



Ref No.Citd-Hyd/EOI/2026

Dt:16.09.2026

EXPRESSION OF INTEREST (EOI)

For Providing Facility Accommodation, Transportation, Food and Allied Logistical Support Services for PM SETU Project

1. INTRODUCTION

CITD, Balanagar, Hyderabad, invites Expressions of Interest (EOI) from eligible, experienced, and capable service providers/agencies/hotels/guest houses for providing facility accommodation and allied logistical support services for participants, officials, trainers, and other authorized personnel associated with the PM SETU Project.

The selected agency shall be responsible for providing accommodation, transportation, breakfast, dinner, participant coordination, and liaison support with various stakeholders involved in the implementation of the PM SETU Project.

2. OBJECTIVE OF THE EOI

The objective of this EOI is to identify and select a competent service provider capable of managing accommodation and allied logistical requirements for the successful conduct of the PM SETU Project programme at CITD, Balanagar, Hyderabad.

The selected agency shall ensure efficient, hygienic, safe, and uninterrupted services throughout the programme duration.

3. DURATION OF THE PROGRAMME

- The PM SETU Project programme shall be conducted for a period of 10 (Ten) days, excluding transit/journey days.
- Accommodation, meals, transportation, and allied services shall be provided for the approved 10-day programme period.
- Transit/journey days before commencement and after completion of the programme shall not be included in the 10-day programme duration unless specifically approved by CITD.
- The actual programme dates and number of participants shall be communicated by CITD to the selected service provider.

बालानगर, हैदराबाद - 500 037, तेलंगाणा, भारत / BALANAGAR, HYDERABAD - 500 037, Telangana, INDIA

(आईएसओ 9001:2015 आईएसओ 14001:2015 आईएसओ 50001:2018 प्रमाणित संस्था)

(An ISO 9001:2015, ISO 14001:2015, ISO 50001:2018 Certified Institution)

दूरभाष / Phones : 040-29561793, 040-29555255, Email : pd@citdindia.org, Website : www.citdindia.org

Sub-Centres : Vijayawada : 0866-2540560, E-mail : vijayawada@citdindia.org.

Extn. Centres : Chennai : 044-22500366, E-mail : chennai@citdindia.org, KGF, Kolar : 08153-275175, E-mail : kolar@citdindia.org,

Karimnagar : 0878-2931803, E-mail : karimnagar@citdindia.org

4. SCOPE OF SERVICES

The selected service provider shall provide the following services:

A. Facility Accommodation

The service provider shall arrange safe, hygienic, comfortable, and adequately furnished accommodation facilities for authorized male and female participants, officials, trainers, and other stakeholders associated with the PM SETU Project.

Accommodation Location

- The accommodation facility shall be located within a maximum radius of 7 KM from CITD, Balanagar, Hyderabad.
- The bidder shall provide the complete address and location details of the proposed accommodation facility along with the EOI.
- The accommodation facility should have adequate capacity to accommodate the required number of participants.
- The premises shall be clean, hygienic, secure, and maintained with proper housekeeping services.
- Essential amenities including beds, mattresses, linen, drinking water, washrooms, electricity, ventilation, and other basic facilities shall be provided.

B. Room Allocation Norms

The accommodation shall be arranged strictly according to the following norms:

Male Participants

- Two (2) male participants shall be accommodated in one room on a twin-sharing basis.
- Male participants shall be accommodated separately from female participants.

Female Participants

- Two (2) female participants shall be accommodated in one room on a twin-sharing basis wherever the total number of female participants is even.
- In case the total number of female participants is odd, the additional female participant shall be provided a separate single-occupancy room.
- The rate for the single-occupancy room provided to the additional female participant shall be charged at the same per-person/per-day rate applicable to twin-sharing accommodation.
- No additional or higher accommodation charges shall be applicable for such single-occupancy accommodation, unless specifically approved by CITD in writing.

General Conditions

- Male and female participants shall be accommodated separately, ensuring privacy, safety, and dignity.
- The final number of rooms required shall be based on the actual number of participants communicated by CITD.
- Any additional accommodation requirements arising due to changes in participant numbers shall be arranged in consultation with CITD.
- The service provider shall ensure uninterrupted accommodation facilities throughout the approved programme period.

C. Transportation Services – To and Fro CITD, Balanagar

The selected agency shall provide transportation facilities for participants, officials, trainers, and authorized personnel from the accommodation facility to CITD, Balanagar, and back.

The transportation scope shall include:

- Daily pick-up from the accommodation facility to CITD, Balanagar.
- Daily drop-off from CITD, Balanagar to the accommodation facility.
- Timely transportation as per the training and programme schedule.
- Deployment of suitable, clean, well-maintained, and safe vehicles.
- Vehicles shall possess valid registration, permits, insurance, and fitness certificates.
- Drivers shall be experienced, licensed, and responsible.
- The service provider shall ensure passenger safety and timely movement.
- Transportation shall be provided for the entire 10-day programme period, excluding transit/journey days unless otherwise approved by CITD.

D. Breakfast and Dinner Arrangements

The selected service provider shall arrange hygienic, nutritious, and quality food for authorized participants and officials.

The scope shall include:

- Daily breakfast.
- Daily dinner.
- Adequate quantity of food for all authorized participants.
- Hygienic preparation, cooking, and serving of meals.
- Suitable menu planning in consultation with CITD/project authorities wherever required.
- Provision of drinking water and basic dining arrangements.
- Maintenance of food quality and cleanliness standards throughout the programme.

E. Participant Coordination and Logistical Support

The selected agency shall provide dedicated coordination and logistical support services, including:

- Coordination with participants regarding accommodation, transportation, meals, and programme schedules.
- Assistance during check-in and check-out.
- Maintaining participant accommodation records.
- Coordinating daily pick-up and drop-off arrangements.
- Addressing participant queries and logistical issues promptly.
- Maintaining communication with CITD officials and project coordinators.
- Providing a dedicated coordinator/single point of contact for the entire programme.
- Ensuring smooth coordination among all participants and stakeholders.

F. Coordination with Project Stakeholders

The selected service provider shall provide necessary coordination and logistical support in liaison with the following organizations and stakeholders:

- CITD, Balanagar, Hyderabad.
- Trainers, officials, participants, and other authorized stakeholders associated with the PM SETU Project in CITD, Hyderabad.

The agency shall ensure effective communication, timely coordination, and smooth execution of all logistical arrangements as directed by CITD.

5. ELIGIBILITY CRITERIA

Interested agencies/service providers should fulfill the following minimum eligibility requirements:

- The bidder shall be legally registered in Hyderabad, Telangana within radius of 25KM.
- The bidder shall be a legally registered company, firm, agency, hotel, guest house, or service provider.
- The agency should have prior experience in hospitality, event management, training programme logistics, or similar services.
- Preference may be given to agencies having experience in government projects, skill development programmes, educational institutions, or training programmes.
- The agency shall possess adequate infrastructure, manpower, accommodation capacity, and transportation facilities.
- The agency shall comply with all applicable statutory, legal, tax, labour, safety, and regulatory requirements.
- The agency should have the capacity to provide uninterrupted services for the entire programme duration.

6. DOCUMENTS TO BE SUBMITTED WITH EOI

Interested agencies shall submit the following documents:

1. Company/Agency Profile.
2. Certificate of Registration/Incorporation.
3. PAN Card and GST Registration Certificate.
4. Details of previous experience and completed assignments.
5. Details of proposed accommodation facility.
6. Complete address and distance from CITD, Balanagar.
7. Photographs/details of rooms and facilities, wherever applicable.
8. Details of available transportation vehicles.
9. Proposed food and hospitality arrangements.
10. Details of dedicated manpower and coordination team.
11. References of previous clients, if available.
12. Financial/Indicative Commercial Proposal.

7. COMMERCIAL PROPOSAL

The agency shall submit a detailed commercial proposal covering the following services:

Sl. No.	Description of Service	Unit	Quantity / Duration	Rate including all Taxes
1	Training Accommodation Package – Accommodation, Breakfast, Dinner and Transportation (To & Fro CITD, Balanagar)	Per person/day	10 Days	To be quoted
2	Coordination with CITD, PM SETU Project Team, and Participants	Lump Sum/Per person	10 Days	To be quoted

Commercial Clarification

For an odd number of female participants, the additional female participant shall be allotted a single-occupancy room. The single-occupancy room shall be charged at the same per-person/per-day rate quoted under Head 1 (Training Accommodation Package) for twin-sharing accommodation.

No separate single-room premium shall be applicable for such accommodation.

Note: The actual number of participants and required rooms shall be communicated by CITD. Quantities may vary accordingly. Commercial proposal submitted separately in sealed cover as per given address in person,

All quoted rates shall clearly indicate applicable taxes, service charges, and any other additional costs.

8. PAYMENT TERMS

- Payment to the selected service provider shall be released only after CITD receives the corresponding payment from NIMI (National Instructional Media Institute) / the PM SETU Project funding authority.
- The service provider shall submit bills for processing of payment along with the original invoice.
- The service provider shall possess a valid and active GST registration, and all invoices submitted shall clearly reflect the applicable GST details.
- No payment shall be processed or released without submission of the original invoice bearing valid and active GST particulars.

9. EOI VALIDITY

- This EOI/empanelment shall remain valid up to 31.03.2027, or until successful completion of services for 400 (Four Hundred) participants under the PM SETU Project, whichever is earlier.
- CITD reserves the right to utilize this EOI for placing one or more Work Orders in respect of the PM SETU Project within the above validity period, subject to satisfactory performance by the service provider.
- On expiry of the validity period, or on completion of services for 400 participants, whichever is earlier, this EOI/empanelment shall automatically lapse, unless extended by CITD in writing.

10. SELECTION PROCESS

CITD reserves the right to evaluate the EOIs based on the following parameters:

- Technical capability and experience.
- Quality and suitability of accommodation facilities.
- Location of accommodation within the prescribed 7 KM radius.
- Transportation arrangements and vehicle availability.
- Food and hospitality arrangements.
- Manpower and coordination capabilities.
- Financial proposal and overall value for money.
- Previous experience in handling government or institutional programmes.

Submission of an EOI does not guarantee selection or award of work.

CITD reserves the right to accept or reject any or all EOIs without assigning any reason.

11. GENERAL TERMS AND CONDITIONS

1. The selected agency shall provide services strictly as per the requirements communicated by CITD.
2. The agency shall nominate a dedicated coordinator for all communications and operational requirements.
3. Any changes in participant numbers, accommodation requirements, or programme schedules shall be communicated by CITD.
4. The agency shall maintain confidentiality regarding participant and project-related information.
5. All statutory compliances, taxes, labour laws, and safety regulations shall be the responsibility of the service provider.
6. CITD shall have the right to inspect the accommodation facility and service arrangements at any time during the engagement.
7. Any poor-quality, delayed, or deficient service shall be rectified immediately by the agency.
8. Additional services beyond the approved scope shall be provided only with prior written approval from CITD.
9. The agency shall ensure that no inconvenience is caused to participants, officials, or trainers during the programme.
10. CITD reserves the right to terminate the engagement in case of unsatisfactory performance or breach of agreed terms and conditions.

12. SUB-LETTING

- The selected service provider shall not sub-let, assign, or transfer the work order/engagement, either wholly or in part, to any other agency, contractor, or third party under any circumstances.
- The services covered under this EOI/Work Order shall be executed solely by the selected agency using its own resources, infrastructure, and manpower.
- Any violation of this condition shall render the Work Order/engagement liable for immediate termination, besides any other action CITD may deem fit.

13. TERMINATION

- CITD reserves the right to terminate the Work Order/engagement, wholly or in part, at any time, without assigning any reason, by giving prior written notice to the service provider.
- CITD reserves the right to terminate the engagement forthwith, without notice, in the event of: unsatisfactory, deficient, or delayed service; breach of any term or condition of the EOI/Work Order; sub-letting or unauthorized transfer of work; or any act of misconduct, negligence, or non-compliance with statutory requirements.
- In the event of termination, the service provider shall be paid only for services satisfactorily rendered up to the date of termination.
- CITD shall not be liable for any compensation, loss of business, or damages whatsoever on account of such termination.

14. LIABILITY

- The service provider shall be solely and fully responsible and liable for the safety, security, and well-being of participants, officials, and trainers during their stay at the accommodation facility (hotel/guest house) and during transportation to and fro CITD, Balanagar.
- Any injury, loss, accident, theft, damage, or mishap occurring at the accommodation facility or during travel/transportation shall be the sole liability and responsibility of the service provider; CITD shall bear no responsibility or liability whatsoever in this regard.
- The service provider shall maintain adequate and valid insurance coverage for vehicles, drivers, and accommodation arrangements as required under applicable law, and shall fully indemnify CITD against any claims, damages, or liabilities arising out of or in connection with its services.

15. IMPORTANT NOTE

The selected service provider shall coordinate closely with CITD, PM SETU Project Team, and NIMI Chennai to ensure seamless implementation of accommodation, hospitality, transportation, and participant support requirements.

The agency shall ensure professional, timely, safe, and quality services throughout the 10-day PM SETU Project programme, excluding transit/journey days.

16. SUBMISSION OF EOI

Interested agencies/service providers may submit their Expression of Interest along with all supporting documents and commercial proposals to the following address:

Address:

**To,
The Principal Director,
Central Institute of Tool Design,
Balanagar, Hyderabad
Telangana-500037**

By Mail:

pd@citdindia.org

Last Date for Submission: 24.09.2026

Submission Mode: EOI online or offline and Commercial in offline sealed cover

Contact Person: Mrs Ch. Kasturi, Master Trainer

Contact Details: 9291429680

**Sd/-
Principal Director**