

**EXPRESSION OF INTEREST  
FOR  
SUPPLY OF FOOD AND MAINTENANCE OF  
HOSTEL FOR CIVIL SERVANT ASPIRANTS IN  
BHUBANESWAR, ODISHA  
Deptt. Of Higher Education  
Govt. of Odisha**

Bhubaneswar

**Notice Inviting Expression of Interest for**

**Selection of AGENCY/ ORGANISATION/ CONSORTIUM for Supply of Food and maintenance of Hostel for Civil Service Aspirants at Bhubaneswar**

**No: 52075**

**Bhubaneswar. Dated: 17.12.2022**

Deptt. Of Higher Education invites Proposals from reputed Agencies / Organisation/ Consortium for supply of food and maintenance of Hostel for the Civil Service Aspirants at Bhubaneswar, Odisha as specified in this Document. The detailed document can be downloaded from the website link [www.dhe.odisha.gov.in](http://www.dhe.odisha.gov.in) from onwards.

The last date and time for submission of document by speed post/ registered post/ courier/ hand in all working days at the Deptt. of Higher Education Based on the eligibility criteria as mentioned in the EOI, the applicant agency / organization will be selected. The Secretary reserves the right to accept or reject any application without assigning any reason thereof.

Sd/-

**Joint Secretary  
Deptt of Higher Education**

## DISCLAIMER

The information contained in this Expression for Interest (hereinafter referred to as “”) document provided to the applicants, by the Deptt. of Higher Education.

The purpose of this document is to provide the information for supply of food and maintenance of Hostel for the Civil Service Aspirants at Bhubaneswar.

Each bidder should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this document and wherever necessary obtain independent advice from appropriate sources. The employees of this Deptt.. shall have no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of the document.

The Deptt. of Higher Education may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this document.

## Fact Sheet

| Sl. No. | Milestone   | Date  |
|---------|---|---|
| 1       | Availability of document in the website                           | 20.12.2022  |
| 2       | Last date and time for receipt of EOI                             | 20.01.2023( 5:00 PM)  |
| 3       | Place of submission of EOI  | Higher Education Department                                       |
| 4       | Date and time of opening of EOI(Technical)                        | 21.01.2023( 3:30 PM)  |
| 5       | Date and time of opening of EOI(Financial)                        | 25.01.2023( 3:30 PM)  |
| 6       | For further Details   | <a href="https://dhe.odisha.gov.in">https://dhe.odisha.gov.in</a> |
| 7       | Cost of tender paper  | Rs. 5000/- (Rupees five thousand only)                            |
| 8       | EMD(Demand Draft)   | Rs. 30,000(Rupees thirty thousand only)                           |
| 9       | Performance Bank guarantee at the time of execution of agreement. | Rs. 1,00,000(Rupees one lakh only)                                |

Note:

1. The Department of Higher Education reserves the right to change any schedule. Please visit the website mentioned in the document regularly for the same.
2. Tenders must be submitted before the date, time and venue mentioned in the Fact Sheet. Tenders received after the deadline will not be considered.

## 1. Background

The Civil Services Examination (CSE), is one of the toughest exams and cracking it is not easy without the right preparation. Every year, lakhs of candidates appear for CSE but only a few get selected. Most candidates do not get qualified because of flaws in preparation and various other reasons. Some of the reasons are given as under.

There are many young students who are bright, talented and have the tenacity to compete in civil service exams but are handicapped by inability to get access to quality coaching up-to-date study materials. Some candidates opt out of the race due to lack of proper motivation or guidance, stating that civil services placement is an impossible dream.

Odisha is found to be backward because the civil service aspirants especially those belong to SC/ST/OBC/Economically weaker section are not able to receive good guidance and smart coaching support due to their social condition and unavailability of quality coaching institution in their native districts.

Therefore, the Department of Higher Education has decided to initiate a pilot project in Odisha to groom and prepare a cadre of 200 students with right attitude and good academic record selected across the 30 districts, with specialized coaching, Hostel and reading room facilities.

The Deptt. of Higher Education invites Expression of Interest ( ) from the registered and experienced agencies / organization for PROVIDING FOOD AND MAINTENANCE SERVICES TO THE HOSTEL FOR CIVIL SERVICE ASPIRENTS. The aims to empanel successful agencies/ organizations/ Consortium that will be responsible for providing food and maintenance services for Hostels for Civil Service Aspirants.

## 2. Objectives of the Proposal

The Deptt. of Higher Education recognises the potentials of Odia Civil Service aspirants and believes that if they are groomed with specialized coaching, provide them Hostel facilities with all necessary amenities most of them can able to crack the Civil Service Examinations. Hence the objectives of the project is

- a. To select the most needy underprivileged Civil Service aspirants who have potential and right attitude to get success in Civil Service and other Lucrative Service Examinations.
- b. To impart specially designed integrated coaching to the selected students in a techno-based classroom set up by a team of Expert Coach of National reputation and background of successfully producing IAS officers.
- c. To make their body, mind, emotion and spirit fit by providing a proper living environment, food and other services to enable them to appear Civil Service examinations with full spirit.
- d. To provide Hostel facilities at Bhubaneswar with quality food and all other necessary amenities such as reading room facilities so that they can study in a hassle free environment.

- e. To provide necessary counseling services, sanitation, health care, Yoga and Pranayam, during their study.

### 3. Scope of Work

The Agency/ organization shall be responsible to supply food and maintaining of day to day operations of the Hostel at Bhubaneswar. More specifically, it would

- I. Provide quality food as per the diet chart to be provided by the Deptt. from time to time
- II. Provide bed, Mosquito Net, Bed Sheet, Blanket and Pillow and other bedding items.
- III. Provide pure drinking water facilities.
- IV. Provide specialized counseling services and psychological support to the students.
- V. Provide health care and hygiene services as per the need of the students.

### 1. Instruction to the applicants

- I. The Document can be downloaded from the website <https://dhe.odisha.gov.in> up to the date and time mentioned in the Notice.
- II. The Bidders are invited to submit Technical Proposal as per the given formats in separate sealed covers for the services required for the assignment.
- III. Applicants are advised to study all instructions, forms, terms, requirements and other information in the documents carefully. Submission of bid shall be deemed to have been done after careful study and examination of the document with full understanding of its implications. The response to this should be full and complete in all respects. Failure to furnish all information required by the document or submission of a proposal not substantially responsive to the documents in every respect will be at the Applicant's risk and may result in rejection of their proposal.
- IV. The Technical Proposal should be submitted along with a refundable EMD of Rs. 30,000/- in the form of DD drawn in favour of "Under Secretary to Government, Higher Education Department."
- V. The Applicant is responsible for all costs incurred in connection with participation in this process, including, but not limited to costs incurred in the conduct of informative and other diligence activities, participation in meetings/discussions/presentations, preparation of its Application, in providing any additional information required by the Deptt. to facilitate the Application process. The Deptt. will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process. All materials submitted by the Applicant shall become the property of the Deptt. of Higher Education and may be returned at its sole discretion.
- VI. The proposals to be submitted by the Bidders should be firm and valid for a period of 90 days from the last date of submission of the proposal.

- VII. Bidders may request clarifications on the document within 7 calendar days from the date of issue of this . Any request for clarification must be sent in writing, or by E- Mail.
- VIII. The cost of the tender paper is Rs 5000 which is not refundable.
- IX. The Technical Proposal should be submitted along with a refundable EMD of Rs. 30,000/- for each category in the form of DD drawn in favour of Under Secretary to Government, Higher Education Department (EMD of successful bidders will not be refunded)
- X. The successful bidder should submit performance bank guarantee of Rs 1,00,000 at the time of execution for each category.
- XI. The Applications must reach on or before 20.01.2023( 5:00 PM) up to 03:00 P.M.. The Deptt. won't be responsible for any postal delays.
- XII. At any time before the submission of Proposals, the Deptt. may amend the by issuing an addendum. The addendum shall be a part of the original and shall be uploaded in the Departmental official website.
- XIII. The Application including supporting documents shall be typed or written in indelible ink and the Bidder shall initial each page. All the alterations, omissions, additions, or any other amendments made to the Bidder shall be initialed by the Authorized Signatory of the Bidder. Bidder should fill in information in prescribed formats for qualification as mentioned in the Document. The Bidder shall submit all supporting documents in the format as prescribed in the Document along with suggested documentary evidence with the Application.
- XIV. The envelopes containing the Proposal shall be placed into an outer envelope and sealed. This outer envelope shall be clearly marked as "PROPOSAL FOR SUPPLY OF FOOD AND MAINTENANCE SERVICE TO THE HOSTEL FOR CIVIL SERVICE ASPIRANTS.
- XV. An authorized representative of the bidders shall initial all pages of the Proposals. The authorization shall be in the form of a written power of attorney accompanying the Proposal or in any other form demonstrating that the representative has been duly authorized to sign.
- XVI. The Deptt. of Higher Education reserves the right to accept or reject any or all the Applications without assigning any reason.
- XVII. The Proposals must reach the Deptt. at the below mentioned address latest by 20.01.2023( 5:00 PM) till 03:00 PM.
- XVIII. The proposals shall be sent by Registered Post/Courier/Speed Post. Proposals sent through facsimile, email, hand delivery is not allowed. The sealed proposals shall be addressed to

**THE PRINCIPAL SECRETARY, HIGHER EDUCATION DEPARTMENT, ODISHA  
SECRETARIAT, BHUBANESWAR – 751001.**

- XIX. The bidder should give a **brief presentation** of five minutes before the selection committee to finalize the selection process.

## 2. Eligibility Criteria

The applicant must possess the requisite experience, strength and capability in providing the services necessary to meet the requirements as described in the document.

The proposals must be complete in all respect and should cover the entire scope of work as stipulated in the document. The invitation to Proposal is open to all applicants who qualify the eligibility criteria as given below:

| <b>Conditions of Eligibility</b> |                          |  |  |
|----------------------------------|--------------------------|--|--|
| <b>Sl. No.</b>                   | <b>Basic Requirement</b> | <b>Specific Requirement</b>  | <b>Documents Required</b>  |
| 1.                               | Legal Entity             | Applicants eligible for participating in the assignment should have following legal status.<br><br>1. Registered under Societies Registration Act / Indian Trust Act / A Company under the Companies Act or the relevant state Acts. | <ul style="list-style-type: none"> <li>• Registration Certificate</li> <li>• PAN Card</li> <li>• NITI Aayog Registration no.</li> <li>• FASSI Registration Document</li> </ul> |
|                                  |                          | 2. Must be registered in NITI Ayog.<br><br>3. Should be registered in FASSI  |  |
| 2.                               | Applicant Turnover       | The applicant should have a minimum average annual turnover of Rs 2 Crores in last three financial years.  | Audited Financial statement, Balance sheet, IT returns for last 3 years (Individual entity or one of the Entity of the Consortium)   |

|    |                        |  |  |
|----|------------------------|--|--|
| 3. | Applicant's Experience | <p>The Agency or one of the partners of the Consortium.</p> <ol style="list-style-type: none"> <li>1. Should have at least 5 years' working experience in Management of hostel/ shelter homes for children/ women/ youth or any other residential setups with minimum 25 inmates. Agencies / Organisation/ Consortium having more years of experiences of running institutional facilities / hostels/ shelter homes will be given more weightage.</li> <li>2. Applicants must have a proper running kitchen facilities and at least two cooks having at least 3 years experience.</li> <li>3. Experiences in supplying quality food to the people through Zomato / Swiggy / any other food supply agency would be preferred.</li> </ol> <p>Should not have any track record of contract termination of previous assignments or any adverse report of performance or blacklisted by any state Govt. / Central Govt. Organization.</p> | <p>Work orders / Completion certificates shall be submitted.</p> <p>Proof of running kitchen, appointment letters of Cooks with proof of payment transfer through bank shall be provided</p> <p>Affiliation / registration certificate with big companies should be provided</p> |
|----|------------------------|--|--|

|    |  |  |  |
|----|--|--|--|
| 4. | Authorized Representative from applicant | A Power of Attorney / Board Resolution in the name of the person signing the proposal.   | Original Power of Attorney / Board Resolution Copy   |
| 5. | Applicant's Capability                   | Must have a team of qualified professionals for counseling and psychological support, doctors on contact, Yoga and Pranayam Teachers on Contact and people of managerial experience. | Copy of the Appointment letters of counselors with their resume and proof of payment transfer through bank, copy of resume of doctors and Yoga and Pranayam teachers on contact must be submitted. |

### 3. Period of Execution

The initial period of contract shall be 5 years from the date of award of the contract. However, it can be extended based on the performance of the selected Agency. The Department will regularly supervise and assess the performance of the selected applicants.

### 4. Evaluation and Selection

Initial Bid scrutiny will be made and incomplete details as given below will be treated as non-responsive if Proposals

- i. Are not submitted in as specified in the document
- ii. Received without EMD and bid cost.
- iii. Received without the Letter of Authorization (Power of Attorney)
- iv. Submitted without the documents requested in the checklist .

All responsive Bids will be considered for further processing as below.

The Selection Committee will prepare a list of responsive Applicants, who comply with all the Terms and Conditions of the Tender. The decision of the Committee will be final & binding in this regard.

Proposal shall be opened in the presence of Applicants' authorized representatives who intend to attend at their cost. The Applicants' authorized representatives who are present shall sign a register giving evidence of their attendance.

Proposal documents shall be evaluated as per the following steps.



- i. Preliminary examination of pre-qualification/ eligibility criteria documents: The prequalification document will be examined to determine whether the Applicant meets the eligibility criteria, whether the Proposal is complete in all respects, whether the documents have been properly signed and whether the bids are generally in order. Any bids found to be non-responsive for any reason or not meeting the minimum levels of the performance or eligibility criteria specified in various sections of this document will be rejected and will not be considered further.
- ii. Evaluation of document: Bids received would be assigned scores based on the parameters defined in the table below. All supporting documents submitted in support of Eligibility and Technical Evaluation matrix should comply with the following:

### Evaluation Criteria

| Sl. No. | Evaluation Criteria  | Maximum marks |
|---------|--|---------------|
| 1       | <b>Credentials</b>   | <b>80</b>     |
| 1.1     | The Applicant should have a turnover of Rs 2 crores for the last 3 FYs.<br><br>20 marks for an average turnover of Rs 2 crores and 1marks extra for each additional Rs 5 Lakhs turnover upto a maximum of 25 marks.  | 25            |
| 1.2     | Applicant's Experience in operating and management of residential setups i.e. Hostels / Shelter Homes for children / youth/ women with at least 25 inmates.<br><br>10 Marks for 5 years of experience and extra 1 mark for each additional 3 years of existence. (maximum 5 marks) | 15            |
| 1.3     | The Applicants having running kitchen with at least engagement of two cooks with at least three years of experiences.<br><br>5 marks for two cooks with three years of experience and addition 1 mark for every additional year of experience for a maximum of 10 marks            | 10            |
| 1.4     | The Applicants having FASSI Registration for supply of good food.  | 10            |

|          |  |            |
|----------|--|------------|
|          | Applicants having registration with Zomato / Swiggy / Any other similar Company for supply of quality food to the customer.  | 10         |
| 1.5      | The Applicant having qualified Counselors with at least 3 years of experiences (Experiences will be counted only if valid engagement letter is issued and payment is transferred. Document needs to be attached)<br><br>5 marks for 3 years of experience and 1 mark extra for each additional year of experience (maximum 10 marks) | 10         |
| <b>2</b> | <b>Presentation before the Selection Committee</b>   | <b>20</b>  |
| 2.1      | Approach and Methodology   | 10         |
| 2.2      | Presentation   | 10         |
| <b>3</b> | <b>Total</b>   | <b>100</b> |

#### **7.1 Note to the Selected Applicant**

The Selected Applicant shall be offered to provide Food and maintenance services to the Hostel for Civil Service Aspirants for 5 years.

#### **5. Performance Security**

At the time of signing the Contract, the successful bidder shall submit a Performance Security in the form of a demand draft for Rupees Rs 1,00,000/- (Rupees One lakh only) of a scheduled nationalized bank payable at Bhubaneswar, in favour of the Under Secretary to Government, Higher Education Department or in the form of a Performance Bank Guarantee, from a scheduled nationalized bank with a branch in Bhubaneswar, for Rupees Rs 1,00,000/- (Rupees One lakh only) with a validity of one year. The Performance Bank Guarantee will be in accordance with the pro-forma bank guarantee given in Annexure – 3.

#### **6. Default of Service**

Deviation and/ or Refusal and/ or non-Performance towards in any of the obligations described in the Scope of Services would be treated as default of service of the selected Agency/ Organisation. Upon default of service, the Deptt. would reserve the right to forfeit the Performance Security and the payment outstanding for the said job. In addition, the Deptt. would also have the right to terminate the agreement with the selected agency.

#### **7. Tender Document Fee**

Non-refundable Tender Document cost in shape of Demand Draft from any scheduled commercial bank in favour of the Under Secretary to Government, Higher Education Department payable at Bhubaneswar for Rs. 5000/- (Rupees

Five thousand only) is to be furnished by the bidder along with the Bid. Bid without the requisite tender Document cost shall be treated as non responsive and rejected.

#### **8. Earnest Money Deposit (EMD)**

EMD in shape of Demand Draft from any scheduled commercial bank in favour of the Under Secretary to Government, Higher Education Department payable at Bhubaneswar for Rs.30,000/- (Rupees Thirty thousand only) is to be furnished by the bidder along with the Bid. Bid without the requisite EMD shall be treated as non-responsive and rejected. No exemption from submission of EMD is allowed. No adjustment of EMD with respect to other works previously lying with any govt. authority is allowed. Unsuccessful bidder's EMD will be discharged/ returned within 60 days from the date of execution of the agreement between the Deptt. and the selected Agency. No interest will be paid on EMD. The EMD may be forfeited in the following conditions: (a) If a Bidder withdraws its Bid during the period of validity of the Bid, (b) In case of a successful bidder, if the bidder fails to execute the work assigned.

#### **9. Validity of Bid**

Proposal shall remain valid for 90 days from the last date of submission of Proposal. A Proposal valid for a shorter period shall be rejected as non-responsive.

#### **10. Disputes**

All legal disputes are subject to the jurisdiction of Bhubaneswar Court only.

#### **11. Acknowledgement by Bidder**

It shall be deemed that by submitting a Proposal, the bidder has:

- a. Made a complete and careful examination of the , general condition of contract, submission formalities and evaluation mechanism;
- b. Received all relevant information requested from the Deptt. acknowledged and accepted the risk of inadequacy, error or mistake in the information provided in this invitation document or furnished by or on behalf of the Department;
- c. Satisfied itself about all matters, things and information necessary and required for submitting the proposal and performance of all of its obligations there under;
- d. Acknowledged that it does not have a conflict of interest with any other Agencies; and
- e. Agreed to be bound by the undertaking provided by it under and in terms hereof
- f. The Department shall not be liable for any omission, mistake or error on the part of the firm in respect of any of the above or on account of any matter or thing arising out of or concerning or relating to this invitation document or the selection process, including any error or mistake therein or in any information or data given by the Department.

**12. Right to reject any or all Proposals**

Notwithstanding anything contained in this invitation document, Deptt. of Higher Education reserves the right to accept or reject any Proposal and to annul this selection Process and reject all proposals, at any time without any liability or any obligation for such acceptance rejection or annulment, and without assigning any reasons thereof.

The Deptt. of Higher Education also reserves the right to reject any Proposal if:

- a. at any time, a material misrepresentation is made or uncovered, or
- b. the agency/ Consortium does not submit sufficient information as being asked for

**13. Penalty**

The Department shall deduct 1% of the work order value at each stage for delay of submission of reports beyond 3 weeks.

**14. Language**

The Proposal and all communications in relation to or concerning the Selection Process shall be in English language and strictly on the formats provided in this invitation document.

**15. Award of Work**

- a. Applicants who fulfill the minimum eligibility criteria as mentioned in the EOI shall submit their detailed proposal as per requirement of this .
- b. Selection Committee of the Deptt of Higher Education shall evaluate all proposals and finalise the award of the Project.

**16. Late Submission**

Proposals received after the deadline for submission prescribed by the Department will not be entertained and shall be rejected.

**17. Modifications and Withdrawal of Proposals**

No modifications to the Proposals shall be allowed once it is received by the Department.

**18. Signing of Contract**

- a. The Department of Higher Education will sign the contract agreement on behalf of the Deptt., The successful bidder/s whose bid has been accepted will sign an agreement with the concerned within 7 (seven) days of issue of the order and commence programmes and services within 15 (fifteen) days from signing of contract agreement.
- b. Failure by the bidder to comply with the requirement of above mentioned clause, the offer shall be rejected and the bidder shall have no claim further.

## **19. Commencement of Assignment**

The selected bidder shall commence the assignment within 15 days from the date of signing of the Agreement. If the bidder fails to commence the assignment as specified herein, the Deptt. may, unless it consents to extension of time thereof may forfeit the Performance Security and appropriate the same.

## **20. Award of Project**

After selection, a Letter of Award (the "LOA") shall be issued, in duplicate, by the Deptt of Higher Education to the selected bidder and the bidder shall, within 7 (seven) days of the receipt of the LOA, sign and return the duplicate copy of the LOA in acknowledgement thereof. In the event the duplicate copy of the LOA duly signed by the selected bidder is not received by the stipulated date, unless it consents to extension of time for submission thereof, the right to signing of the agreement would be forfeited by the Deptt. Of Higher Education and the next eligible firm may be considered for the project.

21. The Deptt. Of Higher Education will release maximum of 25% of the bid amount to the selected applicant in advance. The balance bid amount will be released on a quarterly basis.

## **22. Execution of Agreement**

After acknowledgement of the LOA as aforesaid by the selected firm, it shall execute the Contract Agreement within a period of 7 days from the date of issuance of LOA. The selected bidder shall also deposit the performance security before the execution of the contract agreement. The successful bidder shall not be entitled to seek any deviation in the Agreement.

### **1. Proprietary data**

All documents and other information provided by Deptt or submitted by the bidder to the Deptt shall remain or become the property of Deptt. The bidders are to treat all information as strictly confidential. The Deptt. will not return any Proposal or any information related thereto. All information collected, analysed, processed or in whatever manner provided by the Agency/ Consortium to Deptt in relation to the project shall be the property of the Deptt.

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## RESPONSIBILITIES AND OBLIGATIONS OF THE Agency

The Agency/Consortium shall be responsible for:

1. Provide nutrition to the civil service aspirants including breakfast, lunch, dinner and evening snacks.
2. Provide hygiene and sanitary materials in the hostel including toiletries, sanitary napkins, oil, soap, tooth brush, paste etc to the inmates.
3. Provide health care facilities on a weekly basis and emergency health care services in times of need.
4. Ensure swift response and early warning systems to evacuate the center in case of any emergency
5. Provide promotive health services including yoga, pranayam and other services as required.
6. Provide counseling students including Career counseling and psycho-social support to the inmates.

### DETAILS OF MENU

| SL No | Day       | Breakfast                  | Lunch                              | Evening Snacks     | Dinner                            |
|-------|-----------|----------------------------|------------------------------------|--------------------|-----------------------------------|
| 1     | Sunday    | Upama, Matar curry, Banana | Rice, Dalma, Chicken               | Milk, corn flex    | Rice/ Roti, Dal, Mix curry        |
| 2     | Monday    | Puri dalma                 | Rice, Dalma, Besara, Khata         | Cheese, boiled egg | Rice/ Roti, Dal, potala curry     |
| 3     | Tuesday   | Chuda upama, dalma         | Rice, Dal, Kobi curry, papad       | Sprout and Banana  | Rice/ Roti, Dal, chhole curry     |
| 4     | Wednesday | Idli & sambar              | Rice, Dal, Fish curry, salad       | Mix Fruits         | Rice/ Roti, Dal, mix curry, khata |
| 5     | Thursday  | Upama, matar curry         | Rice, Dal, Soyabean surry, Spinich | Milk Corn flex     | Rice/ Roti, Dalma, Alu potala     |
| 6     | Friday    | Puri, dalma                | Rice, Dal, Egg curry, Papad, salad | Sproute and Babana | Rice/ Roti, Dalma, Khata          |
| 7     | Saturday  | Chuda upama, dalma         | Rice, Dalma, Khata, Spinich        | Boiled egg         | Rice/ Roti, Dal, Soyabean curry   |

**Financial Bid**

The minimum qualifying marks required in technical criteria is 75 %. The bidders who score minimum marks of 75 % shall be considered for financial evaluation. The bidders who do not score minimum qualifying marks of 75 %, their bids shall be rejected and will not be considered for financial evaluation.

**c) Technical Score (X)**

The bidder who secures maximum marks shall be given a technical score of 100. The technical scores of other Bidders for the project shall be computed as follows.

|   |  |
|---|--|
| ['Technical Score' of<br>Bidder for the Project<br>(X)] | $= 100 \times \frac{\text{[Marks secured by the respective Bidder]}}{\text{Highest Marks to be received by the Bidder}}$ |
|---|--|

The score secured based on evaluation of the Technical Proposal as above shall be the Technical Score of the Bidder for the project being considered for evaluation (X).

**Financial Evaluation Criteria**

**Evaluation - Financial Bid**

**Financial Score: (Y)**

The bidders shall submit their quote as per the format provided in **Annexure II**. The financial proposals shall be evaluated on the basis of ..... cost submitted by the bidder.

The financial offers of the qualified bidders shall be tabulated for this project and the bidder with lowest financial offer will be given a financial score of 100.

In cases of discrepancy between the prices quoted in words and in figures, higher of the two shall be considered. For any other calculation/ summation error etc. the bid may be rejected. The financial scores of other bidders for the project shall be computed as follows:

|  |         |  |
|--|---------|--|
| [The 'Financial Score'<br>of<br>Bidder for the Project<br>(Y)] | = 100 x | $\frac{\text{[Lowest Offer quoted by the Bidder for the project (Rs of Bidder for the Project)]}}{\text{[Offer quoted by Respective Bidder for the project (Rs.)]}}$ |
|--|---------|--|

The marks secured as above shall be the Financial Score of the bidder for the project (Y).

### Composite Score of the Bidders

Composite score of the Bidders for the bid shall be worked out as under:

| Bidder | Technical Score (X) | Financial Score (Y) | Weighted Technical Score (70% of X) | Weighted Financial Score (30% of Y) | Composite Score (F = D + E) |
|--------|---------------------|---------------------|-------------------------------------|-------------------------------------|-----------------------------|
| A      | B                   | C                   | D                                   | E                                   | F                           |
|        |                     |                     |                                     |                                     |                             |
|        |                     |                     |                                     |                                     |                             |



**Annexure - I****(To be submitted on letter head)****"Technical Bid for Empanelment of Agency / Consortium for supplying and maintenance service to the hostel for civil service aspirants**

Date:

To,  
The Principal Secretary,  
Department  
Lok Seva Bhawan(Odisha Secretariat )  
Bhubaneswar – 751001

Subject: Technical Bid for providing food and maintenance service to the inmates of the hostel for the civil service aspirants.

**Reference: Tender No.:** \_\_\_\_\_ **Dated:** \_\_\_\_\_

Respected Sir,

I / We hereby offer to submit the Technical Bid for providing food and maintenance service to the inmates of hostel for civil service aspirants.

I / We have read, and understood the contents of the tender and further state that I / We unconditionally accept and abide by the terms & conditions specified therein.

**I / We submit the Technical Bid as under:**

| <b>Sr. No.</b> | <b>Particulars</b>   | <b>Details of Information</b> |
|----------------|--|-------------------------------|
| 1              | Name of Agency / Consortium with full Postal Address                             |                               |
| 2              | a) Name of Head / Chairperson / President  |                               |
| 3              | b) Name of Secretary/ Contact Person   |                               |
| 4              | Date of Establishment  |                               |
| 5              | a) Whether the Institution is registered (Yes/No)                                |                               |
|                | b) If Yes, under which act. Institution is registered (Submit Regd. Certificate) |                               |
|                | c) Regd. No and Date of Registration   |                               |
| 6              | Whether Registered under Niti Ayog (Submit copy of Certificate)                  |                               |
|                |  |                               |

|    |  |      |      |      |
|----|--|------|------|------|
|    |  |      |      |      |
|    | Whether Registered under 12 AA and 80 (G) of Income Tax (If yes submit copy of Certificate)  |      |      |      |
|    | Whether Registered under FSSI (If yes submit copy of certificate)  |      |      |      |
|    | Whether affiliated to any Big food supply agency like .Zomato / Swiggy etc. (If yes submit copy of the documents)  |      |      |      |
|    | Mention Permanent Account Number (PAN) of the Institution  |      |      |      |
| 7  | Total financial turnover per year for the last 3 years. (Please submit audited statement of accounts.  | (Y1) | (Y2) | (Y3) |
| 8  | Total years of experience of running hostel / shelter home for children / women / others (Submit documents. Including the grant letter of government / sponsored organization etc)   |      |      |      |
| 9  | Whether the agency having Counsellor (If yes submit engagement letter, years of experience, document of transfer of payment through bank, bio data etc.)                             |      |      |      |
| 10 | Whether the Agency has a running kitchen and engaged cooks (If yes submit details of kitchen and bio data, engagement letter, bank transfer of payment and years of experience etc.) |      |      |      |
| 11 | Details of staff strength (full time and part time staff.)   |      |      |      |
| 14 | Any other information :  |      |      |      |

Date:

Place

Name, Designation and Signature  
of authorized representative of the Agency/  
Consortium

**Annexure- II****(To be submitted on letter head)****"Financial Bid for Empanelment of Agency / Consortium for supplying of Food and maintenance service to the hostel for civil service aspirants"**

Date:

To,  
 The Principal Secretary,  
 Department  
 Lok Seva Bhawan(Odisha Secretariat )  
 Bhubaneswar – 751001

Subject: Financial Bid for providing food and maintenance service to the inmates of the hostel for the civil service aspirants.

**Reference: Tender No.:** \_\_\_\_\_ **Dated:** \_\_\_\_\_

Respected Sir,

I / We hereby offer to submit the Financial Bid for providing food and maintenance service to the inmates of hostel for civil service aspirants.

I / We have read, and understood the contents of the tender and further state that I / We unconditionally accept and abide by the terms & conditions specified therein.

**I / We submit the Financial Bid as under:**

| <b>Sr. No</b> | <b>Particulars</b>  |                  |
|---------------|---|------------------|
| 1             | Name of Agency / Consortium with full Postal Address  |                  |
| 2             | c) Name of Head / Chairperson / President   |                  |
| 3             | d) Name of Secretary/ Contact Person  |                  |
|               | Quoted Services   | Quotation in Rs. |
| 4             | Quotation for Supply of Food for 100 persons per month (Break Fast, Lunch , Dinner, Evening snacks as per the prescribed menu)            |                  |
| 5             | Supply of Sanitary and Hygiene Materials for 100 persons (toiletries, sanitary pads, soap, oil and other hygiene material for the hostel) |                  |

|   |   |  |
|---|---|--|
| 6 | Health Care Services including weekly health check up by a registered doctor, emergency health service, transportation of patients to the hospital in emergency and provision of emergency medicines as prescribed by the doctor for 100 persons.( Critical diseases will be treated at government hospitals) |  |
| 7 | Provision of Counselling service on a regular basis including individual counselling, career counselling, psychological support (Two counsellors to be engaged for 100 people.)   |  |
| 8 | Provision of one Yoga and Pranayam teacher to be engaged for 100 persons for at least one hour service every day.   |  |

Date:

Place

Name, Designation and Signature  
of authorized representative of the Agency/  
Consortium

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