

**EXPRESSION of INTEREST (EOI)**

**For**

**Food arrangement for 'Nua-O' Fest**

**at Deogarh District**

**Collector-cum-Chairman, District Level Committee-'NUA-O' Fest**

**Deogarh, Odisha**

**768108**

**January 2024**

## INDEX

S. No.	CONTENTS	Page No.
<b>Part-I</b>		
1	Text of Advertisement : Expression of Interest (EOI)	3
2	Letter of Invitation	4
3	Background & Scope of the Event	4
3.1	Role & Responsibility for Food Arrangements	5
4	EOI Processing Fees & Security deposit	6
5	Mode of Submission of Proposal	6
6	Instructions to Agency	6
<b>Part -II</b>		
7	Evaluation & Selection Procedure	7
7.1	Stage-I (Verification of Documents)	7
7.2	Stage-II (Presentation)	7-8
7.3	Stage-III (Opening of Financial Bid)	9
7.4	Stage-IV ( Evaluation criteria &method of selection in CQCBS )	9
7.5	Stage-V (Responsibility of successful bidder)	9
8	Payment Terms & Schedule For Successful Bidder	10
9	Conflict of Interest	10
10	Condition under which EOI is issued	10
<b>Part-III</b>		
11	FORMAT for submission	11
11.1	Format – 1 Applicant’s Expression of Interest	11
11.2	Format – 2 Organizational Details	12
11.3	Format – 3 Experience in Related Field	13
11.4	Format – 4 Financial Status of the organization	14
11.5	Format – 5 Additional information	15
11.6	Format – 6 Declaration	16
11.7	Format – 7 Financial Bid ( Bill of Quantities-BoQ)	17-18
12	Annexure-A (QCBS-illustration with dummy values)	19-20

# OFFICE OF THE COLLECTOR, DEOGARH

E-Mail ID: [dm-deogarh@nic.in](mailto:dm-deogarh@nic.in)

Telephone No: 06641-226354/226353

No 9615 / Date 15.12.23

## 1. TEXT OF ADVERTISEMENT: EXPRESSION OF INTEREST (EOI)

To actively involve the youth in the states' development process, Govt. has introduced the scheme, 'NUA-O'. To realise this scheme, 'NUA-O' Fest is set to take place in Deogarh District on **3<sup>rd</sup> January, 2024** to facilitate participation of **about 11,000 persons**, mostly, youth from Govt. and aided educational institutions of Deogarh District, exchange of experiences, spot light the achievement of young change makers of Deogarh District and show case the impact of various activities to inspire young minds to pursue greater actions in future.

In the above context, the District Level Committee(DLC) 'NUA-O' Fest Deogarh, Odisha invites in sealed cover Expression of Interest (EOI) from registered and experienced agencies **to apply for organising food arrangement for 'NUA-O' Fest on 3<sup>rd</sup> January, 2024 at Deogarh**. It is an opportunity for your agency to showcase your professional skill through participation in expression of interest.

The EOI Document containing the details of qualification criteria, submission of requirement, brief objective & scope of work and evaluation criteria, etc. can be downloaded from website: [www.deogarh.nic.in](http://www.deogarh.nic.in) under the link "NOTICES > TENDERS". Last date for submission of EOI is **27<sup>th</sup> December 2023 up to 1.00 PM**. Sealed envelope marked to the captioned address, containing EOI, Rs.2,500.00 as Process Fees (non-refundable) and Rs.10,000/- as EMD (Refundable after participation) in shape of Demand Draft in favour of Collector-cum-Chairman, District Level Committee, 'NUA-O'Fest, Deogarh payable to SBI, Deogarh Branch to the A/C No. 30129093816 (IFSC Code- SBIN0004854).

Application can be submitted in two different envelops (sealed) –Technical Bid & Financial bid. These envelops need to be put in another envelop super-scribing "**EOI for food arrangement for 'NUA-O' Fest at Deogarh**" on the top cover, through Speed post/ Registered post/ by hand addressed to the **Office of the Collector-cum-Chairman, District Level Committee, 'NUA-O'Fest, Deogarh (Odisha)-768108**. Authority in no way will be responsible for any postal delay. The financial bid shall be opened after technical evaluation. Those who qualify technical evaluation shall be invited for presentation before the District Level Selection Committee (DLSC).



**Collector-Cum-Chairman,  
District Level Committee, 'NUA-O' Fest,  
Deogarh**

# OFFICE OF THE COLLECTOR, DEOGARH

## 2. LETTER OF INVITATION

Dear Sir/Madam,

The Dist. Level Selection Committee (DLSC) invites sealed Expression of Interest (EOI) from Agency for food arrangement for 'NUA-O'Fest at Deogarh District.

The EOI Document containing the details of qualification criteria, required documents, brief objective & scope of work and method of evaluation etc. is enclosed.

Sl.No.	Critical Dates	Date
1	Date & Time of Availability of EOI in Website: ' <a href="http://www.deogarh.nic.in">www.deogarh.nic.in</a>	16.12.2023 11.00 AM to 26.12.2023 up to 5.00 PM
2	Last Date of Submission of Original Documents	27.12.2023 up to 1.00PM
3	Date of Opening of Bid Documents & Scrutiny	27.12.2023 at 4.00 PM
4	Date of presentation	28.12.2023
5	Correspondence & Queries if any	Collector-Cum-Chairman, District Level Committee, 'NUA-O'Fest, Deogarh Telephone-06641-226354/226353 E-mail : dm-deogarh@nic.in

Yours faithfully,



**Collector-Cum-Chairman,  
District Level Committee, 'NUA-O' Fest,  
Deogarh**

## 3. Background & Scope of the Event

- 'NUA-O'Fest, Deogarh is going to be organised on 03.01.2024 .
- It will attract large participants , around 11,000 persons of Deogarh district .
- The entitlements of food for participants are as follows;
  - a. Breakfast (9AM.to 10AM.)-Rs.75/-per person,
  - b. Lunch (1PM.to 3PM.)-Rs.250/-per person
  - c. Evening Snacks-Rs.75/-per person
- The location of the event has been selected as Badabagichha , Deogarh.
- The maximum allowed budget for food arrangement is Rs.44 lakh. including servicing and cleanliness.

### 3.1. Role & Responsibility for food arrangement:

[A] The agency shall ensure the following;

Sl No	Work	Remarks
1	Organising food counters (Veg and Non-Veg) with appealing tent quality	Minimum 50 food counters (with proper display of food items through banners/placards) to cater about 11,000 participants for lunch in between 1PM to 3PM.
2	Provision of Man Power at food counters .	Sufficient man power (with distinct uniform) are to be provided for smooth management. Each counter is to be manned by at least two persons.
3	Drinking Water	Quality sealed water bottles (500 ml) are to be provided at break fast, lunch and evening snacks time
4	Arrangement for hand wash/cleaning	Sufficient hand-washing arrangement is to be provided so that hygiene will not be compromised.
5	<p>'Sample Menu' for</p> <p>i) break fast</p> <p>ii) Lunch</p> <p>iii) Evening Snacks</p> <p><i>*The bidder may suggest own variety of Menu similar to 'Sample Menu'</i></p>	<p>Idly/Vada/Uthappam/Uppma along with sambar and chutney Boiled Egg/Banana Tea/Coffee</p> <p>Boiled Rice Dal 02 Hot dish(Veg)-Gravy Mix veg 01 Hot dish(Veg)-Dry( Mixed fried) 02 Hot dish(Non-veg)-Gravy(Chicken/Fish)</p> <p>Tea/Coffee Any two Hot Veg snacks from below mentioned options (Cutlet/Samosa/Vada/Patties/Vada Pav/Sandwich-Paneer/Aloo/Cheese/ Pack food or any other similar dry item with long shelf life</p>
6	Provision of Dustbins for disposal of used plates and water bottles	Sufficient dustbins and man power to take care of disposal of waste inside the food court.

[B] **Tapas Kumar Mahanta** , Asst Collector , Collectorate, Deogarh ( Contact No. **9438910491**) shall be the **Liaison Officer** from the District Level Committee,'NUA-O'Fest, Deogarh ,who will coordinate and forward the required information to the nodal officer/ Personel of the engaged agency for food arrangement at 'NUA-O'Fest , Deogarh.

#### 4.EOI Processing Fees & Security Deposit:

A non – refundable processing fee for **Rs. 2500/- (Rupees Two thousand five hundred)** in shape of demand draft in favour of Collector-cum-Chairman, District Level Committee, 'NUA-O'Fest, Deogarh payable to SBI, Deogarh Branch to the A/C No. 30129093816 (IFSC Code - SBIN0004854) has to be submitted along with the EOI response. Similarly, the bidder shall deposit **Rs.10,000/- (Ten Thousand) as EMD** subject to Refundable after participation in the bidding process. The successful Bidder to deposit **Rs. 2,50,000/- (Rupees Two Lakh Fifty Thousand only ) as PSD (Performance Security Deposit)** before executing the agreement. Bids received without or with inadequate EOI processing fees/ EMD shall liable to be rejected.

#### 5.Mode of Submission of proposal:

Proposal, in its complete form in all respects as specified in the EOI, must be submitted at the address specified herein earlier through speed post/Registered post/ by hand. These envelopes need to be put in another envelop super scribing “**EOI for food arrangement for 'NUA-O'Fest, Deogarh, 2024**” on the top cover. In exceptional circumstances and its discretion, Collector-Cum-Chairman, District Level Committee, 'NUA-O'Fest, Deogarh may extend the deadline for submission of proposals by issuing an amendment to be made available on the [www.deogarh.nic.in](http://www.deogarh.nic.in) website. In this case all rights and obligations lies on the Collector-Cum-Chairman, District Level Committee, 'NUA-O'Fest, Deogarh.

#### 6.Instructions to Agency:

The Expression of Interest is to be submitted as prescribed below, i.e., in two separate sealed envelopes Technical & Financial Bid.

<b>Envelope –I (Technical Bid)</b>	
Applicant's Expression of Interest as per	Format – 1
Organizational Details as per	Format – 2
Experience of Agency	Format- 3
Financial Status of the Agency as per	Format –4
Additional information as per	Format – 5
Declaration as per	Format – 6
<b>Envelope-II (Financial Bid)</b>	
Financial Bid	Format-7

## 7. Evaluation & Selection Procedure:

Stage	Description	Remark
I	Verification of the documents (Format -1 to 7) submitted by the bidder <i>(50 mark)</i>	Envelopes not carrying valid or required documents shall be liable for rejection.
II	Bidders submitting all the requisite documents to be qualified for Presentation and Physical demonstration <i>(Presentation carries 50 Mark )</i>	Power-Point Presentation of plan activity and physical demonstration of items , such as, sample food items with plates , cutlery, tissue paper, water bottle (500 ml), uniforms
III	<i>The technical marks obtained ( in total from Stage I &amp; II ) will be converted to Technical score as illustrated in Annexure –A. The financial bid will be opened for the bidders securing 70 marks or more , i.e. (in total from Stage I &amp; II).</i>	The L1 bidder in the financial bid will be given 100 marks as financial score. (illustration as in annexure-A)
IV	The successful bidder will be determined through <i>QCBS method carrying weightage of 70:30 score of technical &amp; financial respectively.</i>	The QCBS method is illustrated in Annexure-A
V	The successful bidder shall deposit Rs. 2.5 lakh for Performance Security Deposit (PSD).	To be done within 48 hrs. of winning the bid

### 7.1 Stage –I: (Verification of Documents)

- The applicant shall make Expression of Interest (EOI) with requisite documents (Format -2 to 7) attached with Format-1.
- Envelopes not carrying valid or required documents shall be liable for rejection.
- The documents submitted by bidder shall be scrutinised and given marks accordingly.

### 7.2 Stage-II: (Presentation)

- Bidders submitting all the requisite documents to be qualified for Power point Presentation of plan activity and physical demonstration of items ,such as, sample food items with plates , cutlery, tissue paper, water bottle (500 ml) before District Level Selection Committee (DLSC).
- Presentation, i.e ( Power Point Presentation and Physical demonstration of items ) carries 50 marks.

- Power point presentation will be presented as per specification given below;

Sl No	Contents of presentation	Brief details
1	Serving Plan for 11,000 participants	Display of plan for smooth management of event
2	Food Court Design	Display food court design and decoration in four angles
3	Plan for deployment of Man Power at Food Court per counter	Display of Plan for smooth management of event along with their distinct Uniforms
4	Plan for disposal of used dishes, water bottles etc. from the food court and deployment of Man power for it.	Display of plan for smooth management of disposal process from the food court.
5	Glimpse of Previous Experience/ Achievement of the agency .	Display recent video clip and photos on similar type of events.
6	List of Technical & Non-Technical Persons to be deployed.	Name, Photo, Qualification, Contact details, Payroll etc.

- Physical demonstration will be presented as per specification given below;

Sl No	Contents of Demonstration	Brief details
1	Display of proposed food items	The Bidders shall bring and present before DLSC. It should be noted that Quality of any items shall not be compromised.
2	Display of Plates and cutlery to be provided	
3	Display of Tissue Paper & hand wash	
4	Display of Water bottles to be provided	

### 7.3 Stage-III :( Opening of Financial Bid)

- Bidders securing 70 or more marks in total from Stage I & II shall be allowed for opening of financial bid.
- The bidders who shall get below 70 marks from stage-I and stage-II to be Rejected
- The Technical Evaluation Criteria is given below;

Criteria	Qualification	Full Mark
Submission of Documents		20
Turnover	• More than Rs.70 Lakh and less than 1 Crore	5
	• More than 1 Crore and less than 1.5 Crore	10
	• Equals to 1.5 Crore and above	15
Experience of working	• At least Two assignments of order value more than 40 Lakhs and less than 80 Lakhs each	5
	• At least Two assignments of order value more than 80 Lakhs and less than 1.20 Crores each	10
	• At least Two assignments of order value equals to 1.20 Crores and above each	15
Presentation ( Power Point Presentation + Physical Demonstration)		50
TOTAL		100

### 7.4 Stage-IV: (Evaluation Criteria and Method of selection in CQCBS)

- a. The selection of the Agency shall be made through **Composite Quality Cum Cost Based System (CQCBS)**. The weightage for technical criteria will be 70% while financial criteria will be 30%. Agency who quotes lowest in the financial bid shall be given 100 marks. The technical score shall be considered for those who obtain minimum 70 marks in total in Stage – I & II . The financial quote of other bidders shall be computed as follows :

(L1 divided by Lx) multiply by 100 where in x is the bid quoted by L2, L3, L4.

The detail evaluation of QCBS is given in **Annexure- A**

#### b. Composite Scores of Bidders.

Bidder's Score	Weightage	Weightage Score
(A) Technical Score	70%	TS x 70/100= (A)
(B) Financial Score	30%	FS x 30/100 = (B)
Composite Weightage Score of the Bidder = (A) + (B)		

### 7.5 Stage-V: (Responsibility of Successful Bidder)

- The successful bidder shall deposit Rs.2.5 lakh Performance Security Deposit (PSD).
- The time limit for deposit shall be within 48 hrs. of winning the bid.

## **8. Payment Terms and Schedule for Successful bidder.**

*100% Payment will be done as per actual after due verification by District Level Committee-II with regards to data submitted in BoQ ( Bill of Quotation).*

### **Schedule of payment :**

*Payment will be cleared within 7 working days of successful completion of event.*

## **09. Conflict of Interest:**

DLSC will be the final arbitrator in case of potential conflicts of interest. Failure to notify DLSC of any potential conflict of interest will invalidate any verbal or written agreement.

## **10. Condition under which EOI is issued:**

- ❖ The EOI is not an offer and is issued with no commitment.
- ❖ DLSC reserves the right to Withdraw EOI and / or vary any part thereof at any stage.
- ❖ DLSC further reserves the right to disqualify any bidder, should it be so necessary at any stage
- ❖ *DLSC reserves the right to engage more than one agency for proper execution of the event .*

## 11. FORMAT FOR SUBMISSION:

### FORMAT – 1

#### APPLICANT'S EXPRESSION OF INTEREST

To,

**The Collector-cum-Chairman,  
District Level Committee, 'NUA-O' Fest,  
Deogarh**

**Sub: Submission of Expression of Interest for food arrangement for 'NUA-O'Fest, Deogarh.**

Dear Sir,

In response to the invitation for expression of Interest (EOI) published on ..... for the above purpose, we would like to express interest to carry out the above proposed task. As instructed, we attach 2 sets of the following documents in separately sealed envelopes .

#### SUBMISSION OF DOCUMENTS :

Sl	Documents	Other particulars (Demand Draft)
1	Organizational Details- Format-2	1. Rs.2500/- Process Fees (non refundable)
2	Experience of Agency Format-3	2.Rs.10,000/- EMD (Refundable)
3	Financial Status Format-4	3.Rs.2,50,000/- PSD for successful bidder only after completion of bidding process.
4	Additional information Format-5	
5	Declaration Format-6	
6	Financial Bid Format-7	

Sincerely Yours,

Signature of the applicant  
[Full name of applicant]

Stamp .....

Date:

Encl.: As above.

Note: This is to be furnished on the letter head of the organization.

**FORMAT – 2**  
**ORGANIZATIONAL DETAILS**

<b>SL. No</b>	<b>Organizational Details</b>	<b>Remarks</b>
1.	Name of Organization	
2.	Main areas of business	
3.	Type of Organization Firm/ Company/ Partnership firm registered under the Indian Companies Act, 1956/ the partnership Act. 1932	
4.	Whether the firm has been blacklisted by any Central Govt./ State Govt./PSU/ Govt. Bodies/ Autonomous? If yes, details thereof	
5.	Address of registered office with telephone no. . Fax. E-Mail id, website.	
6.	Address of offices in i)National capital region of Delhi ii)All other State/ UT's iii)Regd. Office inside Odisha.	
7.	Contact Person with telephone no. & e-mail ID	
8	PAN Card No. and GST No.	

Enclose:-

1. Copy of Certificate of Incorporation.
2. Copy Of Article of Association in respect of 3 above.
3. Undertaking in respect of 4 above.

Signature of the applicant  
Full name of the applicant  
Stamp & Date

### FORMAT - 3

<b>Experience in related Fields</b>					
Overview of the past experience of the Organization in all aspects related to brand Building					
S. No	Items	Number of Assignments during last 3 years	Order value of each assignment in lakhs of Rs. (Enclose copy of each order)	Mention the name of Agency (Enclosed completion certificates)	Remark
1.	Experience of assignments of similar nature/Institution/ Corporate/ Private Sector				
1.1	Experience in carrying out similar assignments in Government				
1.2	Experience in carrying out Similar assignments in Public Sector Undertaking (PSU).				
<ul style="list-style-type: none"> <li>Decision of Evaluating Committee in ascertaining "Similar nature" and "Similar Assignment" will be final.</li> <li>Relevant Certificates / Work Order to be attached.</li> <li>Glimpses of previous year performance to be given.</li> </ul>					
Signature of the applicant Full name of applicant Stamp & Date					

**FORMAT - 4**

<b>Financial Status Format</b>				
<b>S. No</b>	<b>Financial Year</b>	<b>Whether profitable Yes/ No</b>	<b>Annual Net profit (in of Rs)</b>	<b>Turn over of the agency</b>
1	2020-21			
2	2021-22			
3	2022-23			

Note: Please enclose **auditor's certificate** in support of your claim. If any

Signature of the applicant  
Full name of applicant

Stamp & Date

## FORMAT- 5

### Additional Information

1. List all enclosures related to the previous sections.

SL.No	Description	No. of pages

2. Additional information to support shall not be more than 2 pages.

Signature of the applicant  
Full name of the applicant

Stamp & Date

**FORMAT-6**

**Declaration**

We hereby confirm that we are interested for food arrangement for 'NUA-O'Fest,Deogarh-2024.

All the information provided herewith is genuine and accurate.

Authorized Person's Signature.

Name & Designation:

Date of Signature:

Note: The declaration is to be furnished on the letter head of the organization.

Signature of the applicant  
Full name of applicant

Stamp & Date

**FORMAT- 7  
FINANCIAL BID**

**BILL OF QUANTITIES ( BOQ) -> (Rates to be quoted inclusive of all Taxes)**

**Part-I**

SI No	Description	Items	Quantity	Unit Cost	Total Cost			
			Quantity Per plate	Unit cost per plate	Cost per plate	Total cost for 11,000 plates(Persons)		
1.	Arrangement of Food and allied activities							
1a	Break Fast	Item No.1:						
		Item No.2: _____						
		Item No.3: _____						
		Item No.4: _____						
		Item No.5: _____						
		...						
		...						
		Tea / Coffee :						
		Water bottle(500 ml.):						
		Tissue paper:						
Sum Total (of 1a) =								
1b	Lunch	Item No.1:						
		Item No.2:						
		Item No.3:						
		Item No.4:						
		Item No.5:						
		Item No.6:						
		Item No.7:						
		...						
		...						
		Water bottle(500 ml):						
Tissue paper:								
Sum Total(of 1b) =								
1c	Evening Snacks	Item No.1						
		Item No.2						
		Item No.3						
		...						
		...						
		Tea /Coffee :						
		Water bottle						
		Tissue paper						
		Sum Total(of 1c) =						
		Grand total of Part I (sum total of 1a+sum total of 1b+ sum total of 1c) =						

**Part-II**

Sl No	Description	Man Power Quantity	Wages per Manpower per Day	Total amount of Wages
2a	Arrangement of man power at food courts for serving of food			
2b	Deployment of man power for preparation of food			
2c	Deployment of man power to clear waste from food court			
Grand Total of Part II ( 2a+2b+2c) =				

**Part-III**

Sl No	Description	Quantity (in nos)	Cost or Rent per Unit per Day	Total amount of cost
3a	Food counters			
3b	Dust bin to cater waste from food court			
3c	Hand wash Stations			
Grand Total of Part III (3a+3b+3c)=				

**Grand Total Financial Bid = Grand Total of Part I + Grand Total of Part II + Grand Total of Part III**

Grand Total Financial bid offered i. Figure in words in Rupees \_\_\_\_\_  
ii. Figure in Rs.. \_\_\_\_\_

Signature of the applicant  
Full name of the applicant

Stamp & Date

**Annexure-A**

**QUALITY COST BASED SYSTEM (QCBS)**

**Illustration with dummy values**

**STAGE 1: TECHNICAL BIDS EVALUATION**

<b>Bidder details</b>	<b>Technical Mark Obtained</b>
Bidder1	92
Bidder2	85
Bidder3	55
Bidder4	75

**STAGE 2: Conversion of Technical Marks to Technical Score :**  
**Technical Score is same as Technical Marks .**

<b>Bidder details</b>	<b>Technical Marks</b>	<b>Technical Scores</b>
Bidder1	92	92
Bidder2	85	85
Bidder3	*Rejected	* Rejected
Bidder4	75	75

*\*Since the Eligible Technical marks should be 70 or more , Bidder 3 is Rejected.*

**STAGE 3: FINANCIAL BID EVALUATION**

<b>Bidder details</b>	<b>Financial Bid Amount</b>
Bidder1	1,30,000
Bidder2	1,20,000
Bidder4	1,00,000

## Stage 4: Conversion of financial bid amount to score

Bidder Details	Financial Bid Amount	Financial Score (LFB/F*100)
Bidder1	1,30,000	$100000/130000*100=76.92$
Bidder2	1,20,000	$100000/120000*100=83.33$
Bidder4	1,00,000	<b>100</b>

\*Bidder having LFB is treated as L1 and to be awarded financial score as 100. The rest will be calculated as  $LFB / F * 100$ .

Where LFB = Lowest Financial Bid, F = Quoted Amount

## Consolidated Technical & Financial Score

Bidder Details	Technical Score	Financial Score
Bidder 1	92	76.92
Bidder 2	85	83.33
Bidder 4	75	100

## Stage 5: Combined Technical and Financial Score (CTFS) With Weightage 70:30

Bidder Details	Applying weights for the Technical Score & Financial Score	CTFS	Rank of the Bidder
Bidder 1	$92*(70/100) + 76.92*(30/100)$	<b>87.48</b>	L1
Bidder 2	$85*(70/100) + 83.33*(30/100)$	<b>84.50</b>	L2
Bidder 4	$75*(70/100) + 100*(30/100)$	<b>82.5</b>	L3