



EOL No.

843

Date:

3-5-2023

EXPRESSION OF INTEREST

FOR

EMPANELMENT OF MISSION SHAKTI GROUP/ ALF FOR COLLECTION
CMC AND OTHER CHARGES AS DEEMED BY CUTTACK MUNICIPAL
CORPORATION IN WARD NO. WARD 9 TO 18, 20 TO 27, 30, 32 TO 35, 38 TO
40, 46, 49, 52 & 56 UNDER THE JURISDICTION OF CUTTACK

DATED: 03/05/2023

LASTDATE: 17/05/2023

CUTTACK MUNICIPAL CORPORATION
CUTTACK

DISCLAIMER

1. Though adequate care has been taken in the preparation of this document, henceforth referred to as the Expression of Interest document or the EoI document, the Applicants should satisfy themselves that the document is complete in all respects. Intimation of discrepancy, if any, should be given to the address mentioned below latest by 11 AM on 17/05/23 in case, no such intimation is received by the said deadline, it shall be deemed that the applicant is satisfied that the document is complete in all respects.

CUTTACK MUNICIPAL CORPORATION

CUTTACK

Ph.No.:0671-2308517, 2308424

E-mail: mccmc@nic.in

2. Neither CMC nor their employees make any representation or warranty as to the accuracy, reliability or completeness of the information in this EoI document. Each prospective Applicant should conduct their own investigations, analysis and check the accuracy, reliability and completeness of the information in this EoI document and obtain independent advice from appropriate source(s) before submission of their EoI.
3. Neither CMC nor their employees will have any liability to any prospective Applicant or any other person under any law for any loss, expense or damage which may arise from or be incurred or suffered in connection with anything contained in this EoI document.
4. CMC reserves the right, without any obligation or liability, to accept or reject any or all of the EoIs, and at any stage of the process, to cancel or modify this solicitation process, or any part thereof, or to vary any of the terms and conditions, or to cancel this solicitation process to initiate a new process without assigning any reason whatsoever.
5. Neither CMC nor their employees will have any liability in case of non-receipt of any correspondence from them to the applicants due to the postal delays.
6. The applicable laws for the purpose are the laws of India. Courts of CMC will have jurisdiction concerning or arising out of this EoI document.
7. The applicants are expected to know the relevant rules and regulations of the respective authorities concerning to this project.

EXPRESSION OF INTEREST (EOI) OF MISSION SHAKTI GROUP/ ALF FOR COLLECTION OF CMC DUES OF WARD 9 TO 18, 20 TO 27, 30, 32 TO 35, 38 TO 40, 46, 49, 52 & 56 UNDER THE JURISDICTION OF CUTTACK

The Cuttack Municipal Corporation invites Expression of Interest in sealed cover from interested Mission Shakti Groups (MSG)/ ALF to be engaged for collection of CMC dues of ward nos. 9 to 18, 20 to 27, 30, 32 to 35, 38 to 40, 46, 49, 52 & 56 under the jurisdiction of Cuttack Municipal Corporation during the Year 2023-24. The sealed Expression of Interest should be submitted to Deputy Commissioner-cum-SIO, CMC, Bikash Bhawan, Jagannath lane, Badambadi, Pin-753012 on or before date 17/5/23, Time 11 AM by registered/speed post and hand. The Technical Bid will be opened on date 20/5/23 at 11 AM (time) in the conference hall of Bikash Bhawan, CMC. The sealed envelope should be superscripted with "EOI for collection of CMC dues of ward nos. 9 to 18, 20 to 27, 30, 32 to 35, 38 to 40, 46, 49, 52 & 56 under the jurisdiction of Cuttack Municipal Corporation, 2023-24". The detailed terms and conditions of the Expression of Interest are available in website. <http://cmccuttack.gov.in>

Schedule of EOI

Sl.No	Description	Date and Time
1	Issue of EOI	3/05/2023
2	Last date of receiving of pre-Application queries	4/05/2023
3	Pre-Application meeting (In the mini Conference hall of CMC)	04/05/2023
4	Date of uploading of pre-application query reply	04/05/2023
5	Submission of EOI at the Diary section of CMC office, Vikash Bhawan, Badambadi, Cuttack	17/05/2023
6	Opening of EOI application in the Conference Hall of CMC office, Vikash Bhawan, Badambadi, Cuttack	20/5/2023
7	Responsible Officer	Mrs. Seeta Padma D. Sathpathy
8	E-mail Id for Contact	ce@cmc@gmail.com
9	Telephone for Contact	9437243129


Commissioner

1. INTRODUCTION:-

The main objectives of CMC under this EoI is to achieve full and complete coverage of all assesses in respect of Property Tax/Holding Tax and other taxes by involving Mission Shakti Group/ALF in CMC:

- Billing & Collection of Property Tax based on updated Property Tax/Holding Tax Register based on the provisions made under Odisha Municipal Corporation Act, 2003 and any other enactment made by Government of Odisha on the matter of Property Tax/Holding Tax.
- Billing and Collection of Trade License fees/User Fees and other taxes/charges.

2. BRIEF DESCRIPTION OF THE BIDDING PROCESS:-

- (a) CMC (hereinafter also referred to as Authority) intends to empanel Mission Shakti Groups/ ALFs to support collection of Property Tax, Trade License Fees and other charges from Wards under its jurisdiction. The empanelment shall remain valid initially for a period of 2 (two) year. CMC reserves the right to extend the empanelment on mutually agreed terms & conditions subject to satisfactory performance for the empanelled Mission Shakti Groups/ALFs.
- (b) The Authority has adopted a single-stage bidding process for selection of Mission Shakti Group (MSG)/ALF for award of work pertaining to Collection of Property Tax, Trade License and other charges for one ward. The MSG/ALF meeting the Eligibility Criteria stipulated under Clause no. 4 shall be shortlisted under the Ward in which it is registered. CMC shall select maximum 1 MSGs/ ALFs for carrying out the work in one ward. In case 2 (two) or more MSGs/ALFs are shortlisted in one ward then in such case the award of work shall be done based on lottery system.
- (c) One MSG/ALF will ordinarily be awarded one Ward. However, in the event no MSG/ALF is shortlisted for a particular ward then in such case suitable decision shall be taken by CMC regarding award of more than one ward to a particular SHG/ALF basing on its performance & requirement.
- (d) Any further information on the project could be availed from the official website of CMC www.cmccuttack.gov.in or by communications to the address mentioned below:-
Deputy Commissioner- cum- SIO
CUTTACK MUNICIPAL CORPORATION
Vikash Bhawan, CUTTACK
- (e) The Authority shall be entitled to disqualify any Applicant at any stage of the Bidding Process in accordance with the guidelines of Government of Odisha or such other laws as applicable from time to time. Applicants must satisfy themselves that they are qualified to bid. Also, suggestions for modification are invited from potential applicants for any suitable amendment to the suggested procedure, eligibility, project structure or any other aspect that the applicant perceives should be changed for the benefit of the Authority/work.
- (f) In this stage, applicants are required to furnish all the information as per this EoI to participate in the qualification process. Only those Applicants that are pre-qualified and short-listed by the Authority shall be awarded the work of collection of property tax/holding tax, Trade License Fees and other charges under one ward in the jurisdiction of CMC. The Applicants are advised to visit the site and familiarize themselves before submitting application for the work.

3. ELIGIBILITY OF APPLICANTS:-

Only the applicants satisfying the below mentioned criteria shall be considered applicable for applying for this EoI.

4.1 GENERAL ELIGIBILITY:-

- (i) The Mission Shakti Group/ALF should have been registered under CMC or Mission Shakti (A copy of the same to be furnished)
- (ii) The Mission Shakti Group/ALF must have an active bank account with regular monthly savings by Mission Shakti Group/ALF members. (Details of Bank account to be furnished)
- (iii) The Mission Shakti Group/ALF should have an active status as on date.
- (iv) The Mission Shakti Group/ALF must have availed bank credit and should be regular with the repayment schedule. (A Copy of the Loan Statement to be furnished)
- (v) Mission Shakti Group/ALF should have regular and systematic book keeping relating to Meeting Register (Copy of the meeting register to be furnished)
- (vi) At least 2 members of the Mission Shakti Group/ALF should have Intermediate (+2/12th) qualification from a recognized school/college with basic knowledge in computers. The minimum qualification can be relaxed for 10th pass with computer knowledge in case of non-availability of qualified member in respective wards. (Self-certified Bio data of the MSG/ALF members to be submitted)

4.2 FINANCIAL ELIGIBILITY

The Agency must fulfill the following criteria:

- (i) The MSG/ALF should have an annual income of more than Rs. 30,000 p.a. in the Financial Year 2022-23 i.e. From April, 2022 to 31st March, 2023. A Copy of updated Pass Book shall be considered as a proof of Income.

4. SUBMISSION OF EOI

- (a) The EoI application (As per format given in Annexure 1) shall be submitted in hard copy having the title as "EoI for empanelment MSG/ALF for Collection of Property Tax/Holding Tax, Trade License fees and other charges under the jurisdiction of CMC". The applicant shall send the documents by post/by hand to the address mentioned herein below before the submission due date as mentioned in this EoI document:

**Deputy Commissioner -Cum- SIO
CUTTACK MUNICIPAL CORPORATION
Vikash Bhawan, CUTTACK**

The applications should be submitted before the submissions due date in hardcopy bound properly to the address mentioned in section 2(d) above.

- (b) The application shall include following document (including but not limited to):-
- i. Letter of Pre-Qualification (Annexure-1)
 - ii. MSG/ALF detail (Annexure-2)
 - iii. Documents sought under Eligibility Criteria in clause 4.1 and 4.2 above
 - iv. List of documents as per Assessment index at Annexure-3 attach to this EoI (Annexure-4)
- (c) Applicants shall submit the EoI in the prescribed format (Annexure 1) in English language only and in case of documents and certificate in other languages, the same shall be supported with translation in English language.
- (d) The EoI shall be submitted along with a covering letter together with the desired supporting documents and proof on the letter head of the Applicant and each page of the Document duly signed by the head or Authorized signatory of the Applicant under a common seal.

5. AMENDMENTS TO EOI :-

- (a) At any time prior to the Application Due Date, the authority may, for any reason, whether at its own initiative or in response to clarifications requested by an Applicant, modify terms and conditions of EoI through issuance of corrigendum and addendum.
- (b) Any Addendum or Corrigendum of reply to queries thus issued will be available only on the website of the authority.
- (c) In order to afford the applicants a reasonable time for taking an Addendum in to account or for any other reason the Authority may, in its sole discretion, extend the Application Due Date.

6. FRAUDULENT AND CORRUPT PRACTICES:-

If an Applicant is found by the Authority to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice during the EoI Process, such Applicant shall not be eligible to participate in any tender or EoI issued by the Authority.

7. RIGHT TO ACCEPT OR REJECT:-

The Authority reserves right to accept or reject any/all application without assigning any reason or incurring any liability to the applicants.

8. SCOPE OF WORK:-

a) UPDATION AND MAINTENANCE OF WARD WISE PROPERTY TAX REGISTER:

Assist Tax Collector/ Ward Officer/ CMC for Updation & maintenance of ward wise Property Tax Register, Demand Collection Balance Books (including demand collection status) and Assessment Book in respect of assessment and other information including last payment details in the Property Tax Software System. The Assessment data collected by the Mission Shakti Group/ALF shall always be the Property of CMC and the Mission Shakti Group/ALF shall not have any Rights over the same.

b) BILLING & COLLECTION OF PROPERTY TAXES:

- (i) Serve/ distribute the notice to the concerned assesses by the schedule dates as decided by CMC.
- (ii) Maintenance of necessary books and register regarding generation and issuance of demand bill.
- (iii) Door to door collection of property tax /holding tax using hand held devices/POS machines /any other cashless methods.
- (iv) Collection of Current year demand as well as arrears of the previous year's demand.
- (v) Collection of Property Tax /Holding Tax through all possible mode i.e. cash/cheque/DD/and Online Payment mode.
- (vi) Issuance of system generated money receipts for amount collected.

c) POST COLLECTION UPDATION OF RECORDS:

- (i) All cheques/ DDs collected shall be handed over to the concerned Tax Collector on same day or maximum by next day. The Tax Collector shall deposit the same in the Bank on the same day or maximum by next date.
- (ii) Submission of a ward-wise collection statement in a prescribed format to the concerned Tax Collector of CMC/Ward Officer with a copy to the Dy. Commissioner (Revenue) along with the proof of deposit of cheques/DDs in the designated bank account of CMC and Amount swiped through the POS machine.
- (iii) Updating of demand collection book and/or property tax / holding tax register in Offline/Online mode on the basis of collection on a periodically basis as decided by CMC along with updation in the online dashboard.

d) LISTING OF DEFAULTERS AND RECOVERY FROM DEFAULTERS:

- (i) Identification and preparation of list of defaulters, who has defaulted in payment of Property tax/Holding Tax after a defined period from scheduled date of payment. The Mission Shakti Group/ALF shall also do the analysis of defaulters in association with the Tax cell of CMC.
- (ii) Serve any kind of notice formulated by CMC in a prescribed format to the defaulters who has defaulted in payment of Property Tax / Holding Tax/ other charges.
- (iii) Conduct a visit to the defaulters to whom red notice issued but returned undelivered.
- (iv) Follow up for recovery/collection of tax form the defaulters to whom red notice issued and submit monthly report to Tax Cell/ Deputy Commissioner.
- (v) Preparation of list of defaulters who has defaulted in payment in response to red notice.
- (vi) Serve "Show Cause Notice" in a prescribed format, after obtaining approval from CMC, to the defaulters who has defaulted in payment after issuance of notice.
- (vii) Initiation of recovery procedure for Property Tax / Holding Tax as per the methods as decided/ approved by CMC, as per prevailing law.

e) SURVEY OF UN-ASSESSED PROPERTY:

- (i) The Mission Shakti Group/ALF shall survey un-assessed property of the wards under its jurisdiction
- (ii) The Mission Shakti Group/ALF shall prepare a list of the unassessed Property and submit the Tax Collector of the concerned Ward with a copy to

the Dy. Commissioner (Revenue) of CMC

(iii) The Mission Shakti Group/ALF shall collect the demand raised by CMC towards the un-assessed property in the manner prescribed above.

f) RE-ASSESSMENT OF PROPERTIES:

- (i) CMC shall handover the list of assesses under the concerned ward to the Mission Shakti Group/ALF and the Mission Shakti Group/ALF shall collect the demand raised by CMC. In case the Mission Shakti Group/ALF finds that the property is under-assessed then in such case it shall prepare a list of such property owners in the ward under its jurisdiction whose property is under-assessed and handover the list to the concerned Tax Collector with a copy of the same to Deputy Commissioner (Revenue).

g) SCOPE OF WORK FOR TRADE LICENSE COLLECTION:

- (i) The Mission Shakti Group/ALF shall collect Trade License renewal fee from the business units present in the ward under its jurisdiction
- (ii) The Mission Shakti Group/ALF shall prepare a list of business units present in the ward not having trade license and submit to Ward officer of the concerned Ward with a copy to the Deputy Commissioner
- (iii) The Mission Shakti Group/ALF shall collect the Trade License fee from the Business unit under its jurisdiction
- (iv) The Mission Shakti Group/ALF shall collect Trade License and Ground rent from Vending zone.

h) SCOPE OF WORK FOR USER CHARGES /FEE COLLECTION:

- (i) The Mission Shakti Group/ALF shall collect current and arrear User Charges/Fee Collection from business as well as domestic User/Units present in the Ward under its jurisdiction as per CMC regulation/policy to be decided time to time.
- (ii) Any other collection of Tax/Fees/ Charges as decided by CMC from time to time.

9. PAYMENT CONSIDERATION:

Sr. No.	Amount collected from Trade License , Holding/Property Tax and other user charges/taxes	Performance Incentive
		Arrear & Current Collection
(A)	Amount Collected uptoRs. 30.00 lakhs (Rupees Thirty Lakhs) only	2 % (Two percent) of the amount collected (2% of "A")
(B)	Amount Collected in excess of Rs. 30.00 lakhs (Rupees Thirty Lakhs) uptoRs.50.00 Lakhs (Rupees Fifty lakhs)	2 % (Two percent) of the amount collected till 30 Lakhs and 3% (Three percent) of the amount collected in excess Rs.30.00 lakhs (Rupees Thirty Lakhs) till Rs. 50.00 lakhs (Rupees Fifty Lakhs) (2% of "A"+ 3% of "B")
(C)	Amount Collected in excess of Rs. 50.00 Lakhs (Rupees sixty lakhs)	2 % (Two percent) of the Amount collected till 30 Lakhs and 3% (Three percent) of the amount collected in excess Rs.30.00 lakhs (Rupees Thirty Lakhs) till Rs. 50.00 lakhs (Rupees Fifty Lakhs) and 5% (Five percent) of the amount collected in excess Rs. 50.00 lakhs (Rupees Fifty Lakhs) (2% of "A"+ 3% of "B"+ 5% of "C")

Sd/-
Commissioner
Cuttack Municipal Corporation

ANNEXURE-1
FORM - 1
FORMAT FOR COVERING LETTER
(On the Letterhead of the Applicant)

To

The Commissioner
Cuttack Municipal Corporation
Cuttack

Dear Sir,

Ref: Expression of Interest for Collection of Holding/Property Tax and License in Ward No under the jurisdiction of CMC.

1. Being duly authorized to represent and act on behalf of (hereinafter referred to as "the Applicant"), and having reviewed and fully understood all of the information provided in the Empanelment document provided by the Authority in respect of the captioned Empanelment, the undersigned hereby submits the Applications in response to the EoI for Empanelment.
2. I/We have studied the EoI for Empanelment document carefully and understand that we shall have no claim, right or title arising out of any documents or information provided to us by the Authority or in respect of any matter arising out of or concerning or relating to the Empanelment Process including the Empanelment.
3. This statement is made for the express purpose of qualifying as an Applicant for the aforesaid Empanelment.
4. I/We shall make available to the Authority any additional information it may find necessary or require to supplement or authenticate the qualification statement.
5. I/We certify that in the last three years, we have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award, nor been expelled from any projector contract by any public authority nor have had any contract terminated by any public authority for breach on our part.
6. I/We understand that you may cancel the Empanelment Process at any time and that you are neither bound to accept any application that you may receive nor to invite the Applicants, without incurring any liability to the Applicants.
7. My/Our Application is consistent with all requirements of submission as stated in the Empanelment Document or in any of the subsequent communication issued by the Authority. I/We would be solely responsible for any errors or omissions in our Application.
8. I/We understand that any omission, commissioner mis-statement in facts provided by us will make our Application invalid at any time during the Empanelment Process and also after the empanelment; the Authority reserves the right to take appropriate action accordingly.
9. I/We understand that the Authority reserves the right to accept or reject any or all the Applications and reserves the right to withhold and/or cancel the Empanelment Process

- without assigning any reason or otherwise.
10. I/We hereby irrevocably waive any right which we may have at any stage at law or how so ever otherwise arising to challenge or question any decision taken by the Authority in connection with the empanelment of Agencies or in connection with the Empanelment Process itself, in respect of the above mentioned activities and the terms and implementation thereof.
 11. I/We agree and undertake to abide by all the terms and conditions of the Empanelment Document.
 12. Notwithstanding any qualifications or conditions, whether implied or otherwise, contained in my/our Application, I /we hereby represent and confirm that my/our Application is unqualified and unconditional in all respects.

.....
Signature of the Authorized Person

.....
Name of the Authorized Person

Date

ANNEXURE-2**FORM-2****APPLICANT PROFILE AND STATUS**

Sr. No.	Description	Particulars
1.	Name of the Mission Shakti Group/ALF	
2.	Registered under	CMC/Mission Shakti
3.	CMC Ward no.	
4.	Address with pin code	
5.	Contact person (Management)	
7.	Contact number	
8.	Mobile No.	
10.	Email Id.	
11.	Year of incorporation (Certificate of Registration to be furnished)	
12.	Details of PAN if any (Copy of PAN Card to be furnished)	
13.	Details of GST Registration No. if any (Copy of GST Registration number to be furnished)	
14.	Contact person email ID if any	
15.	Details of members of the applicant	
16.	Income earnings in the Financial Year 2022-23 i.e. from 1 st April, 2022 to 31 st March, 2023	
17.	Documents to be attached	<ul style="list-style-type: none">• Copy of Registration details(Yes/No)• Bank account details(Yes/No)• Copy of the meeting register(Yes/No)• Self-certified CV of Two Mission Shakti Group/ALF members having 10th & 12th qualification having computer literacy(Yes/No)• Updated Pass book for annual income (Yes/No)• Copy of document required as in Assessment index(Yes/No)

.....
Signature of the Authorized Person

.....
Name of the Authorized Person

Date

ANNEXURE-3

ASSESSMENT INDEX - MISSION SHAKTI GROUP/ALF
{For engagement for Collection of Property / Holding Tax in C.M.C Area}Name,

Address and bank A/c no. of SHG/ALF

Sl No	Assessment Parameter	Total Marks	Mark obtained	Means of Verification (Document/ Records)	Remarks
1	Group Formation	10		Registered Bankpass book of Mission Shakti Group	<ul style="list-style-type: none"> • Before 2020 10 marks • From 2020-23 5 marks
2	Adherence to standard Practices of Group (Pancha Sutra)	10		Registered Bankpass book of Mission Shakti Group	<ul style="list-style-type: none"> • Regular Meeting -2 • Regular Saving-2 • Regular internal lending -2 • Regular Repayment -2 • Regular Record Keeping-2
3	Group have PAN card	5		original PAN card	<ul style="list-style-type: none"> • Have PAN card- 5 • Not have PAN card-0
4	No. of Active Members	10		Register & Bankpass book of Mission Shakti Group/ALF	<ul style="list-style-type: none"> • 10 Activemember =10 • 7 to 9 active member =8 • 6 to 7 Activemember =6 • Less than 4 active member= 0
5	Involvement in Income Generation Activity (IGA)	10		Field visit & document verification	<ul style="list-style-type: none"> • More than 2 Activity =10 • 1 Activity =5
6	Turnover of Group	15		Register & Bankpass book of Mission Shakti Group/ALF	<ul style="list-style-type: none"> • More than 5 lakh =15 • 3 lakh to 5 lakh= 10 • 1 lakh to 3 lakh= 5
7	Investment Capacity	15		Register & Bankpass book of Mission Shakti Group/ALF	<ul style="list-style-type: none"> • 3 lakh=15 • 2 lakh =10 • 1 lakh=5
8	Qualified Group Members (more than 10 th)	15		qualification certificate of the Group members	<ul style="list-style-type: none"> • More than 5 members =10 • Less than 5 members = 5 • Computer certificate= 5
9	Experience in handling of Business	10		Field Visit	<ul style="list-style-type: none"> • 1 year or more =10 • Less than 1 year = 5
		100			

Note:-

1. Mission Shakti Group/ALF having score below 40% shall not be considered for Empanelment.
2. If one to more MSG/ALF got same mark then the decision will be taken through draw of lot.

ANNEXURE-4

DETAILS OF DOCUMENT REQUIRED FOR EVALUATION OF MISSION SHAKTI GROUP/ALF

Sl.no	Subject	Nos. of Page (Mention Sl. No. of Page/s)
1	Mission Shakti Group(MSG)/ALF Name, Address and Ph. No	
2	First resolution Copy of MSG/ALF	
3	Name of the President, Address and Ph. No	
4	Name of the Secretary, Address and Ph. No	
5	MSG/ALF Registration No. & PAN No.	
6	Bank statement of MSG/ALF for last three years	
7	Resolution of MSG/ALF of last Six month	
8	Business Experience certificate (if any)	
9.	Other documents as per Assessment index	

President

Stamp with Signature

Date: -

Secretary

Stamp with Signature

Date:-