

Notice No. 6427, Dated. 06/11/2025

**Expression of Interest (EOI) for Selection of MSG for O&M of
Aahaar Kendra & Kitchen under Aahaar Programme, Bhadrak Municipality**

Bhadrak Municipal Council invites Expression of Interest (EOI) in the prescribed format (Annexure-I&II) in sealed cover from the intending MSG for O&M of AAHAAR Kendra & Kitchen and Overall management of AAHAAR including cooking, transportation of meal to Aahaar centers and the entire responsibilities of aahaar & to serve hot cooked meals to the needy people coming to urban area for various purpose and bring in better accountability towards public.

01	Available of EOI documents in website	12.11.2025 to 26.11.2025 upto 4.00 PM
02	Last date and time of submission of EOI	27.11.2025 upto 12.30 PM
03	Date and time of opening of EOI	28.11.2025 at 11.30 AM
04	For downloading the EOI documents and term & condition of assignment, please visit the website Bhadrak Municipality	www.bhadrakmunicipality.nic.in & www.bhadrak.odisha.gov.in

The authority reserves the right to reject any or all the EOIs without assigning any reason thereof. Any change/correction/corrigendum in respect the above shall be placed in www.bhadakmunicipality.nic.in & www.bhadrak.odisha.gov.in website.

Executive Officer
Bhadrak Municipality

Memo No. 6428

Date. 06/11/2025

Copy submitted to the Director I&PR Deptt., Govt. of Odisha with a request to publish the matter in one odia daily newspaper and submit the bill in duplicate for payment.

Executive Officer
Bhadrak Municipality

Memo No. 6429

Date. 06/11/2025

Copy submitted to the Collector & District Magistrate, Bhadrak for favour of kind information.

Executive Officer
Bhadrak Municipality

Memo No. 6430

Date. 06/11/2025

Copy submitted to the PD-DUDA, Bhadrak for favour of kind information.

Executive Officer

Memo No. 6431

Date. 06/11/2025

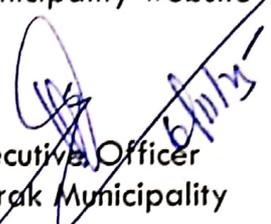
Copy submitted to the CDPO, Bhadrak for favour of kind information.


Executive Officer
Bhadrak Municipality

Memo No. 6432

Date. 06/11/2025

Copy to Notice Board / MIS, Bhadrak Municipality/ District e-Governance Manager, Bhadrak to upload the EOI document in Bhadrak Municipality website for wide publication.


Executive Officer
Bhadrak Municipality

Memo No. 6433

Date. 06/11/2025

Copy to the members of ULAWC, Bhadrak Municipality for information.


Executive Officer
Bhadrak Municipality

OFFICE OF THE MUNICIPAL COUNCIL, BHADRAK
BHADRAK-756100 (ODISHA)
Tel.No. 06784-251519(O), Fax No. 06784-251221
E-mail:-eobdkmunicipality@gmail.com

Notice No. 6427, Dated. 06/11/2025

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Scope of work:-

1. Role and responsibility of Mission Shakti MSG assigned to manage the Aahaar Kitchen & Aahaar Kendra.

- a) The Mission Shakti MSG will be responsible for the day-to-day functioning of Aahaar Kitchen & Aahaar Kendra.
 - (I) **IA (MSG) to cook, transport and serve food** (hereinafter referred to as the "Food") to the poor and needy people to alleviate hunger at various locations identified by EO, Bhadrak Municipality which shall be consumed by the Beneficiaries (hereinafter referred to as the ("**Beneficiaries**") in case the Implementing Agency is managing both the Aahaar Kendra & Kitchen itself.
 - (II) This agreement shall be for a period of one year (01) from the date of execution of this MOU and may be renewed for further period thereafter on mutual agreement of the parties. In case the EO Bhadrak Municipality is of opinion that the second party has failed to maintain the quality and quantity of food supplied to the beneficiaries or fails to meet any of its obligations specified in this agreement, Bhadrak Municipality will give 7 days notice to rectify the deficiency. If the second party fails to remedy the deficiencies, the first party may terminate this agreement in the interest of the beneficiaries and Bhadrak Municipality will have the right to make alternative arrangement to run the feeding programme seamlessly without any interruption. In such case, the second party shall refund the balance fund provided for the purpose within 7 days of the termination of the agreement. Both the parties also will have the liberty to terminate the agreement by giving 2 months notice in advance of their intention to discontinue the services.
 - (III) The MSG (**the Implementing Agency**) shall provide & serve the required meals as mentioned by Bhadrak Municipality except on Sundays and the days which have been declared or to be declared by Odisha State Aahaar Society (OSAS)/ District Aahaar Society (DAS)/City Aahaar Society (CAS) or decided by Bhadrak Municipality as a "Holiday" from time to time in the assigned locations of Bhadrak (City/Town). The number of meals can be changed from time to time basing on actual consumption of meals and with consent of DAS/CAS.

- (IV) The MSG (**the Implementing Agency**) shall prepare food consisting of Rice and Dalma from their kitchen & transport the food to the location (applicable for kitchen whose location is away from the Aahaar Kendra) under the Bhadrak (City/Town) limit in Ready-To-Eat condition or operate a back to back kitchen and Aahaar Kendra in case the Implementing Agency is managing the Aahaar Kendra itself. Where the Aahaar Kendra is managed by MSG Co-partner other than the Implementing Agency, Implementing Agency shall handover the food to the MSG Co-partner selected for the purpose.
- (V) The MSG (**the Implementing Agency**) shall cook and serve the meals consisting of boiled rice from 200 grams of raw Rice (to be served in a mug of one liter capacity), sufficient quantity of Dalma (to be served in a mug of half liter capacity) and pickles to the beneficiaries at locations assigned by Bhadrak ULB on daily basis throughout the year except on Sundays and the days which have been declared or to be declared by OSAS/DAS/CAS or decided by Bhadrak ULB as a "Holiday" from time to time in case the Implementing Agency is managing the Aahaar Kendra itself. Where the Aahaar Kendra is managed by MSG Co-partner other than the Implementing Agency, Implementing Agency shall handover the food to the MSG Co-partner selected for the purpose.
- (VI) The MSG (**the Implementing Agency**) shall serve the meals in the designated Aahaar Kendra to the beneficiaries from 11.00 A.M to 3.00 P.M during the day or the sanctioned number of meals is exhausted, whichever is earlier. For any deviation of the timing, in the normal circumstances, the Implementing Agency will be held responsible in case the Implementing Agency is managing the Aahaar Kendra itself. Where the Aahaar Kendra is managed by MSG Co-partner other than the Implementing Agency, Implementing Agency shall handover the food to the MSG Co-Partner selected for the purpose.
- (VII) The MSG (**the Implementing Agency**) will be responsible for the maintenance of cleanliness and hygiene of the kitchen(s) & Kendra. The members of the ULB or its authorized officials shall also do periodic visits to oversee the cleanliness and hygiene of the kitchen and Aahaar Kendra.
- (VIII) The MSG (**the Implementing Agency**) to ensure that one coupon is issued for one beneficiary in the Aahaar Kendra, no packing and no external food shall be allowed in the Aahaar Kendra in case the Implementing Agency is managing the Aahaar Kendra itself. No home take of food is also allowed. Where the Aahaar Kendra is managed by MSG Co-partner other than the Implementing
- (IX) Agency, the MSG IA selected for the purpose shall ensure the above said activities.
- (X) **Bhadrak DAS/CAS** shall provide Cash Subsidy Contribution of **Rs.22 (Rupees Twenty two)** only excluding TDS, Service Tax, etc. if any per meal to The MSG (**the Implementing Agency**).
- (XI) The MSG (**the Implementing Agency**) is entitled to collect cash contribution of Rs. 5 (Rupees Five) only per meal from the beneficiaries in case the Implementing Agency is managing the Aahaar Kendra itself. Where the Aahaar Kendra is managed by MSG Co-partner other than the Implementing Agency, the MSG Co-partner shall collect the cash contribution of **Rs. 5 (Rupees Five)** only per meal from the beneficiaries and hand it over to the Implementing Agency.
- (XII) If meals sold in a day is less than the number of meals indented, the MSG (**the Implementing Agency**) shall receive beneficiary contribution of Rs. 5/-per meal for the total meals actually sold in that day from the MSG Co-partner. In such Cases MSG (**the Implementing Agency**) shall be paid Rs. 22/- per meal for the total number of meals indented for that day by EO Bhadrak ULB.
- (XIII) **EO Bhadrak Municipality** shall give the indent of meals in advance for every location. The indent of meals shall remain fixed for every location. If Bhadrak ULB desires to increase or decrease the indent for assigned locations it shall be informed two days in advance to, MSG (**the Implementing Agency**).
- (XIV) **EO Bhadrak Municipality** shall give indent of meals in advance to MSG (**the Implementing Agency**) either weekly, fortnightly or monthly based on the necessity either through e-mail or hard copy in the prescribed format which shall be considered as an invoice.



- (XV) **Bhadrak DAS** shall provide full Cash Subsidy Contribution in advance to the Implementing Agency, within first week of every month as per number of indent for meals of the respective Kendra. If Bhadrak DAS fails to provide full advance cash subsidy, **MSG (the Implementing Agency)** will not be held accountable for cooking and non-delivery of food and The **MSG (the Implementing Agency)** will intimate the fact to Bhadrak ULB with a copy to CAS/DAS/OSAS and may discontinue the services after 7 days of issue of a notice to this effect.
- (XVI) EO Bhadrak Municipality shall decide the locations of Aahaar Kendra for serving of meals. Bhadrak ULB shall inform any change in locations or increase in number of Aahaar Kendra or closure of Aahaar Kendra, if any, one month in advance to The, **MSG (the Implementing Agency)**.
- (XVII) EO Bhadrak Municipality shall provide free drinking water and hand washing facility for the beneficiaries.
- (XVIII) EO Bhadrak Municipality shall provide Enclosed Hall (with locking facility) with Contribution Collection Counter, Dining setup and barricading arrangement for regulating the queue.
- (XIX) EO Bhadrak Municipality at each enclosed hall shall provide free electricity, CCTV, lighting, fan, exhaust fan, minimum 2 hours power back up facility of 3 KVA inverter, garbage management and security as per requirement. Bhadrak ULB to engage staff for House Keeping and provide Fire extinguisher, housekeeping equipment, Dishwasher and washing liquid. Cleaning of the Vessels / Utensils and plates shall be done by the staff engaged by the Implementing Agency. Bhadrak ULB shall provide uniform, apron, mask, cap, head scarf and gloves to the staffs of the Implementing Agency engaged in Aahaar Kendra.
- (XX) EO Bhadrak Municipality will provide kitchen space (where ever required) for cooking of ready to eat food.
- (XXI) The transportation of the food from kitchen up to the assigned location shall be the responsibility of The **MSG (the Implementing Agency)**. **MSG (the Implementing Agency)** shall use separate, closed and secured Stainless Steel containers for transporting the food safely to various locations.
- (XXII) EO Bhadrak Municipality shall provide distribution vehicles (wherever required), stainless steel distribution vessels, Serving spoons, mug for serving Rice (of one litre capacity) and mug for serving Dalma (of half-litre capacity) and stainless steel serving plates equal to the number of sanctioned meals for each Aahaar Kendra for use in this feeding programme.

In case, the Aahaar vehicle is utilised by EO Bhadrak Municipality for other Official purposes besides their use in Aahaar programme, the existing pool of drivers available with the district administration may be engaged for driving the Aahaar vehicles with due approval of the Administrator. In case of non-availability of drivers in the district pool, new drivers may be engaged through outsource agency. The remuneration/salary of the drivers and fuel expenses for the Aahaar vehicle shall be borne by the EO Bhadrak Municipality.

In case the Aahaar vehicles are used for Aahaar programme exclusively, The, **MSG (the Implementing Agency)** shall engage new drivers for driving the Aahaar Vehicles with due approval from the EO Bhadrak Municipality. The remuneration/salary of these drivers and fuel expenses for the Aahaar vehicles shall be borne by the **MSG (the Implementing Agency)** since these components are included in the cost of Meal.

Periodic statutory payments like Insurance, Fitness, PUC certificate relating to the vehicles deployed for distribution of meals, e.g. Fitness Certificate and Insurance shall be the responsibility of the EO Bhadrak Municipality.

The, **MSG (the Implementing Agency)** may be authorized by the EO Bhadrak Municipality to make the aforesaid statutory payment in advance which may be reimbursed by the EO Bhadrak Municipality.



Required "minor repair of the distribution vehicles shall be made and expenditure thereof shall be borne by MSG (the Implementing Agency)

In case of "major repair and maintenance of the distribution vehicle the same shall be made by The MSG (the Implementing Agency) and the expenditure thereof shall be reimbursed by Bhadrak ULB for ensuring uninterrupted service. This may be done with prior inspection (ie. before repair) and certification (after repair) by the MVI concerned.

- (XXIII) The, MSG (the Implementing Agency) shall procure pickles required to be distributed with cooked meals, preferably from Pickle making units located at **Baripada/Berhampur/Dhenkanal** operated by Mission Shakti Groups and shall transport the same to the assigned Aahaar Kendra(/s) safely.
- (XXIV) All the parties shall display their names and logos in the serving location in mutual agreement.
- (XXV) The, MSG (the Implementing Agency) shall ensure that it shall not involve nor handover the preparation of food to any other party.
- (XXVI) There shall be no discrimination on the basis of religion, caste and creed in providing cooked meal to the beneficiaries
- (XXVII) The cash subsidy contribution per meal shall be regulated by the percentage of increase in Consumer Price Index numbers (Combine) reported by Ministry of Statistics and Programme Implementation and also by the Minimum Wages Act, 1948. The Governing body of OSAS shall decide on the enhancement of Cash Subsidy as and when required after taking due approval from Government and intimate the same to all ULBs.
- (XXVIII) The, MSG (the implementing Agency) shall store and keep the food grains and other materials intended to be used for the supply of food in a hygienic condition, free from pests, insects, fungus etc, as per the FSSAI.
- (XXIX) The, MSG (the Implementing Agency) shall be responsible for ensuring that the food is prepared and delivered to the beneficiaries in good hygienic condition as per the FSSAI.
- (XXX) The, MSG (the Implementing Agency) shall not be responsible for any delay or non-supply short supply or problems in quality of food caused due to civil commotion /bandh / strike/riots / terrorism/hijack / way laying/acts with malafide intention or sabotage of vehicle by antisocial elements when food carriage is in transit or when delivered to the beneficiaries and for any reasons beyond the control of The, MSG (the Implementing Agency).
- (XXXI) In order to maintain transparency, if the implementing agency is engaged in more than one such programme or any other similar scheme concurrently with "Aahaar" shall maintain separate Accounts and Inventory.
- (XXXII) The question of violation or breach of any of the conditions by any Party or any dispute arising between the parties it would be decided by the OSAS on being referred.
- (XXXIII) If any legal disputes arise, the matter will be adjudicated in the jurisdiction of local courts.
- (XXXIV) There shall be a monitoring committee constituted by Bhadrak ULB which shall monitor the programme periodically.
- (XXXV) Bhadrak ULB shall get the food inspected by an appropriate officer to ensure safety and hygiene before serving and testing of water supply both in kitchen and Aahaar Kendras. However, if any health hazard arises by consuming the food served in the Aahaar Kendra the implementing agency shall be held responsible for it.
- (XXXVI) The, MSG (the Implementing Agency) shall provide Utilization Certificate to Bhadrak ULB duly countersigned by the Commissioner/Deputy Commissioner/Executive Officer or an authorised.

Eligibility Criteria for Selection of New Mission Shakti Groups -

1. The Mission Shakti Group must be adhering to Panchasutra for group management.

2. Must have been involved in IGA at least for 3 years.
3. The Mission Shakti Group have an annual financial turnover of minimum 3lakhs per annum for last 3 years consecutively.
4. The Mission Shakti Group Must have not been involved in any financial irregularities such as Loan declared as NPA, pre-settlement or one time settlement of loan etc;
5. The Mission Shakti Group members should not have record of involvement in any anti social activity;
6. The Mission shakti Group belong to the same ULB where the kitchen is operational going to be set up may be given preference
7. The Mission Shakti Group having experience in similar kind of activities may be given preference.

Essential Documents Required for the MSG for Participation

1. Proof and Copy of the Resolution of the MSG.
2. Proof and Copy of valid Permanent Account Number (PAN) of the Income Tax Department.
3. Proof and Copy of Bank Passbook & cash Book
4. Proof and Copy of work order/completion certificate given by the ULB/District against their assignment.
5. Proof Copy of the Resolution of MSG interested for as O&M of AAHAAR kitchen & Kendra.

Submission of Expression of Interests.

The MSG shall submit their EOI as per the formats in Annexure-1 & II along with photocopies of all the supporting document and should be covered with Seal and details of MSG with Phone No. And clearly super scribed as "**EOI for Selection of MSG for O&M of Aahaar Kendra & Kitchen.**"

The EOI on its complete form in all respect as specified shall be received in the Office of the Executive Officer, Bhadrak Municipality through **Speed Post** only addressed to the "**Executive Officer, Bhadrak Municipality, Bhadrak**" on or before dated 27.11.2025 up to 12.30 PM. The authority will not be held responsible for the postal delay, if any, in delivery of the documents and non-receipt of the same in time. The sealed EOI will be opened on dated 28.11.2025 at 11.30 AM. In the Office of the Executive Officer, Bhadrak Municipality, Bhadrak in presence of the authorized representatives of MSG, who may be present at the time of opening of the EOI.

The authority reserves the right to reject any or all the proposals/ EOI without assigning any reason thereof.



Annexure-I
(Details document required for Evaluation of MSG)

Sl.No.	Subject	Page No.
1	MSG (Name, Address and Phone No. along with Name of the President & Secretary with Address and Phone No. Member Details -	
2	Group formation on or before 01.06.2021	
3	Registration No. in NULM/ Mission Shakti	
4	First resolution copy of MSG	
5	Resolution of MSG for last six months	
6	Copy of MSG valid PAN No	
7	Copy of Bank Pass Book along with Bank statement of MSG for last 1 year	
8	1.Proof copy of the Resolution of MSG interested for O&M of AAHAAR Kitchen & Kendra	
9	Annexure-III	

President (MSG)
Stamp with signature
Date :-

Secretary (MSG)
Stamp with signature
Date :-



Annexure-II

ASSESSMENT INDEX Mission Shakti Group (MSG) (For Engagement for Operation and Management of AAHAAR Kendra & Kitchen)

Sl. No.	Assessment Parameter	Marks	Means of verification	Remarks
1	Adherence to standard practices of Group (Panchasutra)	20	Register & Bank pass book of Mission Shakti Group	<ul style="list-style-type: none">• Regular meeting-4• Regular Savings-4• Regular internal lending-4• Regular Repayment-4• Regular Record keeping-4
2	No. of Active Members	10	Register & Bank Pass book of Mission Shakti Group	<ul style="list-style-type: none">• 10 Active Members=10• 7 to 9 Active Members = 8• 4 to 7 Active Members =6• <4=0
3	Involvement in income Generation Activity (IGA)	15	Field visit and document verification	<ul style="list-style-type: none">• 3 Activity = 15• 2 Activity = 10• 1 Activity = 5
4	Turnover of the group	25	Register & Bank Pass Book of Mission Shakti Group	<ul style="list-style-type: none">• More than 5 lakhs = 25• 3 lakhs to 5 lakhs = 15
5	Investment capacity	20	Register & Bank Pass Book of Mission Shakti Group	<ul style="list-style-type: none">• 3 Lakhs = 20• 2 Lakhs = 15• 1 lakhs = 10
6	Experience in handling kitchen/Kendra or similar kind of Business	10	Field visit & document verification	<ul style="list-style-type: none">• 1 year or more = 10• Less than 1 year = 5

Note:-

1. MSG having score below 40% shall not be considered for further assessment.
2. If more than one MSG found secured the same Mark then a Common Test having 15 marks will be conducted for selection of MSG.
3. The Highest scored MSG to be awarded by Bhadrak Municipality for handing over of O&M of AAHAAR Kendra & Kitchen.

Annexure-III

We, _____ MISSION SHAKTI GROUP (MSG)
from _____ Area/Ward declare that our group has not been
involved in any anti-social activity. We also declare that we are agree to abide
by all the criteria defined for O&M of AAHAAR. We understand that if any
deviation found in this regard, then strong action will be initiated against us. (An
undertaking in a Rs.10/- Non-Judicial Stamp)

President (MSG)
Stamp with signature
Date :-

Secretary (MSG)
Stamp with signature
Date :-

