

THE HIGH COURT OF ORISSA, CUTTACK

**EXPRESSION OF INTEREST FOR SELECTION OF AGENCY/AGENCIES
FOR RUNNING CAFETERIA IN THE MUSEUM OF JUSTICE
ALONGWITH RUNNING, PROCURING AND MAKING THE ARTICLES
DISPLAYED IN THE SOUVENIR SHOP**

EoI No.15248/2023

Date.26.09.2023

The High Court of Orissa invites Expression of Interest in sealed cover along with requisite documents from interested & experienced agency /organization (s) having required eligibility and expertise in relevant fields to provide end to end service for running Cafeteria along with running, procuring and making of the articles displayed in the Souvenir shop in the Museum of Justice, Killa Fort, Cuttack.

The Bid Document can be downloaded from the website: <http://www.orissahighcourt.nic.in>. The bidder has to submit the cost of document i.e., Rs.500/- (Rupees Five Hundred only) in shape of Demand Draft in favour of the Registrar (Judicial), the High court of Orissa, Cuttack with each technical bid. The last date of receipt of the sealed offers is up to **3:00 PM on Dtd.10.10.2023** by **Speed Post/ Registered Post/ by hand**. The "Technical Bids" will be opened on the same day at **5:00 PM** in presence of the bidders or their authorized representatives. The "Financial Bids" of qualifying bidders will be opened thereafter or on suitable date and time under intimation to the qualified bidders.

The bidders have to submit documents as specified along with technical bid in conformity with the detail terms & conditions in bid documents.

The Authority reserves the right to accept or reject any or all the offers without assigning any reason thereof.

JM
26/9/2023
Registrar (Judicial)

Memo No.- 15249(2) Date:26.09.2023

Copy forwarded to:

1. The Superintendent Computer Section for uploading the same in the Court's Website
2. Court's Notice Board for general information

JM
26/9/2023
Registrar (Judicial)

Sr. No.	PARTICULARS	DETAILS
1	Name of the Client	The High Court of Orissa, Cuttack
2	Method of selection	Upper-end Cost Selection process
3	Date of Issue of EoI	26.09.2023
4	Deadline for receipt of Proposal	10.10.2023
5	Date of opening of technical proposal	10.10.2023
6	Date of opening of financial proposal	Will be intimated to the technically qualified bidders later on
7	Expected date of commencement of assignment	As per signing of agreement
8	Tender cost (Non-Refundable)	Rs 500/- (Rupees Five Hundred only) with each bid document (For Cafeteria and Souvenir Shop separately) in shape of DD in favour of the Registrar (Judicial), High Court of Orissa, Cuttack in any scheduled commercial bank payable at Cuttack
9	Earnest Money Deposit (EMD) * Refundable subject to satisfactory performance & compliance to laid down conditions.	Rs. 5,000/- (Rupees Five Thousand only) with each bid document (For Cafeteria and Souvenir Shop separately) in shape of DD in favour of the Registrar (Judicial), High Court of Orissa, Cuttack in any scheduled commercial bank payable at Cuttack.
10	Contact Person	1. Mr. Jitendra Malla (8847822308) 2. Mr. Sanjay Kr. Sahu (9087316762)
11	Postal Address for submission of Proposal	The Registrar (Judicial), High Court of Orissa, Cuttack Odisha-753002 Phone: 0671-2507707 Email: rj.ohc-od@gov.in
12	Mode of Submission of proposal	Speed Post / Registered Post/ by hand only to the address as specified at Sl. No 11 during the office hour only. Submission of bid through any other mode and late bid will be rejected.
13	Place of opening of proposal	The High Court of Orissa, Cuttack
14	Website to visit for download of bid document.	http://www.orissahighcourt.nic.in

**EXPRESSION OF INTEREST FOR SELECTION OF AGENCY/AGENCIES FOR
RUNNING CAFETERIA IN THE MUSEUM OF JUSTICE ALONGWITH RUNNING,
PROCURING AND MAKING OF THE ARTICLES DISPLAYED IN THE SOUVENIR
SHOP**

TERMS OF REFERENCE

1. Introduction

The Museum of Justice has been established inside Barabati Killa Fort, Cuttack, Odisha, inaugurated by the Governor of Odisha on 25.02.2023, which has been attracting people organically ever since, spanning across large area. It is proposed to run both a Cafeteria at the backside of the Museum building and a Souvenir Shop in a room inside the right side of the main entrance, having built-up area of 465 Sq. ft. and 326 Sq. ft. respectively. (The measurement details of both Cafeteria and Souvenir shop is attached)

2. Objective

The objective of the EoI is to select a professional agency/organization (which can be joint or individual agency for the Cafeteria and Souvenir Shop) to operate both the Cafeteria and the Souvenir shop in the premises of the Museum of Justice, inside Barabati Killa, Cuttack **on purely rent basis**, for providing not only refreshment but also different displayed items to the visitors/tourists/ buyers on working days of the museum at a reasonable price. This will help in attracting more visitors / buyers to aware about the Museum of Justice.

3. Duration

Eleven (11) months from the date of agreement. The duration may be extended subject to satisfactory performance as decided by this Court.

4. Scope of Work

4.1. General

The selected bidder/bidders would be required to provide end-to-end services for all aspects of the scope of work for a duration of Eleven (11) months. The scope of work which needs to be adhered to while operating both the Cafeteria and the Souvenir shop in the premises of the Museum of Justice is as follows.

- 4.1.1. The agency / organization (whether for joint shop or individual shop) shall manage the Cafeteria and Souvenir shop and also operate and maintain the shops.
- 4.1.2. The price of each product in the Souvenir shop and food items in the Cafeteria should be marked & displayed at a conspicuous place for visitors.
- 4.1.3. The selected bidder/ bidders shall procure products or prepare food items at their own cost.
- 4.1.4. The High Court of Orissa will not be held responsible for any loss/damage to the products at the Souvenir shop or food items at Cafeteria.

4.1.5. To operate, manage and maintain the entire offered space the agency/agencies shall engage adequately trained and experienced team responsibly.

4.1.6. The selected bidder/ bidders shall be required to execute all work at their own cost as required for commercial development of the tendered area where only temporary structure shall be constructed / developed.

4.2. **Specific**

4.2.1. **For Cafeteria:**

- Average number of visitors on normal day – 100
- Average number of visitors on holidays – 250
- Number of Staffs – 06

4.2.1.1. Categories of Food

- Breakfast
- Evening Snacks
- Tea, Coffee and Cold drinks

4.2.1.2. Working Hour- 11 AM to 6 PM

4.2.1.3. Working Days- All Mondays along with Independence Day (15th August), Republic day (26th January), Gandhi Jayanti (2nd October), Raja Festival (2 days), Durga Puja (3 days), Ratha Yatra, Ganesh Puja, Deepavali, Holi, Id-ul-Juha, Christmas are closed.

- Open on all other days in a month including Sundays and other Holidays except those which are mentioned above.

4.2.2. **Souvenir Shop:**

4.2.2.1. Items for display and sale

- Home décor, offline stationery and gifting items having the logo of the High Court of Orissa and Museum of Justice.

4.2.2.2. Items to be procured

- All the prepared items with the logo of the High Court of Orissa and Museum of Justice.

4.2.2.3. Items to be prepared

- Coffee mugs, book ends, pen/ pencil stand, paper weight, tray, magnets, wall plates, lanterns, candle stands, wall/ table clocks, magazine / book holders.

4.2.2.4. Time of operation of the shop

- 10 AM to 6 PM as per the time of the Museum of Justice. However, on special occasion it can be changed as per the approval of the authority.
- The bidder/ bidders have to ensure that all existing utilities and facilities (if any) within the said tender space will be kept accessible and the selected bidder shall not interfere or tamper with those installations at a time.

4.2.2.5. Responsibility of the bidder regarding sale of items at Souvenir Shop

- Replace any damaged/ disfigured article.
- Keep them in proper custody.
- Timely procurement of exhausting stock.
- Maintaining sufficient inventory of articles.
- Annual Balance Sheet.

5. Eligibility Criteria

The agency/ organization (Joint or Individual) have to fulfill the below mentioned eligibility criteria:

- 5.1. The agency/agencies should be having office or such set up in Odisha.
- 5.2. The agency/ agencies may be a sole proprietary concern or partnership firm or a company and should be in existence at least for 2 years.
- 5.3. Agencies having experience of undertaking similar nature of work of its own or for Central / State Government Offices / Public Sector Undertakings/ Public Sector Banks etc. during the last 2 years may be given preference.
- 5.4. The agency/agencies shall comply with all the laws and regulations & produce the necessary registrations, licenses and permissions from respective authorities under various central and state enactments in agency's own name and at agency's own expenses.

6. Terms and conditions for applying

- 6.1. This bid document will be received in sealed covers super scribed "**Expression of Interest for running cafeteria**", "**Expression of Interest for running, procuring and making of the articles displayed in the Souvenir Shop**" separately whether applied by joint or individual bidder (containing sealed technical bid and financial bid in separate sealed covers) by the undersigned up to 3:00 PM on dtd. 10.10.2023.
- 6.2. The agency/ agencies must submit their proposal by **Speed Post / Registered Post/ by hand** during the office hour only on or before the last date and time for submission of proposal. The High Court will not be responsible for postal delay/ any consequence in receiving of the proposals and late bid will be rejected.
- 6.3. The agency/ agencies shall deposit earnest money as prescribed in the EoI as a guarantee of 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 security deposit will be forfeited. If the offer of the agency/ agencies is not accepted, the earnest money will be refunded without any interest.
- 6.4. The above deposit of agency/ agencies shall remain as security for the due rendering of services. On successful completion, the same will be refunded as per agreement and as decided by the authority.
- 6.5. The agency/ agencies may visit the premises of Museum of Justice, Cuttack to obtain any information they may consider necessary before submission of the bid documents. This may be done on their own expenses.

7. Fixation of modalities for running Cafeteria and Souvenir Shop

7.1. It will be the responsibility of the successful bidder/bidders to pay the rent itself for both the shops either joint/ individual.

8. Selection of Agency/Agencies for Cafeteria and Souvenir shop

8.1. The selection of agency/ agencies will be made on the basis of upper end cost selection mode assessed by the designated committee.

8.2. The offer will be opened first by a designated committee on a pre-decided date and time in the presence of bidders.

8.3. The technical bid will be evaluated on the basis of bid documents submitted by the bidders.

8.4. Any discrepancies if observed on the activities, the designated committee may decide for disqualification of the bidder for opening of the financial bid.

8.5. The bidders will be called for an interaction with the Evaluation committee where they will present their credentials in respect of running the Cafeteria and the Souvenir Shop.

8.6. The financial bid of the technically qualified bidders only will be opened by a designated committee on the pre-decided date and time.

9. Technical Bid

9.1. The bidder has to submit the Technical Bid in the prescribed format i.e. Covering letter and other information as per the "ANNEXURE-2" along with following documents fulfilling the eligibility criteria.

9.1.1. Demand Draft of Rs. 500/- (Rupees Five Hundred) only with each bid document (For Cafeteria and Souvenir Shop separately) in favour of the Registrar (Judicial), High Court of Orissa, Cuttack drawn in any scheduled commercial bank payable at Cuttack towards bid document cost.

9.1.2. Earnest Money in form of a demand draft of Rs. 5,000/- (Rupees Five Thousand only) with bid document (For Cafeteria and Souvenir Shop separately) in favour of the Registrar (Judicial), High Court of Orissa, Cuttack drawn in any scheduled commercial bank payable at Cuttack.

9.1.3. Valid registration/ incorporation certificate of the bidder/bidders towards its constitution from the designated authorities of relevant department/ establishment of State/ Central Govt.

9.1.4. GST Registration Certificate and up-to-date returns of the last two financial years (i.e., 2022-23, 2021-22); For startup organizations- since inception.

9.1.5. Copy of PAN Card and up to date return copy of Income Tax for the last two financial years (i.e., 2022-23, 2021-22); For startup organizations- since inception.

- 9.1.6. Annual turnover of the firm not less than 10 lakhs for the last two years (general- 2022-23, 2021-22); For startup organizations- since inception. The certified copy of the turnover must be submitted.
- 9.1.7. All documents as required to show proof of work against points mentioned under **Pt. 6**.
- 9.1.8. Detailed profile of the bidder/bidders including the list of manpower to be associated & their details like Name, Father's name, Permanent address, Correspondence address, current contact number, qualification etc.
- 9.1.9. Power of Attorney in favour of the person signing the bid on behalf of the bidder.
- 9.1.10. An affidavit covering the following matters as stated below:

- a. To use eco-friendly materials (as notified by Govt. of Odisha) under any circumstances in the premises.
- b. To maintain hygienic condition of the Cafeteria and Souvenir shop and shall be solely responsible for all liabilities for running the Souvenir shop in the premises of Museum of Justice.
- c. No criminal case is pending with the police at the time of submission of bid.
- d. Not have been blacklisted by any Central/ State Govt. / any autonomous bodies during the recent past.
- e. Trueness and correctness of the information submitted by the firm.

9.1.11. The bid submission checklist (ANNEXURE-6).

9.2. Anyone found guilty of furnishing false information shall be blacklisted by the High Court of Orissa and EMD or performance bank guarantee or both of such agencies shall be forfeited.

10. Financial Bid

10.1. The Minimum maintenance cost (Rent) per month for

- Cafeteria -----₹ 5,000/- (Rupees Five thousand only)
- Souvenir Shop-----₹ 3,000/- (Rupees Three Thousand only)

10.2. The **Financial Bid** shall be the lump-sum quote excluding GST for the scope of work under Pt.4 mentioned in the EoI Bid Documents to be submitted in the prescribed format (ANNEXURE-5) which is to be enclosed with the prescribed Covering Letter as per the ANNEXURE-4.

10.3. The financial bid will be the monthly maintenance cost of running Cafeteria which is excluding the electricity charges.

10.4. The evaluation of the financial bid will be done basing on the financial quote as mentioned in ANNEXURE-5.

10.5. The monthly maintenance cost is non-refundable in nature and will be deposited by the selected bidder before execution of the agreement.

11. Terms & Conditions for selected bidder:

- 11.1. Selected bidder/bidders have to abide by any conditions / alterations as imposed by the authority time to time.
- 11.2. The selected bidder will have to make necessary arrangement to deploy sufficient manpower i.e. Manager, sales person, etc. and other equipment to run the Cafeteria. The manager shall be responsible for immediate interaction with office of the High Court of Orissa as and when required.
- 11.3. The selected bidder/bidders will not engage anyone below the age of 18 years.
- 11.4. For all purposes the selected bidder/ bidders shall alone be liable and responsible for full payment of all kind of wages, salaries, remuneration and other benefits etc. as per the minimum wages or statutory wages/ rate fixed by the Govt. of India / Govt. of Odisha.
- 11.5. The selected bidder/ bidders shall make arrangement to issue Identity Cards & uniforms to each of its staffs & manager for entry into the licensed premises. The identity cards & uniforms shall be issued by the bidder at its own cost. Security staff of Museum of Justice shall be at liberty to exercise check on any of its staffs & manager while entering the premises, during the work and while leaving from the premises.
- 11.6. The details of the workers like name, father's name, address, mobile number and copy of ID card issued by the selected bidder shall have to be submitted to the High Court of Orissa.
- 11.7. The selected bidder/ bidders have to restrict his activities within the allotted premises.
- 11.8. No business or providing services or any activities or any hoarding advertisement other than activity as approved by the High Court of Orissa will be allowed within the premises.
- 11.9. No permanent or temporary construction or any other business will be allowed within the premises given for Cafeteria and Souvenir shop.
- 11.10. Extra Decoration / Signage / Flex, if necessary, may be done with prior permission from The High Court of Orissa.
- 11.11. The selected bidder will take necessary steps for selection of High Court of Orissa approved products only for the Souvenir shop.
- 11.12. The selected bidder will take necessary steps for proper cleaning of the Cafeteria and Souvenir shop and the products of the shop.
- 11.13. Adequate number of fire extinguishers (as to be specified by the Fire Officer of Govt. of Odisha) needs to be installed in the area of both the shop.
- 11.14. Fire retardant solution may be sprayed in all flex/ decorated materials used inside outside of the shop.
- 11.15. As the Museum of Justice is a pollution free zone, the selected bidder/bidders has to use eco-friendly materials.

- 11.16. If any loss or damage is caused to Museum of Justice due to the mismanagement of the bidder the same shall be recovered from the unpaid bills or adjusted from the performance security deposit made as before by the selected bidder/bidders.
- 11.17. The selected bidder/ bidders shall keep Museum of Justice / the High Court of Orissa authority totally indemnified and harmless against all claims, damages, dues, payments, fines, penalties, demands, compensations, liabilities and other losses etc. which may incur on account of non-compliance or violation of any statutory provisions or on account of accident, injury, loss or damages etc. to life of the official guests/ employees of Museum of Justice / the High Court of Orissa & any manpower of the agency/agencies on any account.
- 11.18. Any damage to the tendered site or any other ancillary structures including supporting structures shall be the sole responsibility of the selected bidder/bidders, which shall be repaired by the selected bidder.
- 11.19. The monthly maintenance cost (Rent) will be charged for Eleven (11) months and may be revised from time to time basing upon the market rate as to be fixed by the authority.
- 11.20. The electricity charges will be collected on monthly basis as per actual.
- 11.21. The responsibility of security maintenance, cleanliness of the tendered premises shall rest with the selected bidder/bidders.
- 11.22. Procuring all the permissions / licenses etc. required from the statutory / regulatory / civic authorities concerned from time to time, to be able to use the tendered space for desired commercial purposes / business will be sole responsibility of the selected bidder/bidders.
- 11.23. All such clearances are to be obtained by the selected bidder/ bidders from time to time at its own cost such as to obtain all clearances and sanctions as required from the competent authorities for utilities, fire-fighting, etc.
- 11.24. The Museum of Justice and the High Court of Orissa shall continue to have all rights and control over the licensed premises as its licensor & will provide a built-up space, water supply, electricity.
- 11.25. The selected bidder/ bidders shall not assign any of its rights, or interest in respective agreement in favor of any company/person(s) at any time and for any reason whatsoever.
- 11.26. The Museum of Justice and the High Court of Orissa will not be responsible for any decline in the revenue for running Cafeteria and Souvenir shop for any reason whatsoever. Any claim for remission on the basis of harm to business interest on extraneous / unforeseen conditions / reasons whatsoever shall be summarily rejected by the High Court of Orissa without any kind of response to the selected bidder

- 11.27. The selected bidder/bidders should obtain permission from the competent statutory authority, if required, and comply with all the requirements of law in force at the given time and also taxes if any, including service tax.
- 11.28. The selected bidder/bidders shall not sublet the Cafeteria and Souvenir shop to any third party or else the agreement will be cancelled and Performance Bank Guarantee (PBG) will be forfeited.

The Performance Bank Guarantee (PBG).

- 11.29. The selected bidder/bidders shall have to sign an agreement in Non-Judicial Stamp paper of appropriate value with deposit of INR 50,000/- (Rupees Fifty Thousand) only each for performance security of Cafeteria and Souvenir shop within 3 days after acceptance of the EoI proposal in shape of DD only in favour of Registrar (Judicial), The High Court of Orissa, drawn in any scheduled commercial banks payable at Cuttack.
- 11.30. The Performance Security includes the amount deposited at EMD with the EoI document.
- 11.31. Failure to comply with the conditions of the agreement shall constitute sufficient ground for the forfeiture of the PBG.
- 11.32. No interest shall be paid on the PBG. The PBG shall be refunded after successful completion of the event.
- 11.33. In case of breach of any terms & conditions, the performance security deposit of the selected bidder shall be liable to be forfeited besides annulment of the agreement.

Contract Negotiation

- 11.34. If required, Contract Negotiation will be held at a date, time and address under intimation to the selected bidder. Representative conducting negotiations on behalf of the bidder must have written authority to negotiate and conclude a contract.

12. Terms of Payment

- 12.1. The license fees (rent) for each month will be deposited by the selected bidder at first on the execution of the agreement and there after within 7th day of each month in advance.
- 12.2. The selected bidder needs to ensure regular and timely payments of all amounts due to The High Court of Orissa and discharge all obligations as per provisions of this tender document.
- 12.3. Payment of all statutory taxes, GST, local levies, statutory dues, etc. as and when due and as applicable.

Governing Law and Penalty Clause:

12.4. The selected bidder/bidders shall handover the vacant and peaceful possession of the licensed premises along with all the lands, building, fixtures and fittings to the High Court of Orissa on expiry, revocation / termination of the license to be granted. If he/she fails to handover the possession of the premises or on expiry of termination, revocation of the license peacefully, The High Court of Orissa has a right to charge damages for illegal use and occupation of the premises @ Rs. 2,000/- per day till such time the premises is vacated by the successful bidder.

Dispute Resolution

12.5. Any dispute arising out of the EoI, the decision of the High Court of Orissa shall be final & binding to all.

12.6. In case of a dispute, it will be governed by the laws of the court at Cuttack.

AFFIDAVIT / UNDERTAKING

(On the Stamp Paper of appropriate value in shape of affidavit from the Notary regarding the following matters)

1. I hereby declare that, to use eco-friendly materials for operating the Cafeteria/Souvenir shop and shall not use banned plastic materials (as notified by Govt. of Odisha) under any circumstances in the premises.
2. I hereby declare that, to maintain hygienic condition of the Cafeteria/Souvenir shop premises and sell approved hygienic products and shall be solely responsible for all liabilities for operating the Cafeteria in the premises of Museum of Justice.
3. I hereby undertake that, there is no criminal case pending in any Court of Law against our agency or against the Proprietor/ Director/ Persons to be deployed by our agency. I/ we further certify that Proprietor / Director / Persons to be deployed by our company have not been convicted of any offence in any Court of Law during the recent past. I understand that, I am fully responsible for the contents of this undertaking and its truthfulness.
4. I hereby undertake that, our agency has not been blacklisted/ debarred by any of the Central Government/ State Government Department / Office or by any Public Sector undertaking (PSUs) and not blacklisted by any authority during the recent past.
5. 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.

Yours sincerely,

**Authorized 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 selection of agency/agencies for running cafeteria in the Museum of Justice along with running, procuring and making of the articles displayed in the Souvenir Shop in the Museum of Justice

Sir,

I, the undersigned, offer to participate in the tender process to provide services in accordance with your EoI Notice No.: _____ Date: __/__/2023. We are hereby submitting our proposal, which includes Technical Proposal sealed in an envelope.

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.

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 by our agency, then your office shall have the rights to reject our proposal including forfeiture of the earnest money deposit absolutely.

I remain,

Yours faithfully

Authorized Signatory
with Date and Seal

Name and Designation of the Signatory:

Name of the Bidder and Address:

SELF-DECLARATION SHEET

Sl. No	Specification	Details
1	Name of the Bidder	
2	Details of Tender Cost (Demand Draft Details)	DD No:
		Date:
		Amount(Rs.):
		Drawn on Bank:
3	Details of EMD: (Demand Draft Details)	DD No:
		Date:
		Amount(Rs.):
		Drawn on Bank:
4	Name of the Director/ Proprietor	
5	Full Address of Registered Office if any	Postal Address:
		Telephone No.
		FAX No.
		E-Mail Address.
6	Name & telephone number of the authorized person signing the bid	
7	Bank Name	Account Number:
		Bank and Branch Name:
		IFSC Code:
8	PAN No. (Attach self-attested copy)	
9	GSTIN (Attach self-attested copy)	
10	Acceptance to all the terms & conditions of the tender (Yes/ No)	
11	Power of Attorney/authorization letter for signing of the bid documents (submitted/ not submitted)	
12	Please submit an undertaking that no criminal case is pending with the police at the time of submission of bid. (submitted/ not submitted)	
13	Kindly mention the total number of pages in the tender document	
14	No. of Samples of Previous Work done	

15. Details of the similar type service provided by the bidder in last 2 years/ since inception as requested in the eligibility criteria:

Period	Name of Authority with complete address & Phone No.	Type of services provided with details of manpower/ machinery deployed	Contract Amount (in INR)	Duration	
				From	To

16. Financial Turnover of the bidder for the last 2 financial years/ since inception.

Financial Year	Turn over Amount (in INR)	Average Turnover (in INR)
FY2 (2022-23)		
FY3 (2021-22)		

17. **Declaration**

I, Shri, Son/ Daughter / Wife of ShriProprietor / Director /Authorized signatory of (Name of the Service Provider), 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 Authorized Representative with seal)

Place: _____

Date : _____

Enclosures:

- i. Bid processing Fee 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
- 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 selection of agency/ agencies for running cafeteria in the Museum of Justice along with running, procuring and making of the articles displayed in the Souvenir Shop in the Museum of Justice.

Sir,

I, the undersigned, offer to provide the services for (***insert title of the Service***) in accordance with your EoI No.: _____ Dated ___/___/2023. Our attached financial price is ***{insert amount(s) in words and figures} for the proposed service***. This amount is excluding of the taxes applicable as per GST Act. 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. I have read carefully and understood the terms and conditions of the tender to provide the services accordingly.

I understand that you are not bound to accept any proposal you receive. I remain,

Yours faithfully,

Authorized Signatory
(in full and initials)

Name and Designation of Signatory with Date and Seal: _____

Address of the Bidder: _____

FORMAT FOR FINANCIAL PROPOSAL

(Should be submitted in a separate sealed envelope along-with ANNEXURE-4)

Name of the Project	Financial Quote <i>Amount in Figure & Word</i>
Fees for the entire services for operating Cafeteria in Museum of Justice, Cuttack.	

Authorized Signatory
(in full and initials)

Name and Designation of Signatory with Date and seal: _____

Address of the Bidder: _____

BID SUBMISSION CHECKLIST

SI. No.	Description	Submitted (Yes/No)	Page No.
TECHNICAL BID (ORIGINAL)			
1	Covering letter along with information in Bidders Letter Head		
2	Bid Processing Fee (Demand Draft)		
3	EMD (Demand Draft)		
4	Declarations (Annexure-3)		
5	Valid registration/ incorporation certificate of the bidder towards its constitution from the designated authorities of relevant department/ establishment of state/ Central Govt.		
6	Copy of the GST Registration Certificate and return copy of Income Tax for the last 2 years (general-2022-23, 2021-22: startup organizations- since inception)		
7	Copy of PAN Card and up to date return copy of Income Tax for the last two assessment years (general- 2022-23, 2021-22; startup organizations- since inception)		
8	Necessary registrations, licenses and permissions from respective authorities under various Central and State enactments in agency's own expenses		
9	Official turnover of the firm for the last two years (general- 2022-23, startup organizations- since inception)		
10	The copy of completion certificates/ work orders in support of executing similar kind of projects/ assignments for past 2 years/ since inception.		
11	Power of Attorney in favour of the person signing the bid on behalf of the bidder.		
12	An affidavit containing to use eco-friendly materials (as notified by Govt. of Odisha) under any circumstances in the premises, to maintain hygienic condition of the Cafeteria and shall be solely responsible for all liabilities for running the Cafeteria in the premises of Museum of Justice, for not have been black-listed by any Central / State Govt. / any Autonomous bodies during the recent past, for not having any judicial proceedings pending against the bidder in the court of law and regarding trueness & correctness of the information submitted.		
13	Detailed profile of the bidder including the list of manpower to be associated & their details like Name, Father's name, Permanent address, Correspondence address, Current contact number, Qualification, etc.		
14	Dully filled up Financial Bid in separate envelop (ANNEXURE - 4 & 5).		

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 the three parts are page numbered along with Index Page.

All pages of the proposal need to be sealed and signed by the authorized representative.

Authorized Signatory (in full and initials): _____

Name and Designation with Date and seal: _____

BL

Area Calculation

Open Cafeteria	:-	13.75	X	7	96.25 Sqm
		5.65	X	4.4	<u>24.86 Sqm</u>
					121.11 Sqm
Cafeteria (Inside Building)	:-	8.5	X	2.55	21.675 Sqm
		2.55	X	2.55	6.5025 Sqm
		2.69	X	2.64	7.1016 Sqm
		2.64	X	3	<u>7.92 Sqm</u>
					43.1991 Sqm
Sowvenior Shop	:-	4.85	X	6.25	30.3125 Sqm

