



BERHAMPUR MUNICIPAL CORPORATION

Expression of Interest

No. 3843

Date : 09.03.2021

The Commissioner, Berhampur Municipal Corporation invites Expression of Interest from Mission Shakti Groups of Ward No. 1,7,16,24,26 for **“COLLECTION OF PROPERTY TAX, TRADE LICENSE, USER FEES AND OTHER CHARGES”** for Berhampur Municipal Corporation.

Eol should reach the undersigned on or before 16.03.2021 by 3.00 PM and will be opened on same day at 04.00 PM in the office chamber of the undersigned in presence of the Misison Shakti Group Representatives who intend to attend. Each MSG should submit the details as desired by the undersigned in the Eol. The details can be found in the official website i.e. **www.berhampur.gov.in**. Further clarifications can be obtained from this office. The undersigned reserves the right to accept or reject any Eol without assigning any reason thereof.

Sd/
Commissioner
Berhampur Municipal Corporation

Memo No.3844

Dt. 09.03.2021

Copy submitted to the Director, Municipal Administration for favour of kind information with a request to please display a copy of this Notice in his Office Notice Board for wide circulation.

Sd/
Commissioner
Berhampur Municipal Corporation

Memo No.3845

Dt. 09.03.2021

Copy submitted to the Collector, Ganjam, Chatrapur for favour of kind information with a request to please display a copy of this Notice in his Office Notice Board for wide circulation.

Sd/
Commissioner
Berhampur Municipal Corporation

Memo No.3846

Dt. 09.03.2021

Copy to MIS to hoist in the Office website for wide publication.

Sd/
Commissioner
Berhampur Municipal Corporation



EOINo.3843

Date: 09.03.2021

EXPRESSION OF INTEREST

FOR

**EMPANELMENT OF MISSION SHAKTI GROUP FOR COLLECTION
OF PROPERTY TAX, TRADE LICENSE, USER FEES AND OTHER
CHARGES AS DEEMED BY BERHAMPUR MUNICIPAL
CORPORATION IN WARD NO.1,7,16,24,26 UNDER THE
JURISDICTION OF BERHAMPUR**

DATED: 09.03.2021

LAST DATE: 16.03.2021

**BERHAMPUR MUNICIPAL CORPORATION
BERHAMPUR**

Contents

DISCLAIMER	4
DEFINITIONS AND INTERPRETATION	5
1. INTRODUCTION:-.....	6
2. BRIEF DESCRIPTION OF THE BIDDING PROCESS:-	6
3. SCHEDULE OF EOI PROCESS:-.....	7
4. ELIGIBILITY OF APPLICANTS:-	8
5. SUBMISSION OF EOI.....	8
6. AMENDMENTS TO EOI:-.....	9
7. FRAUDULENT AND CORRUPT PRACTICES:-	9
8. RIGHT TO ACCEPT OR REJECT:-.....	9
9. SCOPE OF WORK:-.....	9
10. PAYMENT CONSIDERATION: -.....	12
ANNEXURE-1: FORM - 1	13
ANNEXURE-2: FORM - 2	15

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 04:00 pm of 16.03.2021 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.

BERHAMPUR MUNICIPAL CORPORATION

BERHAMPUR

Ph. No.:06802250290

E-mail: mcbemco8@gmail.com

2. Neither BeMC 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 and 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 BeMC 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. BeMC 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 BeMC 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 BeMC 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.

DEFINITIONS AND INTERPRETATION

In this Volume of the EOI, unless the context otherwise requires, capitalized terms shall have the meaning given below:-

“Addendum or Addenda	Means an addendum or addenda to the EOI
“Annexure”	Means an annexure to this Volume of the EOI
Authority	Means the BeMC or its authorized representatives who has invited Applications from competent and interested Mission Shakti Groups for empanelment under BeMC for providing services of collection of Property Tax/ Holding Tax and Trade License in Wards under BeMC.
“Applicable Law”	Means all the laws, acts, ordinances, rules, regulations, notifications, guidelines or bye-laws, in force and effect, as of the date hereof and which may be promulgated or brought into force and effect hereinafter in India, including judgments, decrees, injunctions, writs or orders of any court of record, as may be in force and effect during the subsistence of this Contract, and applicable to the Project.
“Application”	Means a Mission Shakti Group, who submits an Application for empanelment /eligibility and qualification submission under this EOI within the stipulated Due Date and Time of submission.
“Authorized Signatory”	Means the Person Authorized by the Mission Shakti group to sign the Application, correspond with the Authority, make representation to the Authority as part of EOI / bidding process and sign the contract on behalf of the Applicant / bidding firm through valid Authorization document in his/her favour.
“EOI Process/Empanelment Process”	Means the process adopted by BeMC for empanelment of the Selected Applicants on the terms and conditions set out in the EOI, which has commenced with the issuance of the EOI and which will end on the date of final empanelment of selected applicants is over.
“Earnest Money Deposit (EMD)”	Means Security to be furnished by the Applicant at EOI stage in accordance with provisions of this EOI.

1. INTRODUCTION:-

The main objectives of BeMC 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 in BeMC:

- 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 and other taxes/charges.

2. BRIEF DESCRIPTION OF THE BIDDING PROCESS:-

- (a) BeMC (hereinafter also referred to as 'Authority') intends to empanel Mission Shakti Groupsto 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 1 (one) year. BeMC reserves the right to extend the empanelment on mutually agreed terms & conditions subject to satisfactory performance for the empanelled Mission Shakti Groups.
- (b) The Authority has adopted a single-stage bidding process for selection of Mission Shakti Group (MSG)for awardof Award of work pertaining to Collection of Property Tax, Trade License and other charges for one ward. The MSG meeting the Eligibility Criteria stipulated under Clause no. 4 shall be shortlisted under the Ward in which it is registered. BeMC shall select maximum 1 MSG's for carrying out the work in one ward. In case 2 (two) or more MSG's are shortlisted in one ward then in such case the Award of work shall be done based on lottery system
- (c) One MSG shall not in any case be awarded more than 1 ward. However, in the event no MSG is shortlisted for a particular ward then in such case suitable decision shall be taken by BeMC
- (d) Any further information on the project could be availed from the official website of BeMC www.berhampur.gov.in or by communications to the address mentioned below:-

Dy. Commissioner (Revenue)
Berhampur Municipal Corporation
Berhampur
Ph. No.: 06802250290
E-mail: mcbemco8@gmail.com

- (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 BeMC. The Applicants are advised to visit the site and familiarize themselves before submitting application for the work.

3. SCHEDULE OF EOI PROCESS:-

The Authority shall endeavor to adhere to the following schedule:

S.No.	EventDescription	Date
1	Issue of Advertisement & Uploading of EOI	09.03.2021
2	Last date of receiving Queries	15.03.2021
3	Pre proposal meeting	15.03.2021 at 11:30 AM
4	Last Date of submission of Proposals	16.03.2021 by 3:00 PM
5	Opening of Proposal	16.03.2021 by 4:00 PM

The pre-proposal meeting will be held in the conference hall of BeMC as per scheduled date and time provided herein above.

4. 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 should have been registered under BeMC or Mission Shakti (A copy of the same to be furnished)
- (ii) The Mission Shakti Group must have an active bank account with regular monthly savings by Mission Shakti Group members. (Details of Bank account to be furnished)
- (iii) The Mission Shakti Group should have an active status as on date
- (iv) The Mission Shakti Group 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 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 should have Intermediate (+2/12th) qualification from a recognized school/college with basic knowledge in computers. (Self-certified Bio data of the MSG members to be submitted)

4.2 Financial eligibility

The Agency must fulfill the following criteria:

- (i) The MSG should have an annual income of more than Rs. 50,000 p.a. in the Financial Year 2019-20 i.e. from April 1 2019 to 31st March' 2020. A Copy of updated Pass Book shall be considered as a proof of Income.

5. 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 for Collection of Property Tax/Holding Tax, Trade License fees and other charges under the jurisdiction of BeMC”**. 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:

Dy. Commissioner (Revenue),
Berhampur Municipal Corporation
Berhampur
Ph. No.: 06802250290

The applications should be submitted before the submissions due date in hard copy bound properly to the address mentioned in section 1(c) above.

- (b) The application shall include following document (including but not limited to):-
 - i. Letter of Pre-Qualification (**Annexure 1**)

- ii. MSG detail (**Annexure2**)
- iii. Documents sought under Eligibility Criteria in clause 4.1 and 4.2 above

- (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 language 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.

6. 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.

7. 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.

8. 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.

9. SCOPE OF WORK:-

a) Updation and maintenance of ward wise Property Tax register:

Assist Ward officer/City Manager/ULB 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 i.e. www.tax.bemconline.in. The Assessment data collected by the Mission Shakti Group shall always be the Property of BeMC and the Mission Shakti Group 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 BeMC.
- (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.
- (iv) Collection of Current year demand as well as arrears of the previous years' 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 Ward officer on same day or maximum by next day. The Ward officer 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 Ward officer of BeMC/City Manager with a copy to the Dy. Commissioner (Revenue) along with the proof of deposit of cheques/DDs in the designated bank account of BeMC and Amount swiped through the POS machine.
- (iii) Updation of demand collection book and/or property tax / holding tax register in www.tax.bemconline.in on the basis of collection on a periodically basis as decided by BeMC 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 shall also do the analysis of defaulters in association with the Tax cell of BeMC.
- (ii) Serve any kind of notice formulated by BeMC in a prescribed format to the defaulters who has defaulted in payment of property tax / holding tax.
- (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 BeMC, 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 BeMC, as per prevailing law.

e) Survey of Un-assessed Property:

- (i) The Mission Shakti Group shall survey un-assessed property of the wards under its jurisdiction
- (ii) The Mission Shakti Group shall prepare a list of the unassessed Property and submit the Ward officer of the concerned Ward with a copy to the Dy. Commissioner (Revenue) of BeMC

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

f) Re-assessment of Properties:

- (i) BeMC shall handover the list of assesses under the concerned ward to the Mission Shakti Group and the Mission Shakti Group shall collect the demand raised BeMC. In case the Mission Shakti Group 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 Ward officer with a copy of the same to Deputy Commissioner (Revenue).

g) Scope of Work for Trade License collection:

- (i) The Mission Shakti Group shall collect Trade License renewal fee from the business units present in the ward under its jurisdiction
- (ii) The Mission Shakti Group 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 shall collect the Trade License fee from the Business unit and under its jurisdiction
- (iv) The Mission Shakti Group shall collect Trade License and Ground rent from Vending zone.

10. PAYMENT CONSIDERATION: -

For Municipal Corporations:

Sr. No.	Amount collected from Trade License , Holding/Property Tax and other user charges/taxes	Performance Incentive	
		Arrear Collection	Current Collection
1	Amount Collected upto Rs. 40.00 lakhs (Rupees Forty Lakhs) only	3 % (Three percent) of the amount collected	2 % (Two percent) of the amount collected
2	Amount Collected in excess of Rs. 40.00 lakhs (Rupees Forty Lakhs) upto Rs. 60.00 Lakhs (Rupees sixty lakhs)	3 % (Three percent) of the amount collected till 40 Lakhs and 4% (Four percent) of the amount collected in excess Rs. 40.00 lakhs (Rupees Forty Lakhs) till Rs. 60.00 lakhs (Rupees Sixty Lakhs)	2 % (Two percent) of the amount collected till 40 Lakhs and 2.5 % (Two point five percent) of the amount collected in excess Rs. 40.00 lakhs (Rupees Forty Lakhs) till Rs. 60.00 lakhs (Rupees Sixty Lakhs)
3	Amount Collected in excess of Rs. 60.00 Lakhs (Rupees sixty lakhs)	3 % (Three percent) of the amount collected till 40 Lakhs and 4% (Four percent) of the amount collected in excess Rs. 40.00 lakhs (Rupees Forty Lakhs) till Rs. 60.00 lakhs (Rupees Sixty Lakhs) and 5% (Five percent) of the amount collected in excess Rs. 60.00 lakhs (Rupees Sixty Lakhs)	2 % (Two percent) of the amount collected till 40 Lakhs and 2.5% (Two point five percent) of the amount collected in excess Rs. 40.00 lakhs (Rupees Forty Lakhs) till Rs. 60.00 lakhs (Rupees Sixty Lakhs) and 3% (Three percent) of the amount collected in excess Rs. 60.00 lakhs (Rupees Sixty Lakhs)

Sd/
Commissioner
Berhampur Municipal Corporation

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

To

Commissioner
Berhampur Municipal Corporation
Berhampur.

Dear Sir/Madam:

Ref: **Expression of Interest for Collection of Holding/Property Tax and License in one ward under the jurisdiction of BeMC.**

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, commission or mis-statement in facts provided by us will make

our Application invalid at any time during the Empanelment Process and also after the empanelment;theAuthorityreservestherighttotakeappropriateactionaccordingly.

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 howsoever 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 Authorised Person

.....
Name of the Authorised Person

Date

ANNEXURE-2: FORM - 2
Applicant profile and status

Sr. No.	Description	Particulars
1.	Name of the Mission Shakti Group	
2.	Registered under	BeMC/Mission Shakti
3.	BeMC 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 2019-20 i.e. from April 1 2019 to March 31 2020	
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 three Mission Shakti Group members having 10th qualification (Yes/No) • Updated Pass book for annual income (Yes/No)

.....
Signature of the Authorised Person

.....
Name of the Authorised Person
Date