AGARTALA MUNICIPAL CORPORATION
AGARTALA

Invitation for submission of Expression of Interest for operation & Maintenance of Shelter House.

No.F.130/DEV/DAY-NULM/SUH/2018(P-I)/6746-49 Dated 29/08/2020

Municipal Commissioner, Agartala Municipal Corporation on behalf of Hon'ble Mayor, AMC invites Expression of Interest (EOI) for operation & Maintenance of Shelter House at Radhanagar near Radhanagar Bus stand from registered Area Level Federation of DAY-NULM.

The bidders will submit technical bid and financial bid in two separate envelop. Both the envelope will be sealed in a single big envelop. The sealed envelope marked with EOI for allotment of shelter House at Radhanagar, Agartala. Will be submitted in the receive Section of AMC 1st floor, AMC Head office within the stipulated time. Last date of submission of the EOI along with supporting documents is 10th September, 2020 up to 4 PM. The AMC reserves the right to cancel or reject the tender process at any point of time.

The Address of correspondence:-
To
The Municipal Commissioner
Agartala Municipal Corporation – Head office
City Centre Complex, Paradise Chowmuhani
Land Line No.232-5646
If any quarry please contact Nodal Officer, NULM, 9436505174
Details of the EOI can be collected from office of the Nodal Officer, NULM
1st floor, AMC Head office, City Centre Agartala or Down Loaded from AMC Web side.
www.agartalacity.tripura.gov.in

(Dr. Siddharth Shiv Jaiswal, IAS)
Municipal Commissioner
Agartala Municipal Corporation

Copy-
1. The Hon'ble Mayor, AMC for kind information.
2. The Hon’ble MIC Member Smt Fulan Bhattacharjee AMC for kind information.
3. The PRO, AMC with request to publish the above matter in two prominent local newspapers.

Municipal Commissioner
Agartala Municipal Corporation
AGARTALA MUNICIPAL CORPORATION

THE SCHEME OF SHELTER FOR URBAN HOMELESS (SUH) OF DAY-NATIONAL URBAN LIVELIHOOD MISSION

Agartala Municipal Corporation has constructed one Shelter House near Radhanagar Motor Stand, Agartala, West Tripura under DAY-NULM. The main aims to construct the shelter House for promoting sustainable development of habitant in the State with a view to ensuring equitable supply of land, shelter and services at affordable process to all section of the society. However, the most vulnerable of these are the urban homeless.

Selection of Area Level Federation (ALF) of DAY-NULM:-

Area Level Federation will be selected through inviting “Expression of Interest” for operation and maintenance of Shelter House.

The selection process will be through two bid system.

1. Technical bid.
2. Financial bid.

The allotment will be initially for one year which may be extended if performance is found satisfactory.

Technical Terms & Condition:

1. The Area Level Federation should have experience in the same field and experience certificate is required to be submitted.
2. ALF should be registered under Tripura Co-operative Societies Act, 1974.
3. ALF should submit Trade License with bid documents.
4. The ALF will submit Rs. 1000/- in the form of demand draft/Banker Cheque in favour of Agartala Municipal Corporation from any nationalized bank along with technical bid documents as the cost of tender documents. The tender received without the cost of Rs. 1000/- will be disqualified.
Financial Terms & Condition:

1. The bidder who will quote the lowest rate of gap funding required in addition to the revenue earned by them by the way of user charges per calendar month will be selected for the O&M. of Shelter House.
2. Financial Statement of Area Level Federation should be submitted along with the bid documents.
3. Bank Account details along with certified Xerox copy of updated pass book of Area Level Federation should be submitted along with the bid documents.

General terms and conditions for the ALF of DAY-NULM:

1. The Agency will charge user charge of Rs. 10 per day from the users, which will be retained as revenue by the Area Level Federation.
2. For admission purpose any document revealing identity of the person is sufficient. If there is no identity document with the person then also he/she will be admitted for stay, however her/his photograph, fingerprints may be captured and physical / digital register entries about name, age, sex, address etc may be done.
3. It shall give preference to the target group belonging to the urban homeless.
   Target group has been identified as follow:
   Migrant labors, attendants of patient admitted in government hospitals, Beggars, destitute women with children, disabled people living alongside street.
   For attendants of person admitted in government hospital, any document proof indicating admission to hospital is sufficient.
4. Admission shall be given to those approaching for shelter and with special preference to those belonging to the target group.
5. Some persons such as destitute ladies, old aged, infirm persons who may not have even money with them should be allowed free stay.
6. ALF shall engage minimum two number of manpower: one Manager cum accountant and 1 nos. Care taker. However depending upon the situation, additional manpower shall be deployed by the ALF at its own cost.
7. Following Registers will be maintained at the Shelter by the ALF operating the Shelter House.
   (i) Log in & Log out Register.
   (ii) Housekeeping and Maintenance Register.
   (iii) Complaints and Suggestion Register.
8. At a stretch only for 7 days admission to the shelter house will be allowed.
9. Consumption of Alcohol or any psychotropic and Narcotic Substances in Shelter House is strictly prohibited.
Nobody under influence of alcohol or any psychotropic and Narcotic substances will be given shelter in the Shelter House.

10. Any criminal or antisocial activity inside the premises of the Shelter House shall be strictly prohibited and shall amount to criminal offence.
11. The Shelter House will also be open on Government Holidays including Sunday.
12. ALF shall ensure proper up keeping of the shelter house.
13. ALF shall ensure daily cleaning/mopping of the premises. Toilets and bathrooms to be maintained on regular basis.
14. ALF shall ensure arrangement of first aid and basic medicines.
15. Arranging potable water shall be responsibility of the ALF.

**Deliverables of the Area Level Federation:**

1. Preparation & Submission of Operation plan report within 7 days of issue of work order.
4. Any other Report as per Instruction & required by the Municipal Commissioner AMC.

**Responsibility of the AMC:**

1. Cleaning of septic tanks of shelter House shall be responsibility of Mechanical Division of Agartala Municipal Corporation.
2. AMC shall bear following initial as well as recurring expenses
   - Installation of remotely operated CCTV cameras and telephone at shelter house.
   - Electricity charges, Clothing, O&M will be paid from AMC.
   - Excess charges/Expenditure incurred by ALF may be borne by ULB.
3. Functioning of Shelter Management Committee: AMC will form shelter management committee under chairpersonship of Assist. Municipal Commissioner (North Zone) with following members.
   - Junior Engineer, Mechanical Division, AMC (Special Officer, Solid Waste)
   - Junior Engineer, Electrical Division (North Zone)
   - Nodal Officer NULM.
   - Community Organizer, North Zone, AMC.

   Committee shall visit weekly to the shelter house and submit report on functioning of the shelter house.
4. Formation of Executive Committee under chairpersonship of the Municipal Commissioner, Committee shall have as from divisions of the AMC. Members of the committee are as follow:
   (i) SE PWE AMC
(ii) EE Mechanical AMC  
(iii) Joint Director Urban Development Department.  
(iv) EE PWD (Division 2) AMC.

Committee shall oversee overall operations of all shelter houses within ULB's jurisdiction. Key decisions will be taken by the executive committee.

**Facilities at the shelters:**

Following facilities / amenities will be extended by the working on behalf of AMC.

a) Well ventilated rooms.  
b) Water arrangements (portable drinking water and other needs)  
c) Adequate bathing and toilet facilities.  
d) Adequate fire protection measures.  
e) First aid kit.  
f) Pest and vector (mosquito) control.  
g) Regular cleaning of blankets.  
h) Common dining hall.

**Format of Financial bid:**

Name of work: Gap funding required per calendar month exclusive of GST:

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<th>S/L No.</th>
<th>Gap funding required per calendar month exclusive of GST in (INR)</th>
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Name & Signature of the Tender with office seal

Date: