

Notice No.: 758 /Date: 17.11.2025

**EXPRESSION OF INTEREST FOR SELECTION OF CANTEEN SERVICE FOR THE
HOSTELLER TRAINEES OF GOVT. ITI, BHEDEN, DIST- BARGARH**

Expression of Interest in two bids i.e. "Technical Bid" with requisite documents and "Financial Bid" towards cost of food items in two separate sealed covers are invited from interested Hoteliers/ organizations/ SHGs for running of canteen service to provide breakfast, lunch, dinner and beverages like Tea/Coffee etc. for the hosteller trainees of Govt. ITI, Bheden at a reasonable price from December 2025 to November 2026.

The **EMD of Rs. 1000/-** is to be deposited in shape of DD in favour of the Principal, Govt. ITI, Bheden, payable at Bheden. The Bid Document can be downloaded from the website: www.govtiti bheden.co.in . The bidder has to submit the cost of document i.e. Rs. 200/- in shape of DD in favour of Principal, Govt. ITI, Bheden, payable at Bheden with the Technical Bid. The last date of receipt of the sealed offer in the office of the Principal, Govt. ITI, Bheden is up to **5.00 P.M. on dt 28.11.2025**. The "Technical Bids" will be opened at **10.30 AM on dt 29.11.2025** in presence of the tenderers or their authorized representatives. The "Financial Bids" of only qualifying firms will be opened on the same day after evaluation of Technical bid.

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



Principal,
Govt. ITI, Bheden

Memo No. 759 /Dt. 17.11.2025

Copy forwarded to all the Members of the purchase committee of Govt. ITI, Bheden for information and they are requested to fix this EOI Notice in their notice board for wide circulation.



Principal,
Govt. ITI, Bheden

Memo No. 760 /Dt. 17.11.2025

Copy forwarded to website manager of the institute for publication and wide circulation.



Principal,
Govt. ITI, Bheden

DATA SHEET

Sl No	Particulars	Details
1	Name of the Client	Principal, Govt. ITI, Bheden
2	Method of Selection	Least Cost Selection Process
3	Date of Issue of EOI	17.11.2025
4	Deadline for receipt of EOI Proposal	28.11.2025 (up to 5.00 PM)
5	Date of opening of Technical Proposal	29.11.2025 (10.30 AM)
6	Date of opening of Financial Proposal	29.11.2025
7	Expected date of commencement of Assignment	01.12.2025
8	Bid document Fee (Non Refundable)	Rs 200/- (Rupees Five Hundred Ninety only) in shape of DD favoring Principal, Govt. ITI, Bheden payable at Bheden.
9	Earnest Money Deposit (EMD) Refundable	Rs. 1000/- (Rupees One Thousand only) in shape of DD favoring DD favoring Principal, Govt. ITI, Bheden payable at Bheden.
10	Contact Person	Smt. K.K.Nayak, Principal, Govt. ITI, Bheden, Email Id- itibheden@yahoo.com
11	Postal Address for submission of proposal	At-Govt. ITI, Bheden Po-Sunalarambha, PS-Bheden, Dist-Bargarh-768104 Email Id- itibheden@yahoo.com
12	Mode of Submission of proposal	Speed Post/ Registered Post/ Courier/By Hand 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	Conference room, Govt. ITI, Bheden
14	Website to visit for download of bid document.	www.govtitibheden.co.in

(Signature)
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Terms of Reference

1. Introduction:

Govt. ITI Bheden has 2 Hostels (Boys' and Girls') where around 100 trainees resides. For them lunch, dinner and breakfast are required on day to day basis.

2. Objective:

Selection of a hotel/ organization/ restaurant/ SHG/ firm for operating canteen service from 1st Dec. 2025 to 30th Nov. 2026 at Govt. ITI Bheden to provide breakfast/ lunch/ dinner at a reasonable cost.

3. General Terms & Conditions:

- i. This Bid document will be received in sealed cover super scribed "**EOI for Selection of Canteen Service to Govt. ITI, Bheden**" (containing sealed technical bid and financial bid in separate sealed covers) by the deadline.
- ii. The Agency shall deposit earnest money as prescribed in the EOI call Notice as a guarantee in 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 same will be forfeited. If the offer of the bidder is not accepted the earnest money will be refunded without any interest.
- iii. The above deposit of the Agency shall remain as security for the due rendering of services for the entire period and on successful completion of the services, the same will be refunded as per agreement.
- iv. The insitute will provide a built up space for dinning with dining table/ chair for running the canteen. The bidder has to restrict his activities within the allotted premises.
- v. The selected agency will have to make necessary arrangement to deploy sufficient number of Canteen staffs, kitchen equipment/ utensil & drinking water to run the canteen w.e.f. 1st December 2025 to 30th November 2026.
- vi. Adequate number of fire extinguishers needs to be installed in the kitchen and dining area.
- vii. The firm shall lift the waste generated from the canteen and dispose the same in the earmarked area.
- viii. The firm shall maintain hygienic condition of the kitchen and the dining area.
- ix. The firm shall sale hygienic food items and beverages as per the approved rate, quantity and menu inclusive of all taxes.
- x. The firm shall have to maintain the quality of the food and beverages.
- xi. The firm shall be solely responsible for all liabilities for running the canteen.
- xii. The firm shall not use/involve any hosteller trainee for any kind of Canteen works.
- xiii. The qualified bidder shall have to sign an agreement in Non-Judicial Stamp paper of appropriate value with deposit Rs. 1000/- in shape of Bank Guarantee towards performance security within 3 days after acceptance of the EOI proposal. Failure to comply with the requirement shall constitute sufficient ground for the forfeiture of the PBG. No interest shall be paid on the PBG. The PBG shall be refunded after successful completion of the services.
- xiv. No advance will be paid to the firm for the work. The firm shall collect the money from the trainees on the basis of number of valid food coupons issued to the trainees. For any delay or failed to collect money regarding food coupons from the trainees', the firm shall be liable and it shall not claim the amount from the Principal/Staff of Govt. ITI Bheden.
- xv. No modification to the bid documents shall be allowed once it is received by the authority.
- xvi. The firm should not have been indicated or convicted by any court of law. No adverse orders should have been passed against the firm by any Government authorities. No investigation by any authority as stated above should be pending against the firm.
- xvii. The firm will nominate a coordinator who shall be responsible for immediate interaction with the Office/ food & Sanitation Committee as and when required.
- xviii. The agreement is liable to be terminated in case of non-performance, deviation of terms


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& conditions of contracts. If any loss or damage is caused the same shall be recovered from the performance security deposit.

- xix. In case of breach of any terms & conditions, the performance security deposit of the Agency shall be liable to be forfeited besides annulment of the agreement.
- xx. The agency shall not sublet the work to any other agency under any circumstances.
- xxi. All the pages of the bid document including the tender paper have to be serially numbered, sealed and duly signed by the authorized representative.
- xxii. The agreement is liable to be renewed in case the performance of the firm is found satisfactory.

4. Technical Bid

The firm have to submit the Technical Bid in the prescribed format i.e. Covering letter and other information as per the “Annexure-IV” along with following documents fulfilling the eligibility Criteria.

- i. Demand Draft of Rs. 200/- in favour of Principal, Govt. ITI, Bheden payable at Bheden towards bid document cost.
- i. Earnest Money in form of demand draft of Rs. 1000/- (Rupees One Thousand Only) in favour of Principal, Govt. ITI, Bheden payable at Bheden.
- ii. Valid food license.
- iii. GST Registration Certificate and up-to-date GST return (upto September 2025).
- iv. PAN and recent up-to date return of income tax.
- v. Similar Past Experience towards providing canteen service.
- vi. Undertaking that no criminal case is pending with the police at the time of submission of bid. (Annexure-I).
- vii. Undertaking in shape of affidavit for not have been blacklisted by any Central/ State Govt./ any autonomous bodies during the recent past (Annexure-II)
- viii. Undertaking regarding trueness and correctness of the information submitted by the firm (Annexure-III)

Anyone found guilty of furnishing false information shall be blacklisted by the EOI inviting Authority and EMD or performance security deposit or both of such agencies shall be forfeited.

5. Financial Bid

The Financial Bid shall be the cost of food items to be provided per meal/thali basis to be submitted in the prescribed format at Annexure-VI with the prescribed Covering Letter at Annexure-V.

6. Selection of Canteen Service.

The selection of canteen service will be made on the basis of technical criteria and lowest financial quote.

- 7. The authority reserves the right to reject any or all the offers without assigning any reason thereof.
- 8. Any dispute arising out of the EOI, the decision of the Principal, Govt. ITI, Bheden shall be final & binding.



UNDERTAKING

(On the Bidder's Letter Head regarding not have any pending judicial proceedings for any criminal offence)

I, hereby undertake that there is no criminal case pending in any Court of Law against our company or against the Proprietor/Director/Persons to be deployed by our company.

I/we further certify that Proprietor/Director/Persons to be deployed by our company of my company have not been convicted of any offence in any Court in India during the recent past. I understand that I am fully responsible for the contents of this undertaking and its truthfulness.

Authorized Signature
(in full and initials)

Name and Designation of the Signatory
Name of the Bidder and Address:


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Annexure-II

UNDERTAKING

(on the Stamp Paper of appropriate value in shape of affidavit from the Notary regarding non-blacklisting)

I, hereby undertake that, our organization has not been blacklisted/debarred by any of the Central/State Government Department/Office or by any Public Sector undertaking (PSUs) and not blacklisted by any authority during the recent past.

Yours sincerely,

Authorized Signature
(in full and initials)

Name and Designation of the Signatory
Name of the Bidder and Address:


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UNDERTAKING

(On the Bidder's Letter Head regarding trueness of the submitted information)

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.

Authorized Signature
(in full and initials)

Name and Designation of the Signatory
Name of the Bidder and Address:


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TECHNICAL BID COVERING LETTER

(ON BIDDER LETTER HEAD)

[Letter No. & Date]

To

Principal,
Govt. ITI, Bheden
(Office Address and Location]

Sub: Tender for Selection of Canteen Service for Govt. ITI, Bheden. (Technical Proposal)

Sir,

I, the undersigned, offer to participate in the tender process to provide services for **(Selection of Canteen Service)** in accordance with your Tender Notice No.: _____ Dated _____. We are hereby submitting our proposal, which includes Technical Proposal and Financial Proposal sealed in separate envelopes.

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. Our proposal will be valid for acceptance up to 60 days and I confirm that this proposal will remain binding upon us and may be accepted by you at any time before the validity of the bid.

I, hereby unconditionally undertake to accept all the terms and conditions as stipulated in the EOI document. In case any provision of this tender are found violated, then your office shall have the rights to reject our proposal including forfeiture of the earnest money deposit absolutely.

I remain,

Yours faithfully,

Authorised Signatory
with Date and Seal

Name and Designation: _____

Address of the Bidder: _____


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1	Name of the Bidder	
2	Details of Bid Document 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. 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. Details of the similar type service provided by the bidder in last 2 years:

Sl. No	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
1						
2						
3						
4						
5						

Signature
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15. Declaration:

I, ShriSon/Daughter/Wife of Shri _____
Proprietor/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 and Financial Bid
- v. List of Documents as applicable.


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FINANCIAL BID COVERING LETTER
(ON BIDDER LETTER HEAD)

[Letter No. & Date]

To

Principal,
Govt. ITI, Bheden
(Office Address and Location]

Sub: EOI for Selection of Canteen Service for Govt. ITI, Bheden [Financial Proposal]

Sir,

I, the undersigned, offer to provide the services for (**Selection of Canteen Service**) in accordance with your Tender No.: ____ Dated _____. Our attached financial price is **{insert amount(s) in words and figures} for the proposed service**. This amount is inclusive 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, up to expiration of the validity period of the proposal of 60 days I have carefully read and understood the terms and conditions of the EOI to provide the services accordingly.

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

I remain,

Yours faithfully,

Authorised Signatory (in full and initials)

Name and Designation of Signatory with Date and Seal: _____

Address of the Bidder: _____


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Annexure-VI**Format for Financial Proposal**
(Including GST)

Sl. No.	Type of Food Service	Food Menu	Quantity	Rate (Rs)	Remarks
1	2	3	4	5	6
1	Break fast	Puri + Tarkari	4 nos. puri + 1 plate tarkari		
		Upama + Dalma	1 Plate upma + Dalma		
		Idli + Sambar + Chattni	4 nos of Idli + sambar/ chatni		
3	Lunch/ Dinner	Rice, Dal, any vegetable curry & salad/ saag or Rice, Dalma, tomato bhendi Khata & salad/ saag or Rice, Dal, Egg / Fish/ Chicken / Paneer curry & salad/ saag	Thali system Non-Veg 3 days in a week (Egg, Fish, Chicken-One Day each)		
4	Tea, Coffee etc.	Tea	Per cup		
		Coffee	Per cup		
		Water Bottle	Per bottle		

Authorised Signatory
(in full and initials)

Name and Designation of Signatory with Date and Seal: _____

Address of the Bidder: _____


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Annexure-VII**BID SUBMISSION CHECK LIST**

SL.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	Valid food license		
5	GST Registration Certificate and up-to-date return.		
6	PAN and up-to date recent return of income tax		
7	Power of Attorney in favour of the person signing the bid on behalf of the bidder.		
8	Similar Past Experience towards providing canteen service.		
9	Undertaking for not have been black-listed by any Central/State Govt./any Autonomous bodies during the recent past		
10	Undertaking for not having any police case pending against the bidder.		
11	Undertaking regarding trueness of information submitted.		
FINANCIAL BID (ORIGINAL)			
1	Covering Letter in Bidders Letter Head		
2	Duly filled in Financial Bid		

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 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


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