Government of Odisha, H & UD Deptt.

Paradeep Municipality

Request for proposal for Operation, Maintenance & Management of one 50 Bedded Rental Housing Complex (RHC) (exclusively rent out to Ladies) at Atharbanki, Paradeep.

Cost of Tender paper-Rs.500.00 (Rupees five hundred) only
Cost of EMD: Rs.10,000.00 (Rupees ten thousand) only

Office of the Municipal Council, Paradeep, Odisha
Request for proposal for operation, maintenance & management of one 50 bedded Rental Housing Complex (RHC) (exclusively rent out to ladies) at Atharbanhi, Paradeep

Disclaimer

The information contained in this Request for Proposal (RFP) document is provided to the Bidder(s) by or on behalf of Paradeep Municipality on the terms and conditions stipulated in this RFP document.

The purpose of this RFP document is to provide the Bidder with information to assist the formation of their proposals. This RFP document does not contain all the information which each Bidder may require.

Each Bidder should conduct its own investigations and analysis & should check the accuracy, reliability and completeness of the information of this RFP document and where necessary obtain independent advice from appropriate sources. Paradeep Municipality make no representation or warranty & shall incur no liability under any law, statute rules or regulation as to the accuracy, reliability or completeness of the RFP document. ULB may, in their absolute discretion, but without being under any obligation may update, amend or supplement the information in this RFP document.

1. Introduction:- Mission Director (I/C), Odisha Urban Housing Mission of Housing & Urban Development Department, Govt. of Odisha, Bhubaneswar enclosing the Resolution No.2625/ dt.30.04.2020 of Labour & Employees State Insurance Department & the “Minimum Benchmark of Quality of Operation & Maintenance” finalized by Housing & Urban Development Department in consultation with Labour Commissioner-cum-Member Secretary, OB & OCWWB has intimated to the Executive Officer, Paradeep Municipality alongwith others vide letter No.1181 dt.06.09.2021. In the said letter, it has been mentioned that Mission Director (I/C) OUHM has directed to say that as per Resolution No.2625 dt.30.04.2020 of the Labour & Employees State Insurance Department, the Rental Housing Complexes have to be operated, maintained and managed by the concerned ULBs either directly or through outsourced agencies to be decided by the District Level Committee headed by the Collector subject to the minimum benchmark of quality of operation and management out lined by the OUHM. In this regard, it is relevant to mention here that two nos. of 50 bedded Rental Housing Complexes alongwith other infrastructures have been constructed by the Executive Engineer (R & B), Jagatsinghpur at Atharbanhi, Paradeep for rent out to migrant construction workers and handed over to the District Labour Officer, Jagatsinghpur, who has already handed over the same to the Executive Officer, Paradeep Municipality for operation & management.
2. Operation, maintenance & management of Rental Housing Complexes :- As per Resolution No.2625 dt.30.04.2020 of the Labour & Employees State Insurance Department, Govt. of Odisha, Bhubaneswar a District Level Committee meeting has already been conducted on dt.07.12.2021 under the Chairmanship of the Collector & District Magistrate, Jagatsinghpur consisting of following members:

1. Executive Engineer (R & B), Jagatsinghpur --------- Member
2. The District Labour Officer, Jagatsinghpur --------- Member
3. The Executive Officer, Paradeep Municipality --------- Member convener

In the above said District Level Committee, it has been decided that one RHC will be rented out exclusively to gents migrant construction workers & another RHC will be rented out exclusively to Ladies migrant workers. Ladies RHC will be operated & managed by Mission Shakti WSHG/ALF & gents RHC will be operated & managed by outsourcing agencies. Further, as regards the quality of operation & management of RHCs, it has been decided by the District Level Committee meeting that minimum benchmark of quality of operation & RHC i.e. (i) Electricity (ii) Drinking water (iii) Sanitation (iv) Medical First aid facility (v) other facility as outlined by the OUHM vide letter No.1181 dt.06.09.2021 is to be maintained. (Minimum Benchmark of quality of operation and management of 50 bedded Rental Housing Complex as outlined by OUHM is enclosed as Annexure-A)

Booking procedure/seletion of Beneficiary

Migrant construction workers (both inter-state & inter district) having valid registration with the Building and Other Construction Workers Welfare Board (B & OCWW Board) who come to the area of Paradeep Municipality as single or with their families in search of employment are eligible to get benefit under this scheme. The beneficiary who intends to stay in the Rental Housing Complex shall make an application in form-X (Annexure-B) along with self attested copies of his identify card issued by the B&OCWW Board, money receipts in support of payment of his annual contribution and voter ID card/Aadhaar card before the Executive Officer, Paradeep Municipality or person who remain in charge of the RHC (for inter-state migrant contribution workers, who are members of other State Board, only identify card issued by their Board shall be ensured as documentary evidence of BOC workers). The above application shall be processed online and the relevant information to be uploaded in the data base.

The entire process of selection of allottees and allotment of RHC facilities should be made online by developing an appropriate software application. For this, the Board should provide online access to Paradeep Municipality. Till development of such online software, the application may be processed offline to facilitate early operation of the scheme.
However, the online processing should be simple & user friendly and the software should have provisions for forwarding the applications to (the authorized official of Paradeep Municipality as decided by the Collector, Jagatsinghpur) who will approve the admission subject to vacancy within 48 hours failing which it will be deemed to have been approved. The allotment shall be made immediately after the uploading of the documents and deposit of requisite fees on a first come first serve basis. If the document found to be defective or the information submitted by the applicant is found to be incorrect the allotment shall be cancelled and double the prescribed daily rent for the number of the days of occupation shall be deducted from the security amount/entire amount paid for the period may be forfeited.

A system generated approved list of application in Form. Y (Annexure-C) to be displayed in the Notice Board of the Paradeep Municipality & Rental Housing Complexes at Atharbanki, Paradeep. However, before possession an agreement will be signed between the occupant of the Rental Housing Complex and the operation/management unit covering rate of user fees/rent, security deposit, duration of stay etc. so as to avoid any further litigation. The maximum stay of the occupant should not exceed 3 months during a particular year. The person who remains in charge of the RHC will maintain a register in Form-Z (Annexure-D) & will give temporary possession to the applicant on receipt of requisite user fees and security deposit. Proper books of account shall be maintained for the purpose. The security money is to be refunded back during vacation of the occupant.

**Collection of user fees, security deposit, monthly rent**

1. User fees will be collected by the Mission Shakti WSHG/ALF.
2. User fees @ Rs.30/- will be deposited by a migrant construction worker per day.
3. If a migrant construction worker book R.H.C. for 30 days, he/she will deposit Rs.500/- toward security fees in addition to user fees.
4. If case of any damaged/loss occurred by the occupant, same will be deducted from the security deposit.
5. In case of no damaged/loss occurred by the applicant, full security deposit is refundable.

The operation/management charges shall responsibility of Paradeep Municipality, the cost of charges of which may be met from the rent/user fees to be collected from the migrant construction workers. Deficit/balance requirement, if any, may be borne by the OB & OCWW Board for an initial period of 5 years, subject to maximum 5% of the fund allocated to OUHM for construction, which can be provided by Board per year of operation/management/maintenance of R.H.C.s.
Obtaining the Proposal

Paradeep Municipality now invites open “Request for proposal” (RFP) from Mission Shakti WSHG/ALF for operation, maintenance & management of one 50 Bedded Rental Housing Complexes (exclusive rent out to ladies) at Atharbanki, Paradeep. The full RFP can be downloaded or received from www.paradipmunicipality.org Office from 01.01.2022 to 15.01.2022 up to 5.00 P.M. on payment of Rs.500.00 (Rupees Five hundred) only in shape of cash/bank draft/bankers cheque drawn in favour of the Executive Officer, Paradeep Municipality payable at Paradeep from any Nationalized Bank. The RFP Paper along with all documents shall be received in the Office of the Executive Officer, Paradeep Municipality through post or by person on or before date 17.01.2022 up to 1.00 P.M. The RFP will be opened on the same date at 3.30 P.M. in the presence of the agency or their authorized representatives. The quotation received beyond the scheduled date and time will not be considered at all.

The undersigned has the right to accept, cancel or reject any or all the quotations without assigning any reason thereof.

Document to be submitted along with full proposal

1. EMD of Rs.10,000.00 & paper cost of Rs.500.00 (DD/shape in cash).
2. The Mission Shakti WSHG/ALF will be constituted before 3 years back from dt.01.12.2021.
3. The Mission Shakti WSHG/ALF will have an ID No.
4. The Local Mission Shakti WSHG/ALF will have to submit the photocopy of PAN Card, EPF, ESI, Labour License Certificate with the bid document.
5. Minimum Rs. 1,00,000/ (Rupees one Lakh) only balance in the Bank Account of Mission Shakti WSHG/ALF.
6. The will given certificate for litigation, defaulter and relation, Affidavit.
7. Preference will be given to the Mission Shakti WSHG/ALF previously involved in various social and other activities.

Submitting the proposal

Interested Mission Shakti WSHG/ALF should submit proposal addressing all aspects of the REP requirements.
**Proforma**

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<tr>
<th>Sl No.</th>
<th>Description of work</th>
<th>Amount per month</th>
<th>Amount in words</th>
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<tr>
<td>1</td>
<td>Charges for operation, maintenance and management of one 50 bedded Rental Housing Complex (exclusively rent out for ladies) on the basis of minimum Benchmark of quality</td>
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<td>2</td>
<td>Supervision charges</td>
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Memo...6267...Dt.21.12.2021

Copy to the ADM, Paradeep/ Secretary, Paradeep Port Trust/ Secretary PDA for kind information. They are requested to display the notice in their notice board/Office notice board, Paradeep Municipality for wide publication.