



Akash Sova Building, Pandit Jawaharlal Nehru Marg, Bhubaneswar, Odisha- 751001

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NOTICE NO.682/EE-II/BDA/2025-26

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Dated:09/12/2025

Sealed Bids are invited from the intending parties for **"Selection of an Agency or Individual for Operation and Management of Parking Lot at Master Canteen"** are requested to submit the Bids addressed to the **Executive Engineer, Division No.II, BDA, Bhubaneswar**. The Bids should be submitted in the prescribed format and should be filled up properly.

The proposal, complete in all respect as specified in the RFP Document, must be accompanied with a non-refundable amount of **₹11,800.00 (Rupees Eleven Thousand Eight Hundred only) towards the cost of Bid Fee including 18 % GST** in the form of Demand Draft as in favour of **Executive Engineer, Division No.II, BDA, Bhubaneswar**, payable at Bhubaneswar issued from any Nationalized / Scheduled Bank, failing which the bid will be rejected.

The EMD cost separately should be in shape of TDR pledged in favour of **Executive Engineer, Division No.II, BDA, Bhubaneswar**. The details of the tender are available in BDA Website- <http://bda.gov.in>.

Interested parties either may download the RFP documents form BDA website or may received from the Office of the Executive Engineer, Division-II, BDA.

The envelope, containing the RFP, should be superscribed with **"Selection of an Agency or Individual for Operation and Management of Parking Lot at Master Canteen"**.

The proposal should be sent to the following address:

To,

**The Executive Engineer,
Division No.II,
Bhubaneswar Development Authority
4th Floor, Akash Shova Building,
Sachivalaya Marg, Bhubaneswar-751001, Odisha.**

Proposals shall remain valid for a period of 90 (Ninety) days from the date of opening of the technical proposal. The Authority reserves the rights to reject a proposal valid for a shorter period as non-responsive and will make the best efforts to finalize the selection process and award of the contract within the bid validity period. The bid validity period may be extended on mutual consent.

Last date of submission of the bid is 5.30 P.M of 26.12.2025.

Proposals received after the deadline for submission of Proposals prescribed by BDA will be rejected.

TERMS AND CONDITIONS FOR SELECTION OF AN AGENCY OR INDIVIDUAL FOR OPERATION AND MANAGEMENT OF PARKING LOT AT MASTER CANTEEN.

1. The Tender Paper needs to be submitted through Speed Post to the office of the Executive Engineer, Division No.II, Bhubaneswar Development Authority at 4th Floor, Akash Shova Building, Sachivalaya Marg, Bhubaneswar-751001.
2. Tender paper received after the scheduled time and date will not be entertained. The intending Bidder may remain present at time of opening of the tenders. If they do not remain present during the opening of Tender, we will go ahead with opening of tenders without waiting for them.
3. The name & address of the Bidder must be clearly written on the envelope in which the tender documents will be submitted. The envelope should be superscribed with **"Selection of an Agency or Individual for Operation and Management of Parking Lot at Master Canteen"**.
4. The proposal, complete in all respect as specified in the RFP Document, must be accompanied with a non-refundable amount of **₹11,800.00 (Rupees Eleven Thousand Eight Hundred only) towards the cost of Bid Fee including 18 % GST** in the form of Demand Draft as in favour of **Executive Engineer, Division No.II, BDA, Bhubaneswar**, payable at Bhubaneswar issued from any Nationalized / Scheduled Bank, failing which the bid will be rejected.
5. All Bidders shall also deposit the EMD amount, which is 10% of the Offset Price mentioned for the parking lot applied. Every Bidder shall furnish EMD along with tender paper, as mentioned in the notice in shape of TDR pledged in favour of **Executive Engineer, Division No.II, BDA, Bhubaneswar, failing which the bid will not be accepted.**
6. The EMD of unsuccessful Bidder shall be returned on finalization of Bid. The EMD amount of successful Bidder shall be kept reserve after the tender process is over and in case of violation of any of the conditions, the equivalent amount of damage will be forfeited from the same. The EMD will be refunded to the selected Bidder after completion of the tenure of Parking.
7. The details of the parking lot with Upset Price along with area earmarked for parking of 2-wheeler & 4-wheeler and other required details are mentioned in the **Annexure-1**. However, in future, if any area increased or decreased on the basis of site condition / requirement, BDA may change the area and quoted price may be adjusted accordingly.
8. Every Bidder shall submit one passport size self-attested photograph and must sign the declaration as provided in the tender paper, as per **Annexure-2**.
9. Any person / organization who has been black-listed participate in this Bid, the Bidder has to provide a declaration on that.
10. If the highest Bidder does not deposit the bid amount within the scheduled time and date or express his / her unwillingness to take the property on auction, the EMD deposited by him / her shall be forfeited. Further, the bid amount needs to be paid in full and payment in instalment will not be entertained. No extension of time is allowed for deposit of Bid Value.

11. Bidder has to print all locations of that particular Individual parking lot(s) at the ticket slip.
12. Bidder has to erect the sign boards at each parking place with package Information for better public information and education.
13. Tickets issued by Bidder will be valid within the Individual Parking lots. The rate of collection for different types of vehicles will be as follows:

Hours	Cycle (Rs.)	Two- wheeler (Rs.)	Three- wheeler (Rs.)	Four-wheeler light (Rs.)
Base Rate for 0-2 hours	2	12	18	24
2-6 hours	5	24	30	35
6-12 hours	7	36	40	47
12-24 hours	12	47	60	71
Beyond 24 Hours / Daily Basis	24	94	118	142
Monthly Charges	177	885	1033	1180

14. Payment for First 2 hours is to be taken at the time of entry of vehicle in the parking lot. Fee for further hours of parking is to be charged at the time of exit.
15. The selected Bidder shall use the POS machine/Ticketing Machine for ticketing as approved by BDA.
16. The selected Bidder shall collect above license fees and grant necessary money receipt against parked vehicles and is liable to keep close watch on the said vehicles. The successful Bidder after deposit of full bid amount will execute an agreement with BDA and terms and conditions of the tender paper will form a part of agreement.
17. For citizen awareness, it is mandatory for the Bidder to install a display board at the Parking lot mentioning the following Items:

SI. No.	Particulars
1.	Name of the Parking lot.
2.	Size of the Parking lot.
3.	Auction period.
4.	Name and contact number of the Bidder.
5.	Rate Chart-Two-Wheeler/ Three-Wheeler/ Four-Wheeler/ Heavy Vehicle.
6.	Name and contact No. of BDA Official & ACP Traffic for grievance redressal.
7.	Twitter handle/ BDA website and other platforms of BDA for grievance redressal.

18. This is to be noted that the above direction mentioned in clause 17 will be reviewed by BDA time to time and the changes may be incorporated accordingly.
19. The selected Bidder will submit the design of the lay-out for parking to BDA for approval. The cost in developing the said lay-out shall be borne by the selected Bidder.
20. The purpose for which Bidding is made, will not be deviated under any circumstances.

21. No permanent or temporary construction or any other business will be allowed within the premises for parking purpose.
22. The staffs deployed by the Selected Bidder at Parking lot should always wear a Jacket to be designed by BDA team and wear it as a uniform and identity card while performing the service. The details of workers like Name, Father's Name, Mobile Number and copy of I-card issued by Bidder shall have to be submitted to BDA.
23. The duration of the parking allotment shall be one year, commencing from the date of possession handed over by BDA and will be extended as per mutually agreed conditions. However, the Bidder should note that BDA, at its sole discretion and by providing one month notice, may terminate the parking allotment at any time without assigning any reason. The decision of BDA shall be final, and the Bidder shall be bound to comply with the same.
24. There must be designated parking space for persons with disability (PWD) with labels.
25. If a parking lot runs on loss, the Bidder can identify another parking lot within the same package area and can submit a proposal to BDA. After approval of the proposal, the Bidder can surrender the loss-making parking lot or slots and operate the new one by paying the differential Offset price fixed by BDA as per the ECS (Equivalent car space) of the new site.
26. Besides the parking slots mentioned in this tender notice, the Bidder can Identify potential parking lots within the same package area and can submit a proposal to BDA. After approval of the proposal, the Bidder can operate the new ones by paying the offset price fixed by BDA.
27. The Selected Bidder must install POS machine approved by BDA for collection of parking fees under Common Payment Card system.
28. The authority reserves the right to cancel any or all the RFP without assigning any reason thereof.

1. General Conditions

- 1.1. The successful Bidder shall take possession of the allotted Package of/Individual Parking lot within **15 (fifteen) days** from the date of deposit of the full bid amount or from the date of intimation by the BDA, whichever is earlier.
- 1.2. Employees of Bhubaneswar Development Authority (BDA), or any of their immediate relatives, shall **not be eligible** to participate in the auction process.
- 1.3. BDA reserves the right to issue additional terms and conditions for the operation and management of the allotted Package of/Individual Parking lot(s), as may be deemed necessary from time to time.
- 1.4. In case of any obstruction or hindrance caused by miscreants in the peaceful operation of the allotted parking area, the Bidder shall immediately report the matter to the **Local Police, Traffic Police, and the BDA.**
- 1.5. The bid price shall be quoted **exclusive of GST and TCS.** GST at the rate of **18%** (or prevailing rate) and TCS at the rate of **2%** shall be levied extra on the final bid amount.
- 1.6. The successful Bidder, after deposit of the full bid amount, shall enter into a formal agreement with BDA. The terms and conditions outlined in the tender document shall form an integral part of the agreement.
- 1.7. If the selected Bidder fails to deposit the full bid amount within the stipulated time or expresses unwillingness to accept the allotment, the **Earnest Money Deposit (EMD)** shall be **forfeited.** No extension of time shall be granted for deposit of the bid amount.
- 1.8. Upon successful execution of the agreement and full payment, possession of the allotted parking lot shall be handed over to the successful Bidder by an **authorized official of BDA.**
- 1.9. A penalty of **₹10,000.00 (Rupees Ten Thousand only)** shall be levied against the Bidder for **each violation** of the parking rules and any other terms and conditions stipulated herein or notified separately by BDA.
- 1.10. BDA shall not be held responsible or liable for any loss, theft, damage, riots, fire, or other natural accidents involving any vehicle parked in the parking lot. The responsibility for the security and condition of the vehicles rests solely with the Bidder. By participating in the auction and utilizing the parking facilities, the Bidder acknowledges and agrees to this waiver of liability and accepts full responsibility for any incidents that may occur.
- 1.11. In the event of any increase or decrease in the area of the parking lot due to encroachment, measurement discrepancies, or any other reason, the Bidder agrees that the price shall be revised on a proportionate basis according to the actual available area. The Bidder further agrees to accept the available portion of the land and shall not hold BDA liable for any such discrepancies.
- 1.12. BDA may cancel the allotted parking lot anytime as and when required as per the directions of the Traffic Authorities.

2. Payment Terms

2.1. Mode and Timeline of Payment

The successful Bidder shall deposit the entire bid amount in the form of a **Bank Draft drawn in favour of the Bhubaneswar Development Authority**, within **15 (fifteen) days** from the date of receipt of the Letter of Award (LoA).

Note: GST & TCS shall be paid extra over and above the Offset Price

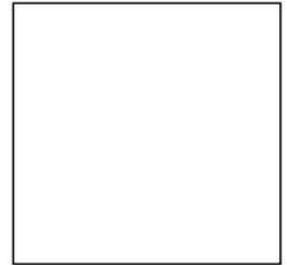
2.2. Consequences of Default

Failure to deposit any of the above installments within the stipulated period shall result in cancellation of the allotment order, and the Earnest Money Deposit (EMD) along with any instalment already paid shall be forfeited without further notice. The parking lot may be allotted to the next highest Bidder at the H1 prices or else BDA may proceed for retendering.

Details of the Parking Lot with Offset Price

Area (Sqm.)	Capacity		Annual Offset (Rs.)	EMD @ 10% of Offset Price (Rs.)
	2-wheeler (Nos.)	4-wheeler (Nos.)		
4500	50	100	75,00,000.00	7,50,000.00

Application Form
(ON BIDDER'S LETTER HEAD)
[Location, Date]



TENDER PAPER
(FOR PARKING LOT IN MASTER CANTEEN AREA
TENDER NO. _____ & DATE

Name of the Parking lot: _____

1. Applicant's Name: _____

2. Father's/ Husband's Name: _____

3. Permanent Address: _____

4. Present Address: _____

5. Contact Phone No: _____

6. EMD Amount Deposited. Rs. (In figure): _____

(in word): _____

a. Name of the Bank on which DD is drawn: _____

b. Demand Draft/Bankers Cheque No.: _____

Dated: _____

7. One self-attested passport size photograph attached: Yes/No

9. Proof of Identity (Photocopy of Aadhaar / Driving License / Voter Card / Passport) (Copy shall be attached)

10. Bid amount offered:

a) Name of Package / Individual parking lots: _____

(Rs. In figure):

(Rs. In words):

DECLARATION

I, Sri _____

S/O, W/O, D/O _____

At. _____ P.O. _____

P.S _____ Dist. _____

do hereby undertake that the fact stated above are true to the best of my knowledge & belief. I further undertake that; I will abide by the terms and condition of the tender and not a defaulter or blacklisted by BDA/BDA.

Place:

Date:

(Signature of the applicant in full)

UNDERTAKING

[On the Stamp Paper of appropriate value in shape of a notarized affidavit]

Declaration

I/We, hereby declare and undertake that:

- 1. Our organization has not been blacklisted or debarred by any Central or State Government Ministry/Department/Office or any Public Sector Undertaking (PSU).*
- 2. We are not currently blacklisted by any authority, and no litigation, debarment, or blacklisting involving our organization is pending before any Court of Law or Police Station in India as on the Proposal Due Date.*
- 3. I/We am/are neither an employee nor a relative of any employee of Bhubaneswar Development Authority (BDA).*
- 4. I/We have no outstanding dues payable to BDA.*
- 5. I/We shall abide by all terms and conditions imposed by BDA in relation to parking, whether currently applicable or to be imposed in the future.*
- 6. I/We undertake that no construction shall be made within the allotted Package/ Individual Parking Lot premises, nor shall the space be used for any purpose other than parking.*
- 7. I/We shall ensure courteous behavior and a cordial attitude towards all persons availing the parking services, and shall not allow or participate in any activity that may lead to a law and order situation.*

Yours sincerely,

Authorized Signature

[In full and initials]: _____

Name and Designation of the Signatory:

Name of the Bidder and Address

Financial Proposal

(On Letterhead of the Bidder)

To be attached in separate envelope.

To

The Executive Engineer,
Division No.II,
Bhubaneswar Development Authority
4th Floor, Akash Shova Building,
Sachivalaya Marg, Bhubaneswar-751001, Odisha.

Subject: Selection of an Agency or Individual for Operation and Management of Parking Lot at Master Canteen.

Sir,

Being duly authorized to represent and act on behalf of _____
(Name of the Bidder), having reviewed and fully understood all the requirements of the Request for Proposal by BDA vide No. _____ dated _____ for "**Selection of an Agency or individual for Operation and Management of Parking lot at Master Canteen**", hereby submitting the financial proposal in the prescribed format as given below.

Sl. No.	Annual Offset Price Mentioned by BDA (Excluding GST) (Rs.)	Cost Quoted by bidder (Excluding GST) (Rs.)	Applicable GST (Rs.)	Total Price (Rs.)
1	75,00,000.00			

Seal & Signature of the Bidder

Full Name of the Bidder

Date : _____

Note: GST at the prevailing rates & TCS @ 2% shall be paid extra