OFFICE OF THE PRINCIPAL: INDUSTRIAL TRAINING INSTITUTE: BHUBANESWAR

Email Id :- principalitibbsr@gmail.com

TENDER CALL NOTICE

NO 1695 **/Dated** 6/11/2026

Sealed bids are invited by the Principal, Govt. ITI Bhubaneswar from eligible and experienced caterers, mess operators, firms, agencies, self-help groups or other legally constituted entities for operating the mess/canteen facilities serving the boys' and girls' hostels of the Institute.

The selected agency shall prepare and serve breakfast, lunch and dinner daily to hostel boarders in accordance with the approved menu, food-safety requirements and this tender document. The Detail tender documents can be downloaded from the official website of the institute https://govtitibbsr.in/

S.L No	Schedule of Bidding	Date
1	Date of Issue	06/11/2026
2	Date of Publication	09/11/2026
3	Last date of Submission of Bids	21/11/2026, 5:00 PM
4	Opening of Technical Bid	23/11/2026, At 11:00 am
5	Opening of Financial Bid	25/11/2026, At 11:00 am

6/11/26
Principal,
Industrial Training Institute,
Bhubaneswar

Memo No: 1696 /Date: 6/11/2026

Copy Submitted to the Collector & District Magistrate, Khrodha, for favour of Kind information with a request to display the notice in the district administration website for wide circulation.

6/11/26
Principal,
Industrial Training Institute,
Bhubaneswar

Memo No: 1697 /Date: 6/11/2026

Copy Submitted to the DTE&T, Odisha, Kataka for favour of kind information and necessary action.

6/11/26
Principal,
Industrial Training Institute,
Bhubaneswar

OK

GOVERNMENT OF ODISHA

GOVERNMENT INDUSTRIAL TRAINING INSTITUTE, BHUBANESWAR

DETAILED TENDER DOCUMENT

FOR OPERATION OF BOTH (BOYS' AND GIRLS') HOSTEL MESS/CANTEEN

Tender Reference No.: **1695/2026**

Date of Issue: **06/11/2026**

Date of Publication: **09/11/2026**

Last Date of Receiving Bids: **21/11/2026**

EMD: Rs. **Rs-50,000/-**

Date for Technical Bid Evaluation: **23/11/2026 (At 11:00 am)**

Date of Financial Bid Evaluation: **25/11/2026 (At 11:00 am)**

Contract Period: One year, extendable as per applicable rules.

Issued by: **The Principal, Government Industrial Training Institute, Bhubaneswar.**

(Ref:- Letter No-9739, Date:14/08/2026 of The Director of Technical Education & Training Odisha, Kataka)

Principal
Industrial Training Insittute
Bhubaneswar

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PART A — NOTICE INVITING TENDER

Sealed bids are invited by the Principal, Govt. ITI Bhubaneswar from eligible and experienced caterers, mess operators, firms, agencies, self-help groups or other legally constituted entities for operating the mess/canteen facilities serving the boys' and girls' hostels of the Institute. The selected agency shall prepare and serve breakfast, lunch and dinner daily to hostel boarders in accordance with the approved menu, food-safety requirements and this tender document.

The Institute will provide designated space for the mess/canteen and access to an existing water source, subject to availability and reasonable institutional controls. Except for the specifically stated facilities, the successful agency shall arrange, install, operate and maintain all equipment, utensils, furniture, cooking fuel, electricity arrangements where not specifically provided, staff, ingredients, cleaning materials, pest control, waste disposal, transport and other inputs at its own cost.

Sl. No.	Particular	Details
1	Tender reference/date	
2	Contract	Operation of boys' and girls' hostel mess/canteen
3	EMD	**₹50,000/-**
4	Bid validity	90 days from the last date of submission, unless amended
5	Contract duration	One year; extension only by written approval
6	Submission method	Sealed Bids through Regd. Post/ Courier
7	Technical bid opening	23/11/2026
8	Financial bid opening	25/11/2026(To be intimated to qualified bidders)
9	Contact for clarification	Office of the Principal, Govt. ITI Bhubaneswar;

The Institute reserves the right to accept or reject any or all bids, cancel the process with recorded reasons, seek permissible clarifications, or modify the schedule by corrigendum in accordance with applicable rules. No bidder shall have a claim for compensation solely due to cancellation or modification of the tender process.

PART B — INSTRUCTIONS TO BIDDERS

1. Two-cover bidding system

1. Cover-I (Technical Bid) shall contain the signed technical proposal, eligibility documents, declarations, EMD proof and all documents requested in the checklist. It must not contain prices or the financial bid.
2. Cover-II (Financial Bid) shall contain only the completed financial schedule in the prescribed format. If the tender is processed online, the price schedule shall be submitted only in the designated financial cover.
3. Place both sealed covers inside one outer sealed cover marked **"BID FOR OPERATION OF BOTH (BOYS' AND GIRLS') HOSTEL MESS/CANTEEN AT GOVERNMENT ITI, BHUBA NESWAR".**
4. Technical bids will be scrutinized first. Only bidders meeting all mandatory eligibility conditions and found substantially responsive will have their financial bids opened.
5. Unless the competent authority approves a different lawful method, award shall be based on the lowest evaluated responsive financial offer (L1), calculated using the combined per-boarder daily rate for breakfast, lunch and dinner. In case of Tie lottery will be done to award the contract.
6. Any discrepancy between words and figures, arithmetic errors, conditional prices, or missing components shall be dealt with under the tender rules stated in the final notice; the Institute may reject materially ambiguous bids.

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2. EMD / bid security

The bidder shall furnish EMD of **₹50,000/-(Rupees Fifty Thousand Only)** in the name of **PRINCIPAL ITI BHUBANESWAR** in form of bank draft. The EMD of unsuccessful bidders shall be returned without interest after conclusion of the tender process within a reasonable period. The successful bidder's EMD may be adjusted only if expressly permitted; otherwise it shall be released after receipt of the required performance security and execution of the agreement.

EMD may be forfeited, after due process and as permitted by law, if a bidder withdraws or materially alters its bid during validity, submits forged documents, refuses to sign the agreement after award, or fails to furnish the required performance security. Any exemption shall be available only where expressly authorised by the applicable rules and supported by valid documents.

3. Eligibility and mandatory documents

Sl.	Eligibility requirement	Evidence to be submitted
1	Legally identifiable bidder: proprietorship, partnership, company, society, SHG or other permitted entity	Registration document; authorization/board resolution/Power of Attorney, as applicable
2	PAN and applicable tax registrations	PAN; GST registration if legally applicable; declaration where GST registration is not required
3	Valid FSSAI registration/licence appropriate to the activity and premises before commencement	Copy of current certificate; successful bidder must maintain it throughout the contract
4	Relevant catering/mess/food-service experience for at least 5 **(Five)** years	Work orders/contracts and satisfactory completion/performance certificates
5	Minimum average annual turnover of **₹ 50 Lakh.**	CA-certified turnover statement and audited accounts/ITR as specified
6	No debarment/blacklisting by any Government department/PSU/local authority as on bid date	Signed declaration in notary affidavit attached in **(ANNEXURE-I)**
7	Capacity to deploy adequate trained cooks and serving/cleaning staff	Staffing plan, experience details and undertaking in Vendor Letter Head
8	Acceptance of all tender conditions and proposed menu	Signed acceptance and menu undertaking in vendor letter head **(ANNEXURE-II)**
9	**EMD of ₹50,000/-**	In Original

The Institute may verify documents with issuing authorities. False, forged, misleading or materially incomplete information may lead to rejection, cancellation of award, forfeiture of security and further action under applicable law.

4. Bid validity and clarifications

The bid shall remain valid for 90 days from the submission deadline period. The Institute may seek written clarification that does not permit alteration of the substance or price of a bid. A bidder shall not contact members of the evaluation committee to influence the outcome.

PART C — SCOPE OF WORK AND SERVICE LEVELS

5. Coverage and service hours

Service	Indicative service window	Requirement
Breakfast	7:00–8:30 AM	Freshly prepared and served daily
Lunch	12:30–2:00 PM	Freshly prepared and served daily
Dinner	7:00–8:30 PM	Freshly prepared and served daily
Special/changed timings	As notified by Warden/Principal	Reasonable adjustment for examinations, holidays, training or hostel schedules

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Exact timings shall be finalized by the Institute after consultation with the hostel wardens. The contractor shall serve both hostels at the designated service points. Separate serving arrangements shall be maintained for boys' and girls' hostels, with access and staff deployment consistent with hostel security and gender-sensitive rules.

6. Detailed scope

- Purchase and transport of fresh, wholesome, good-quality ingredients from lawful sources; maintain bills and traceability for high-risk/perishable supplies.
- Prepare, cook and serve breakfast, lunch and dinner for the actual number of boarders notified/confirmed by the Institute. No minimum number of meals or guaranteed occupancy is assured unless stated in the agreement.
- Provide sufficient quantities and reasonable refills so that every boarder receives the approved meal portion; maintain separate vegetarian/non-vegetarian service only if approved by the Institute.
- Provide all cooking equipment, gas/electric cooking appliances, cylinders/fuel, regulators, utensils, serving vessels, plates, glasses, cutlery, storage containers, refrigerators where needed, weighing/measuring equipment, cleaning tools, bins, racks and staff uniforms at the contractor's cost.
- Arrange staff wages, statutory contributions, uniforms, identity cards, medical fitness where required, training, supervision, leave replacements and all employment compliances.
- Keep kitchen, dining areas, drains, storage areas, utensils, tables and surrounding spaces clean before, during and after every service; segregate waste and dispose of it as directed by the Institute authority
- Supply safe drinking/cooking water using the water source made available by the Institute; keep water containers and distribution points clean. Any additional purification, testing or equipment required for safe food production shall be arranged by the contractor unless expressly agreed otherwise.
- Maintain daily attendance/meal count, menu register, ingredient purchase records, cleaning checklist, complaint register, food-sample/incident register and monthly meal statement for inspection.
- Immediately report suspected food contamination, foodborne illness, pest infestation, fire, gas leakage, injury or other safety incident to the Warden/Principal and cooperate with investigation.
- Comply with the Food Safety and Standards Act, 2006 and applicable regulations, FSSAI licence conditions, fire safety requirements, labor laws, GST/tax rules and all lawful institutional instructions.
- Allow inspections by the Principal, hostel wardens, authorized committee members and competent food-safety officials; promptly correct written deficiencies.
- Not use the premises for unauthorized sales, subletting, private accommodation, storage of hazardous materials or any activity unrelated to the contract. No tobacco, alcohol or prohibited substances shall be brought into or sold on the campus.
- Not discriminate against any boarder and not deny a meal because of a complaint or disagreement. Complaints shall be recorded and resolved promptly.
- At the end of the contract, remove the contractor's equipment and materials, clear dues and waste, repair damage attributable to the contractor and hand back the premises in clean condition.

7. Facilities supplied by the Institute and contractor's responsibility

Institute will provide	Successful contractor shall provide/pay for
Designated kitchen/mess space, on an 'as is' basis	All cooking and serving equipment, utensils, furniture and consumables unless specifically listed as Institute property
Access to an existing water source, subject to availability and reasonable controls	Ingredients, fuel/LPG, cylinders, regulators, transport, storage, refrigeration, cleaning materials and pest control
Reasonable access to designated hostel service areas and institutional supervision	Staff, wages, uniforms, ID cards, training, medical/fitness compliance, statutory contributions and replacement staff
Existing fixed infrastructure specifically listed in the handover inventory	Electricity charges/connection, water purification/testing, waste collection and other utility costs as allocated in the final agreement
Written directions on timings, boarder count and approved menu	Maintenance of contractor equipment; repair of damage caused by contractor; licences, taxes and statutory fees

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8. Indicative weekly menu and minimum meal standard

The following is a minimum indicative menu. The Institute may revise it after consultation with boarder representatives and a nutrition/hostel committee. The final approved menu and portion sizes shall be attached to the signed agreement.

Day	Breakfast	Lunch	Dinner
Monday	Idli, sambar/chutney or poha/upma with accompaniment,	Rice, dal, seasonal vegetable, salad, papad/pickle	Roti or rice as required, dal, seasonal vegetable
Tuesday	Puri/chapati with ghuguni or upma with ghuguni	Rice, dal, vegetable, salad, papad/pickle	Roti or rice as required with dal & Veg accompaniment
Wednesday	Dosa/idli or chuda-upma with accompaniment	Rice, dal, vegetables, salad, papad/pickle	Roti or rice as required, fish curry or veg curry as required
Thursday	Poha/upma or paratha with accompaniment	Rice, dal, vegetable, salad, papad/pickle	Roti or rice as required with Dal &Veg accompaniment
Friday	Idli/chapati/upma with accompaniment	Rice, dal, egg curry/veg, salad, papad/pickle	Roti or rice as required with Dal & Veg accompaniment
Saturday	Puri/vegetable or dosa/idli with accompaniment	Rice, dal, vegetable, salad, papad/pickle	Roti or rice as required with Dal & Veg accompaniment
Sunday	Special breakfast of equivalent rate/standard	Rice, dal, Chiken curry, papad/pickle	Roti or rice as required with Dal & Veg accompaniment

Minimum standards: meals must be freshly cooked, adequately hot when served, properly cooked and free from insects, foreign matter, adulteration, stale ingredients and objectionable odour. Cooking oil shall be food-grade and shall not be reused beyond safe limits. Ingredients shall be stored off the floor, covered and protected from pests. Leftover food from a prior service shall not be served as fresh food. Menu substitutions require prior approval except in an emergency, which must be reported.

9. Food safety, hygiene and health

- The contractor shall maintain valid FSSAI registration/licence for the actual food business and premises, as applicable, and display it at the designated place.
- Food handlers shall maintain personal hygiene, wear clean aprons/head covers and wash hands appropriately; anyone with a communicable illness or symptoms likely to contaminate food shall not handle food.

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- Raw and cooked food shall be separated. Safe storage temperatures, covered containers, clean utensils, pest prevention and proper drainage shall be maintained.
- Safe potable water shall be used for cooking and drinking. The Institute may require periodic water testing and food-safety records at the contractor's cost where specified in the contract.
- Food samples may be retained/tested where directed by the Institute or competent authority. The contractor shall cooperate with inspection and bear testing costs where contamination or non-compliance is attributable to the contractor, subject to applicable law.
- Any suspected food poisoning or serious hygiene failure shall be reported immediately. The Institute may suspend the affected service and arrange safe alternative meals, with recoveries from the contractor where contractually and legally justified.

10. Staffing, conduct and safeguarding

- The contractor shall deploy enough competent cooks, helpers, servers and cleaning staff for both hostels and all three meals. The staffing plan shall be submitted before commencement and updated when occupancy changes.
- Staff shall carry identity cards, observe campus entry/exit procedures, maintain respectful conduct and follow instructions of hostel wardens.
- Staff shall not enter hostel rooms or restricted areas except when specifically authorised for an official task. The girls' hostel shall have access controls and gender-sensitive service arrangements as directed by the Institute.
- The contractor is solely responsible for wages, overtime, leave, statutory benefits, insurance and employer obligations. No employer-employee relationship is created between the Institute and contractor's staff.
- Any required police verification, medical fitness certificate, labour registration or other statutory document shall be obtained before deployment where applicable.

11. Inspection, complaints and performance monitoring

The Institute shall nominate a Mess/Canteen Monitoring Committee or officer. Inspection may be announced or unannounced and may cover quality, quantity, hygiene, attendance, records, menu compliance, equipment and complaint resolution. The contractor shall maintain a complaint register and display a contact number of the supervisor for grievance redressal.

Indicative breach	Proposed action
Minor deficiency in cleanliness or service	Written direction; corrective action within the time fixed by the Institute
Repeated menu/portion shortfall or late meal	Written warning and deduction of ₹1,000/- per verified incident after reminder, subject to contract and law
Unauthorized menu substitution or poor-quality ingredient	Replacement/refund/meal correction and deduction of ₹5,000/-per incident
Serious hygiene lapse or unsafe food	Immediate suspension of affected food/service, investigation, recovery of attributable costs and possible termination
Forged licence/document, abandonment, bribery or serious misconduct	Termination/debarment proceedings as permitted by law, after due process

PART D — COMMERCIAL AND CONTRACT CONDITIONS

12. Rate, boarder count and payment

- The bidder shall quote rates per boarder per meal for breakfast, lunch and dinner, inclusive of ingredients, labour, fuel, equipment, transport, cleaning, overheads, profit and all taxes/levies applicable to the bidder. Any tax treatment must be stated clearly and comply with law.

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- Payment, if applicable, shall be based on actual meals served and verified by the authorised Institute representative, using the approved rates and verified daily meal records. No payment shall be made for absent boarders or meals not served. A prior attendance will be verified by the contractor
- The contractor shall calculate a monthly bill with daily meal counts, attendance/meal registers, complaint/inspection record. Payment will be made directly by the students in the Vendor Provided Bank Account and a receipt in return will be given to the students. **The institute shall not make any direct payment to the vendor under any circumstances. In case any delayed or non-payment, the vendor will make the defaulter list and bring it to the notice of hostel superintendent for taking further necessary action.**
- No advance payment shall be made unless expressly authorized by the competent authority and included in the final agreement.
- The quoted rates shall remain firm for the initial contract period. Any change in rates during extension shall require express written approval and shall not be automatic.
- **The Institute does not guarantee a minimum number of boarders or meals. The bidder shall inspect the premises and assess likely volume before quoting.**

13. Performance security

The successful bidder shall furnish performance security **of Rs-50,000/-** which will remain in original with the institute authority and will be returned to the Vendor upon receiving a written application within 90 days after the contract period ends.

14. Agreement, commencement and handover

1. The successful bidder shall sign a formal agreement incorporating the tender, accepted financial bid, menu, service levels, inventory and any lawful clarifications.
2. Within the time stated in the Letter of Acceptance, the contractor shall submit performance security, current FSSAI documents, staff list and other required documents.
3. A joint handover report shall record the condition of the space, existing fittings, water point, keys and any Institute-owned articles.
4. Service shall commence only after written authorization by the Principal or authorized officer. The contractor shall not occupy or alter the premises before handover.

15. Termination and force majeure

The Institute may terminate the contract for material breach, repeated poor performance, food-safety risk, abandonment, unauthorized sub-contracting, insolvency, fraud or other grounds specified in the agreement, following notice and reasonable opportunity to cure where appropriate. Immediate interim suspension may be ordered to protect health or safety. Either party may invoke a force-majeure procedure for events beyond reasonable control, provided prompt written notice and mitigation are given.

16. Dispute resolution and governing rules

The parties shall first attempt resolution through the principal/authorized officer. Further remedies shall be as provided under applicable law and the signed agreement. The agreement shall be governed by the laws applicable in India and the competent courts at Bhubaneswar, subject to jurisdictional law. Nothing in the tender overrides applicable Odisha Government financial, procurement, labour, food-safety or other statutory requirements.

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Bhubaneswar

PART E — TECHNICAL BID FORMS

Form T-1: Bidder information

Particular	Bidder to fill
Name of firm/agency	
Legal constitution	Proprietorship / Partnership / Company / Society / SHG / Other
Registered/business address	
Name and designation of authorised signatory	
Mobile and email	
PAN	
GSTIN	
FSSAI registration/licence no. and validity	
Years of relevant experience	
Turnover details for last 3 FYs(Audited Financial Statement)	FY ₹ ; FY ₹ ; FY ₹
Bank details for payments	
Proposed supervisor and staffing plan	In vendor letter Head

Form T-2: Document checklist

Sl.	Document(Signed Copy)	Enclosed (Yes/No/NA)
1	Registration document and authorization	
2	PAN and GST certificates	
3	Valid FSSAI registration	
4	Relevant work orders and performance certificates	
5	Turnover/audited accounts/CA certificate	
6	EMD proof for ₹50,000/-	
7	Non-blacklisting/debarment declaration Annexure -I	
8	Proposed menu (Annexure-II) and staffing plan (In Vendor Letter Head)	
9	Declaration of acceptance of inspection and food-safety conditions (in vendor's own letter head)	

Form T-3: Declarations

I/We certify that the information furnished is true and complete; the bid is submitted independently and without collusion; the bidder is not debarred/blacklisted by any Government department or public authority as on the date of bid ; the bidder has read and accepted the tender conditions; and the bidder shall comply with applicable food-safety, labour, tax and other laws. I/We understand that material misrepresentation may result in rejection, cancellation and other lawful action.

Place: _____ Date: _____

Signature of authorized signatory: _____ Name/Seal: _____

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PART F — FINANCIAL BID (TO BE SUBMITTED ONLY IN FINANCIAL COVER)

Tender title: Operation of Boys' and Girls' Hostel Mess/Canteen, Govt. ITI Bhubaneswar

Name of bidder: _____

The rates below shall be inclusive of all costs required to provide the specified meal, except any tax shown separately where legally required. No price or rate shall appear in the Technical Bid.

Sl.	Meal	Rate per boarder per meal as per the food menu attached (₹)
1	Breakfast	
2	Lunch	
3	Dinner	
	Total evaluated daily amount per boarder (Including all taxes)	—

Rates in words: _____

I/We confirm that the quoted rates cover all contractor responsibilities described in the tender and shall remain firm for the initial contract period.

Place: _____ Date: _____

Signature of authorized signatory: _____ Name/Seal: _____

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Bhubaneswar

ANNEXURE - I
FORMAT FOR NON-BLACKLISTING & DEBARMENT DECLARATION

(To be executed on a Non-Judicial Stamp Paper of ₹10 and duly notarized)

To,
The Principal,
Government Industrial Training Institute (Govt ITI),
Unit-8, Bhubaneswar, Odisha - 751012

Ref: Tender Notice No:

Subject: Declaration regarding Non-Blacklisting / Non-Debarment for Hostel Canteen Catering Services.

Respected Madam/Sir,

In response to the Tender Notice cited above for providing Hostel Canteen (Breakfast ,Lunch & Dinner) arrangements at Govt ITI Bhubaneswar, I/We, hereby solemnly declare and confirm as under:

1. That I/We am/are the authorized signatory(ies) of M/s _____ [Name of the Firm/Agency/Contractor], and am/are competent to sign this declaration.

2. That our firm/agency has never been blacklisted, debarred, or banned by the Department of Skill Development & Technical Education (SD&TE), Government of Odisha, or any other State/Central Government Department, Public Sector Undertaking (PSU), Autonomous Body, or Educational Institution in India.

3. That no criminal case, vigilance case, or inquiry is pending or contemplated against our firm/agency or its proprietors/directors/partners before any court of law or government authority.

4. That there is no outstanding default or unresolved dispute regarding statutory compliance (GST, EPF, ESIC, FSSAI regulations) with respect to previous public catering or canteen contracts.

5. That if this declaration is found to be false, misleading, or incorrect at any stage of the bidding process or during the execution of the contract, the Management of Govt ITI Bhubaneswar shall have the absolute right to reject our bid, terminate the contract immediately, forfeit our Earnest Money Deposit (EMD)/Security Deposit, and initiate legal proceedings against us, including blacklisting.

Yours faithfully,

(Signature of Authorized Signatory)

Principal
Industrial Training Insittute
Bhubaneswar

ANNEXURE-II

TO BE SUBMITTED IN VENDOR LETTER HEAD

Day	Breakfast	Lunch	Dinner
Monday	Idli, sambar/chutney or poha/upma with accompaniment,	Rice, dal, seasonal vegetable, salad, papad/pickle	Roti or rice as required, dal, seasonal vegetable
Tuesday	Puri/chapati with ghuguni or upma with ghuguni	Rice, dal, vegetable, salad, papad/pickle	Roti or rice as required with dal & Veg accompaniment
Wednesday	Dosa/idli or chuda-upma with accompaniment	Rice, dal, vegetables, salad, papad/pickle	Roti or rice as required, fish curry or veg curry as required
Thursday	Poha/upma or paratha with accompaniment	Rice, dal, vegetable, salad, papad/pickle	Roti or rice as required with Dal &Veg accompaniment
Friday	Idli/chapati/upma with accompaniment	Rice, dal, egg curry/veg, salad, papad/pickle	Roti or rice as required with Dal & Veg accompaniment
Saturday	Puri/vegetable or dosa/idli with accompaniment	Rice, dal, vegetable, salad, papad/pickle	Roti or rice as required with Dal & Veg accompaniment
Sunday	Special breakfast of equivalent rate/standard	Rice, dal, Chiken curry, papad/pickle	Roti or rice as required with Dal & Veg accompaniment

I/We _____ are agreed to provide the above food menu upon award of contract.

Place: _____ Date: _____

Signature of authorized signatory: _____ Name/Seal: _____

6/11/26
Principal
Industrial Training Institute
Bhubaneswar