

## **Expression of Interest**

“Expression of Interest” in sealed cover is hereby invited for allotment of Food Stall / Stalls in 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 **27-10-2021**. The details of EOI will be available in the website w.e.f. **12-10-2021**.

Sd/-  
**Member Secretary**



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

*Handlooms, Textiles & Handicrafts Department, Govt. of Odisha*

Handicrafts Complex, Gandamunda, Bhubaneswar-750030

Tel. No. +91 (0) 674 2350318, E-mail: [sidacorissa@gmail.com](mailto:sidacorissa@gmail.com), [www.sidacodisha.org.in](http://www.sidacodisha.org.in)

**EXPRESSION OF INTEREST**  
**FOR**  
**ALLOTMENT OF FOOD STALLS**  
**AT**  
**EKAMRA HAAT, BHUBANESWAR**

**State Institute for Development of Arts & Crafts (SIDAC)**

Handicrafts Complex, Gandamunda, Khandagiri

Bhubaneswar-751030

Tel: (0674) 2350318

e-mail: [sidacorissa@gmail.com](mailto:sidacorissa@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 CALL NOTICE FOR ALLOTMENT OF FOOD  
STALL IN EKAMRA HAAT, BHUBANESWAR**

**No-2293**

**Date: 11.10.2021**

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 are invited from interested Hoteliers/ Restaurants/Organizations/ Individuals/ Startups for allotment of food stalls under different categories at EKAMRA HAAT, Bhubaneswar.

The interested bidders may visit the “Ekamra Haat” situated in Bhubaneswar for ascertaining the site condition, location, surroundings etc. before submission of the bid offer. The EMD of Rs.10,000/- (Per stall) is to be deposited in shape of DD in favour of Member Secretary, SIDAC, payable at Bhubaneswar. The Bid Document can be downloaded from the website: [www.sidacodisha.org.in](http://www.sidacodisha.org.in) . The bidder has to submit the cost of bid document @ Rs. 500/- in shape of DD in favour of Member Secretary, SIDAC, payable at Bhubaneswar along with the Technical Bid. The last date of receipt of the sealed offer in the office at SIDAC is up to 05.00 P.M. on dt. 27.10.2021. The "Technical Bids" will be opened at 11.30 A.M. on dt. 02.11.2021 in presence of the bidders or their authorized representatives. The "Financial Bids" of only qualifying bidders 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 Client	State Institute for Development of Arts & Crafts (SIDAC) Handlooms, Textiles & Handicrafts Dept. Govt of Odisha
2	Method of Selection & Proposal validity	Upper-end Cost Selection Process after qualifying in technical bid. The validity of the tender is initially for a period of 1 year and may be extended basing on performance.
3	Date of Issue of EOI	12.10.2021
4	Last date of receipt of EOI Proposal	27.10.2021 (Up to 05.00 PM)
5	Date of opening of Technical Bid a- Document verification b- Menu Verification	02.11.2021  Will be intimated after verification of documents.
6	Date of opening of Financial Bid	Will be intimated later after opening of Technical bid to qualified bidders
7	Expected date of commencement of Assignment	11.11.2021
8	Bid document Fee (Non Refundable)	Rs 500/- (Rupees Five Hundred only) in shape of DD favouring Member Secretary, SIDAC drawn in any scheduled commercial bank payable at Bhubaneswar.
9	Earnest Money Deposit (EMD) Refundable	Rs. 10,000/- (Rupees Ten Thousand only) In shape of DD favouring Member Secretary, SIDAC drawn in any scheduled commercial bank payable at Bhubaneswar.
10	Contact Person	Member Secretary, SIDAC Contact No- 0674-2350318 E mail: <a href="mailto:sidacorissa@gmail.com">sidacorissa@gmail.com</a>
11	Postal Address for submission of proposal	Member Secretary, State Institute for Development of Arts & Crafts Handicrafts Complex, Gandamunda, Khandagiri, Bhubaneswar, Odisha, 751030
12	Mode of Submission of bid	By 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 bids will be rejected.
13	Place of opening of bids	SIDAC, Bhubaneswar.
14	Website to visit for download of bid document.	<a href="http://www.sidacodisha.org.in">www.sidacodisha.org.in</a>

**EXPRESSION OF INTEREST CALL NOTICE FOR ALLOTMENT OF FOOD STALLS AT  
EKAMRA HAAT, BHUBANESWAR**  
**Terms of Reference (ToR)**

**1. Introduction:**

“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. It has been created to function as an autonomous agency for all round development of Handicraft sector. Recently Govt. in HT&H department has entrusted SIDAC for day-to-day management of three Urban Haats at Bhubaneswar, Puri and Konark. Urbaan Haats are established for providing marketing opportunity to the artisans and weavers of the state. Apart from stalls for handloom and handicraft products, there are food stalls which are to be allotted to some of the branded restaurants selectively so that the business for both the sides i.e. Handicrafts/Handlooms vis-a-vis Restaurants will grow symbiotically.

**2. Objective:**

The chief objective of allotment of food stalls at Urban Haat, Bhubaneswar (Ekamra Haat) is to provide refreshment facility to visitors/ buyers with a variety of ethnic Odia foods, other state foods and high-end branded foods in one place. This will help in attracting more visitors/ buyers and promote sale of handicrafts and handloom products.

**3. Scope of the Bidding:**

- a. There are few food stalls laying vacant in Ekamra Haat, Unit-3, Bhubaneswar. In order to have maximum variety of food items, the stalls will be allotted under following different categories as mentioned in Table 1:

**TABLE-1**

S.N.	Category of Stall	Stall must serve
1	2	3
1	Ethnic Odia Food:	i. Odia traditional Foods with Peetha and Sweets <b>or</b> ii. Odia traditional Foods with Patra-poda Delicacies <b>or</b> iii. Odia traditional Foods with Pakhala and related dishes <b>or</b> iv. Other ethnic odia delicacies
2	North-eastern Indian Food	Momos, Noodles, Thukpa , Laksa etc
3	North Indian food	Chaat, Paratha, Mughlai, Chhole Bhature etc.
4	Western Indian food	Recipes of Gujurat, Rajasthan etc
5	High End Branded Food	Must be a popular branded Franchise or well-known brand in the food or beverage segment

- b. The bidding is proposed to be done for individual stalls.

c. Bidding for Individual Stalls:

- i. The bidder has to clearly mention the type of food stall applied, from among the five categories as mentioned in the table -1, in the tender paper and also on the covering envelopes.
- ii. A bidder can submit his bid for one category of food stall ordinarily.
- iii. If the bidder wants to compete for other categories, he/she has to apply in a separate envelope with separate bid document and EMD etc.

**4. General Terms and Conditions.**

- i. The Bid document should be submitted in sealed cover super scribed with "EOI for Allotment of Food Stall at Ekamra Haat, Bhubaneswar" in the category of ..... (Please mention bid type/ type of food stall applied for). The packet should contain technical bid and financial bid in separate sealed covers and should reach State Institute for Development of Arts & Crafts, (SIDAC), Gandamunda, Khandagiri, Bhubaneswar by **5 PM on dt 27.10.2021.**
- ii. The bidder has to furnish an affidavit to operate the food stalls as per the guidelines of COVID 19 notified by Govt. of Odisha/ Govt. of India till the pandemic situation is over. The dining area (utensils/ chairs etc) of the food stall space should be organised in such a way to maintain social distance and regular sanitization of the utensils/ furniture etc as per the requirement.
- iii. The bidders 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 5 of the DATA SHEET**. Submission of proposal through any other mode will not be accepted and late bid will be rejected. The client will not be responsible for postal delay/ any consequence in receiving of the proposals.
- iv. The bidder should fill the "Bid Submission Check List" very carefully at "annexure-VIII" and should keep the same on the front page of the EOI document.
- v. All the pages of the bid document including the tender paper have to be serially numbered, sealed and duly signed by the authorized representative.
- vi. The bidder shall deposit earnest money as prescribed in the EOI call Notice as a guarantee in 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 bidder is not accepted the earnest money will be refunded without any interest.
- vii. No modification to the bid documents shall be allowed once it is received by the authority.
- viii. The bidder has to furnish undertaking by way of affidavit to maintain hygienic condition of the kitchen, the dining area, sell hygienic food items and beverages at the food stall as per the approved menu chart and price list and shall be solely responsible for all liabilities for running the food stall in the Ekamra haat campus.
- ix. The firm must obtain for himself on his own responsibility and at his own expense all the information after visiting the site at Ekamra Haat, Unit-III, Bhubaneswar and ascertaining for themselves the site condition, location surroundings, access to site, applicable laws and regulations or any other matter considered relevant for submission of the offer.
- x. **Performance Bank guarantee (PBG):** The qualified bidders shall have to sign an agreement in Non-Judicial Stamp paper of appropriate value with deposit of Rs. 75,000/- (Per Stall) in shape of Bank Guarantee towards performance security within 07 days after

acceptance of the bid by SIDAC. Failure to comply with the terms and conditions of contract shall constitute sufficient ground for the forfeiture of the PBG. No interest shall be paid on the PBG. The PBG shall be refunded after successful completion of allotment term subject to the fulfilment of all conditions.

- xi. The allottee should obtain the food license for the allotted food stall from the competent authority within the specified time.
- xii. The Ekamra haat authority will provide a built-up space only. The allottee has to arrange dining table/ chair and other furniture etc from own source for running the food stall. The allottee of food stall will take necessary steps for regular sanitization of the chair/ table and dining area. The allottee has to restrict his activities within the allotted premises. The allottees will ensure that plastic furniture is avoided and local craft furniture is to be preferred.
- xiii. The selected agency will have to make necessary arrangement to deploy sufficient number of staffs, kitchen equipments/ utensils & drinking water to run the food stall.
- xiv. Child labour is strictly prohibited in the campus of Ekamra Haat.
- xv. Adequate number of fire extinguishers needs to be installed in the kitchen and dining area (Minimum 03 Nos of Fire extinguishers) or as to be specified by the Fire Officer of Govt. of Odisha.
- xvi. Fire retardant solution to be sprayed in all fabrics/ flex materials used inside/ outside the kitchen and dining area.
- xvii. As the Ekamra haat area is a plastic free zone, the selected bidder has to use eco friendly materials in the food stalls for serving food and shall not use banned plastic materials (as notified by Govt. of Odisha) under any circumstances and furnish affidavit to that effect.
- xviii. Tea/ coffee may be served in kulhad (earthen pot) or paper cup only. Paper/ Bamboo Straw and paper bags are permitted in Ekamra Haat premises.
- xix. The solid waste generated from the food stall must be disposed in the earmarked area/ container.
- xx. The timing of the opening of stalls will normally be from 10.00AM to 9.00 PM. However, on special occasion (exhibitions/ festivals) it can be changed as per approval of the authority. Besides, the opening time will be governed by the guidelines of SRC, Odisha in connection with COVID-19.
- xxi. The allottees have to be ready to provide take away service to customers also.
- xxii. The individual allotted bidder shall not sublet the allotted food stall to any other firm under any circumstances.
- xxiii. Extra decoration/signage/flex in the cafeteria premises may not be allowed and as exception it may be done with the prior permission of the competent authority.
- xxiv. **The contract will be valid initially for a period of One year only. Further extension will be considered basing on performance.**
- xxv. The agreement is liable to be terminated in case of non-performance, deviation of terms & conditions of contracts. If any loss or damage will be caused by the allottee, the same shall be recovered from the performance bank guarantee.
- xxvi. The firm should not have been convicted by any court of law. No adverse orders should have been passed against the firm by any Government authorities. No investigation by any authority as stated above should be pending against the firm.
- xxvii. In case of breach of any terms & conditions, the performance bank guarantee of the firm shall be liable to be forfeited besides annulment of the agreement.
- xxviii. The firm has to sign an agreement on the rules and regulations to be followed before occupying the food stall. Any deviation from the agreement will lead to cancellation of the allotment and blacklisting.
- xxix. Bidder has to abide by any other conditions as imposed by the authority from time to time.

## 5. Technical Bid

The firm has to submit the Technical Bid in the prescribed format i.e. Covering letter and other related information as per the “Annexure-IV” along with following documents fulfilling the eligibility Criteria.

- i. Demand Draft of Rs. 500/- (Rupees five hundred) only in favour of Member Secretary, SIDAC payable at Bhubaneswar towards bid document cost.
- ii. Earnest Money in form of a demand draft of Rs. 10,000/- (Rupees Ten Thousand Only) (per stall) from scheduled commercial bank drawn in the name of Member Secretary, SIDAC.
- iii. GST Registration Certificate and up-to-date return for the FY 2019-20.
- iv. GST Registration Certificate for Startups.
- v. PAN and up-to date return of income tax for FY 2019-20.
- vi. PAN for Startups
- vii. Past Experience if any.
- viii. Individual bidders will submit detail list of existing outlets with address. The bidders applying for high end branded category should submit the franchisee details of the brand and certificate of franchise.
- ix. Bidders applying for food court will submit details of the similar experience along with supporting documents.
- x. Undertaking that no criminal case is pending with the police at the time of submission of bid. (Annexure-I).
- xi. Undertaking in shape of affidavit for not have been blacklisted by any Central/ State Govt/ any autonomous bodies during the recent past (Annexure-II)
- xii. Undertaking regarding trueness and correctness of the information submitted by the firm (Annexure-III)
- xiii. The bidder has to attach the detail menu chart with price list in the prescribed format at “Annexure-VII” in the Technical bid documents.
- xiv. The food items as per menu and rate chart will be verified and evaluated by the designated committee at a specified time/place after opening and acceptance of technical bids. Evaluation will be made on the basis of the factors such as Hygiene, Variety, Price, Taste and Presentation etc. Discrepancies observed if any on the food items as per menu and rates by the designated committee will lead to disqualification of the bidder for opening of the financial bid.
- xv. Bids of those who will qualify the evaluation of menu and rate chart by the designated committee will be eligible for opening of the financial bid.
- xvi. Anyone found guilty of furnishing false information shall be blacklisted by the HT&H Department, Govt of Odisha and EMD or performance security deposit of such agencies shall be forfeited.

## 6. Financial Bid

- i. The financial bid will be the annual maintenance cost of the food stall which is excluding the electricity charges.
- ii. The Minimum annual maintenance cost for each food stall in Ekamra haat is Rs. 1,50,000/- (Rupees One Lakh fifty thousand) only per stall per year.



- iii. The financial quote has to be submitted in the prescribed format at Annexure-VI with the prescribed Covering Letter at annexure-V
- iv. The selected firm has to deposit the annual maintenance cost before starting the business. The electricity charges will be collected on monthly basis as per the actual meter reading.
- v. The annual maintenance cost 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.

**7. The selection Process:**

Quoted offer of the highest qualified bidder in each category of stall (but not less than minimum annual maintenance cost of Rs. 1,50,000/- per stall) shall be the criteria for selection.

8. The authority reserves the right to reject any or all the offers at any point of time without assigning any reason thereof.
9. If any dispute arises out of the EOI, the decision of the Commissioner- cum- Secretary to Government, Handlooms, Textiles and Handicrafts Department, Government of Odisha shall be final & binding.

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**UNDERTAKING**

*(On the Bidder's Letter Head regarding not having any judicial proceedings pending for any criminal offence)*

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 understand that I am fully responsible for the contents of this undertaking and its truthfulness.

Authorised Signature  
( in full and initials)

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

**UNDERTAKING**

*(on the Stamp Paper of appropriate value in shape of affidavit from the Notary regarding non-blacklisting)*

I, hereby undertake that, our organisation 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.

Yours sincerely,

Authorised Signature

(in full and initials)

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

**UNDERTAKING**

*(On the Bidder's Letter Head regarding trueness of the submitted information)*

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

Authorised Signature  
( in full and initials)

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

**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 in Ekamra Haat, Bhubaneswar (***Plz mention type of food stall applied for***) (Technical Proposal)

Dear Sir,

I, the undersigned, offer to participate in the tender process for allotment of Food Stalls 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.

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 expiry of 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 is found violated, then your office shall have the rights to reject our proposal including forfeiture of the earnest money deposit absolutely.

I remain,

Yours faithfully,

Authorised Signatory  
with Date and Seal

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

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

### Format for Information

1	Name of the Bidder	
2	Types of Food stall applied for (plz tick the preferred one)	1. Ethnic Odia Food: 2. North-eastern Indian Food 3. North Indian food 4. Western Indian food 5. High End Branded Food
3	Details of Bid Document Cost (Demand Draft Details)	DD No:
		Date:
		Amount (Rs.)
		Drawn on Bank.
4	Details of EMD: (Demand Draft Details)	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 Name	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	Please submit an undertaking that no criminal case is pending with the police at the time of submission of bid. (submitted/ not submitted)	
14	Kindly mention the total number of pages in the tender document.	

#### 15. Declaration

I, Shri .....Son/Daughter/Wife of Shri \_\_\_\_\_  
Proprietor/Director/Authorised signatory of \_\_\_\_\_ (Name of the Service Provider),  
am 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 tender 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 Authorised Representative with seal)

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

Date \_\_\_\_\_

Enclosures:

- i. Bid Document Cost 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 in Ekamra Haat, Bhubaneswar (***Plz mention type of food stall applied for***) [Financial Proposal]

Sir,

I, the undersigned, offer to participate in the tender process for allotment of Food Stalls in Ekamra Haat, Bhubaneswar in accordance with your EOI Notice No.: ..... Dated ..... . Our attached financial price is ***{insert amount(s) in words and figures} towards the maintenance cost of the food stall per annum}***. 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.

I remain,

Yours faithfully,

Authorised Signatory  
(in full and initials)

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

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



**FORMAT FOR FINANCIAL PROPOSAL**

**Applied for Individual stall under \_\_\_\_\_ food category**

<b>Component</b>	<b>Amount (in Rs.) <i>In figure &amp; Word</i></b>
Annual Maintenance Cost for one Food Stall in Ekamra Haat, Bhubaneswar for a period of 1 year. (The maintenance cost is excluding electricity bill)	



## BID SUBMISSION CHECK LIST

SL.NO	Description	Submitted (Yes/No/others)	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	GST Registration Certificate and up-to-date return. (Only GST Registration for Start-ups)		
5	PAN and up-to date return of income tax 2019-20 for others. (Only PAN Registration for Start-ups)		
6	Power of Attorney in favour of the person signing the bid on behalf of the bidder.		
7	Past Experience if any.		
8	Undertaking for not have been black-listed by any Central/State Govt/any Autonomous bodies during the recent past		
9	Undertaking for not having any police case pending against the bidder.		
10	Undertaking regarding trueness of information submitted.		
11	Details on food stall type/ food items to be served along with the rate chart (Annexure-VII)		
12	Undertakings by way of affidavit as specified in the TOR		
<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 authorised representative.

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

Name and Designation with Date