

## **EXPRESSION OF INTEREST**

“Expression of Interest” in sealed cover is hereby invited for allotment of **two Food Stalls, one KIOSK & one Juice centre** available at Ekamra Haat, Bhubaneswar, Odisha .

For details of EOI, TOR etc please visit the website: [www.sidacodisha.org.in](http://www.sidacodisha.org.in) . The last date for submission of EOI in the office of SIDAC, Handicrafts Complex, Gandamunda, Khandagiri, Bhubaneswar Ph: 0674-2350318 is upto 5:00 pm. on 15-02-2024 . The details of EOI will be available in the website w.e.f. 25.01.2024.

Sd/-  
Member Secretary



**State Institute for Development of Arts & Crafts**

Handlooms, Textiles & Handicrafts Department, Govt. of Odisha  
Handicrafts Complex, Gandamunda, Bhubaneswar-751030

SIDAC Tel. No. +91 (0) 674 2350318, E-mail: sidacorissa@gmail.com, www.sidacodisha.org.in

**EXPRESSION OF INTEREST  
FOR  
ALLOTMENT OF FOOD STALLS,  
KIOSK B & JUICE CENTRE-2  
AT  
EKAMRA HAAT, BHUBANESWAR**

**State Institute for Development of Arts & Crafts (SIDAC)**  
Handicrafts Complex, Gandamunda, Khandagiri, Bhubaneswar-751030  
Tel: (0674) 2350318  
E-mail: [urbanhaatssidac@gmail.com](mailto:urbanhaatssidac@gmail.com), Website: [www.sidacodisha.org.in](http://www.sidacodisha.org.in)

**STATE INSTITUTE FOR DEVELOPMENT OF ARTS & CRAFTS (SIDAC),  
HANDLOOMS, TEXTILES & HANDICRAFTS DEPARTMENT, GOVT. OF ODISHA**

**EXPRESSION OF INTEREST FOR ALLOTMENT OF TWO FOOD STALLS, ONE  
KIOSK & ONE JUICE CENTRE AT EKAMRA HAAT, BHUBANESWAR**

**No. 168**

**Date: 24.01.2024**

Expression of Interest in two bids i.e. "Technical Bid" with requisite documents and "Financial Bid" towards "Annual Maintenance Cost" in two separate sealed covers is invited from interested start-up or experienced Vendors / Agencies / Organizations / SHGs for allotment of two food stalls, one KIOSK & one Juice center in EKAMRA HAAT, Bhubaneswar. The interested firms are to inspect the Ekamra Haat, Unit-III, Bhubaneswar area and gather required information regarding its location, size and available amenities. The bidder has to submit **Rs.500/- (Rupees Five Hundred)** only towards paper cost & **EMD of Rs.10,000/- (Rupees Ten Thousand)** only in shape of DD from any nationalized bank in favour of **Member Secretary, SIDAC** payable at Bhubaneswar with the Technical Bid. The Bid Documents can be downloaded from the website: [www.sidacodisha.org.in](http://www.sidacodisha.org.in). The last date of receipt of the sealed offer in the office at SIDAC is up to **5:00 P.M. on date 15.02.2024**. The "Technical Bids" will be opened at **11:30 AM on date 16.02.2024** in presence of the bidders or their authorized representatives. The "Financial Bids" of only qualifying firms will be opened on suitable date and time with intimation to the selected bidders.

**The authority reserves the right to reject any or all the offers without assigning any reason thereof.**

**- Sd-  
Member Secretary**

## DATA SHEET

S N	Particulars	Details
1	Name of the Organization	State Institute for Development of Arts & Crafts (SIDAC) Handlooms, Textiles & Handicrafts Department, Govt. of Odisha.
2	Method of Selection & Proposal validity	Upper End Cost Selection Process ( One Year)
3	Date of Publish of EOI	25.01.2024
4	Deadline for receipt of EOI Proposal	(15.02.2024 up to 5:00 PM)
5	Date of opening of Technical Proposal	(16.02.2024 at 11.30 AM)
6	Date of opening of Financial Proposal	Will be intimated to the technically qualified bidders separately.
7	Expected date of commencement of Assignment	Will be intimated after due procedure.
8	Bid document Fee (Non Refundable)	Rs.500/- (Rupees Five Hundred) only in shape of DD favouring Member Secretary, SIDAC drawn in any nationalized bank payable at Bhubaneswar.
9	Earnest Money Deposit (EMD) <ul style="list-style-type: none"> <li>• Refundable subject to satisfactory performance &amp; compliance to laid down conditions.</li> </ul>	Rs. 10,000/- (Rupees Ten Thousand) only in shape of DD favouring Member Secretary, SIDAC drawn in any nationalized bank payable at Bhubaneswar.
10	Contact Person	Sri Abhisek Choudhury, HPO Mob:9861675478 Sri Ramakant Khatoi - Project Coordinator, SIDAC Mob: 9937489814
11	Postal Address for submission of proposals	Member Secretary, State Institute for Development of Arts & Crafts Handicrafts Complex, Gandamunda Khandagiri, Bhubaneswar Odisha, 751030, Ph: 0674 2350318 Email: <a href="mailto:sidacorissa@gmail.com">sidacorissa@gmail.com</a> / <a href="mailto:urbanhaatssidac@gmail.com">urbanhaatssidac@gmail.com</a>
12	Mode of Submission of proposal	Speed Post/ Registered Post/ Courier only to the address as specified at Sl. No 11 during the office hour only. Submission of bid through any other mode and late bid will be rejected.
13	Place of opening of proposal	Conference Hall, Ekamra Haat, Bhubaneswar.
16	Website to visit for download of bid document.	<a href="http://www.sidacodisha.org.in">www.sidacodisha.org.in</a>

# EXPRESSION OF INTEREST FOR ALLOTMENT OF TWO FOOD STALLS, ONE KIOSK & ONE JUICE CENTRE AT EKAMRA HAAT, BHUBANESWAR

## TERMS OF REFERENCE

### 1. Introduction- SIDAC

- 1.1 “State Institute for Development of Arts & Crafts” (SIDAC) is an organization under Handlooms, Textiles & Handicrafts Department Government of Odisha, registered under societies registration Act XXI of 1860 bearing no 21959/137 of 2004-05 dated 15.10.2004 with its registered office at Handicrafts Complex, Gandamunda, Bhubaneswar.
- 1.2 It has been created to function as an autonomous agency for all round development of Handicraft sector of the state such as: survey and diagnostic study of crafts and craft clusters, capacity building of artisans/ entrepreneurs, cluster development programs, skill up gradation training, organizing design development program, facilitation for export marketing, participation in international level trade fairs, organization of national level exhibitions, enterprise development, revival of languishing craft, craft documentation, establishing common facility center, GI and IPR registration of crafts & artisan welfare.
- 1.3 SIDAC is responsible for the day-to-day management of three urban haats- Ekamra Haat- Bhubaneswar, Neelachal Urban Haat- Puri and Urban Haat- Konark. Urban haats were established to provide a single location for culture, craft and cuisine. Additionally, the haats provide marketing opportunities to the craftsmen and weavers of the state.

### 2. Introduction – Ekamra Haat, Bhubaneswar

- 2.1 The Ekamra Haat has been set up to provide tourists a common point to enjoy the handloom and handicraft products of Odisha & ethnic Food of Odisha. It is located in the heart of the capital city.
- 2.2 The Haat has 10 nos. of Food Stalls, 5 nos. of KIOSKs & 2 nos. of Juice Centre. The Food Stalls have been segregated in Zone Wise:

Entry Zone	Inner Zone
FS-1, FS-2, FS-9 & FS-10	FS-3, FS-4, FS-5, FS-6, FS-7 & FS-8

- 2.3 EoI is being invited for operation of following vacant categories of services.
  - a. 2 nos. of **Food Stalls (FS-7 & FS-8)**,
  - b. 1 no. of **KIOSK (KIOSK-B)**
  - c. 1 no. of **Juice Centre (JC-2)**

### 3 Objective

- 3.1 The objective of allotment of Food Stall is to provide ethnic odia food, other state food or high end foods and beverages at Ekamra Haat & Kiosks are to provide space for commercial activities/Travel Agency etc. This will help in attracting more visitors/ buyers, ease of shopping and promote sale of handicrafts and handloom products of Odisha.

### 4 Scope of Work:

- 4.1 **Two** Food Stalls (FS-7 & FS-8) in Ekamra Haat are meant for allotment to provide odia food, other state foods or high end foods and beverages.
- 4.2 **One** Kiosk namely Kiosk B at Ekamra Haat, Unit-III, Bhubaneswar is available for allotment. The KIOSK is meant for running commercial activities/ Traveling or Ticketing Agency etc.
- 4.3 **One** Juice Centre namely JC-2 at Ekamra Haat, Unit-III, Bhubaneswar is available for allotment. The JC-2 is meant for providing Juice and other non- alcoholic beverages facilities services.

## 5 Duration

- 5.1 The validity of this allotment is initially for a period of 1 year which may be extended for another one year as per requirement basing on performance of the agency. Enhanced AMC for the extended period will be decided by SIDAC Authority.

## 6 Eligibility Criteria:

- 6.1 The Agency must have a valid GST No. & PAN.
- 6.2 The agency must be registered under the relevant acts/ having necessary permissions/licenses/ clearances from the competent authorities concerned to run the Food Service/commercial activity/ Travel Agency in the tendered premise.
- 6.3 If applied for Food Stall, the agency must have experience in same food activity for last two years & for other business, must have experience in similar business for last 2 (two) years.
- 6.4 Agency must have the average annual turnover of minimum Rs. 5.00 lakh during the last two financial years i.e. 2021-22 & 2022-23.

## 7 Terms and Conditions for applying:

- 7.1 This Bid document will be received in sealed cover super scribed "**Expression of Interest for Allotment of Food Stall (FS-7/FS-8)/KIOSK-B/JC-2 at Ekamra Haat, Bhubaneswar** (containing sealed technical bid and financial bids in separate sealed covers) by the office at State Institute for Development of Arts & Crafts (SIDAC), Gandamunda, Khandagiri, Bhubaneswar up to 5.00 PM on Dt 20.12.2023.
- 7.2 One Bidder can apply for one or more nos. of Food Stall/KIOSK/JC by applying separately for each Food Stall /KIOSK/JC.
- 7.3 Bidder/Agency should submit proof towards the average Annual Turn Over (ATO) of Rs. 5.00 lakh of last two financial years i.e. 2021-22 & 2022-23, certified by the Chartered Accountant.
- 7.4 The bidder has to clearly mention the type of food to be provided in the food stall in the tender document paper and also on the covering envelopes. Similarly, for KIOSKs the type of b u s i n e s s / commercial activities is to be mentioned.
- 7.5 The agencies must submit their proposal by **Speed Post/ Registered Post/ Courier only** to the address as specified at **Sl. No. 11 of the DATA SHEET** during the office hour only on or before the last date and time for submission of proposal as specified at **Sl. No. 4 of the DATA SHEET**. Submission of proposal through any other mode and late bids will be rejected. SIDAC will not be responsible for postal delay/ any consequence in receiving of the proposals.
- 7.6 The agency shall deposit earnest money as prescribed in the EOI as a guarantee of good faith. The amount will be counted towards security for due performance of the contract. In the event of refusal to execute the agreement in schedule time, the same will be forfeited. If the offer of the agency is not accepted, the earnest money will be refunded without any interest.
- 7.7 The above deposit of agency shall remain as security for the due rendering of services. On successful completion of the allotment tenure, the same will be refunded as per agreement.
- 7.8 The agency may travel to the site at Ekamra Haat, Unit-III, Bhubaneswar to obtain any information they may consider necessary before submission of the bid documents. This may be done on their own expenses.
- 7.9 Each page of the bid documents must be numbered and signed by the bidder.
- 7.10 Bidder should fill up the "Bid Submission Check List" very carefully at "Annexure-VI" and should keep the same on the front page of the EOI document.
- 7.11 The bidder shall not employ anyone below the age of 18 years.

## 8 **Technical Bid**

- 8.1 The bidder has to submit the Technical Bid in the prescribed format i.e., Covering letter and other information as per the “Annexure-II” along with following documents fulfilling the eligibility criteria.
- 8.1.1 Demand Draft of Rs. 500/- (Rupees five hundred) only in favor of Member Secretary, SIDAC, drawn in any scheduled commercial bank payable at Bhubaneswar towards bid document cost.
  - 8.1.2 Earnest Money in form of a demand draft of Rs. 10,000/- (Rupees Ten Thousand) only in favor of Member Secretary, SIDAC, drawn in any scheduled commercial banks payable at Bhubaneswar.
  - 8.1.3 Valid registration certificate of the bidder towards its constitution/ necessary licenses or permissions &/or clearances towards running the proposed activity from the competent authority. In case of franchise, the bidder should submit the franchisee details of the brand and certificate of franchise.
  - 8.1.4 Valid Food License to operate Food Stall & Trade License from local Municipality.
  - 8.1.5 GST Registration Certificate and up-to-date annual returns of GST for the financial years 2020-21, 2021-22 and return copy upto Sept 2023.
  - 8.1.6 Copy of PAN Card and up to date return copy of Income Tax for the financial year 2021-22 and 2022-23.
  - 8.1.7 All documents as required to show proof of the similar experience along with supporting documents.
  - 8.1.8 Proof towards average ATO of Rs. 5.00 lakh for last two years.
  - 8.1.9 Individual bidders will submit detail list of all existing outlets with address.
  - 8.1.10 Power of Attorney in favor of the person signing the bid on behalf of the bidder.
  - 8.1.11 Undertaking in form of affidavit in the following:
    - 8.1.11.1 That no criminal case is pending with the police at the time of submission of bid.
    - 8.1.11.2 Not have been blacklisted by any Central/ State Government/ any autonomous bodies during the recent past.
    - 8.1.11.3 Regarding trueness and correctness of the information submitted by the firm.
    - 8.1.11.4 Have no child labour.
  - 8.1.12 The bidders should submit the details of items to be served in Food Stall along with rate chart or services to be rendered in KIOSKs in the prescribed format at Annexure-V.
  - 8.1.13 The bid submission checklist (Annexure-VI).
  - 8.1.14 In case, any or all of the provisions mentioned above are not applicable, the bidder should give a NIL statement/declaration to that effect. Non submission will not be considered as exemption.
- 8.2 Anyone found guilty of furnishing false information shall be blacklisted by the H.T.&H. Department, Govt. of Odisha and EMD or performance bank guarantee or both of such agencies shall be forfeited.

## 9 **Evaluation of Technical Bids**

- 9.1 The technical bid will be evaluated on the basis of bid documents submitted by the bidders and considering all aspects of eligibility criteria and experience.
- 9.2 Bids of those, who will qualify in the evaluation of technical bid by the designated committee, will be eligible for opening of the financial bid.

## 10 **Financial Bid**

- 10.1 The **Financial Bid** shall be the lump-sum quote for the annual maintenance cost of Food Stall/KIOSK (excluding the electricity charges & including GST) for the scope of work mentioned in the EOI bid document and has to be submitted in the prescribed format (Annexure-IV) which is to be submitted with the prescribed covering letter as per the Annexure-III. The offer must not be less than the minimum AMC as prescribed. The bidder should indicate the Food Stall No./KIOSK No.in Annexure-IV.
- 10.2 The minimum Annual Maintenance Cost for Kiosk-B in Ekamra Haat is **Rs. 3,50,000/-** (Rupees Three Lakh Fifty Thousand only) per year.
- 10.3 The minimum Annual Maintenance Cost for Inner Zone Food Stalls in Ekamra Haat is **Rs. 2,20,000/-** (Rupees Two Lakh Twenty Thousand only) per year.
- 10.4 The minimum Annual Maintenance Cost for Juice Centre – 2 in Ekamra Haat is **Rs. 1,50,000/-** (Rupees One Lakh Fifty Thousand only) per year.
- 10.5 The AMC is non-refundable in nature.

## 11 **Evaluation of Financial Bids**

- 11.1 The evaluation of the financial bid will be done basis the financial quote as mentioned in Annexure- IV.

## 12 **Selection of the Agency**

- 12.1 The technical bid will be opened first by a designated committee on a pre-decided date and time.
- 12.2 The financial bid of the bidders qualified in the Technical bid only will be opened thereafter by a designated committee on a pre-decided date and time.
- 12.3 Highest Quoted offer of the qualified bidder in each category of stall (not less than minimum annual maintenance cost as per Point 10) shall be the criteria for selection.
- 12.4 If required lottery system will be adopted for allotting a particular stall when more than one technically qualified bidder are at same AMC for that stall.

## 13 **Terms & Conditions for selected Bidder:**

- 13.1 Selected bidder has to abide by any conditions/ alterations as imposed by the authority time to time.
- 13.2 The selected bidder shall not assign any of its rights, or interest in respective agreement in favour of any company/person(s) at any time and for any reasons whatsoever.
- 13.3 The selected bidder will nominate a coordinator who shall be stationed at Bhubaneswar and shall be responsible for immediate interaction with the office as and when required.
- 13.4 Any other business or providing any other services or any other activities or displays/ exhibition or any hoarding advertisement other than activity as approved by SIDAC will not be allowed within the premises.
- 13.5 Any damage to the tendered site or any other ancillary structures including supporting structures shall be the sole responsibility of the selected bidder, which shall be repaired by the selected bidder. If any loss or damage is caused the same shall be recovered from the performance security deposit.
- 13.6 The selected firm has to deposit the annual maintenance cost before occupying the stall. The electricity charges will be collected on monthly basis as per the actual meter reading.
- 13.7 The annual maintenance cost (non-refundable in nature) will be charged for one year and may be revised from time to time basing upon the market rate as to be fixed by the authority.
- 13.8 Applicable income tax, shall be deducted at source from all accepted payments, in accordance with the provisions of Income Tax Act, 1961 as amended from time to time.
- 13.9 The Agency is solely responsible for any dispute arises towards permissions / licenses / clearances / sanctions. SIDAC authority will no way be linked with the dispute.



#### The Performance Bank Guarantee (PBG)

- 13.10 The selected bidder shall have to sign an agreement/undertaking in Non-Judicial Stamp paper of appropriate value along with deposit of **INR 75,000.00 (Rupees Seventy-five thousand only) per each stall (Food Stall/KIOSK/JC-2)** in shape of DD/FD pledged to SIDAC towards performance security within 7 days from receipt of intimation.
- 13.11 The Performance Security includes the amount deposited as EMD with the EOI document.
- 13.12 Failure to comply with the conditions of the agreement/undertaking shall constitute sufficient ground for the forfeiture of the PBG.
- 13.13 No interest shall be paid on the PBG. The PBG shall be refunded after successful completion of the event.
- 13.14 In case of breach of any terms & conditions, the performance security deposit of the selected bidder shall be liable to be forfeited besides annulment of the agreement.

#### Contract Negotiation

- 13.15 If required will be held at a date, time and address under intimation to the selected bidder. Representative conducting negotiations on behalf of the bidder must have written authority to negotiate and conclude a contract.

#### Tendered Space & Utilities

- 13.16 The selected bidder may use the tendered space for the activities as approved by SIDAC. SIDAC reserves the right to choose the commercial activities to be done at the tendered premise of the Food Stall/KIOSK/JC.
- 13.17 The authority will provide a built up space only for Food Stall. The bidder has to arrange dining table/ chair and other furniture etc. for running the food stall and also take necessary steps for regular sanitization of the chair/ table and dining area. The bidder has to restrict his activities within the allotted premises (plastic furniture to be avoided local craft furniture to be preferred).
- 13.18 Under no circumstances, any form of permanent structures shall be constructed or installed in the tendered kiosks for running commercial activity.
- 13.19 The timing of the opening of Food Stall /KIOSK for serving food /commercial activities will be from 10.00AM to 9.00 PM only. However, on special occasion (exhibitions/ festivals) it can be changed as per approval of the authority.

#### Manpower Management

- 13.20 Security staffs of Ekamra Haat shall be at liberty to exercise check on any of the allottees, staff / supervisor / manager while entering the premises, during the work and while leaving from the premises. The agency may issue identity cards to each of its staffs at their own cost for entry into the licensed premises.
- 13.21 The selected bidder shall not engage anyone below the age of 18 years.

#### Permissions/ Licenses/ Clearances/ Sanctions

- 13.22 Procuring all the permissions/ licenses etc. required from the statutory/ regulatory/ civic authorities concerned from time to time for using the tendered space for food service /desired commercial purposes / business, will be sole responsibility of the selected bidder.
- 13.23 The selected bidder shall be responsible for obtaining fire NOC for their licensed area/space from the competent authorities for utilities, fire fighting, etc., at its own cost and comply with all statutory requirements in connection with this tender document.
- 13.24 The selected bidder shall ensure that they follow and adhere to the Guidelines, Rules, Regulations and Acts defined by Local Municipal Corporation and its amendments time to time.

14 **Terms of Payment:**

14.1 The selected bidder needs to ensure regular and timely payments of all amounts due to the Authority and discharge all obligations as per provisions of this tender document.

14.2 Payment of all statutory taxes, GST, local levies, statutory dues, etc. as and when due and as applicable, should also be done with the concerned authority.

15 **Governing Law and Penalty Clause:**

15.1 The selected agency shall handover the vacant and peaceful possession of the licensed premises along with all the lands, building, fixtures and fittings to the Authority on expiry, revocation/ termination of the license to be granted within 15 days of the expiry, revocation/ termination of the license. If he fails to handover the possession of the premises on termination/ expiry of the license peacefully within 15 days, Authority has the right to charge damages for illegal use and occupation of the premises @ Rs. 2,000/- per day till such time the premises is vacated. In addition, the Performance Bank Guarantee amount shall also be forfeited.

15.2 The authority reserves the right to accept or reject any or all the offers without assigning any reason thereof.

Dispute Resolution

15.3 Any dispute arising out of the EOI, the decision of the Principal Secretary to Government, Handlooms, Textiles and Handicrafts Department, Government of Odisha shall be final & binding.

15.4 In case of a dispute, it will be governed by the laws of the court in Bhubaneswar.

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**AFFIDAVIT**

*(On non-judicial stamp paper of appropriate value before Notary)*

I, hereby undertake that there is no criminal case pending in any Court of Law against our company or against the Proprietor/Director/Persons to be deployed by our company.

I/we further certify that Proprietor/Director/Persons to be deployed by our company of my company have not been convicted of any offence in any Court in India during the recent past.

I, hereby undertake that, our organization has not been blacklisted/debarred by any of the Central/State Government Department/Office or by any Public Sector undertaking (PSUs) and not blacklisted by any authority during the recent past

I hereby declare that all the information and statements provided in the technical proposal are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our proposal.

I, hereby undertake that, our organization has not engaged/will not engage any person below the age of 18 years.

Authorised Signature  
(in full and initials)

Name and Designation of the Signatory  
Name of the Bidder and Address:

This affidavit is made to applying for Food Stalls/KIOSKs/JC-2 in Ekamra Haat, Bhubaneswar.

**TECHNICAL BID COVERING LETTER**  
*(ON BIDDER LETTER HEAD)*

[Location Date]

To

[Name and Designation of  
Tender Inviting Authority]  
(Office Address and Location]

Sub:- EOI for Allotment of Food Stalls/ KIOSK B/ Juice Centre-2 at Ekamra Haat,  
Bhubaneswar. (Technical Proposal)

Dear Sir,

I, the undersigned, offer to participate in the tender process to provide services for Food Stalls/KIOSKS/JC-2 in Ekamra Haat, Bhubaneswar in accordance with your EOI Notice No.: ..... Dated ..... We are hereby submitting our proposal, which includes Technical Proposal and Financial Proposal sealed in separate envelopes for allotment of Food Stall No...../ KIOSK B / Juice Centre-2.

I, hereby declare that all the information and statements provided in the technical proposal are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our proposal. Our proposal will be valid for acceptance up to 1 Year and I confirm that this proposal will remain binding upon us and may be accepted by you at any time before the validity of the bid.

I, hereby unconditionally undertake to accept all the terms and conditions as stipulated in the EOI document. In case any provision of this tender are found violated, then your office shall have the rights to reject our proposal including forfeiture of the earnest money deposit absolutely.

Yours faithfully,

Signature of the Bidder /  
Authorised Person

Name and Designation: \_\_\_\_\_

Address of the Bidder: \_\_\_\_\_

### Format for Information

1	Name of the Bidder	
2	Types of stall applied for (plz tick the preferred one)	1. Food Stall 2. KIOSK 3. JC-2
3	Details of Bid Document Cost (Demand Draft Details)	DD No:
		Date:
		Amount(Rs.)
		Drawn on Bank.
4	Details of EMD:	DD No:
		Date:
		Amount(Rs.)
		Drawn on Bank.
5	Name of the Director/Proprietor	
6	Full Address of Registered Office if any	Postal Address:
		Telephone No.
		FAX No.
		E-Mail Address
7	Name & telephone number of the authorised person signing the bid	
8	Bank Details	Account Number:
		Bank and Branch Name:
		IFSC Code
9	PAN No. (Attach self attested copy )	
10	GSTIN (Attach self attested copy)	
11	Acceptance to all the terms & conditions of the tender(Yes/No)	
12	Power of Attorney/authorisation letter for signing of the bid documents (submitted/ not submitted)	
13	Kindly mention the total number of pages in the tender document.	

14. Details of the similar type service provided by the bidder:

S N	Name of Authority with complete address & Phone No. to whom service was provided.	Type of services with details of manpower /furniture etc. deployed	Duration	
			From	To
1				
2				
3				
4				

**15. Declaration**

I, Shri ..... Son/Daughter/Wife of  
Shri\_\_\_\_\_ Proprietor/Director/Authorized signatory of  
\_\_\_\_\_(Name of the Service Provider), competent to sign this  
declaration and execute this tender.

I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.

The information and documents furnished along with the EoI are true and authentic to the best of my knowledge and belief. I am well aware of the fact that, furnishing of any false information/fabricated document would lead to rejection of our tender at any stage besides liabilities towards prosecution under appropriate law.

(Signature of Authorized Representative with seal)

Place:\_\_\_\_\_

Date\_\_\_\_\_

**Enclosures:**

- i. Bid processing Fee in the form of Demand Draft in original.
- ii. EMD in the form of Demand Draft in original.
- iii. Copy of tender document (each page must be signed and sealed)
- iv. Duly filled Technical Bid and Financial Bid
- v. List of Documents as applicable.

**FINANCIAL BID COVERING LETTER**  
*(ON BIDDER LETTER HEAD)*

[Location Date]

To

[Name and Designation of  
Tender Inviting Authority]  
(Office Address and Location]

Sub:- EOI for Allotment of Food Stalls/KIOSK B/JC-2 at Ekamra Haat, Bhubaneswar.  
[Financial Proposal]

Sir,

I, the undersigned, offer to provide the services for Food Stalls/ KIOSKs in Ekamra Haat, Bhubaneswar in accordance with your EOI No.: ..... Dated ..... Our attached financial price is {.....  
.....*insert amount(s) in words and figures*} for the proposed service in respect of Food Stall No...../ KIOSK B / JC-2. I do hereby undertake that, in the event of acceptance of our bid, the services shall be provided in respect to the terms and conditions as stipulated in the tender document.

Our financial proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the proposal of 1 year. I have carefully read and understood the terms and conditions of the EOI to provide the services accordingly.

I understand that you are not bound to accept any proposal you receive.

Yours faithfully,

Authorized Signatory  
(in full and initials)

Name and Designation of Signatory with Date and Seal:\_\_\_\_\_

Address of the Bidder:\_\_\_\_\_

**FORMAT FOR FINANCIAL PROPOSAL**

<b>Name of the Project</b>	<b>Financial Quote (in INR)</b> <i>Amount in Figure &amp; Word</i>
Annual Maintenance cost towards running Food Stall / KIOSK /JC-2  (Please indicate the Food Stall No./ KIOSK B / JC-2)_____in Ekamra Haat, Bhubaneswar for a period of One Year Only.	

*\*This is the only component that will be taken into consideration for the financial bid*

Authorised Signatory(in full and initials)

Name and Designation of Signatory with Date and Seal:\_\_\_\_\_



## Annexure-V

The bidder has to submit the detail information as per the following regarding types of menu. This document is a part of the Technical Bid and must be attached in the technical bid document for selection process.

### **A. Food Stall**

Sl No	Type of Food Service	Food Menu	Quantity	Rate (Rs)
1	2	3	4	5
1	Breakfast			
2	Lunch/ Dinner (Veg Thali)	Plz specify the items in the veg thali	Buffet system/ Parcel system	
3	Lunch/Dinner (Non Veg Thali)	Plz specify the items in the non-veg thali	Buffet system/ Parcel system	
4	Tea, Coffee etc	Tea	Per cup	
		Coffee	Per cup	
		Water Bottle (Brand/MRP)	Per bottle	
		Snacks (Specify)		
5	Any other items/ snacks			

### **B. KIOSKB/JC2**

Sl No	Type of Service	Menu	Quantity	Rate (Rs)
1	2	3	4	5
1				
2				
3				
4				
5				

**BID SUBMISSION CHECK LIST**

SL.NO	Description	Submitted (Yes/No)	Page No.
<b>TECHNICAL BID (ORIGINAL)</b>			
1	Covering letter along with information in Bidders Letter Head		
2	Bid Processing Fee (Demand Draft)		
3	EMD (Demand Draft)		
4	Valid registration certificate of the bidder towards its constitution from the competent authority.		
5	Valid food license & Trade License (as applicable)		
6	GST Registration Certificate and up-to-date return		
7	PAN and up-to date return of income tax		
8	Similar Past Experience along with supporting documents.		
9	ATO of Rs. 5.00 lakh for last two F.Y 2021-22 & 2022-23 certified by the Chartered Accountant		
10	Individual bidders will submit detail list of all existing outlets with address.		
11	Power of Attorney in favour of the person signing the bid on behalf of the bidder.		
12	Undertaking in form of Affidavit for not have been black-listed by any Central/State Govt./any Autonomous bodies during the recent past, for not having any police case pending against the bidder & regarding trueness of information submitted/have no child labour.		
13	Details on food stall type/ food items to be served along with the rate chart (Annexure-V)		
<b>FINANCIAL BID (ORIGINAL)</b>			
1	Covering Letter in Bidders Letter Head		
2	Duly filled in Financial Bid		

***It is to be ensured that:***

All information has been submitted as per the prescribed format only.

Each part has been separately bound with no loose sheets and each page of all page numbered along with Index Page.

All pages of the proposal needs to be sealed and signed by the authorized representative.

Authorized Signatory ( in full and initials): \_\_\_\_\_

Name and Designation with Date