

EXPRESSION OF INTEREST (EOI)

For

Selection of ALF/BLF/SHG for Operation & Management
of Mission Shakti Bazar at Satichaura
Under Cuttack Municipal Corporation

EOI No. 3355 / Date: 06/08/2024



CUTTACK MUNICIPAL CORPORATION

Choudhary Bazar, Nandi Sahi,
Cuttack - 753012, TEL:-0671-2312663
www.mccmc@nic.in

Expression of Interest (EOI)
for functioning of Mission Shakti Bazar at Satichaura by Mission Shakti SHGs
Under Cuttack Municipal Corporation

The Cuttack Municipal Corporation invites Expression of Interested Mission Shakti SHG/ Area/ Block Level Federation to be engaged for functioning of Mission Shakti Bazar at Satichaura under cuttack Muncipal Corporation (CMC) during the Year 2024-25. The sealed Expression of Interest should be submitted to Deputy Commissioner-cum-SIO, CMC, Bikash Bhawan, Jagunnath lane, Badambadi, Pin-753012 on or before date 12/08/2024, Time 4 PM by registered/speed post and hand. The Technical Bid will be opened on date 21/08/2024 at 11 AM (time) in the conference hall of Bikash Bhawan, CMC. The sealed envelope should be superscripted with "Mission Shakti Bazar at Satichaura by SHG/ Federation under Cuttack Muncipal Corporation (CMC) during the Year 2024-25". The detailed terms and conditions of the Expression of Interest are available in website. <http://cmccuttack.gov.in>

Schedule of EOI

Sl.No	Description	Date and Time
1	Issue of EOI	06/08/2024
2	Last date of receiving of pre-Application queries	12/08/2024
3	Pre-Application meeting (In the mini Conference hall of CMC)	12/08/2024
4	Date of uploading of pre-application query reply	13/08/2024
5	Submission of EOI at the Diary section of CMC office , Vikash Bhawan , Badambadi, Cuttack	17/08/2024
6	Opening of EOI application in the Conference Hall of CMC office, Vikash Bhawan , Badambadi, Cuttack	21/08/2024
7	Responsible Officer	Cs. Tejapadma D. Sahoo
8	E-mail Id for Contact	cmccmc@gmail.com
9	Telephone for Contact	9437243129


Commissioner

Introduction:

The establishment of Mission Shakti Bazar is ushering in a wave of new opportunities for the SHGs. Mission Shakti Bazar, with their varied menu options, fresh cooked food and prompt services are slowly carving a niche in the restaurant segment particularly in Cuttack & generally in Odisha. Behind this concept of *Mission Shakti Bazar* lies the vision of the Odisha Government; to come up with inventive ways to empower SHG women Groups by providing different avenues to exhibit / showcase their skills and earn a decent Living. And this vision is coming true in the case of the *Mission Shakti Bazar* as they are quickly becoming one of the favorite destinations for the locals as well as travelers outside visiting the City. The idea is to promote women-centric Bazaars/Stalls across the Cuttack City extensively mainly to capture the glimpse of local delicacy at its best possible manner. The well-designed ambience, the quality of foods and the hospitality of the Bazar staff all contributed towards a Long-Lasting impression to attract the populace to visit which is very difficult to resist. Self Help Groups are now engaging in business activities. They lack in marketability of their products. If they are adequately trained with marketing knowledge they can excel can do better in the economic sphere of the State & Globally too. The current SHGs mainly women empowerment from urban households formed SHGs and federations to create a support system for these women to engage in income generation activities.

TERMS & REFERENCES

As part of the 5T Governance framework main thrust of Government of Odisha, the Mission Shakti Bazar inaugurated recently. Taking forward the transformative agenda to a next level and making it more people centric, the Mission Shakti Department of Govt. of Odisha has decided that the Mission Shakti Bazar to be manned by the ALF/BLF/SHG exclusively as per the following terms & conditions without deviation:

1. The last date of submission of EOI is on 17/08/2024 at 4 pm time & the technical bid will be opened on 21/08/2024 at 11 AM in the Bikash Bhawan, CMC.
2. The interested ALFs may be downloaded the EOI documents including formats of Technical Bid from the www.cmccuttack.gov.in
3. The EOI will be valid up to the end of the 17/08/2024
4. The authorized representative of the bidding ALF/BLF/ SHG will be present at the time of opening of the EOI. In case of absence of the bidders or their representative, the committee has the right to open the EOI.
5. The bids will be evaluated on the basis of criteria such as year of ALF/BLF/ SHG formation, Group Management, PAN Number, Involvement in IGA by their MSGs, Financial Behaviour, Group Integrity & qualification of members by a committee constitutes for the purpose and the findings of committee will be in final & binding. The same cannot be challenged at any other forum thereafter. In tending bidder will have to submit undertaking in this regard.

6. The CMC representative will reserve the right to reject the bid quoted by ALF/BLF/ SHG, if not satisfied with the concerned ALF/BLF/ SHG credibility & past performance record etc.
7. No communication shall be entertained over telephone, fax, and email or in person questioning the decision of the committee.
8. Any disputes arise over the quality of the service will be verified by the designated official of CMC only.
9. There should not be any pre-condition of advance payment or time limit, whatsoever the bid submitted will be taken as absolute without any pre condition.
10. The ALF/BLF/ SHG will be emplaned for one subsequent year for management of the Mission Shakti Bazar. The Contract extension depends on the basis of the satisfactory service & evaluation report by the CMC.
11. Only the qualifying ALF/BLF/ SHG will be considered for the said assignment.

SL NO	PARAMETER	CRITERIA
1	ALF/BLF/ SHG Formation	On or Before 01/04/2021
2	ALF/BLF/ SHG Management	Strictly adhering to Panchasutra (Regular Meeting, Regular Savings, Regular Internal Lending, Regular Repayment, Regular Record Keeping)
3	Pan Number	Must have Permanent Account Number (PAN). if not it will disqualify
4	Involvement of ALF/BLF/ SHG & their MSGs in IGA	Must have been previously engaged in Income generating Activities
5	Financial Behavior of ALF/BLF/ SHG & their MSGs	No financial irregularities(Such as Loan declared as NPA, right of, One time settlement of Loan etc)
6	Groups Integrity	No record of involvement in any anti social or criminal activities.
7	Qualification	The minimum qualification of any member the group should be matriculation or above

10. Terms of Engagement

- a) CMC will sign an MOU with the selected ALF/BLF/ SHG with detailed terms of reference.
- b) The period of engagement of ALF/BLF/ SHG is particularly for the period mentioned in the MOU which will renewed based on the performance.
- c) ALF/BLF/ SHG members cannot claim to be an employee or permanent staff of the Mission Shakti Bazar.
- d) The Selected ALF/BLF/ SHG will be thoroughly trained on the functioning of Mission Shakti Bazar and their duties & responsibilities.
- e) ALF/BLF/ SHG members should wear proper uniform & have ID Cards all the time.
- f) ALF/BLF/ SHG should deposit monthly rent by 1st week of every month.

11. Roles & responsibilities of CMC:

- a) CMC has the discretionary power to take decisions as & when the situation demands pertaining to the overall functioning of the Bazar.
- b) The ALF/BLF/ SHG has to abide the day to day directions issued by CMC in future,
- c) If there is any discrepancy while performing the duties relating to the Mission Shakti Bazar by the ALF/BLF/ SHG then CMC has to take the final call.

12. Roles & responsibilities of ALF/BLF/ SHG assigned to manage MSB

- a) The ALF/BLF/ SHG will be responsible for the day to day functioning of the Mission Shakti Bazar.
- b) ALF/BLF/ SHG engaged in the Mission Shakti Bazar will responsible to manage the Bazar like daily stock entries, Cash transactions, store decoration, hygienic & cleanliness of the Bazar surroundings.
- c) Liaison with CMC & other SHGs to collect product & documentation for the same.
- d) ALF/BLF/ SHG shall responsible for product packaging & branding of the product etc.
- e) ALF/BLF/ SHG shall deploy one accounts person & 3-5 Sales persons for day to activity. (Accounts person shall responsible for daily stock entry, billing process, etc) & sales person will attain customer, involved in packaging system
- f) At least 3 members should always be present at the Mission Shakti Bazar (MSB) to selling the product. 1 member should always attend the cash counter.
- g) ALF/BLF/ SHG Will open a separate bank account for receiving the grant from Cuttack Municipal Corporation (CMC). All expenses and payments for the Mission Shakti Bazar shall be done by the SHG Federation/ SHG from this account.

13. Eligibility criteria for ALF/BLF/ SHG

- a) Must have active members.
- b) Must have active bank account, PAN Card.
- c) Must not have defaulted repayment to any loan taken from group or personally.
- d) Must not have any criminal case.

14. Termination of Contract

- a) If the ALF/BLF/ SHG fails to remedy a failure in the performance of its obligations hereunder, as specified in notice of suspension pursuant to clause within thirty (30) days of receipt of such notice of suspension or within such further period as the "CMC" may have subsequently approved in writing.

- b) If the ALF/BLF/ SHG becomes (or, if the ALF/BLF/ SHG consists of more than one entity, if any of its members becomes and which has substantial bearing on providing services under the contract) insolvent go into liquidation or receivership whether compulsory or voluntary.
- c) If the ALF/BLF/ SHG fails to comply with any final decision reached as a result of arbitration proceedings pursuant to the decision.
- d) If the ALF/BLF/ SHG fails to pay the monthly rent as specified by CMC for 3 consecutive months at stretch.
- e) If the ALF/BLF/ SHG, in the judgement of the "CMC", has engaged in corrupt or fraudulent practices in competing for or in executing the contract.
- f) If the ALF/BLF/ SHG submits to the "CMC" a false statement which has a material effect on the rights, obligations or interests of the CMC.
- g) If the ALF/BLF/ SHG places itself in position of conflict of interest or fails to disclose promptly any conflict of interest to the CMC.
- h) If the ALF/BLF/ SHG FAILS to provide the quality services as envisaged under this contract. The consultancy monitoring committee (CMC) formulated to monitor the progress of the assignment may make judgment regarding the poor quality of services, the reasons for which shall be recorded in writing. The CMC may decide to give one chance to the ALF/BLF/ SHG to improve the quality of the services.
- i) If, as the result of force majeure, the ALF/BLF/ SHG is unable to perform a material portion of the services for a period of not less than sixty (30) days.
- j) If the CMC, in its sole discretion and for any reason whatsoever, decides to terminate this contract.

Score Card for engaging ALF/BLF/ SHG in MSB (Mission Shakti Bazar)

<u>SL NO</u>	<u>PARAMETER</u>	<u>SCORE CARD</u>
1	Group Formation a. Before 2019 10 marks b. From 2019-21 5 marks	10
2	Group Management a. Managing all 5 sutras 15 marks b. Failing any two sutras 10 marks c. Failing more than two sutras 5 marks	15
3	Involvement in IGA a. Minimum 5 nos. IGA involved 10 marks b. Less than 5 IGA involved 5 marks	10
4	Financial Behaviour	5
5	Experience in Exhibition Field (SHG involved)	5
6	Qualification	5
8	TOTAL	50

Format for Mission SHakti Bazar

1. Name of the ALF/BLF/ SHG: _____
2. ALF/BLF/ SHG Registration Number: _____
3. ALF/BLF/ SHG PAN Number: _____
4. Communication Address: _____
5. Any work experience: _____
6. Contact Number: _____
7. Documents to be furnished:
 - a) Group Profile: _____
 - b) ALF/BLF/ SHG Registration Sheet: _____
 - c) Bank Passbook front page photocopy: _____
 - d) Bank account statement for last 03 months: _____
 - e) Pan Card Photocopy attested: _____
 - f) Resolution Copies of Group meeting for last 06 months _____
 - g) Certificate of Highest qualified member's _____
 - h) Computer Certificate of qualified Members _____
8. Year of Formation: _____
9. Present livelihood activities undertaking: _____
10. Saving Bank Account Number: _____
11. Bank and Branch Name: _____
12. Funds available in saving bank accounts: _____
 - i) Regular Saving (YES/NO)
 - ii) Amount of Saving (in Rs)
 - iii) Whether MSGs Loan Taken (YES/NO), if yes, mention the number of MSGs taken loan. _____

Signature of SHG Pres./Sec.

MSG detail

SL No	Name of the SHG/ ALF/BLF	Existing livelihood	Highest Educational qualification of SHG Members	Area of Residence	Contact No
1	2	3	4	5	6
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
29					

DETAILS OF THE PRODUCT TO BE SOLD

**HANDLOOM/ HANDICRAFT/ APPLQUE / TERRACOTA/ FILIGREE/ FOOD ITEMS/
SANITARY ITEMS**

SL No	Name of the Product	Approx. Rate per unit
1	2	3
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		