

I.C.D.S. DIRECTORATE

(Social Welfare Department)
Govt. of Bihar

NOTICE INVITING EXPRESSION OF INTEREST (EOI)

Eoi for Empanelment of Agency for Supply of Hot Cooked Meal (Energy Dense Nutritional Food-EDNF) under Supplementary Nutrition Programme (SNP).

The Department of Social Welfare, Bihar through Directorate of ICDS invite application for empanelment from interested registered NGOs/SHGs/Mahila Mandal/Firms/Agency/other registered entities of Bihar or Agency willing to work in Bihar to supply & take responsibility of providing SNP i.e. Hot Cooked Meal (HCM) viz Paushtik Laddoo, Sattu Laddoo & Baalbhog products to the beneficiaries i.e. children age of 3 to 6 years. The agency is expected to ensure supply of HCM (EDNF Recipes) without interruption to the AWCs including transportation charges and all applicable taxes, as per the rates and norms fixed by the Govt. The rate per beneficiary per day is fixed as per cost norms vide Govt. of India, Ministry of Women and Child Development, New Delhi letter No.CD-1-11/2/2016-CD.1, dated 6th October, 2017 for SNP.

The Earnest Money Deposit should be submitted to the ICDS, directorate, Bihar in a sealed cover. The cover should be superscripted with the details of the Expression of Interest as shown above.

SI No.	EOI Details	Time Table	Remarks
1	2	3	5
1	Last date of submit clarification request regarding EOI	25.05.2021/02:00 PM	
2	Last date of submission of EOI	14.06.2021/04:00 PM	

The Sealed EOI are invited from interested Agency along with all necessary documents. The EOI shall be submitted through Speed Post/Registered Post/only addressed to ICDS, Directorate, 2ND floor, Indira Bhawan, R.C Singh Path Baily Road, Patna on or before 14.06.2021 up to 04:00 P.M. EOI received after due date and time shall be summarily rejected. The details of Terms of Reference (ToR) can be downloaded from www.icdsbih.gov.in. The ICDS, Directorate reserves the right to cancel or amend Terms & Conditions of EOI any without assigning any reason thereof.

The ICDS, Directorate reserve the right to change the opening date of the EOI due to administrative reason by notifying the same on the website of Directorate. The Department will not be liable for any delay in submission of EOI and system errors (if any).


Director
ICDS

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The Directorate of Integrated Child Development Services is primarily concerned with the implementation of schemes related to children of the age group of 0-6 years, drop out adolescent girls and pregnant and lactating women. In addition to these initiatives, the Directorate is concerned with the relevant policies, legislations, budget, training requirements, monitoring, evaluation and supervision of programmes concerning early childhood care and nutrition.

The Department is headed by Secretary incharge. The Directorate of Integrated Child Development Services (ICDS) is headed by Director, who is supported by a multi-tier staff structure comprising Joint Directors, Deputy Directors and Assistant Directors at the State level. At the District level, the District Programme Officer executes the programmes through Child Development Project Officers (CDPOs) who is in charge of the ICDS Projects at the Block Level. At the ward level, there are Anganwadi Workers and Helper & Supervised by a Lady Supervisor for each sector.

Objectives

- ✓ To improve the nutritional and health status of children in the age group 0-6 years.
- ✓ To lay the foundations for proper psychological, physical and social development of the child.
- ✓ To reduce the incidence of mortality, morbidity, malnutrition among children.
- ✓ To achieve effective co-ordination of policy and implementation among targeted beneficiaries.
- ✓ To enhance the capability of the mother to look after the normal health and nutrition needs through nutrition and health education.

Six Services Provided by Anganwadi Centers in the State.

- ✓ Supplementary Nutrition.
- ✓ Pre-school education.
- ✓ Immunization.
- ✓ Health checkup.
- ✓ Referral services.
- ✓ Health and Nutrition education.

Scope of Work:

The Department of Social Welfare, Bihar through Directorate of ICDS invite application for empanelment from interested registered NGOs/SHGs/Mahila Mandal/other registered entities of Bihar or Agency willing to work in Bihar to supply & take responsibility of providing SNP i.e. Hot Cooked Meal (HCM) viz Paushtik Laddoo, Sattu Laddoo & Balbhog mix products to the beneficiaries i.e. children up to the age of 3 to 6 years only. The agency is expected to ensure supply of HCM (EDNF Recipes) without interruption to the AWCs including transportation charges and all applicable taxes, as per the following rates and norms fixed by the Govt.

SL No.	CATEGORY OF BENEFICIARIES	Requirement			Remarks
		Max. PERMISSABLE EXPENDITURE PER CAPITA PER Day (RS) *	Energy (Kcal)	PROTEIN (g)	
1	2	3	4	5	6
1	3 to 6 years (severely acute malnutrition-SAM) children	12.00	800	20-25	
2	3 to 6 years (normal) Children	08.00	500	12-15	
* 25 Days per month of a Year					

The HCM (EDNF Recipes) shall consist of following items:-

(I) Paushtik Laddoo

Ingredients and Amount:

S.No.	Ingredients	Amount (g)
1	Whole wheat Flour	85
2	Green gram Daal	45
3	Peanuts	85
4	Ragi	21
5	Jaggery	128
6	Parboiled Rice	21
7	Gingelly Seeds/ Til Seeds	9
8	Milk Powder	85
9	Ghee/Refined oil etc.	21

Nutritional Value:

Nutrient	Nutritional Value/100g
Protein (g)	13.89
Energy (Kcal)	444.83
Calcium (mg)	252.78
Iron (mg)	2.75

(II) Sattu Laddoo

Ingredients and Amount:

S.No.	Ingredients	Amount (g)
1	Sattu	240
2	Peanut	95
3	Jaggery	140
4	Ghee/Refined oil etc.	25

Nutritional Value:

Nutrient	Nutritional Value/100g
Protein (g)	15.81
Energy (Kcal)	436.57
Calcium (mg)	65.14
Iron (mg)	5.86

(III) Baalbhog

Ingredients and Amount:

S.No.	Ingredients	Amount (500g)
1	Wheat	360
2	Rice	65
3	Mung dal	20
4	Premix micro nutrients	As per standards
5	Sugar etc.	55

Nutritional Value:

Nutrient	Nutritional Value/100g
Protein (g)	14-16
Energy (Kcal)	410
Calcium (mg)	335
Iron (mg)	13

1. Eligibility Criteria: -

The applicants must fulfill the following eligibility conditions and submit documentary evidences in support of fulfilling the conditions while submitting the application.

- I. The firm should be registered in India under Companies Act/ Partnership Firm/society/Sole-proprietorship firm or any other registered body having valid registration certificate.
- II. Organization must be in existence for a minimum period of three years on the date of publication of this EOI.
- III. The firm shall have its own manufacturing unit of HCM (EDNF Recipes) or shall have minimum three years experience of supplying to any govt. agency/PSU/Corporation etc.

- IV. The firm shall have valid GST registration issued by concerned authorities.
- V. The food Recipes manufacturer should possess a valid FSSAI license and comply with Hygiene requirements of FSSAI/ISO etc.
- VI. The firm should have a properly constituted Managing /Governing Body with its power and duties clearly defined in its constitution.
- VII. The firm is capable of supplying HCM (EDNF Recipes) at least for sixty days from its own resources.
- VIII. The firm should have financial and technical capacity to prepare, pack and supply the HCM (EDNF Recipes) to all AWCs.
- IX. The plant should be semi-auto mated in nature for preparation of HCM (EDNF Recipes).
- X. Agency blacklisted by any Govt. Department/Autonomous organization/ corporation in and/or outside Bihar will not be eligible for applying in the EOI.

2. Certified Documents to be furnished along with Eoi:-

- I. Copy of Incorporation certificate/Firm Registration Certificate/etc.
- II. The copy of audited balance Sheet and profit/loss statement of past three years duly certified by Chartered Accountant (Statutory Auditor).
- III. Firm shall submit attested copies of the Income Tax returns of last three years or from the establishment of the plant duly certified with a copy of a PAN card attested by authorized signatory.
- IV. Attested copy of Certificate of registration under GST Act as applicable shall be submitted.
- V. The Agency shall submit a valid license from FSSAI, as applicable.
- VI. The Agency should submit an affidavit on Rs 100 Non-Judicial stamp paper and attested by the Notary.
 - i). Not having been prosecuted for violation rules/law under Essential Commodities Act or any such others law there under in any court of law.
 - ii). Not having been black listed by any organization or Government for non- performance of contractual obligation or for any other purpose.
- VII. In case of partnership firm or Co-operative or Corporate or NGOs the agency should furnish a copy of the partnership deed or bye law or memorandum as the case may be. In case of partnership firms the share holding pattern should be duly certified by the Chartered Accountant along with details of name, age, education and experience of the partners. In case of Co operative/ corporate/NGO body copy of letter of authorization to the Chief Executive or the authorized person to participate in the process should be furnished.
- VIII. To submit the address proof of the authorized signatory viz Telephone bill/copy of pass port/ voter ID proof along with the application. The address proof in respect of the firm shall be either certificate of registration or certificate of incorporation issued by the concerned authority.
- IX. The agency to submit the Bank account details of firm along with IFSC code, Branch details, address shall be furnished in the letterhead of the firm.
- X. The agency shall submit necessary documents in support of the past experience claimed by them.

3. Other Terms & Conditions

- I. The interested bidder need to submit EMD of Rs 5 (five) lakhs (Rupees five lakhs) as demand draft drawn in favour of 'Director ICDS, payable at Patna along with the documents. The EMD of unsuccessful agency shall be refunded within 15 days of finalization of the empanelment process.
- II. The successful bidder upon receipt of communication regarding acceptance for empanelment under ICDS Directorate shall have to submit performance security in shape of Bank Guarantee for an amount equivalent to @3% (Three per cent) of the Work Order value.
- III. The agency once empanelled & approved by the ICDS Directorate will be communicated by e-mail. However the ICDS Directorate reserves the right, without giving any reason, to accept or to reject all or any agency.

4. **Due date and time:**-EOI in a sealed cover along with all necessary documents should reach in the office of ICDS, Directorate, 2ND floor, Indira Bhawan, R.C Singh Path Baily Road, Patna on or before 14.06.2021 up to 4 P.M. EOI received after due date and time shall be summarily rejected.

5. **Amendment of the Expression of Interest: -** At any time, prior to the last date of submission of EOI, **ICDS, Directorate** reserve the right to amend the terms and conditions of the EOI. The amendment will be displayed on the website www.icdsbih.gov.in of **ICDS, Directorate**. In order to give prospective applicants reasonable time, the **ICDS, Directorate** may, at its discretion, extend the last date for the submission of EOI.

6. **Process of Agency selection for empanelment :-** The selection process would involve short listing of eligible applicants on the basis of evaluation of submitted documents. The detailed write up of their proposal and location of the existing/proposed Branches/Office also need to be submitted. There are 544 projects in ICDS, Directorate, Bihar The preference may be given for the district in which Branch is located or nearby District. The short listing of the agency will be followed by a presentation before the department committee on the date(s) to be intimated later. The applicant need to the submit there district(s) as preference for supply of HCM (EDNF Recipes).

(Note- Interested Agency may raise their queries through e-Mail ID- icdspro@gmail.com & dir.icds-bih@nic.in on or before 25 May 2021, reply of which will be communicated via return mail.)

7. General Terms and Conditions of EOI

1. The empanelled agency-
 - (a) Will not discriminate in any manner on the basis of religion, caste or creed, and should not use the program for propagation of any religious practice or ideology.
 - (b) Shall undertake to supply material at approved rate only.
 - (c) Will not entrust/ sub-contract the program to any other organization/agency.
 - (d) Will submit the names of all office bearers involved in the establishment and management of such organizations along with their roles and responsibilities in the organization. If any of the office bearers holds a public office, then details of that office also have to be mentioned specifically.
 - (e) Will sign a contract/MOU with the concerned District Programme Officer (DPOs) before any work order is assigned to the organization.
2. Initially work will be allotted for supply of HCM (EDNF Recipes) for six months, it can be further extended with the mutual consent and need by the concerned DPOs.
3. The tentative monthly requirements of HCM (EDNF Recipes) is approx 11397.00 MT including all three recipes. The requirement of HCM (EDNF Recipes) may vary with AWCs beneficiaries.
4. The firm will submit monthly statement of accounts of HCM (EDNF) actually supplied to the AWCs to concern CDPOs, who shall process the same and shall arrange for payment promptly. No payment shall be made for defective or poor quality supply.
5. The firm shall comply with the orders/guidelines/Instructions issued from time to time by Directorate or Govt. of India or any other agency/ state/ organization duly authorized.
6. All statutory licenses/ permission/ NOC will be complied and shall be obtained by the agency itself.
7. Raw materials used for preparing HCM (EDNF Recipes) shall be of high standard quality having ISI/FPO/ Agmark certificate wherever applicable.
8. The HCM (EDNF Recipes) Recipes packing material should be as per norms and Packed in 500 gm per packet.
9. The firm shall maintain and operate transport means/vehicles required for transportation of HCM (EDNF Recipes) at its own cost and risk and shall use clean, hygienic separate closed and secured /sealed container for transportation. The containers shall be sealed before DPO/CDPO/ authorized representative. The packet should be transported and served in a proper hygienic conditions and the quality of the HCM (EDNF Recipes) so supplied to the AWCS Beneficiaries should be fresh.
10. The organization shall invest from its own funds for entire infrastructure, buildings, cooking machinery, vehicles etc. for transporting the HCM (EDNF Recipes) material up to AWCs.
11. The distribution of the HCM (EDNF Recipes) upto the AWCs shall be the responsibility to the Agency.
12. DPOs ICDS of concern District should place the supply order before 60 Days in advance to the empanelment Agency and the Agency must supply the HCM (EDNF Recipes) by 1st week of concerned month.
13. The firm will submit the monthly bill to concern CDPOs for payment and the payment will be done by concern Project CDPOs within 7 days of receipt of bills on actual supply basis.
14. Concerned DPO will have a right to change the quantity of HCM (EDNF Recipes) on the basis of performance or in the interest of requirement, at any point of time of the operation of the agreement from any of the empanelled agency. In case, more than one agency is empanelled for a district, the DPOs at its discretion can place supply order to agency or more than one agency.
15. The ICDS functionaries shall have full rights to get the ingredients tested any number of times, through food testing lab or any other authorized laboratory, at the time of cooking, during transportation or at AWCs. In case deviation is found more than 5% in the specification, the organizations shall not be paid towards such supply. The testing fee of the sample shall be borne by the Department.
16. If the quality of supply is found defective in any manner ICDS functionaries shall have the right to refuse to take the supply and to return the whole or part of the defective HCM (EDNF Recipes) supplied to AWCs as the occasion may arise and impose suitable penalty or may cancel the agreement forthwith.
17. If the firm fails to supply HCM (EDNF) packets on a particular day(s) or fails to replace the defective supply of cooked food in time, suitable penalty @ 0.5 % of such value will be imposed.
18. The delivery of packets will be made as per the schedule provided by the DPO/CDPO. In case the packets received by the concerned AWCs is found to be defective/sub standard, it shall be refused and supply shall be lifted by the organization from the AWCs at its own risk and cost.
19. The firm shall be required to make the supply regularly. In case of non-supply, irregular or late supply, the ICDS functionaries shall have liberty to cancel the work order and may allot the work to any other empanelled organizations. The performance security deposited by the organization can be forfeited in such cases.

20. To ensure maintenance of Health Standard, hygienic standards of cooking, the inspection of the cooking places, premises may be entrusted to any third independent agency, so decided by the Department. The report of the third party evaluating the agency in respect of the cooking place, transportation, distribution of food etc. shall be binding on the empanelled Agency.
21. Health & Hygiene standard should be as per NFS Act 2013.
22. Any representative of the Department or ICDS Directorate may visit storage/Cooking site with/ without notice at any time and organization shall extend full cooperation during inspection.
23. The firm used potable water at the establishment/cooking place.
24. The firm shall take all the precautions while preparing, handling & transporting HCM (EDNF Recipes) to the AWCs from the place of preparation/cooking and its distribution amongst AWCs.
25. In case of any mishap/incidence to any AWCs beneficiaries falling ill after consuming the food supplied by the Agency, immediate interim relief/ monetary assistance will be provided by empanelment agency for the treatment of the beneficiaries in consultation with CDPOs. The Agency may also be liable to pay compensation to the beneficiaries, decided by the Department.
26. The Department shall have the right to change/modify any clause/provision if it is Required in the interested of Department/ beneficiaries.
27. The firm shall maintain the infrastructure of the semi automated cooking place at its own cost as per the prescribed standards.
28. If at any stage, it is found that documents submitted by the organization were/are fake the Department reserve the right to stop the payment due, forfeit the Bank Guarantee/Performance Security and cancel the work order.
29. The firm shall deposit BG/PS @3% of order value at the time of signing of MOU/Agreement through fixed deposit in the joint name of the DPO/CDPO/authorized representative. This amount shall be refundable after successful completion of the work.
30. The firm shall provide a copy of ESI & PF registration certificate, where applicable, to concern DPOs at the time of signing of MOU/Agreement and shall be solely responsible for statutory liability arising out of the employment of the staff by the organization. The staff so employed will not be treated as Govt. employee at any point of time or purpose.
31. The concealment/wrong information may result into disqualification for empanelment of Agency.
32. During the agreement period the firm shall comply with the instructions/guidelines issued by Department any change in ingredients /package size and brand name of the products which may require modification due to the change in Govt. policy, the same could be resolved by mutual consent by the both parties.
33. I.C.D.S. Patna reserves the right to revise the HCM (EDNF Recipes) menu or add some flavor in Recipes as per AWCs beneficiaries requirement.
34. I.C.D.S. Patna reserves the right to reject or revised the EOI or part of the EOI without assigning any reason at any stage.
35. In case of any dispute, the jurisdiction shall be High Court, Patna only.
36. In case of any dispute or differences arising on terms and conditions, the same shall be settled by ICDS, Directorate, Patna.

All above terms and conditions accepted

(Signature of the Authorized Representative with seal)

Annexure-I

APPLICATION FOR EMPANALEMENT OF SUPPLY OF HCM (EDNF Recipes)

Particulars	Details to be Furnished
1. Name of the Firm	
2. A Office Address of the Firm <ul style="list-style-type: none">• Telephone No.• Mobile No.• e-mail• website	
B. Factory Address <ul style="list-style-type: none">• Telephone• Mobile No.• e-mail• website	
3. Permanent Account Number (PAN No)	
4. GSTIN No. & date	
5. If Partnership firm <ul style="list-style-type: none">a) Name & Address of all Partnersb) If Registered under Companies Act, Name of the Chairman and Managing Director with full addressc) Name & Address of Proprietor if Proprietor concern	
6. EMD Details	
7. Year of Establishment of the firm/Company	
8. Annual Turnover of the last three years	
9. Name of the Authorized signatory (a copy of the authorization to be enclosed wherever necessary)	
10. Current capacity of the Firm to Manufacture & supply of food. (Per Day in 'K.G')	
11. Preference of District(s).	

I hereby agree to abide by the Terms of Reference (ToR) of the Express of Interest (Eoi) document stipulated for submission for supply of HCM (EDNF Recipes). The duly signed Terms of Reference (ToR) of the Express of Interest (Eoi) document is enclosed to this application along with relevant documents.

Date:

Place

Signature of the Authorized Representative

EoI Eligibility Criteria for Agency Empanelment

Annexure-II

SL No.	Criteria	Details Given	Remarks
1	2	3	4
1	Past experience of the firm with similar requirements		
2	Turnover of the last three years		
3	Qualification accreditation, licensing requirements from FSSAI/ISO, etc		
4	Qualifying all other terms of condition of EOI documents		

Signature of the Authorized Representative

DOCUMENTS REQUIRED TO BE SUBMITTED WITH EOI FOR AGENCY EMPANELMENT

1. EOI application form in prescribed format and complete in all respect.
2. The Agency need to submit EMD of Rs 05.00 Lakh as demand draft drawn in favour of 'Director ICDS' payable at Patna.
3. Copy of the registration certificate of the Agency.
4. Copy of the Memorandum of Association of Voluntary Organization/NGO/Rules & regulations/bye laws etc. of the Agency.
5. Copy of the list of properly constituted management/governing body of the Agency.
6. Name of all office bearers involved in the Agency with their post and responsibilities in the Agency.
7. Whether any office bearer of the Agency holds a public office? If yes, give complete details.
8. Presentation/write up of the proposed project.
9. Copy of income Tax return of the Agency for the last three years.
10. Copy of PAN card of the Agency.
11. Copy of ESI/PF registration Certificate in respect of all employees/office bearers in the Agency.
12. Audited Balance Sheet for last three years with income/Expenditure statement.
13. Each and every page of the complete EOI document down loaded from the website signed and stamped by the authorized signatory of the Agency.
14. Other documents to be submitted as per application form of EOI with details. And must be submit an affidavit that the applicant has never been blacklisted by any Govt. Dept. /Govt. undertaking in and/or outside Bihar.
15. Each and every paper submitted must be signed with the seal of the authorized signatory of the Agency.

If these notes are not complied with, then application for EOI may be summarily Rejected.