



# OFFICE OF THE ROURKELA MUNICIPAL CORPORATION

Udit Nagar, Rourkela Dist.-Sundargarh (Odisha) Pin-769012

Website:[www.rmc.nic.in](http://www.rmc.nic.in)EmailId:[rourkelamunicipality@gmail.com](mailto:rourkelamunicipality@gmail.com)

No. 14959

Date: 09/12/2024

## Expression of Interest (EOI)

Sealed applications are invited from the reputed firms /Agencies for "Operation and Maintenance of Cafeteria, Civil Township, Rourkela on rental basis for 5 years.

For detail technical specifications along with terms & conditions etc. may be seen from the Web site of Rourkela Municipal Corporation i.e. [www.rmc.nic.in](http://www.rmc.nic.in). Date of issue of tender documents from dated 09.12.2024. The last date for receipt of sealed tender is 21.12.2024 till 1.00 P.M. through Speed Post/ Regd. Post /Courier/ or by hand in the office address of the undersigned.

**Commissioner**  
**Rourkela Municipal Corporation**

Date: 09/12/2024

Memo No. 14960

Copy to Notice Board of RMC for wide publicity of advertisement through office notice board and MIS, RMC is directed for uploading of the tender document in the RMC website.

**Commissioner**  
**Rourkela Municipal Corporation**

Date: 09/12/2024

Memo No: 14962

Copy to Director, I&PR Dept., Govt. of Odisha, Bhubaneswar for information with a request to publish the copy of above mentioned notice in One highly circulated Odia daily newspaper (all editions) and One highly circulated English Dailynewspaper (in all India Edition) .

**Commissioner**  
**Rourkela Municipal Corporation**

# OFFICE OF THE ROURKELA MUNICIPAL CORPORATION

Uditnagar, Rourkela, Sundargarh, Pin-769012

Tel. – 0661 – 2500388, e-mail ID: rourkelamunicipality@gmail.com

Letter No:- 14959

Date:- 09.12.2024

**Expression of Interest (EOI) for Selection of Agency for Operation and Maintenance of Cafeteria, Civil Township, Rourkela on rental basis for 5 years.**

SL.NO	INFORMATION/SUBJECT	DETAIL
01	NAME OF WORK	Selection of agency for Operation and Maintenance of Cafeteria, Civil Township, Rourkela on rental basis for 5 years
02	DATE OF PUBLICATION OF BID	09.12.2024
03	SECURITY DEPOSITE (SD)	Rs. 1,00,000.00 (Rupees One Lakh only)
04	LAST DATE AND TIME FOR BID SUBMISSION	<u>21.12.2024</u> , 1.00PM
05	BID SUBMISSION PLACE	Rourkela Municipal Corporation
06	DATE AND TIME FOR TECHNICAL BID OPENING	<u>21.12.2024</u> , 4.30PM
07	DATE OF FINANCIAL BID OPENING	To be Intimated
07	BID OPENING PLACE	Office Chamber of Municipal Commissioner, RMC
08	NAME AND OFFICE FOR INVITING TENDER	Commissioner, RMC
09	HELPLINE NO AND EMAIL ADDRESS	rourkelamunicipality@gmail.com

**NOTE:-FOR FURTHER DETAIL PLEASE VISIT (<https://rmc.nic.in>)**



**Commissioner  
Rourkela Municipal Corporation**

## Expression Of Interest

Rourkela Municipal Corporation (RMC) invites EOI from prospective agencies for Operation and Maintenance of Cafeteria, Civil Township, Rourkela on rental basis for 5 years.

NO	Name Of Work	Deliverables
01	Selection of Agency for Operation and Maintenance of Cafeteria, Civil Township, Rourkela on rental basis for 5 years	Interest Parties shall have to submit documents as provided in the EOI.

### **DISCLAIMER**

- 1) All information's contained in this EOI subsequently provided are in good faith. This EOI is not an agreement or an offer by RMC to the prospective applicants or any other person. The purpose of this EOI is to provide interested parties with information that may be useful to them in the formulation and submission of their applications pursuant to this EOI.
- 2) RMC accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance of any applicant upon the statements contained in this EOI.
- 3) RMC may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this EOI, without assigning any reason or providing any notice and without accepting any liability for the same.
- 4) The issue of this EOI does not imply that RMC is bound to select an applicant or to appoint the selected applicant as the case may be. RMC reserves the right to cancel this request for EOI and/ or invite afresh with or without amendments to this request for EOI, without liability or any obligation for such request for EOI and without assigning any reason. Information provided at this stage is merely indicative.
- 5) As per the terms and conditions of the RFP Document, the Successful Bidder hereby agrees to serve as a LEASE Agency as per the roles and obligations as detailed out in this Agreement.

## 1. Scope of Work

Rourkela Municipal Corporation is looking for a prospective agency/ Firm that is ready to work with us as per terms and conditions defined In EOI. The Brief Scope of work involves:

- A. The Successful bidder will be responsible for the Operation and Maintenance of the Library Cafe at Civil Township.
- B. The Successful bidder will be responsible for the Cleanliness & maintenance of the premises in and around the Cafe.
- C. Agency should have valid registration and abide by all Statutory Acts/Rules enacted by the Government and amendments thereon.
- D. Agency will ensure that no plastic is used at Library Cafe. Smoking and Drinking (Alcohol) will be strictly prohibited in and around the premises.
- E. The Successful Bidder shall maintain a uniform dress code for its employees along with a photo identify card with a neckband having a separate unique identification number to his staff deployed for the service at his own cost.
- F. Any waste material from the Library Cafe will be disposed of by the agency as per statutory requirement.
- G. The electricity bill of cafe area will be bear by RMC.

### **Garbage Collection and Disposal**

Empty all garbage containers including clearing of the surrounding area collection the garbage from the garbage box, clearing from the premises to dumping site etc.

### **Drinking Water Facility**

The area earmarked for drinking water facility shall be very clean and dry, quality of drinking water should be maintained as per norms.

Boundary of the Project Premises to be handed over to the Agency for Operation and Maintenance

#### a. Details of the Project

Table: 1

Sl. No.	Café Area	Single Sq. ft	Total Sq. ft	Total Area with (Sq. ft) Approx.
1	Kitchen	11.5 x 8.7	100.05	427.15
2	Dining	23.2 x 14.1	327.1	



(Other Fixture, Furniture, Fittings, Landscaping and Hardscaping will be listed in presence of both parties after execution of Agreement. Accordingly, agency will provide the maintenance plan and take Insurance for project assets.)

**Note: The Project Area is tentative and can vary at- the time of actual measurement; bidder has to verify the area and existing infrastructure prior to submission of its Bid.**

**A. Minimum Operation and Maintenance Obligation**

The Operation and Maintenance of Cafeteria, Civil Township, Rourkela on rental basis for 5 years.

- i. The Lessee agency shall have to pay all the utility charges such as but not limited to electricity charges, water charges and other applicable charges during the entire LEASE period.
  - ii. The Lessee Agency shall be responsible to follow all the terms and condition of LEASE contract with respect to operation and maintenance of project. This shall include but not limited to:
    - Operations and Maintenance of Cafe as per the permitted activity and its maintenance along with Toilets, ground floor porch area, open sitting area.
    - Ensure safety and security of Cafe as per good industry practice.
    - Cleaning of allotted space and management of solid waste generated due to operation including collection, transportation and scientific disposal at its own cost.
    - Cleaning of toilets. Deployment of staff and its management as per the provision of LEASE contract.
    - Ensuring that the premise is maintained as per prevailing Acts, rule and regulations related to storage, transport and use of dangerous and explosive material within the project area.
    - Opening Hours –As per the permission from Authority.
    - Lessee Agency has to maintain RO facility in.
    - In case of any damage, theft, brokage of project assets lease will replace, or make it functional as on receiving date of Project assets till handing over to authority.
    - Lease has not right to Sublease the project assets without the prior permission of Commissioner,
- RMC.

## Cleaning and Solid Waste Management

- Cleaning roaster shall be maintained by Agency and provided to the authority whenever asked for.
  - Agency shall ensure that the Project Facility areas are clean
  - Agency shall arrange for dustbins in Project Facility areas to minimize littering from Users of the Project
  - There should be regular sweeping of the Project Facility areas multiple times in a day to ensure cleanliness.
  - While cleaning the Project Facilities, Agency shall make sure that the dump shall not be thrown in rest of the areas of cafe, except any area which is designated by the RMC authorities for such purpose.
  - Agency shall follow adequate waste management and disposal methods for waste generated from Project
  - Transportation of waste should be done regularly to ensure that the containers/ trolleys and dustbin sites are cleared before they start overflowing.
  - The dustbins shall be cleaned time to time and the waste should not spill out from dustbin.
  - The area around the dustbins should be kept clean at all times.
  - Proper lighting should be available even in night.
- iii. Lessee Agency is solely responsible for any damage caused to the property/ any other public infrastructure during the contract period, he has to corrected the any damage at level of working or in time of handover.
- iv. Lessee Agency shall provide the required firefighting equipment conforming to relevant standards and the applicable rules and regulations
- v. Lessee Agency has to ensure that water supply, drainage, electricity services, to the project facility be fully operational during the Lessee period or till handing hover to authority whichever is later.
- vi. Lessee Agency has to ensure that project site and facilities created are not defaced by any kind of writings/posters.
- vii. Lessee Agency has to abide by Force majeure and termination related provisions as per Article-1(Definition & Interpretation).
- viii. The Lessee Agency is also responsible for repair and replacement of damaged tiles, electrical fixture, and fittings, gates.

## B. Permissible Activity

Table: 1

The Agency shall not undertake following activities on the Project Site:

1. Motor Garage or any form of Automobile repairing centre is not allowed in project premise.
2. Any activities resulting into pollution to ground water
3. Any activities creating breach of urban design guidelines of Rourkela
4. Any Activities of hazardous nature to environment and the society
5. Activities resulting air and noise pollution
6. Any other Unlawful activities
7. The above prohibited activities are not exhaustive and can include any act or omission which is violation and against this Agreement.
8. Opening of Liquor shop/Gamble shop/ Gambling shop/Selling of in toxic materials drug.
9. Any other actively prohibited by Rourkela Municipal Corporation, Rourkela Development Authority Govt. of Odisha as well as Govt. of India.
10. Marriage Party/ Birthday Party are not allowed.



**(A) Technical Bid**

<b>Sl. No.</b>	<b>Technical Criteria</b>	<b>Documentary Proof</b>
1	Should not have defaulted/black listed by any Govt. Dept./PSU of India and there should not be any pending litigation against a bidder with the Central/State Government department.	Self-declared Affidavit on Non-Judicial Stamp of value 100 INR to be submitted.
2	Agency Should be a proprietor / Partnership Firm/Company/MSME registered.	Self-certified copy of incorporation or Udyog Aadhar.
3	Should have GST Registration	Self-certified copy of the certificate is to be submitted.
4	Should have PAN registration number.	Self-certified copy of PAN to be submitted.
5	Must have a minimum average turnover of 15 lakh in the last 3 years i.e. FY 2021-22, 2022-23, 2023-24	Copy of the Audit Report from authorized CA to be submitted.
6	The Company Should have a local office based in Rourkela or to be open a local office at Rourkela.	Self-certified copy of the certificate.
8	EMD should be in the name of the Commissioner, Rourkela Municipal Corporation from any nationalized bank.	Demand Draft of Rs. 50,000/-
9	Tender Paper Cost in the name of the Commissioner, Rourkela Municipal Corporation from any nationalized bank.	Demand Draft of Rs. 11,800/-
10	Profile of the organization.	Self-certified copy of the organization profile.
11	Trade License	Issued from ULB
12	Food License	Issued from ULB
13	Bank Solvency Certificate	
14	Experience	Should have experience in running a self owned/ Leased Cafeteria/ Hotel or should have experience in catering services at any Govt. Institution/ PSU



## **(B) Financial Bid**

1. The bidder should quote only one rates for the bid otherwise the proposal will not be considered.
2. Prices will be quoted in Indian rupees in annexure I.
3. Bidders are requested to quote their price per Annum above the reserve price payable to the Rourkela Municipal Corporation.

## **(C) Terms and Conditions**

1. The bidder should submit (self-attested) documentary proof in support of the above condition and shall also submit a clause by clause compliance certificate. The incomplete offers i.e. financial or technical bids for partial items instead of bidding for the whole list of requirement will be summarily rejected without any further correspondence.
2. The bidder must also submit an affidavit of assurance of no change in the quoted price for one-year.
3. Payment Terms- The Successful bidder is required to pay advance bid amount per annum plus applicable GST as per norms with effect from the date of the agreement. Failing to pay as per terms and conditions given here, then RMC reserves the right to terminate the agreement.
4. Period of Contract- The contract will be valid for 5 years from the agreement signing date. The contract can be extended further up to another 5 Years based on the report of satisfactory performance by Rourkela Municipal Corporation.
5. Submissions of Bids- The bids have to be submitted in physical form at office of Rourkela Municipal Corporation. The bidder shall be required to submit a technical and financial bid in separate sealed envelopes put in bigger sealed envelope super scribed his Name, Name of the Agency, Address Contact and Email.
6. The Security Deposit (SD) will be returned to the bidder after completion of the agreement period without interest.
7. Evaluation of Bids
  - a. Tendering authority shall evaluate the bids in respect to the substantive responsiveness of the bid or otherwise. Tendering authority shall carry out a detailed evaluation of the substantially responded bids. Tendering authority shall check the bid to determine whether they are complete, whether any computational errors have been made or required sureties have been furnished.
  - b. Arithmetical error shall be rectified on the following basis

1. If there is a discrepancy between the unit price and total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected by the purchaser.
2. In case of discrepancy between words and figures, the amount in words shall prevail.
- c. If any bid is found substantially non-responsive shall be rejected by the evaluation committee.
- d. Tendering Authority may waive any minor infirmly or non-conformity or irregularity in the bid which does not constitute a material /service deviation.
- e. Tendering Authority shall evaluate in detail and compare the substantially responsive bids.
- f. Bidders who qualify in the technical round will be called for a detailed presentation through power point to evaluate the technical understanding and capability of the bidders. The tendering authority has all the rights to reject or select the bidders for further evaluation based on detailed presentation and demonstration of capabilities given by the bidder.
- g. **The Financial bid will be opened only when a Bidder qualifies in the Technical Bid.**
- h. The Shortlisted Agency quoting the highest price bid shall be the preferred bidder.
- i. The decision taken by the tender committee shall be final and binding to all participating bidders. It cannot be challenged in any court of law.

## **9. Termination of Default**

Tendering Authority may, without prejudice to any other remedy for breach of contract, by written notice of default, sent to the agency, terminate this contract in whole or in part.

- a. If the agency fails to deliver any or all the services/goods within the time specified in the contract, or any extension thereof granted by Tendering Authority
- b. If the agency fails to perform any other obligation (s) under the contract; and
- c. If the agency, in either of the above circumstances, does not remedy his failure within 15 days (or such longer period as the competent authority may authorize in writing) after receipt of the default notice from Tendering Authority.

Note- The above services and charges are indicative only subject to Charges upon mutual agreement between Rourkela Municipal Corporation and Selected Agency.

**Annexure-I**

**Financial Bid Format**

<b>Sl. No.</b>	<b>Reserve Base Price Rs. 7.00/- (Rupees Seven only) per Sq. ft/month</b>	<b>Total Area</b>	<b>Quoted price per Sq. ft/ month in Rs.</b>
		<b>427.15 Sq. ft</b>	
<b>In Words</b>			

**Bidder Signature.**