Sl	Name of Park	Ward No	Nature
1	Chandra Shekhar Behera Park	14	Public Garden
2	Gandhi Park	34	Public Recreation
3	Bhudharaja Hill Top View Park	21	View Point Park
4	Children's Park Govind Tola	35	Children Recreation
5	Sporting Union Club Park	35	Open Park
6	Bhima Bhoi Park	19	Community Park

5. IMPORTANT INSTRUCTIONS

1. The bidder must submit complete proposal.
2. Incomplete applications will be rejected.
3. False documents will result in disqualification.
4. Authority reserves right to cancel the EOI.

6. ELIGIBILITY CRITERIA

Applicants must satisfy:

1. Must be legally registered entity or individual.
2. Minimum 2 years' experience in similar work (preferred).
3. Valid PAN.
4. Valid Bank Account.
5. Not blacklisted.
6. No financial irregularities.
7. No relationship with municipal officials.
8. Not involved in anti-social activities.

7. MANDATORY DOCUMENTS

The following documents must be submitted:

1. PAN Card (Self Attested)
2. Incorporation/Registration Certificate
3. Identity Proof of Director/President/Proprietor
4. Bank Account Details (Cancelled Cheque)
5. Experience Certificates
6. GST Registration (if applicable)
7. Audited Financial Statements (if applicable)
8. Non-Blacklisting Certificate
9. Declaration of Non-Financial Irregularities
10. Declaration of Non-Relationship
11. Declaration of Non-Involvement in Anti-Social Activities

8. DETAILED SCOPE OF WORK

The selected agency shall be responsible for full operation and maintenance including:

8.1 Horticulture

1. Daily watering
2. Lawn mowing (twice monthly)
3. Seasonal plantation
4. Fertilizer application
5. Pest control
6. Tree pruning
7. Replacement of damaged plants

8.2 Cleanliness

1. Daily sweeping
2. Garbage collection & disposal
3. Cleaning of benches
4. Cleaning of play equipment
5. Dustbin maintenance
6. Toilet cleaning (where available)

8.3 Infrastructure Maintenance

1. Repair of benches
2. Pathway maintenance
3. Gate & fencing repair
4. Painting annually
5. Lighting maintenance coordination
6. Fountain maintenance (if applicable)

8.4 Security

1. Deployment of guards
2. Prevent anti-social activities
3. Crowd management
4. Regulate park timing

8.5 Record Maintenance

1. Complaint register
2. Monthly report
3. Asset register

9. WORK SCHEDULE

Sl. No.	Frequency	Activity Description	Scope / Details
1	Daily	Sweeping	Sweeping of all pathways, lawns edges, sitting areas, entrance, and surrounding areas of the park.
2	Daily	Watering	Watering of lawns, shrubs, flower beds, trees and potted plants as per seasonal requirement.
3	Daily	Waste Removal	Collection of garbage from bins and open areas; disposal at designated municipal dumping site.

Sl. No.	Frequency	Activity Description	Scope / Details
4	Daily	Toilet Cleaning	Cleaning and sanitization of toilets (minimum 3 times per day where available).
5	Daily	Security Monitoring	Monitoring entry/exit, preventing anti-social activities, ensuring safety of visitors.
6	Weekly	Lawn Mowing	Trimming and mowing of lawns to maintain uniform grass height and appearance.
7	Weekly	Plant Inspection	Checking plant health, identifying diseases, removing weeds, and replacing damaged plants.
8	Weekly	Equipment Inspection	Inspection of benches, play equipment, gym equipment, fencing, and gates for safety and functionality.
9	Monthly	Pest Control	Application of eco-friendly pesticides/insecticides and preventive treatment for plant protection.
10	Monthly	Structural Inspection	Inspection of pathways, boundary walls, gates, and minor repair identification.
11	Monthly	Electrical Check	Checking lighting systems, fixtures, wiring (in coordination with electrical staff if required).
12	Monthly	Report Submission	Submission of detailed monthly maintenance and performance report to the Authority.
13	Quarterly	Major Pruning	Major trimming and pruning of trees and shrubs to maintain safety and aesthetic value.

10. MANPOWER REQUIREMENT (Indicative per Park)

1. 1-4 Gardeners
2. 1 Security Guard per shift
3. Electrician (on call)
4. Plumber (on call)

11. TECHNICAL EVALUATION (100 Marks)

Sl. No.	Criteria	Marks
1	Valid Registration/Incorporation Certificate	10
2	PAN & GST Registration	10
3	Identity Proof of Director/President/Proprietor	5
4	Bank Account & Financial Stability (Audited Statement if applicable)	15
5	Experience in Similar Works	25
6	Experience Certificates / Performance Certificates	10
7	Non-Blacklisting Certificate	5
8	Declaration of Non-Financial Irregularities	5
9	Declaration of Non-Relationship	5

Sl. No.	Criteria	Marks
10	Declaration of Non-Involvement in Anti-Social Activities	5

1. Bidders scoring less than 60 marks shall be rejected.
2. Bidder securing highest technical marks for each park shall be selected.
3. Authority reserves the right to allocate one or multiple parks based on merit and capacity

Minimum qualifying marks: 60

12. PAYMENT TERMS

1. Monthly payment.

13. MONITORING SYSTEM

1. Monthly inspection by authority.
2. Surprise inspection.
3. Public complaint monitoring.
4. Performance scorecard.

14. PENALTY STRUCTURE

Nature of Default	Penalty
Staff absence	₹1,000 per person/day
Poor cleanliness	₹2,000 per instance
Poor horticulture	₹5,000 per instance
Security lapse	₹10,000 per incident
Damage to property	Repair cost + 10%
Delay in report	₹500 per day
Repeated violation (3 times)	Termination
Anti-social activity	Immediate termination

Penalty may be deducted from monthly bill.

15. TERMINATION

Authority may terminate for:

1. Breach of contract
2. False information
3. Poor performance
4. Illegal activity
5. Insolvency

16. LEGAL COMPLIANCE

1. Labour Laws
2. No child labour

17. CODE OF CONDUCT

1. No political use of park
2. No corruption
3. No illegal vendors
4. Maintain public decorum

ANNEXURE - I

APPLICATION FORM

(To be submitted on Applicant's Letterhead)

Tender Reference No.: _____

Name of Park Applied For:

- Chandra Shekhar Behera Park - Ward No. 14
- Gandhi Park - Ward No. 34
- Bhudharaja Hill Top View Park - Ward No. 21
- Children's Park Govind Tola - Ward No. 35
- Sporting Union Club Park - Ward No. 35
- Bhima Bhoi Park - Ward No. 19

1. Name of Applicant (NGO/Firm/Individual/CBO): _____
2. Legal Status: _____
3. Registration No.: _____
4. Date of Incorporation/Registration: _____
5. Registered Address: _____
6. Correspondence Address: _____
7. Name of Authorized Person: _____
8. Designation: _____
9. Contact No.: _____
10. Email ID: _____
11. PAN No.: _____
12. GST No. (if applicable): _____

Declaration:

I/We hereby submit this application and agree to abide by all terms and conditions of the EOI.

Signature: _____

Name: _____

Seal: _____

Date: _____

ANNEXURE - II

DETAILS OF ORGANIZATION

1. Nature of Organization: _____
2. Year of Establishment: _____
3. Total Number of Employees: _____
4. Key Activities Undertaken: _____
5. Brief Profile (Attach separate sheet if required): _____

ANNEXURE - III

EXPERIENCE DETAILS

Sl. No.	Name of Work	Client Name	Duration	Value of Work	Contact Details
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Declaration:
All information provided above is true and supported by documentary evidence.

Signature: _____
Seal: _____

ANNEXURE - IV

BANK DETAILS

1. Name of Bank: _____
2. Branch: _____
3. Account Name: _____
4. Account Number: _____
5. IFSC Code: _____

(Attach Cancelled Cheque)

Signature: _____
Seal: _____



ANNEXURE - V

NON-BLACKLISTING CERTIFICATE

I/We hereby declare that our organization has not been blacklisted, debarred, or banned by any Government Department, PSU, Municipality, or Authority in India.

If found false, the Authority may cancel our bid and take necessary action.

Signature: _____

Name: _____

Designation: _____

Seal: _____

Date: _____

ANNEXURE - VI

DECLARATION OF NON-FINANCIAL IRREGULARITIES

I/We declare that our organization has not been involved in any financial misappropriation, fraud, audit objection, or irregularity in the past five (5) years.

Signature: _____

Seal: _____

ANNEXURE - VII

DECLARATION OF NON-RELATIONSHIP

I/We hereby certify that none of our Directors/Partners/Trustees/Office Bearers are related to any elected representative or employee of Sambalpur Municipal Corporation.

Signature: _____

Seal: _____

ANNEXURE - VIII

DECLARATION OF NON-INVOLVEMENT IN ANTI-SOCIAL ACTIVITIES

I/We declare that our organization and its members have not been involved in any anti-social, unlawful, criminal, or politically disruptive activities.

Signature: _____

Seal: _____


Municipal Commissioner
Sambalpur Municipal Corporation
Sambalpur

ANNEXURE - IX

TECHNICAL COMPLIANCE CHECKLIST

Sl. No.	Document	Submitted (Yes/No)
1	Application Form	
2	Registration Certificate	
3	PAN Card	
4	Identity Proof	
5	Bank Details with Cancelled Cheque	
6	Experience Certificates	
7	GST Certificate (if applicable)	
8	Audited Financial Statements (if applicable)	
9	Non-Blacklisting Certificate	
10	Non-Financial Irregularity Declaration	
11	Non-Relationship Declaration	
12	Non-Anti-Social Activity Declaration	

Signature: _____

Seal: _____

ANNEXURE - X

UNDERTAKING

I/We hereby undertake:

1. To maintain the park as per scope of work.
2. To deploy adequate manpower.
3. To comply with all statutory laws.
4. To avoid child labour.
5. To ensure safety and cleanliness.

Signature: _____

Name: _____

Seal: _____

Date: _____

