



OFFICE OF THE MUNICIPAL COUNCIL : SUNDARGARH

No. 2796 / Dt. 13/10/25
Expression of Interest (EOI)

For Operation and Management of a 10 MT Solar-powered Cold Room in Sundargarh Municipality area.

Sundargarh Municipality invites Expression of Interest in sealed cover from interested women's Self-Help Groups (SHGs) to be engaged in the operation and management of a 10 MT solar-powered cold room in Sundargarh Municipality area. The sealed Expression of Interest should be submitted to the Issue Despatch Section of the Sundargarh Municipality on or before the date 28.10.2025, time 05:00 PM. The Technical Bid will be opened on the date - 29.10.2025 at 11 AM in the conference hall of the Sundargarh Municipality. The sealed envelope should be superscripted with "EOI for Operation and Management of a 10 MT Solar-powered Cold Room in Sundargarh Municipality area". The detailed terms and conditions of the Expression of Interest is available on the website.

www.sundargarh.odisha.gov.in

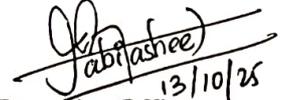

13/10/25

Executive Officer
Sundargarh Municipality

Date - 13.10.2025

Memo No. 2797

Copy submitted to the Under Secretary to Govt. I & PR, Department Govt. of Odisha, Bhubaneswar for the favour of kind information with a request to publish the above content in one Odia daily News Paper for one day only and two copies of press cutting along with submit the bill as per the Govt. rate for making necessary payment at this end kindly publish the notice in the Dist. Portal for wide publication.


13/10/25

Executive Officer
Sundargarh Municipality

Date - 13.10.2025

Memo No. 2798

Copy submitted to the DEGM, NIC, Sundargarh with a request to kindly publish the notice in the Dist. Portal for wide publication.

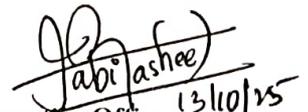

13/10/25

Executive Officer
Sundargarh Municipality

Date - 13.10.2025

Memo No. 2799

Copy submitted to the Chairperson, / Vice-Chairperson / All Councilors, Sundargarh Municipality.


13/10/25

Executive Officer
Sundargarh Municipality



OFFICE OF THE MUNICIPAL COUNCIL : SUNDARGARH

Memo No. 2800

Date - 13.10.2025

Copy to the CDPO, ICDS, sadar, Sundargarh for information and necessary action.

Copy to Office Notice Board for wide publicity.


13/10/25

Executive Officer
Sundargarh Municipality

Memo No. 2801 ⁽¹⁾

Date - 13.10.2025

Copy submitted to the Collector & District magistrate, Sundargarh for favour of kind information and necessary action.


13/10/25

Executive Officer
Sundargarh Municipality

Memo No. 2801 ⁽²⁾ Dt. 13/10/25

Copy submitted to the DPM, OLM, Sundargarh for favour of kind information & necessary action.


13/10/25



OFFICE OF THE MUNICIPAL COUNCIL : SUNDARGARH

TERMS AND REFERENCE

For Operation and Management of a 10 MT Solar-powered Cold Room and a Facilitation Centre in Sundargarh Municipality area

In association with OREDA, Sundargarh Municipality will install a 10 MT solar-powered cold room, in the Sundargarh Municipality area. This cold room will help the farmers, small vendors, and street hawkers to store their perishable food commodities, thereby reducing food loss and preventing distress sales. The common facilitation centre will provide various services such as SHG product display, packaging, labelling branding, logistics, and marketing. This will help the SHGs to access wider markets, reduce transaction costs, and increase their bargaining power. Both the cold room and facilitation centre will be operated and managed by women's self-help groups (SHGs). In this connection, "Expression of Interest" is invited from interested SHGs as per the following terms.

1. The last date for submission of the Expression of Interest (EOI) is on 28.10.2025, time 05:00 PM and the technical bid will be opened on 29.10.2025 at 11 AM in the council hall of Sundargarh Municipality.

The interested SHGs may download the EOI documents including formats of Technical Bid from the website www.sundargarh.odisha.gov.in

2. The authorized representative of the bidding SHG will be present at the time of the opening of the EOI. In case of the absence of the bidders or their representatives, the Committee has the right to open the EOI.
3. The bids will be evaluated on the basis of criteria such as year of Group Formation, Group Management, Involvement in IGA, Financial Behaviour, Group Integrity, Qualification, Skills, Digital Knowledge, Experience in government projects, Experience in running and maintaining infrastructural assets, and Experience in marketing activities of members by a committee constituted for the purpose and the findings of the committee will be final and binding. The same cannot be challenged at any forum thereafter. The intending bidder will have to submit an undertaking in this regard.
4. The Sundargarh Municipality with its representative the Executive Officer reserves the right to reject the bid quoted by SHG, if not satisfied with the concerned SHGs' credibility and past performance record.
5. No communication shall be entertained over the telephone, Fax, email or in person questioning the decision of the committee.
6. Any dispute that arises over the quality of the service will be verified by the designated officials of Sundargarh Municipality.
7. There should not be any precondition of advance payment or time limit, whatsoever. The bid submitted will be taken as absolute without any precondition.
8. The SHG will be empanelled for 1 year for the operation and management of the cold room. The contract will be extended on the basis of satisfactory services and an evaluation report by the Sundargarh municipality.
9. An undertaking in Rs.10/- non-judicial stamp paper stating the following must be attached with the



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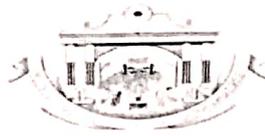
bid.

- I (name, designation, and group name) will be responsible for operating and managing the cold room and facilitation centre located in Sundargarh Municipality area.
- Our SHG, (name of the SHG), belongs to ward No. _____
- All the members of our SHG are following the Panchasutra.
- (The name of the SHG or member) is not in default on a loan obtained from a bank or a non-bank financial institution (NBF1).
- If we (name of the SHG), fail to deliver our responsibility or deliverables during the contract period after selection, we will not be considered for government programmes for the next two years.
- We (the name and address of the SHG), have not been blacklisted in any previous assignment.
- If we (name of the SHG) fail to deliver our responsibility or deliverables during the contract period after selection, we will not be considered for government programmes for the next two years.
- We (the name and address of the SHG) have not been blacklisted in any previous assignment.
- We will abide by the terms of the contract between the Sundargarh municipality and the SHG.

10. Only the qualifying SHG will be considered for the said assignment.

11. Eligibility criteria for SHGs

Sl. No.	Parameter	Criteria
1.	Group Formation	On or before 13.10.2023
2.	Group Management	Strictly adhering to Panchasutra (Regular Meetings, Regular Savings, Regular Internal Lending, Regular Repayment, Regular Record Keeping)
3.	Involvement in IGA	Most Have been previously engaged in Income Generating Activities.
4.	Financial Behaviour	No financial irregularities (such as Loan declared as NPA, Write-off, one-time Settlement of loan etc.
5.	Group Integrity	No record of involvement in any anti-social or criminal activities.
6.	Qualification	The minimum qualification of any two members of the group should be matriculation or above.
7.	Skills	Any skill certificates from recognized organizations would be preferred.
8.	Digital Knowledge	Most should have some experience in using computers and smartphones by any of the SHG members.



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9.	Experience (Govt.)	SHGs' working experience with government departments would be preferred.
10.	Experience (Infra.)	SHG's experience in running and maintaining infrastructural assets such as cold rooms, food processing plants, small manufacturing units, etc. would be preferred.
11.	Experience (Marketing)	SHGs' experience in marketing activities such as trade fairs, melas, etc. would be preferred.
12.	Reputation	Should not have been blacklisted by the sundargarh unicipalty at any point in the past

12. Terms of Engagement

- a) The engagement of SHG is purely on a selection on-merit basis with the objective to improve their livelihood.
- b) The selected SHG will sign a contract agreement with Sundargarh Municipality for managing the project as per applicable terms of reference.
- c) The period of engagement of SHG is for initial 1 year (renewable as per performance).
- d) SHG members cannot claim to be employees or permanent staff of the Sundargarh Municipality or the cold room.
- e) Sundargarh municipality can terminate the contract agreement before its expiry, if selected SHG is found to violate the necessary norms binding to them under the said project.

13. Roles and responsibilities of SHG assigned to operate and manage the cold room and a common facility centre.

The SHG will be responsible for the day-to-day functioning of the cold room. The work is divided into several packages as follows:

i. Cold Room

- a) Creating cold room awareness by conducting various programmes for farmers, small vendors, street hawkers, citizens, and bulk institutions like hostels, hotels, restaurants, NGOs, etc.
- b) Registration of farmers, small vendors, and street hawkers via offline (manual register) and online modes.
- c) Maintaining cold room inventory (accurate records of all transactions) via offline and online modes for the check-in and check-out process.
- d) Ensuring the quality of the cold room commodities during the check-in and check-out process.
- e) Maintaining and monitoring cold room parameters like temperature and humidity.
- f) Ensuring efficient utilization of the cold room.
- g) Periodic cleanliness and maintenance of the cold room.
- h) Periodic reporting of the cold room activities.
- i) Managing the finances of the cold room facility which includes keeping track of income and expenses, managing the cash flow, and preparing financial reports.



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- j) Providing good services to farmers, small vendors and street hawkers which involves addressing customers' concerns, providing information about the facility, and getting feedback.
- k) Support in conducting cold room ambassador programmes.
- l) Any other duty assigned by the Sundargarh municipality from time to time.

ii. Other SHG engagements

- a) Facilitate organizing periodical meetings like weekly, monthly and special meetings when convened.
- b) Facilitate hosting events on dates of National and State significance.
- c) Establishing a connection with bulk institutions by carrying out necessary survey works.
- d) Streamline supply chain system for consistent supply of commodities to bulk institutions.

14. Support to SHG

A. *Technical support*

- Regular capacity-building programmes/workshops will be provided to the selected SHG. The basic training module includes:
 - Team building and working in groups.
 - Engagements with retail customers.
 - Engagements with bulk consumers like hotels, hostels, hospitals, mid-day meal institutions, etc.
 - Engagement with small vendors and farmers.
 - Digitalization of cold room operations and documentation.
 - Survey farmers and record on in a database.
 - Record keeping, finance handling and reporting.
 - Avail Government schemes and financial institution support.
 - Entrepreneurship development and self-sustainability.
- Need based training modules will be designed and delivered to the selected SHG.
- Handholding support for managing the infrastructure and business engagements will also be provided by the technical team who may be engaged by the Municipality/ is associated with the Municipality



OFFICE OF THE MUNICIPAL COUNCIL : SUNDARGARH

Expression of Interest (EOI)

For Operation and Management of a 10 MT Solar-powered Cold Room at
the Traffic Gate Market, Rourkela

Technical Bid

Sl. No.	Item	Details
1.	Name of the SHG	
	SHG Registration Number	
	SHG Date of Registration	
	Ward details	
	SHG PAN Number	
	Communication Address	
	Contact Phone number	
2.	Documents to be furnished	
	i. Bank passbook front page photocopy	Yes/No
	ii. Bank account statement for the last 2 years (2023-24,2024-25)	Yes/No
	iii. PAN card photocopy (attested)	Yes/No
	iv. NOC from the bank stating that SHG has: <ul style="list-style-type: none">• A regular repayment history• No OTS (One-time Settlement) history• No NPAs (Non-performing assets)• No write-offs	Yes/No
	v. Any skills certificates	Yes/No
	vi. Matriculation certificate photocopy of any 2 SHG members	Yes/No
3.	Number of income-generating activities. Please provide details. Refer to Annexure 1S.	



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	v. Any skills certificates	Yes/No
3.	vi. Matriculation certificate photocopy of any 2 SHG members	Yes/No
	Number of income-generating activities. Please provide details. Refer to Annexure 1S.	



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4.	Average revenue generated in the last 2 years.	
5.	Number of projects involved with government departments. Please provide details.	
6.	Any experience in running and maintaining infrastructural assets such as cold rooms, food processing plants, small manufacturing units, etc. If yes, please provide details.	
7.	Any experience in marketing activities – Trade fairs, Melas, etc. If yes, please provide details.	
8.	<p>An undertaking in an Rs.10/- Non-Judicial stamp paper stating the following has to be attached with the technical bid:</p> <ul style="list-style-type: none">➤ I (name, designation, and group name) will be responsible for operating and managing the cold room and facilitation centre located at the Traffic Gate market, Rourkela.➤ Our SHG, (name of the SHG), belongs to ward No. _____➤ All the members of our SHG are following the Panchasutra.➤ (The name of the SHG or member) is not in default on a loan obtained from a bank or a non-bank financial institution (NBFI).➤ If we (name of the SHG), fail to deliver our responsibility or deliverables during the contract period after selection, we will not be considered for government programmes for the next two years.➤ We (the name and address of the SHG), have not been blacklisted in any previous assignment.	



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	<ul style="list-style-type: none">➤ If we (name of the SHG) fail to deliver our responsibility or deliverables during the contract period after selection, we will not be considered for government programmes for the next two years.➤ We (the name and address of the SHG) have not been blacklisted in any previous assignment.➤ We will abide by the terms of the contract between the Sundargarh municipality and the SHG.	
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Member Detail (4 members from the selected SHG will be engaged)

Sl. No.	Name of Member	Existing livelihood	No. of family member	Area of Residence	Digital Knowledge	Contact Number
1						
2						
3						
4						

Annexure I

Sl. No	Category	Details
1	Agriculture and Livestock-related activities	SHGs undertake agriculture and livestock-related activities such as organic farming, dairy farming, poultry farming, goat rearing, and beekeeping.
2	Food Processing and Catering	SHGs engage in food processing activities such as pickles, jams, and other processed foods. They also provide catering services for events and occasions.
3	Handicrafts and Artisanal work	SHGs undertake handicrafts and artisanal work such as weaving, embroidery, pottery, and basket making. They also sell these products in local markets or through online platforms.
4	Tailoring and Stitching	SHGs engage in tailoring and stitching work, such as making garments, bags, and home decor items. They also provide stitching services to their local community.



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5	Recycling and Upcycling	SHGs undertake recycling and upcycling activities such as making products from waste materials such as paper, plastic, and cloth.
6	Microenterprises and Small Businesses	SHGs start and run small businesses such as grocery stores, tea stalls, and beauty parlours.
7	Mushroom cultivation	SHGs undertake mushroom cultivation which is becoming popular in India as a source of nutritious food as well as a source of income.
8	Small-scale manufacturing	SHGs engaged in the manufacturing of items such as agarbatti, soap, detergents, disposable plates, phenyl, candle making etc.
9	Any other	Please specify in the application form.