GOVERNMENT INDUSTRIAL TRAINING INSTITUTE, TALACHER
At- Hatatota, PO-Talacher, Dist-Anugola, PIN-759100
Website: www.govtititalcher.co.in & E-mail: principalititalcher@rediffmail.com

No. 2543 /Dt. 31/10/26

To

The Director,
Information & Public Relation Department, Govt. of Odisha.
Near State Guest House, Bhubaneswar.

Sub: - Request for publication of tender advertisement for providing Hostel Mess Facility at Government ITI, Talcher, in the daily newspaper "The Samaja".

Sir,

With reference to the subject cited above, I am directed to request you to kindly arrange for publication of the enclosed tender advertisement regarding providing Hostel Mess Facility at Government ITI, Talcher, in the widely circulated Odia daily newspaper **"The Samaja"**, occupying minimum possible space at the Government-approved I&PR advertisement rate.

The expenditure towards publication of the advertisement shall be borne by this institution, and payment will be made through an Account Payee Cheque/ Demand Draft upon receipt of the bills.

It is, therefore, requested to kindly arrange for publication of the said advertisement **on or before 02.11.2026** and forward the advertisement bills in duplicate to this institution for necessary payment.

Yours faithfully

Principal 31/10/26
Govt. ITI, Talacher

MemoNo 2544 / Date 31/10/26
Copy submitted to the Collector and District Magistrate, Anugola, for kind information & necessary action.

Principal 31/10/26
Govt. ITI, Talacher

MemoNo 2545 / Date 31/10/26
Copy submitted to the DSDEO, Anugola for kind information and necessary action.

Principal 31/10/26
Govt. ITI, Talacher

MemoNo 2546 / Date 31/10/26
Copy submitted to the Director of Technical Education and Training Odisha, Kataka, for kind information & necessary action.

Principal 31/10/26
Govt. ITI, Talacher

GOVERNMENT INDUSTRIAL TRAINING INSTITUTE, TALACHER
At- Hatatota, PO-Talacher, Dist-Anugola, PIN-759100
Website: www.govtititalcher.co.in & E-mail: principalititalcher@rediffmail.com

NOTICE / INVITATION FOR EXPRESSION OF INTEREST

Sealed bids are invited from interested firms having a valid food license from the competent authority for providing mess facilities for the Institution Hostels located inside the Institute campus. The bid shall consist of Technical Bid and Financial Bid, submitted in two separate sealed envelopes and placed inside one outer sealed cover.

The outer cover shall be superscribed as:

"TENDER FOR PROVIDING MESS FACILITY FOR INSTITUTION HOSTEL OF GOVT. ITI TALACHER"

The complete bid documents, duly signed on each page and accompanied by all supporting documents and EMD, shall be submitted to the Principal, Government ITI Talacher, PIN-759100, by Speed Post/ Registered Post only.

Last date and time of receipt: **16/11/2026 by 5:00 PM.**

Financial bids shall be considered only for bidders who qualify in the Technical Bid.

The Authority reserves the right to reject or cancel any or all tenders without assigning any reason.

Sd/-
Principal
Government ITI, Talacher

GOVERNMENT INDUSTRIAL TRAINING INSTITUTE, TALACHER, ODISHA
At- Hatatota, PO-Talacher, Dist-Anugola, PIN-759100
Website: www.govtititalcher.co.in & E-mail: principalititalcher@rediffmail.com

No._____/Dt._____

TENDER DOCUMENT

FOR PROVIDING HOSTEL MESS FACILITIES

Tender for providing mess facilities for Boys' and Girls' Hostels on fixed daily cost basis.

Boys' Hostel strength: approximately 320 | Girls' Hostel strength: approximately 80

EMD: Rs. 50,000/- (Rupees Fifty Thousand only)

Performance Security: Rs. 4,00,000/- (Rupees Four Lakhs only)

Initial Contract Period: One Year

Last date for submission: 16/11/2026 up to 5:00 PM

Issued by: Principal, Government ITI, Talacher.

1. TENDER SCHEDULE

Sl. No.	Particular	Date / Time
1	Date for Publication of tender documents	02.11.2026, 09.00 AM
2	Last date & time of receipt of tender documents	16.11.2026, 05.00 PM
3	Date & time for opening of Technical Bids	17.11.2026, 11.00 AM
4	Date & time for opening of Financial Bids of eligible bidders	17.11.2026, 03.00 PM

2. BID SUBMISSION

The duly filled Technical Bid and Financial Bid shall be placed in two separate sealed envelopes, each clearly superscribed. Both envelopes shall then be placed in one sealed outer cover and addressed to:

The Principal, Government ITI, Talacher, At- Hatatota, PO-Talacher, Dist-Anugola, PIN-759100. The bidder shall sign with seal on every page of the tender document. No conditional bid shall be accepted.

3. EARNEST MONEY DEPOSIT (EMD)

EMD of **Rs. 50,000/- (Rupees Fifty Thousand only),** refundable without interest, shall be submitted in the form of Bank Draft from any Nationalized Bank in favour of the Principal, Government ITI Talacher, payable at Talacher. The EMD shall be enclosed inside the Technical Bid envelope. Failure to submit EMD shall render the bid liable to rejection.

4. ELIGIBILITY CRITERIA

- The applicant must possess a valid Food License from the competent authority.
- The applicant must have been in the catering business for a minimum period of three years as on March 2026, covering 2023-24, 2024-25 and 2025-26.
- The bidding firm should have run a mess for not less than 300 persons for any Government Educational Institute/Government Office/Government PSU.
- Past performance certificates for catering works for the relevant period shall be furnished.
- Valid GST registration and relevant Income Tax documents shall be furnished.

5. SCOPE OF WORK

- Cooking and serving lunch and dinner in the Boys' and Girls' Hostels.
- Cleaning of utensils, kitchen and serving items.
- Cleaning of cooking, dining and auxiliary areas.
- Security of equipment, utensils and other items in the mess.
- Maintenance of kitchen and dining-area equipment.
- Maintenance of books, ledgers, registers and records relating to the mess.
- Deployment and supervision of adequate manpower.
- Maintenance of discipline in the dining hall and kitchen.
- Supply of good quality, nutritious, hygienic and wholesome food.
- No outsider shall be allowed into the mess kitchen without specific permission of the competent authority.

Preparation of the menu and policy matters relating to operation of the mess shall remain the responsibility of the Mess Committee/ Institution Administration.

6. DOCUMENTS TO BE SUBMITTED WITH TECHNICAL BID

- Application form for Technical Bid (Annexure-I)
- Valid Food License Certificate.
- Latest GST Registration Certificate.
- PAN Card.
- Income Tax Returns/clearance documents for FY 2023-24, 2024-25 and 2025-26.
- Audited balance sheets/turnover documents for FY 2023-24, 2024-25 and 2025-26.
- Performance certificates/work orders for similar catering works.
- List of similar completed works during the last 36 months.
- Police verification/antecedent records of staff presently engaged by the firm, as applicable.
- EMD of Rs.50,000/-.
- Details of proprietor/partners/directors with address and contact numbers.
- Bidder's Declaration / Undertaking (Annexure-IV)

7. FINANCIAL BID

The bidder shall quote the average daily rate for Lunch and Dinner as per the approved menu in the given Format (Annexure-II). The quoted rate shall be inclusive of all taxes, duties and levies applicable from time to time. The rates shall remain firm during the contract period and shall not be revised.

In case of a tie, the bidder having more work orders from Government Establishments during the last three financial years shall be preferred. If still tied, the bidder having higher combined turnover during the last three financial years shall be considered.

8. AWARD, AGREEMENT AND PERFORMANCE SECURITY

The contract shall initially be awarded for a period of **one year**. The contract may be extended after satisfactory performance and review by the Hostel Mess Committee/ Institution Administration. The successful bidder shall execute an agreement on **non-judicial stamp paper of Rs.100/-** (as per Annexure-III).

The successful bidder shall deposit **Performance Security of Rs.4,00,000/- (Rupees Four Lakhs only)** in the form of a Bank Guarantee from a Nationalized Bank in favour of the Principal, Government ITI Talacher, covering the contract period. In case of extension, the Bank Guarantee shall be renewed accordingly.

The Institute reserves the right to reject any or all applications/ tenders without assigning any reason. If the lowest quoted rate is substantially high compared with prevalent rates at nearby educational institutions, the competent authority may fix a standard rate after negotiation with the successful bidder.

9. GENERAL TERMS AND CONDITIONS

- The Bidder/ Representatives with authorization letter must present physically during the opening of Technical Bid & Financial Bid at This institute.

- The mess shall be used only for the purpose for which it is allotted and not for any other purpose without written permission.
- The successful bidder shall not franchise or use the mess premises for any commercial activity outside the approved scope.
- No person with an offensive police record shall be employed.
- The successful bidder shall provide all necessary safety measures.
- Any change in operating timings or addition of menu items requires prior permission.
- The bidder shall comply with applicable municipal, food safety, labour and other Government rules/regulations/laws.
- The Institute shall not be responsible for disputes between the bidder and its employees.
- Legal disputes, if any, shall be subject to the jurisdiction of Talacher Courts only.
- Canvassing or attempts to influence/ pressurize the Institute shall result in rejection of the application.

10. ACCOUNTING, PAYMENT AND MONITORING

- The successful bidder shall collect mess dues from boarders on a monthly basis as per mutual agreement.
- The approved rates shall be inclusive of all taxes, duties and levies.
- Rates shall remain firm for the entire contract period.
- A Hostel Mess Committee comprising senior faculty members and Hostel Superintendents shall inspect the mess regularly and submit reports to the competent authority.
- The Mess Committee/Institution Administration may check food quality and quantity at any time.
- The Institute may amend the scope/value/rate of the contract or take other administrative decisions as permitted under the tender conditions.
- Any effort by an agency or its agent to exercise influence or pressurize the Institute shall be treated as canvassing and shall be prohibited.

11. HOSTEL MESS AREA AND FACILITIES

- The contractor shall maintain proper racks for storing items; nothing shall be kept directly on the floor.
- Left-over food shall not be disposed of in drains. Disposal shall be arranged by the contractor at its own cost in consultation with the appropriate local authority.
- The contractor shall submit the list of workers with identity details to the Hostel Authority.
- No female worker shall be deployed in the Boys' Hostel and no male worker shall be deployed in the Girls' Hostel.
- The Institute shall provide necessary facilities such as electricity, cooking/drinking water and furniture. Such facilities shall remain in the charge of the firm, which shall be responsible for loss/damage and wear and tear. Where instructed and approved, repair/replacement **up to Rs.5,000/-** shall be undertaken by the firm.
- A complaint register shall be maintained at the entrance of the Hostel Mess and shall be inspected by the Mess Committee.
- If food quality or mess management is found unsatisfactory, unhealthy or unhygienic, the Institution Administration may terminate the contract with two weeks' notice.
- Raw materials and ingredients shall be clean, fresh, nutritious, hygienic and edible. Cooked food shall not be stored/preserved after meals contrary to instructions.

12. APPROVED MENU FOR HOSTEL MESS

Day	Lunch	Dinner
Monday	Rice, special dalma, bhaja, khata	Rice, Dal, Potala alu curry or Kobi Alu
Tuesday	Rice, Dal, Mix Veg	Rice, Dal, plain tadka with suji kheer
Wednesday	Rice, Dal, Egg (2 nos), Alu curry / Paneer / AluMatar	Rice, Dal, Egg curry / Paneer curry / Mushroom
Thursday	Rice, Dal, Papad, Alu Potala curry / Alu Gobi curry	Rice, Odia special dalma, bhaja
Friday	Rice, Dal, Dahi salad, Fish potato curry / Matar Paneer	Rice, Dal, Vegetable and Mix Vegetable
Saturday	Rice, Dal, Navaratna Korma, Papad	Rice, Dal, Besana, Alu curry (gravy based) and Gulab Jamun (1 no)
Sunday	Rice, Dal, Dahi Salad, Chicken Potato Curry / Paneer Curry	Rice, Dal, Alu Matar Curry

The Minimum combined amount may be per day: Rs.68/- (Rupees Sixty-Eight only).

The menu may be administered/ modified only with prior approval of the competent authority.

13. SPECIFICATIONS OF FOOD ITEMS

- Curd: density must be more than 1.75 kg/litre.
- Raita: specified curd with finely chopped onion, cucumber and tomato.
- Oil: refined sunflower oil, rice-bran oil or mustard oil of reputed brand.
- Non-veg items shall be cooked in fresh mustard oil and veg items in fresh refined sunflower oil.
- Salad: onion, tomato, cucumber and carrot, minimum 100 gms per person.
- Dal: minimum density 1.4 kg per litre.
- Mixed vegetable: minimum total 75 gms of vegetables in equal quantities.
- Aloo Mutter Masala and Gobi Masala: minimum 125 gms per serving, ingredients in equal quantities.
- Paneer curry: 100 gms paneer (6-8 pieces) + 50 gms gravy.
- Chicken curry: 100 gms chicken (4 pieces) with potato and gravy, with mustard paste.
- Fish curry: 1 piece fish with 3 pieces potato, gravy based with mustard paste.
- Egg curry: 2 eggs with 2 pieces potato.
- Bhaja: parwal/green beans/seasonal vegetables with 50% potato and 50% vegetables.
- Odia special dalma: toor dal with equal proportion of vegetables such as potato, carrot, pumpkin, brinjal, green papaya, onion and tomato; made with ghee and garnished with crushed fresh coconut.
- Khata: tomato khata/aamkhata.

14. OTHER CONDITIONS OF FOOD ITEMS

- The successful bidder shall provide a suitable substitute item for sick boarders in lieu of the regular meal.
- For boarders observing fasts, substitute items shall be provided when a minimum of ten boarders request the substitute meal.
- No item shall be served unless its rate has been approved by the competent authority beforehand.

- Non-veg shall be served as per the approved menu irrespective of religious festivals, subject to the final decision of the Hostel Mess Committee.
- All equipment brought by the bidder into the Institute/Hostel premises shall be registered with the Hostel Authorities.
- The bidder shall clean the kitchen and dining area, including wash basins and dustbins, and maintain proper hygiene and sanitation.
- Liquid hand wash shall be provided adequately at wash basins.
- Preventive measures shall be taken to avoid fire hazards in the kitchen/dining hall.
- On special occasions, the menu and rate shall be identified/ approved by the Mess Committee before the event. Payment shall be made at the approved rate after deducting the corresponding regular meal rate.

15. HOSTEL MESS CUT

- Students shall submit the mess-out application before leaving the hostel.
- Mess cut shall be allowed for the approved duration by the Hostel Superintendent.
- Eligible mess-cut amount shall be deducted from the final bill of the respective month and adjusted/disbursed in the next month.
- Medical mess cut may be allowed after necessary approval of the Hostel Superintendent irrespective of the number of days. If sick meals are provided, those days shall be treated as normal meal days and no mess cut shall be allowed.
- Normally, a minimum of **20 days of meal** consumption shall be compulsory in a full working month, with proportionate adjustment when the mess opens/reopens during a month or a boarder joins later.

16. SPECIFIC TERMS AND MODE OF OPERATION

- The successful bidder shall provide lunch and dinner in both Boys' and Girls' Hostel messes as per the approved menu.
- A boarder who has not signed up for a meal may take the meal on payment basis, if permitted.
- Two Lady Supervisors shall be present during serving time in the Girls' Hostel Mess as and when required. Continuity for at least one semester is desirable; any replacement/change shall be informed to the competent authority.
- All items shall be cooked in the Hostel Mess kitchen using approved fuel arrangements. No cooked item, except pre-identified snacks, shall be brought from outside.
- The successful bidder shall possess a valid commercial LPG connection/ license from a registered dealer for use in the Hostel kitchen.
- Electricity shall not be misused. Violation may invite a penalty of Rs.200/- per day.
- The successful bidder shall maintain adequate records and registers required by the Institute.

17. EMPLOYEES

- All employees working in the Hostel Mess shall be registered with the authority with photograph, Adhaar and residential details.
- Employees shall wear clean and proper uniform, maintain personal hygiene and discipline.
- No person below 18 years of age shall be engaged.
- Employees shall be police-verified and medically examined at the bidder's cost to the satisfaction of the competent authority.

- All workers shall remain employees of the successful bidder; there shall be no employer-employee relationship between the Institute and such workers.
- The successful bidder shall be responsible for wages of its employees.
- If any employee is found undesirable, guilty of misconduct or not rendering proper service, the Institute may direct immediate removal and replacement.

18. TENTATIVE MESS TIMINGS

Meal	Tentative Timing
Lunch	1:00 PM to 2:00 PM on all days
Dinner	08.30 PM to 10:00 PM on all days

31/10/24

Principal
Government ITI, Talacher

Principal
Industrial Training Institute
TALACHER

ANNEXURE-I
APPLICATION FORM FOR TECHNICAL BID

1. Name of the Registered Company/Agency: _____
2. Complete Address of Registered Office: _____
3. Shops & Establishment Act Registration No.: _____
4. Food Licence No., Date and Validity: _____
5. 3(c). GST Registration No. & Date: _____
6. 3(d). EMD Rs.50,000/- B.D./B.C. No. & Date: _____
7. PAN Number: _____
8. Type of Organisation: Proprietorship / Partnership / Pvt. Ltd. / Co-operative / Other
9. Name of Proprietor/Partners/Directors with addresses and phone numbers:

_____

10. Income Tax Returns filed for FY 2023-24, 2024-25 & 2025-26: _____
11. GST/Service Tax/Sales Tax Registration details: _____
12. Police verification records of staff presently engaged: Yes / No
13. Performance certificates for catering during 2023-24, 2024-25 & 2025-26: Attached / Not attached
14. Annual Turnover: FY 2023-24: Rs._____| FY 2024-25: Rs._____ | FY 2025-26: Rs._____
15. Years of relevant experience: _____
16. List of similar completed works during last 36 months: See table below.

Sl.	Location	Organization	Contract Amount (Rs.)	Contract Period	Client Name & Contact
1					
2					
3					
4					
5					

Signature of Applicant with Seal: _____

Note: Information shall be furnished specifically in the prescribed format. Insufficient or missing details may lead to rejection.

ANNEXURE-II
APPLICATION FORM FOR FINANCIAL BID

1. Average Rate per Day as per Approved Hostel Mess Menu

Particular	Quoted Rate (Rs.)
Lunch	
Dinner	
Total Amount per Day	
Total Amount in Words	

Name of bidder: _____

Name and Mobile Number of persons proposed to be deployed: _____

Signature of Applicant with Seal: _____

Important: No overwriting/cutting shall be permitted in the Financial Bid. Any correction, if unavoidable, shall be authenticated as per tender requirements; otherwise the bid may be rejected.

ANNEXURE-III
STANDARD AGREEMENT FORMAT

To be executed on non-judicial stamp paper of Rs.100/-

AGREEMENT

This Agreement is made on this _____ day of _____ between Government ITI Talacher through the Principal, Government ITI Talacher (hereinafter called the 'Institute') of the one part and _____, resident of _____, Proprietor/Authorized Representative of _____ (hereinafter called the 'Successful Bidder') on the other part.

WHEREAS IT IS AGREED AS FOLLOWS:

1. The successful bidder shall supply the approved menu items for the Hostel Mess.
2. The rates approved under the contract shall remain fixed during the contract period.
3. Food served shall be wholesome, clean and fit for consumption. The competent authority or nominee may inspect premises and take food samples for inspection, testing or analysis.
4. A Committee nominated by the competent authority shall monitor food quality and services.
5. The Institute may seek advice of a Medical Officer/Food & Sanitary Inspector on hygiene matters, and such directions shall be complied with.
6. The successful bidder shall provide sufficient cooks, waiters and helpers and ensure that they are properly uniformed, professional, civil, sober and honest.
7. Only employees whose antecedents are verified and who are medically examined shall be deployed.
8. No addition or alteration shall be made to the premises provided by the Institute without permission.
9. The successful bidder shall keep the kitchen, dining hall and connected areas neat, clean and hygienic.
10. All workers shall remain employees of the successful bidder and the Institute shall have no employer-employee relationship with them.
11. The successful bidder shall indemnify the Institute against claims relating to wages, EPF, ESI and other statutory dues of its employees.
12. The Institute may require removal and replacement of any employee whose conduct/service is found unsatisfactory or undesirable.
13. The successful bidder shall have no right or interest in the allotted premises and shall vacate upon termination/expiry.
14. Service timings may be modified by the competent authority when necessary.
15. Boarders shall normally take meals in the dining hall; room service shall require written permission.
16. The successful bidder shall follow instructions regarding special/official meals and display the approved menu and rates prominently.
17. The Institute shall provide allotted kitchen/dining space and identified facilities; the successful bidder shall maintain and safeguard them.

18. Performance security of Rs.4,00,000/- shall be deposited and may be adjusted against losses/damages caused by the successful bidder. The Institute may terminate the agreement for unsatisfactory performance as per the tender conditions.

19. A suggestion/complaint book shall be maintained and kept available for inspection.

20. A meal attendance/register shall be maintained at the dining hall entrance as directed by the Institute.

21. Other valid issues relating to the Hostel Mess shall be resolved by mutual consultation, subject to the authority of the competent authority.

We agree to the terms and conditions laid down above in entirety.

Principal, Government ITI Talacher

Full Name: _____

Seal_____

Signature of Successful Bidder

Full Name: _____

Seal_____

WITNESSES:

1. _____ 2. _____

3. _____ 4. _____

ANNEXURE-IV
BIDDER'S DECLARATION / UNDERTAKING

I/We hereby declare that:

- I/We have carefully read and understood the complete Tender Document and agree to abide by all terms and conditions.
- All information and documents submitted with the bid are true and correct to the best of my/our knowledge.
- I/We possess the required licences, registrations, experience and manpower to execute the Hostel Mess contract.
- I/We shall comply with applicable food safety, labour, GST, income tax, municipal and other statutory requirements.
- I/We shall maintain food quality, hygiene, sanitation, safety and discipline at all times.
- I/We shall not indulge in canvassing or attempt to influence the tender process.
- I/We understand that the Institute reserves the right to reject/cancel any or all bids without assigning reasons, subject to applicable rules.
- I/We shall execute the agreement and deposit performance security within the prescribed time if selected.

Name of Firm: _____

Name of Authorized Signatory: _____

Designation: _____

Signature with Seal: _____

Date: _____ Place: _____