

Tender No.- Darlipali/HR/2022-23/ES/SHOP/550419

Tender Title - Expression of interest for shop allotment at NTPC Darlipali township

Source of NIT (Location) - Darlipali Super Thermal Power Station, Odisha

Tender Category - Services

Start Date with Time - 03.12.2022 (09:00 AM)

Closed Date with Time - 24.12.2022 (17:30 PM)

Submission Date with Time - 24.12.2022 (17:30 PM)

Opening Date with Time - 25.12.2022 (09:00 AM)

Tender Contact Person Details - Sanjit Kumar Samal

Designation - Sr. Manager (HR)

Email id - sksamal01@ntpc.co.in

Office Address - Administrative Building NTPC Darlipali, AT/PO-Darlipali, District - Sundargarh, Odisha, 770072.

INVITATION FOR EXPRESSION OF INTEREST (EOI)

For

Shop Allotment at NTPC Darlipali Township

Reference: Darlipali/HR/2022-23/ES/SHOP/55041

Date: 03.12.2022

This Expression of Interest consists of following parts:

Part 1: Application form for shop allotment & Terms and Conditions for allotment of shops

Part 2: Guidelines for allotment of shop

Part 3: Eligibility and conditions for allotment of shop (PAP/ Land Oustee Applicants)

Part 4: Eligibility and conditions for allotment of shop (General Applicants)

Note:

A. Details of shop to be allotted:

Sl. No.	Shop Category	Applicants
01	Hosiery Shop	Non-PAP
02	Confectionary Shop	Non-PAP
03	Ice-cream, Dairy Products, and coffee shop	Non-PAP
04	Ladies Beauty Parlor Shop	Non-PAP
05	Gents & Ladies Tailor	PAP
06	Gift, Stationary & Ladies Corner	PAP
07	Dry clean & Laundry	PAP

*Land outsee/Project affected person /family, can also apply for Non-PAP category (General) of shops provided he/she has not been allotted shops/similar establishments under PAP quota in the current project.

Application form for shop allotment

Tick the shop category, applying for :

1. Confectionary	
2. Hosiery	
3. Gents & Ladies Tailor	
4. Ladies Beauty Parlour	
5. Gift, Stationary & Ladies Corner	
6. Dry clean & Laundry	
7. Ice Cream, Dairy products & coffee	

Attach Your
Current Color
Photo Here

***Applicant should tick only one category in the above-mention checkbox, in case the applicant is willing to apply for other shops category, the application may be submitted seperately.**

01	Applicant's Name:	
02	Applicant's Father/Husband Name:	
03	Whether the applicant is displaced or not (Yes/No), if yes Plot No./House No	
04	Name of village where NTPC Darlipali acquired land (applicable for pt. 3)	
05	Bank Account No. and Balance as on Date	
06	Age & Certificate (certified copy of birth certificate from municipality or school)	
07	Category (General/SC/ST/Other)	
08	Educational Qualification (with certified copy)	1. 2. 3.
09	Permanent postal address along with phone/mobile no	
10	Current postal address along with phone/mobile no	
11	Shop Business Experience (with proof) (Yes/No)	
12	a) Have you ever been convicted/punished (by Indian law/court)? (Yes/No)	

	b) Have you ever been blacklisted or debarred from NTPC for any reason? (Yes/No)	
13	Have you been allotted any shop by NTPC before? If yes, give details	
14	Are you a permanent employee of NTPC or his family member? If yes, give details like name, designation, department etc	
15	If any of your relatives are working in NTPC? Then, give the details of department, designation etc	

Declaration

I hereby also declare that I have read and understood the terms and conditions for distribution of the shop and agree to abide by them.

Place:

Date:

Applicant's signature

Terms and Conditions for allotment of shops

1. The applicant has to fill the application form with the requisite details. Half-filled/wrongly filled applications will be rejected.
2. In order to prove the details given in the application form of the applicant, copies of the following certificates should be attached.
 - Evidence of experience.
 - Copy of educational qualification certificate if any.
 - Relevant PAP certificate (In case of land Oustee/ PAP)
 - Bank statement /FD proof along with Affidavit.
 - Copy of IT returns filed for the past 3 years would also be admissible.
3. Applicant has to bring all the above-mentioned documents (Original copy for educational qualification & PAP certificate) at the time of interview also if he/she is unable to do so they will not be considered for shop allotment.
4. Applicants called for interview/ discussion after necessary verification will not mean the allotment of shop. Further, Management of NTPC Darlipali will not be forced regarding any final allotment of shops.
5. After necessary verification and form submission by the applicant, the Management of NTPC Darlipali will take the final decision for allotment.
6. Vendors with any adverse record either by self or in the form of associated enterprises or convicted by any court in India or in NTPC Ltd shall not be considered for allotment of shop.
7. Last Date for Filling Application Form (**21 days from the date of publication of EOI**)
8. A license fee of prescribed amount (revised from time to time) shall be levied from the shops as directed by the Management of NTPC Darlipali.
10. The security deposit (if applicable) as fixed by the management shall be deposited at the time of allotment which shall not attract any interest.
11. Applications received after the scheduled date and time will be rejected. Management reserves the right to reject any or all applications without assigning any reason.
12. The allotment of the shop shall be subject to the condition that the shop shall be opened within 30 days of allotment, within which the allottee shall obtain the licence, security deposit, control and provision of resources for opening the shop. Failing this, the allocated store will automatically revert, and the allocation will be cancelled.
13. After allotment of short-term shop, the applicant cannot make any kind of compulsion to NTPC Management to get permanent shop in future.
14. After acquiring the shop, the applicant cannot sublet the shop to any other person to carry or run it.
15. Electricity charges fixed by NTPC Darlipali as per prevailing commercial rates shall be paid by the shopkeepers on timely basis.
16. GST and other applicable taxes shall be paid by the shopkeepers on timely basis, as per the applicable rates fixed by the Government.
17. If any applicant, after allotment, violates any of the rules or conditions of the license allotment, the allotment of the shop shall be cancelled/terminated by NTPC Darlipali, with 15 days' written notice.

18. In case of failure to pay License Charges / Electricity Charges / Water Charges, Penalty Charges shall be paid as decided by NTPC Darlipali Management.

19. Failure to pay license fee / electricity bill / water bill for 3 consecutive months will result in cancellation of license.

Eligibility and Conditions for Allotment of Shops in Shopping Complex'

(For General Applicants)

01	The applicant should have at least one year of relevant experience of running a shop/ business of similar nature as the one applied for and running it, which should be in line with the shop applied for. Affidavit to this effect will have to be submitted by the Applicants along with certificate from the Sarpanch/GP member/Statutory Authority of the concerned area.
02	Applicant should have minimum available investment amount as given below Shop with Shutters - Rs 5,00,000.00 Applicants for the above, have to submit bank statement /FD proof along with Affidavit. Other documents like copy of IT returns filed for the past 3 years would also be admissible.
03	<p>(a) Additional guidelines For - Hosiery Shop.</p> <p>(i) Branded items must be available at a competitive price.</p> <p>(ii) Defective Items must not be sold in store.</p> <p>(b) Additional guidelines for - Confectionary and - Ice cream, Dairy Products and Coffee Shop</p> <p>1.The shopkeeper has to provide all kinds of items at reasonable price and should not be more than the price of goods/items available in the surrounding markets of the project.</p> <p>2. Required Air Conditioners/ Refrigerators/ Deep freezer having transparent display provision shall be provided for storing Sweets/ Snacks and other such perishable Items.</p> <p>3.The shopkeeper for the sweet shop must have the certificate from FSSAI.</p> <p>(c) Additional guidelines for -Ladies Beauty Parlour Shop:</p> <p>(i) Only Trained & Experienced beautician and staff to be posted at shop.</p>

	<p>(ii) The staffs who will be posted should have relevant beautician certificate and same shall be displayed at the shop and produced when asked for by customer/ NTPC Management.</p> <p>(iii) Rate Chart for the available services shall be displayed in the shop.</p> <p>(iv) It is mandatory to use separate, clean, sanitized towels and other essential accessories for each customer.</p>
04	<p>If the applicant has been convicted/punished or has been blacklisted by the Court / other appropriate authority for violation of the law of the land, then his/her application will not be considered for shop allotment.</p>
05	<p>Documents required: -</p> <p>Applicant should submit the following self-attested documents along with the application.</p> <p>(a) Certificate from the Sarpanch/head of Ward Council/ any Statutory Authority of the area i.r.o applicant having shop and experience of running a shop.</p> <p>(b) Relevant Statement(s)/ Returns showing the amount of transactions i.r.o of the Shop/ Business in one financial year.</p> <p>(c) Awards/ Recognitions/ Certifications i.r.o of the Shop(s)/ Business run/ owned by the applicant.</p> <p>(d) A Conduct Certificate issued by the concerned authority.</p> <p>(e) Certificate of Investable Available Amount (Bank Statement & FD of the applicant).</p> <p>PAN, AADHAAR & GST, photocopy or self-declared certificate.</p> <p>(f) Affidavit declaring no previous conviction/ charges on account of unlawful conduct.</p>
06	<p>Documents, certificates, applicant details, experience submitted by the applicant etc. shall be verified by NTPC MANAGEMENT.</p> <p>If at any stage of the shop allotment any of the certificates, submitted details, experience certificates etc. are found to be incorrect, the applicant's application/allotment will be rejected, and appropriate legal action will also be taken on the applicant.</p>

07	The applicant should submit his/her complete details and all the certificates given in serial no.05. at the following address by speed post or in person to Sr Manager (HR)/DGM(R&R), Administrative Building NTPC Darlipali, AT/PO-Darlipali, Dist-Sundargarh, Odisha, 770072.
08	The NTPC Darlipali Management reserves the right to change /rectify/cancel the eligibility and other rules for allotment of shop at any time.
09	Land outsee/Project affected person /family, can also apply for general category of shops provided he/she has not been allotted shops/similar establishments under PAP quota in the current project.
10	In case of any dispute regarding the shop allotment Procedure/ Conditions/ Rules settlement of the dispute would be resolved by sole arbitrator HOP (NTPC Darlipali) or his nominee, whose decision shall be final and binding on both the parties.

Eligibility and Conditions for Allotment of Shops in Shopping Complex

(For Land Oustee / Project Affected Person/Family)

01	Applicant should be a PAP/PAF of NTPC Darlipali. No shop in Township/R&R colony, should have been allotted earlier in the name of the applicant. Payment notice from appropriate Authority, House Allotment Letter in Rehabilitation & Resettlement colony along with notarized affidavit from beneficiary to the effect is to be submitted.
02	The applicant should have at least one year of relevant experience of running a shop/similar business, which should be in line with the shop applied for. Affidavit to this effect, along with certification from the Sarpanch/GP member of the concerned area, will have to be submitted by the Applicant.
03	One applicant /project affected family can apply for one shop only.
04	Applicant should have minimum available investment amount as given below Shop with Shutters - Rs 5,00,000.00 Applicants for the above, must submit bank statement /FD proof along with Affidavit. Other documents like copy of IT returns filed for the past 3 years would also be admissible.
05	<p>(a) Additional guidelines for - Hosiery, - Gift, Stationary & Ladies Corner Shops:</p> <p>(i) Branded items must be available at a competitive price.</p> <p>(ii) Defective Items must not be sold in store.</p> <p>(b) Additional guidelines for - Confectionary, - Ice cream, Dairy Products & Coffee Shop</p> <p>(i) The shopkeeper has to provide all kinds of items at reasonable price and should not be more than the price of goods/items available in the surrounding markets of the project.</p> <p>(ii) Required Air Conditioners/ Refrigerators/ Deep freezer having transparent display provision shall be provided for storing Sweets/ Snacks and other such perishable Items.</p> <p>(iii) The shopkeeper for the sweet shop must have the certificate from FSSAI.</p> <p>(c) Additional guidelines for - Beauty Parlour Shop:</p>

	<p>(i) Only Trained & Experienced beautician and staff to be posted at shop.</p> <p>(ii) The staffs who will be posted should have relevant beautician certificate and same shall be displayed at the shop and produced when asked for by customer/ NTPC Management.</p> <p>(iii) Rate Chart for the available services shall be displayed in the shop.</p> <p>(iv) It is mandatory to use separate, clean, sanitized towels and other essential accessories for each customer.</p> <p>(d) Additional guidelines for Gents and Ladies Tailor Shop</p> <p>i) Only trained and experienced tailors to be posted in shop.</p> <p>ii) The tailor must have adequate sewing skills and knowledge of tailoring techniques</p> <p>iii) The tailor must have understanding of garment construction, and pattern-making skills.</p> <p>iv) The tailor must have clothing design skills.</p> <p>(e) Additional rules for Dry cleaning and Laundry Shop</p> <p>(i) Laundry deliveries will be made in 72 Hours</p> <p>(ii) The Dry-Cleaning garments will be delivered in timely basis.</p> <p>(iii) Rate Chart for the available services shall be displayed in the shop.</p>
06	<p>If the applicant has been convicted/punished or has been blacklisted by the Court / other appropriate authority for violation of the law of the land, then his/her application will not be considered for shop allotment.</p>
07	<p>Documents required: -</p> <p>Applicant should submit the following self-attested documents along with the application.</p> <p>(a) Affidavit for the details of the land occupied (Notarized).</p> <p>(b) Certificate from the Sarpanch/head of Ward Council of the area i.r.o applicant having relevant experience of running a shop/similar business.</p> <p>(c) Certificate regarding acquisition of land by the concerned authority/ Allotment letter for House in R&R colony.</p> <p>(d) A Conduct Certificate issued by the concerned authority.</p> <p>(m) Certificate of Investable Available Amount (Bank Statement & FD of the applicant).</p> <p>PAN, AADHAAR & GST, photocopy or self-declared certificate.</p>

08	<p>Documents, certificates, applicant details, experience submitted by the applicant etc. shall be verified by NTPC Darlipali Management.</p> <p>If at any stage of the shop allotment any of the certificates, submitted details, experience certificates etc. are found to be incorrect, the applicant's application/allotment will be rejected, and appropriate legal action will also be taken on the applicant.</p>
09	<p>The applicant should submit his/her complete details and all the certificates given in serial no.7. at the following address by speed post or in person to Sr Manager (HR)/DGM(R&R), Administrative Building NTPC Darlipali, AT/PO-Darlipali, Dist-Sundargarh, Odisha, 770072.</p>
10	<p>The NTPC Darlipali Management reserves the right to change /rectify/cancel the Eligibility and other rules for allotment of shop at any time.</p>
11	<p>Land outsee/Project affected person /family, can also apply for general category of shops provided he/she has not been allotted shops/similar establishments under PAP quota in the current project.</p>
12	<p>In case of any dispute regarding the shop allotment Procedure/ Conditions/ Rules settlement of the dispute would be resolved by sole arbitrator HOP (NTPC Darlipali) or his nominee, whose decision shall be final and binding on both the parties.</p>

Guidelines for allotment of Shop

01	The successful applicants who will be allotted shop have to sign an agreement for 11 months period in the format provided by NTPC.
02	<p>Extension of Allotment of shop beyond 11 months, shall be based on satisfactory performance and mutually agreeable terms and conditions, to be decided by the NTPC Darlipali Management.</p> <p>The applicant may apply to renew the License for a further 11-month period by written application to NTPC Darlipali Management and by paying the licence renewal fee applicable as at the date of renewal.</p> <p>The Application must be received by NTPC Darlipali Management at least one month prior to the expiry date of the current Licence. The Renewal Fee shall be payable before the expiry of current license.</p> <p>The licensing fees and electricity charges shall vary as per the size of the shop and applicable rules. Accordingly, monthly payment will have to be done based on actual usage of electricity charges. The applicants shall have to pay other Eligible Charges (if any) as per rule. GST payment as applicable, shall be payable separately.</p>
03	The instructions & guidelines of allotments issued from time to time by the Management will have to strictly adhered.
04	The Allottee must keep the shop, in a clean and hygienic condition, only branded goods/ reputed make, shall be kept for sale. It may be noted that the shop shall be used for retail business only and not for wholesale business.
05	The allottee shall not sublet/ rent the premises to others. If found, this shall lead to outright cancellation of the allotment.
06	After allotment of shops the allottee required to keep all required items in the shop and cater maximum demand of the customer.
07	No items should be kept and displayed outside the shop.
08	Items sold in the respective shop shall be limited to the type/ category of shop mentioned in the allotment order.
09	Availability of goods/ items as per the type or category of shop shall be ensured by the shopkeeper/ seller and if the goods are not available with the seller, the same shall be made available in time as per the request of the customer.
10	The shopkeeper will have to keep the required stock of the goods/items and ensure reasonable price, not more than the price at which the goods/items are available in

	the surrounding markets of the project. The shopkeeper shall mandatorily display the item rates of the items at the shop.
11	The shopkeeper must arrange for cashless payment through credit/debit/QR code/Sodexo. It will be mandatory to have provision for taking online payment.
12	The shopkeeper will have to keep the surroundings of shopping centres clean and in hygienic condition. They must strictly follow guideline or instructions by the NTPC Management issued from time to time for any epidemic prevention management.
13	<p>Additional Terms and Conditions for Beauty Parlour Shop:</p> <ol style="list-style-type: none"> 1. Only Trained & Experienced beautician and staff to be posted at shop. 2. The staffs who will be posted should have relevant beautician certificate and same shall be displayed at the shop and produced when asked for by customer/ NTPC Management. 3. Rate Chart for the available services shall be displayed in the shop. 4. It is mandatory to use separate, clean, sanitized towels and other essential accessories for each customer.
14	<p>Additional rules for Hosiery/ Gift, Stationary & Ladies Corner Shops:</p> <ol style="list-style-type: none"> 1. Branded items should be available at competitive price. 2. Defective Items must not be sold in store.
15	<p>Additional rules for Confectionary and Ice cream, Dairy Products & Coffee Shop</p> <ol style="list-style-type: none"> 1. The shopkeeper has to provide all kinds of items at reasonable price and should not be more than the price of goods/items available in the surrounding markets of the project. 2. Required Air Conditioners/ Refrigerators/ Deep freezer having transparent display provision shall be provided for storing Sweets/ Snacks and other such perishable Items.

	3.The shopkeeper for the sweet shop must have the certificate from FSSAI.
16	<p>Additional rules for Gents and Ladies Tailor Shop</p> <ol style="list-style-type: none"> 1.Only trained and experienced tailors to be posted in shop. 2.The tailor must have adequate sewing skills and knowledge of tailoring techniques 3. The tailor must have understanding of garment, and pattern-making skills. 4.The tailor must have clothing design skills.
17	<p>Additional rules for Dry cleaning and Laundry Shop</p> <ol style="list-style-type: none"> 1. Laundry deliveries will be made in 72 Hours 2. The Dry-Cleaning garments will be delivered on timely basis. 3. Rate Chart for the available services shall be displayed in the shop.
18	The shopkeeper will not be allowed to make any permanent alterations/modifications/destruction in the structure of the shop, However, temporary fitments/arrangements etc can be allowed only after taking due permission from NTPC Darlipali Management. Non-compliance of this clause shall result in recovering the loss amount occurred due to damages from the defaulting shopkeeper.
19	Shopkeepers must open their shop strictly as per timetable issued by NTPC.
20	Shopkeepers must not keep any combustible material/ substance banned by the government/management at the shop.
21	The applicant must submit his/her acceptance letter within seven days from the date of allotment of the shop and take possession of the shop within 15 days failing which the allotment is liable to be cancelled.
22	The shopkeeper shall ensure personal hygiene of the deployed staff at the shop and shall ensure that behaviour of their staff with the customers is courteous.
23	NTPC Darlipali Management will check & review performance of the shop, cleanliness, availability of staff & their behaviour with the customers and the availability of the goods from time to time. If the same is not found to be satisfactory by the Management, then allotment of shop is liable to be cancelled with 15 days' written notice without assigning any other reason.
24	The shopkeeper will be solely responsible for the security of goods and shop.

25	The shopkeeper shall comply with Child Labour Act, 2006 & other applicable labour laws and respective amendments thereto in the shop.
26	After the shop is allotted, allottee must submit their police verification report along with the police verification report of his staff within 3 months of shop allotment and if applicant is convicted or charged in any criminal case by the court or by the appropriate authority for violation of law or whose conduct is not found correct, the allotment will be cancelled by giving 15 days' notice without assigning any further reason.
27	<p>If any applicant, after allotment, violates any of the rules or conditions of the license allotment, the allotment of the shop shall be cancelled/terminated by NTPC Darlipali, with 15 days' written notice.</p> <p>NTPC Darlipali Management may terminate the Licence at any time for whatever reason by written notice to the shopkeeper and by returning the Security Deposit.</p>