

EXPRESSION OF INTEREST (EOI)

For

Selection of MSG for Operation & Management of

Aahaar Center Under

Cuttack Municipal Corporation

EOI No. 1465 / **Date:** 14/10/2025/



CUTTACK MUNICIPAL CORPORATION

Choudhary Bazar, Nandi Sahi,

Cuttack – 753012, TEL: -0671-2312663

www.mccmc@nic.in

Expression Of Interest (EOI)
for Management of Aahaar Center by Mission Shakti Groups (MSG)
under Cuttack Municipal Corporation

The Cuttack Municipal Corporation, invites Expression of Interest in sealed cover from competent and active MSGs, having interest and capabilities for managing Aahaar Outlet in Sishubhawan, SCB Medical College Hospital, AHRCC, City Hospital, Badambadi, Malgodown & Jagatpur, Cuttack during the Financial Year 2025 - 26. The sealed Expression of Interest should be submitted by concerned ward MSGs of above Aahaar Centres to Assistant Commissioner-cum-SIO, CMC, Bikash Bhawan, Jagannath Lane, Badambadi, Pin-753012 on or before date 24.10.2025 Time 05:00 PM by registered/speed post only.

The technical bid will be opened on date 28.10.2025 & 30.10.2025 at _____ (time) in the _____, CMC. The sealed envelope should be superscripted with "EOI for Management of Aahaar Center by Mission Shakti Groups (MSG), 2025-2026". The detailed terms and conditions of the Expression of Interest is available in website. cmccuttack.odisha.gov.in.

Schedule of EOI

Sl No.	Description	Date & Time
1	Issue of EOI	<u>Dt : 14.10.2025</u>
2	Last date of receiving of Pre-Application queries	<u>11:00 AM On Dt: 18.10.25</u>
3	Pre-Application meeting (In the mini conference hall of CMC)	<u>04:00 PM On</u> <u>Dt: 18.10.2025</u>
4	Date of uploading of Pre-Application query reply	<u>Dt: 18.10.2025</u>
5	Submission of RFP at the Diary section of CMC office, Vikash Bhawan, badambadi, Cuttack	<u>05:00 PM On</u> <u>Dt: 24.10.2025</u>
6	Opening of RFP Applications of Sishubhawan, SCB Medical College Hospital & AHRCC in the conference hall of _____	<u>Dt: 28.10.2025</u>
7	Opening of RFP Applications of City Hospital, Badambadi, Malgodown & Jagatpur in the conference hall of _____	<u>Dt: 30.10.2025</u>
7	Responsible Officer	<u>Ms. Swati Mishra</u> <u>Asst. Commissioner - Cum - SIO</u>
8	e-mail id for contact	<u>sio cmc @ gmail . com</u>
9	Telephone no. for contact	<u>7537882684</u>


Commissioner

TERMS AND REFERENCE

for Management of Aahaar Center by Mission Shakti Groups (MSG) under Cuttack Municipal Corporation

Introduction:

Aahaar is a flagship programme of Government of Odisha that is being implemented to honour the responsibilities of the state with respect to Right-to-food and to achieve the objectives of Sustainable Development Goal (SDG) relating to "Zero Hunger". The programme was launched by the Hon'ble Chief Minister on 1st April 2015 on the auspicious day of Utkal Divas. Odisha State Aahaar Society (OSAS) formed under Housing and Urban Development Department, Government of Odisha is the nodal agency to implement Aahaar program in the State. The programme aims to provide hot cooked meals at a subsidized cost to the needy coming to urban areas for different purposes. The total cost of one meal is Rs. 23/- only, out of which Rs. 5/- only, is paid by the beneficiary and rest amount of Rs. 18/- only, is paid by OSAS as subsidy. The fund required for the programme is met through CMRF, CSR and donations from individuals and institutions. Aahaar Centres are operational on all weekdays except Sundays and other declared holidays. Taking forward the noble vision of the Government towards participation of community institutions under various urban services, initiatives have been taken to hand over end-to-end operations of Aahaar programme to MSGs and their federations.

Terms & References:

The Cuttack Municipal Corporation invites, "Expression of Interest" from concerned ward Mission Shakti Groups (MSG) of Sishubhawan, SCB Medical College Hospital, AHRCC, City Hospital, Badambadi, Malgoldown & Jagatpur, Cuttack as per the following terms.

1. The last date for submission of the Expression of Interest {EOI} is on 24.10.2025 (date) at 05 : 00 PM (time) and the technical

bid will be opened on 28.10.25 & 30.10.25 (date) at _____
(time) in _____ of _____
Cuttack Municipal Corporation.

2. The interested Mission Shakti Groups (MSG) may download the EOI documents including formats of Technical Bid from the website of CMC cmccuttack.odisha.gov.in.
3. The EOI will be valid up to the 24.10.2025 (date).
4. The authorized representative of the bidding MSG 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 by a committee constituted for the purpose and the findings of committee will be final and binding. The same cannot be challenged at any forum thereafter. Intending bidder will have to submit under taking in this regard.
6. The Cuttack Municipal Corporation with its representative the Commissioner reserves the right to reject the bid quoted by Mission Shakti Groups (MSG), if not satisfied with concerned Mission Shakti Groups (MSG) credibility and past performance record.
7. No communication shall be entertained over telephone, Fax, email or in person questioning the decision of the committee.
8. Any dispute arises over the quality of the service will be verified by the designated officials of ULB.
9. There should not be any precondition of advance payment or time limit, what so ever. The bid submitted will be taken as absolute without any precondition
10. Only the qualifying Mission Shakti Groups (MSG) will be considered for the said assignment.

Eligibility criteria for Mission Shakti Groups (MSG)

Sl No.	Parameter	Criteria
1	Group Formation	On or before Dt: <u>01/01/2024</u> .
2	Group Management	Strictly adhering to Pancha-sutra (Regular Meetings, Regular savings, Regular internal Lending, Regular Repayment, Regular Record keeping)
3	PAN No.	Must have Permanent Account Number (PAN)
4	Involvement in IGA	Must have been previously engaged in income Generating Activities
5	Financial Behaviour	No financial irregularities (such as Loan declared as NPA, write of, one time Settlement of loan etc.
6	Group Integrity	No record of involvement in any anti-social or criminal activities.
7	Qualification	The minimum qualification of any member of the group should be matriculation or above.
8	Existence	The MSG must be at least three (2) years old as on the date of application
9	Annual Financial turnover	Turnover of Rs.100000/- at least once in last 03 years.
10	Preference	The MSG having experience in similar kind of activities may be given preference.

Terms of Engagement

- The Touch Stone Foundation (TSF) will sign a MOU with the selected MSG with detailed terms of reference for Management of Aahaar Outlet.
- The period of engagements of MSG is particularly for the period mentioned in the MOU. The
- MSG will be thoroughly trained on the functioning of Aahaar Center and their duties and responsibilities.

Role and responsibility of MSG assigned to manage Aahaar Center

- a) Opening of Aahaar Centre as per schedule
- b) Receiving cooked meal from Kitchen Partner
- c) Management of Token Counter
- d) Serving of meals to beneficiaries
- e) Cleaning of the utensils
- f) Handing over the beneficiary contribution to Kitchen Partner on daily basis.
- g) Returning of the food vessels to Kitchen Partner.
- h) Closing of Aahaar Centres and handing over of keys to the designated official of CMC.
- i) Overall responsibility of the Aahaar Centre.

Eligibility Criteria for MSG

- a) The MSGs applied for engagement as Outlet Partner in response to the Advertisement, must qualify the minimum eligibility criteria as defined below:
- b) The MSG should be from the same ward (In the absence of an eligible group, the MSG from the nearby ward may be considered with the approval of the Selection committee)
- c) The MSG must be strictly following the Pancha-sutra for group management.
- d) MSG must have a Permanent Account Number (PAN).
- e) The minimum qualification of any member of the MSG should be matriculation.
- f) The MSG must have been previously engaged in Income generating activities.
- g) The MSG must not have records of financial irregularities (such as loans declared NPA and write-offs etc.)
- h) The MSG must not have a record of involvement in any anti-social or criminal activities.
- i) MSG minimum turnover of Rs.100000 at least once in last 3 year

Note:

- Based on the satisfactory recommendation of the Selection Committee after document verification and interaction, the MSG shall be selected.
- In case, there is a frontline MSG found not having PAN but submitted application for PAN, the Selection Committee may consider the acknowledgement/proof of the PAN application.
- The Selection Committee reserved the right to reject the application submitted by any MSG, if not satisfied with MSG's credibility and past performance record.

Termination of Contract

- a) If the MSG fails to remedy a failure in the performance of its obligations hereunder, as specified in notice of suspension pursuant to clause with 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 MSG becomes (or, if the MSG consists of more than one entity, if any of its member 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 MSG fails to comply with any final decision reached as a result of arbitration proceedings pursuant to the decision.
- d) If the MSG, in the judgement of the "CMC" has engaged in corrupt or fraudulent practices in competing for or in executing the contract.
- e) If the MSG submits to the "CMC" a false statement which has a material effect of rights, obligations or interest of the CMC.
- f) If the MSG places itself in position of conflict of interest or fails to disclose promptly any conflict of interest to the CMC.
- g) If the CMC, in its sole discretion and for any reason whatsoever, decides to terminate its contract.

Score Card for engaging MSG (Aahaar):

SL NO	PARAMETER	DOCUMENTS NEEDED	SCORE
1	Group Formation a. Before 2022 10 marks b. From 2022-01/01/2024 05 marks	1st and last 6 months Resolution (xerox Copy) - Form at <u>Annexure-A</u>	10
2	Group Management a. Managing all 5 sutras 15 marks b. Failing any two sutras 10 marks c. Failing more than two sutras 05 marks	- Cash book (all page xerox copy) - Bank pass book (all page xerox copy)	15
3	Involvement in IGA a. Minimum 1 nos. IGA involved 10 marks b. Less than 1 IGA involved 05 marks	- Resolution - Photos - Cash book (all page xerox copy) - Certification of CO (format at <u>Annexure-B</u>)	10
4	Financial Behaviour	- Cash book (all page xerox copy) - Bank pass book (all page xerox copy) - Loan Bank pass book (all page xerox copy)	10
5	Group Integrity	To be observed	10
6	Qualification	Educational Qualification certificate of President & Secretary / minimum 3 nos. of SHG	10
7	Turnover of Group a. 3 Lakhs or more 25 marks b. 2.00 Lakhs to 3.00 Lakhs 20 marks c. 1.00 Lakhs to 2.00 Lakhs 10 marks d. Below 1 lakh 0 marks (fraction scoring is not allowed)	- Resolution - Cash book (all page xerox copy) - Bank pass book (all page xerox copy) (Since beginning)	25
8	Experience in similar kind of activities/Social activities	- Documentary proof - Photo	10
Total			100

- All SHGs to submit sufficient documents with regards to the above 8 points. If documents are wanting, score will not be awarded.
- A SHG to be eligible should obtain a minimum score of 60 marks.

Application form for functioning of Kine House

1. Name of the MSG/ALF/SHG: _____
2. Ward No: _____
3. MSG/ALF/SHG Registration number: _____
4. Form under ICDS/NULM: _____
5. Month – Year of formation: _____
6. Number of members: _____
7. Are they enrolled with ALF: _____
8. Are they registered with UDYAM: _____
9. Bank Account no: _____
10. Group PAN card No: _____
11. Name of Bank: _____
12. IFSC code: _____
13. RF received: _____
14. Specified the name of the business: _____
15. No. of members involved in business: _____
16. No. of year experience in same business: _____
17. Total investment in the specified business: _____
18. Turnover of the specified business: _____
19. No. of time SHG taken Loan: _____
20. Amount of loan taken by SHG under SEP: _____
21. Have they avail license of the product: _____
22. Have they received skill training of their business: _____

Certification for Income Generating Activities.

Our SHG, _____, ward no. _____ is
interested to apply for O&M of Aahaar Kendra, _____
We are currently involved in the following income generating activities-

- 1.
- 2.
- 3.
- 4.
- 5.

The above facts may kindly be verified and certified.

Signature of concerned CO, CMC