

EXPRESSION of INTEREST (EOI)
For
Management of FOOD COURT during
Utsav Pradhanpat-2025
At Badbagicha Deogarh District

Collector-Cum-Chairman,
District Council of Culture,
Deogarh, Odisha
768108

29.01.2025 to 02.02.2025

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**OFFICE OF THE COLLECTOR-CUM-CHAIRMAN,
DISTRICT COUNCIL OF CULTURE, DEOGARH**

E-Mail ID: dm-deogarh@nic.in
Telephone No: 06641-226354/226353

No. 02 / Dt. 02.01.2025

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

The District Council of Culture, Deogarh, Odisha invites in a sealed cover Expression of Interest (EOI) with bid proposal from registered and experienced agencies for "management of **FOOD COURT**" in a specific zone of "**Bada-Bagichha field**" Deogarh during **Utsav Pradhanpat-2025 to be held in between 29.01.2025 to 02.02.2025.**

The EOI Document with all the details can be downloaded from the website: - <https://deogarh.odisha.gov.in> under the link " Notice >>Tenders." The last date for submission of EOI with bid proposal is **18.01.2025 up to 01.00 PM.**

EOI document with bid proposal can be submitted in one envelope super scribing "**EOI for Food Court of Utsav Pradhanpat-2025**" on its top cover through Speed Post/ Registered Post/ by hand addressed to the "**Office of the Collector-cum-Chairman, District Council of Culture, Deogarh (Odisha)-768108**". Authority in no way will be responsible for any postal delay. Within this envelope, two different envelopes (sealed)-Technical bid and Financial bid are to be submitted. The financial bid shall be opened after technical evaluation by District Level Selection Committee (DLSC).

Moreover, the EOI document is to be submitted with a non-refundable process fee of Rs. 1,000.00 and a separate Earnest Money Deposit (EMD) of Rs.5000.00, which is refundable in nature . Both process fees and EMD are to be made in shape of Demand Draft in favour of "Collector-Cum-Chairman, District Council of Culture, Deogarh" payable to **SBI, Deogarh Branch to the A/CNo. 30129093816 (IFSC Code- SBIN0004854).**


Collector-Cum-Chairman,
District Council of Culture, Deogarh. 03/01/25

**OFFICE OF THE COLLECTOR-CUM-CHAIRMAN,
DISTRICT COUNCIL OF CULTURE, DEOGARH**

2. LETTER OF INVITATION

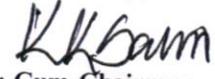
Dear Sir/Madam,

The District Council of Culture (DCC), Deogarh invites sealed Expression of Interest (EOI) with bid proposal from Agencies/farms for "Management of Food Court" during Utsav Pradhanpat-2025.

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. | Description | Critical Dates |
|--------|--|---|
| 1 | Date & Time of Availability of EOI in Website: https://deogarh.odisha.gov.in | 03.01.2025 10.00 AM to 17.01.2025 upto 05:00 PM |
| 2 | Last Date of Submission of EOI | 18.01.2025 upto 1.00PM |
| 3 | Date of Opening of Bid proposal | 18.01.2025 at 3.00 PM |
| 4 | Date of presentation | 18.01.2025 |
| 4 | Correspondence & Queries if any | Iswar Guru , Nizarat Officer-cum-Assistant Collector, Collectorate Deogarh , Mobile No. -9337171217 , Telephone No-06641-226354/226353 E-mail : dm-deogarh@nic.in |

Yours faithfully,


Collector-Cum-Chairman,
District Council of Culture, Deogarh

23/1/25

3. Background & Scope of the Event

- The Utsav Pradhanpat-2025 is going to be organised from 29.01.2025 to 02.02.2024 for five days.
- There will be a provision for food court for five days at the time of Utsav Pradhanpat-2025 in a separate co-located location at Bada Bagichha comprising of an area of about **12,600 sq ft.(140' * 90' rectangular)**, *the suggested stall diagram in Food Court is attached at Annexure-1.*
- An EOI is invited to submit bid proposal for management of Food Court.
- *Reserve amount of bid as decided by DCC is 2.5 Lakhs , which is the minimum amount of bid to be proposed.*

3.1. Role & Responsibility of the Successful Bidder:

[A] The **Successful Bidder** shall ensure the following;

| Sl No | Work | Remarks |
|-------|---|--|
| 1 | Barricading | Proper barricading with suitable entry & exit points should be taken care of. |
| 2 | Compartmentalisation of stall/counter | Adequate space to be maintained. |
| 3 | Allotment of stall | It should be done judiciously to accommodate various vendors. Variety of stalls & food cuisines should be ensured. |
| 4 | Provision of a liasoning person | A liasoning person from successful bidder is to be present to co-ordinate the vendors at Food Court. The person's name and Mobile number should be written in the signage. |
| 5 | Electricity, Generator back up and water supply | Temporary electric and water connection will be taken by the bidder from the competent authority. The drainage of water is to be taken care of. Suitable Generator back up is to be provided by the Successful Bidder for any kind of emergency. |
| 6 | Safety provisions | "Fire safety certificate" according to norms should be obtained. |
| 7 | Cleanliness of Food Court | The waste is to be disposed timely on daily basis from the Food Court so that cleanliness should not be compromised. Sufficient Dustbins are to be provided. |
| 8 | Signage of Food Court and individual stalls | Proper signage to be fixed. |
| 9 | Carpeting of floor | Floors need to be carpeted to avoid dust and to ensure cleanliness. |
| 10 | Decoration & Lighting | Sufficient lighting including chain lights, halogens to ensure festive look. |
| 11 | Branding and Selfie Points | Prominent branding with " Utsav Pradhanpat Logo " & Selfie points to be provided. |

[B] **Iswar Guru** , Nizarat Officer-cum-Assistant Collector, Collectorate Deogarh (Contact No. 9337171217) shall be the **Liaison Officer** from the District Council of Culture, Deogarh who will coordinate and forward the required information to the interested applicants.

4. EOI Processing Fees & Security Deposit:

A non-refundable processing fee for **Rs. 1000/- (Rupees One Thousand)** in shape of demand draft in favour of “**Collector-Cum-Chairman, District Council of Culture, Deogarh**” payable to **SBI, Deogarh Branch to the A/CNo : 30129093816 (IFSC Code-SBIN0004854)** has to be submitted along with the EOI response. Similarly, the bidder shall deposit **Rs.5000/- (Five Thousand) as EMD** subject to Refundable, on the day of Opening of bid documents. Proposals without requisite EMD shall be treated as non-responsive and rejected. No exemption in paying of EMD is allowed. Proposals received with inadequate or without 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 “**Office of the Collector-cum-Chairman, District Council of Culture, Deogarh (Odisha)-768108**” either through Speed post/Registered post/ by hand. “**EOI for Food Court at Utsav Pradhanpat-2025**” is to be super-scribed on the top cover. Within this envelope, two different envelopes (sealed)-Technical bid and Financial bid are to be submitted. In exceptional circumstances and its discretion, Collector-Cum-Chairman, District Council of Culture, Deogarh may extend the deadline for submission of proposals by issuing an amendment, which will be available on the ‘<https://deogarh.odisha.gov.in>’ website. In this case all rights and obligation lie on Collector-cum-Chairman, District Council of Culture, Deogarh.

6. Instructions to Agency:

The Expression of Interest is to be submitted as prescribed below

| Envelope –I (Technical Bid) | |
|------------------------------------|------------|
| Applicant’s Expression of Interest | Format – 1 |
| Organizational Details | Format – 2 |
| Experience of Agency | Format- 3 |
| Financial Status of the Agency | Format – 4 |
| Additional information | Format – 5 |
| Declaration | Format – 6 |
| Envelope-II (Financial Bid) | |
| Financial Bid | Format-7 |

7.Evaluation & Selection Procedure:

| Stage | Description | Remark |
|-------|---|---|
| I | <i>Scrutiny of the documents along with Processing fee and EMD submitted by the bidder</i> | Envelopes not carrying valid or required documents shall be liable for rejection. |
| II | <i>Bidder submitting all requisite document to be qualified for presentation (power point)</i> | Power point presentation of plan activity to be demonstrated before DLSC. |
| III | <i>Technical marks obtained in total from stage-I and stage-II will be added. The financial bid will be opened for the bidders securing 70 marks or more in total, from stage-I and stage-II.</i> | Technical marks involves both stage-I and stage-II as mentioned in 7.1 and 7.2 |
| II | <i>The highest bid proposal among the eligible bidders shall supersede all other bids in the bidding process.</i> | <i>The bidder with the highest bid proposal does not get any right to demand for acceptance of his bid.</i> |

7.1 Stage –I: (Verification of document)

- The applicant shall make expression of interest with requisite documents (Format-2 to 6) attached with Format-1.
- Envelopes not carrying valid or required documents shall be liable for rejection.
- The documents submitted by bidder shall be scrutinized in detail and given marks accordingly.
- Turnover of Minimum 5 Lakhs per annum shall be considered.
- There shall be a minimum experience of 5 years for organizing similar kind of festivals.
- *Stage I carries 50 Marks .*

7.2 Stage-II: (Presentation)

| Sl. No | Contents of presentation | Brief details |
|--------|---|---|
| 1 | Entry and Exit Gate | Display of proper barricading with suitable Entry and Exit. |
| 2 | Lay out of stall/Counter | Display of Proper space. |
| 3 | Lay out of electrical wire/Generator/Water Supply | Display of Proper lighting facility and Safety. |
| 4 | Cleanliness plan | Display of disposal of wastes. |
| 5 | Display of signage | Display of proper signage stall-wise. |

- *Stage II Carries 50 Marks*

-A copy of Power Point Presentation is to be submitted. Bidder shall be adhering to standards as shown in presentation.

7.4 Stage-III: (Opening of Financial Bid)

- Bidders securing 70 marks or more in total from stage I & II shall be allowed for opening of financial bid.
- *The bidders who shall get below of 70 marks from Stage-I and stage-II to be rejected*
- *The highest bid proposal among all in the financial bid shall be the successful bidder.*

7.5 Stage-IV: (Responsibility of the Successful Bidder)

- *The successful bidder shall deposit 100% amount as mentioned in bid proposal.*
- *The time limit for deposit of 100% amount shall be within 48 hrs. of declaration of successful bidder.*
- *The successful bidder shall submit an undertaking for executing the work as promised in proposal and presentation .*
- *The successful bidder shall deposit Rs. 50,000/- as Performance Security Deposit (PSD), which is refundable in nature only after completion of the event as promised in the proposal and presentation.*
- *The successful bidder shall abide by the penalty imposed by DCC if found to be violating any of the promises.*

8. Conflict of Interest:

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

9. 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 work.

10. FORMAT FOR SUBMISSION:

FORMAT-1

APPLICANT'S EXPRESSION OF INTEREST

To,

**The Collector-cum-Chairman,
District Council of Culture,
Deogarh**

**Sub: Submission of Expression of Interest for Management of Food Court for Utsav
Pradhanpat -2025, 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 .

SUBMISION OF DOCUMENTS :

| Sl | Documents | | Other particulars (Demand Draft) | |
|----|----------------------------------|---------------------|--|-------------------|
| 1 | Organizational Details- Format-2 | Envelope-I | 1. Rs.1000/- Process Fees (non refundable) | Envelope-I |
| 2 | Experience of Agency Format-3 | | 2.Rs.5,000/- EMD (Refundable) | |
| 3 | Financial Status Format-4 | | | |
| 4 | Additional information Format-5 | | | |
| 5 | Declaration Format-6 | | | |
| 6 | Financial Bid Format-8 | Envelope -II | | |

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

| S. No | Organizational Details | Remarks |
|-------|--|---------|
| 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

| Experience in related Fields | | | | | |
|---|--|--|--|--|---------------|
| 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"> • Decision of Evaluating Committee in ascertaining “Similar nature” and “Similar Assignment” will be final. • Relevant Certificates / Work Order to be attached. • Glimpses of previous year performance to be given. | | | | | |
| Signature of the applicant Full name of applicant Stamp & Date | | | | | |

FORMAT – 4

| Financial Status Format | | | | |
|--------------------------------|----------------|----------------------------|------------------------------|-------------------------|
| S. No | Financial Year | Whether profitable Yes/ No | Annual Net profit (in of Rs) | Turn over of the agency |
| 1 | 2021-22 | | | |
| 2 | 2022-23 | | | |
| 3 | 2023-24 | | | |

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.

| S.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

I/We hereby confirm that we are interested for Management of food court for Utsav Pradhanpat-2025, Deogarh

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

| SI No | Description | Bid amount (in Rs.) |
|-------|---|----------------------|
| 1 | Management of Food Court during Utsav Pradhanpat 2025 | |

Financila Bid Offerd i. Figure in words in Rupees _____

ii. Figure in Rs.. _____

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

Stall Diagram in Food Court

