

E-TENDER DOCUMENT

**FOR THE SUPPLY / OUTSOURCING OF MANPOWER AT
SIHM, BALANGIR FOR THE ACADEMIC SESSION 2026-27**

NIT (NOTICE INVITING TENDER) No. 193/SIHM/2026-27/E-TENDER, Date: 04.05.2026

**State Institute of Hotel Management
Titilagarh Road, Balangir (Odisha)-767001
(A Joint Venture of Ministry of Tourism, Govt. of India &
Department of Tourism, Govt. of Odisha)
[E-mail:principal@sihmbalangir.org](mailto:principal@sihmbalangir.org)**

Cost of E-Tender Document: - Rs.1000/-

Total number of Pages: 33



**State Institute of Hotel Management
Titilagarh Road, Balangir (Odisha)-767001**

E-TENDER NOTICE

State Institute of Hotel Management invites bids (in e-Tendering mode only) under a two-part bidding system from individuals/companies/firms registered in India for providing teaching and non-teaching staff services for a period of one year from the date of commencement of the Agreement.

The tender forms may be down loaded from our website www.sihmbalangir.org and www.tenderwizard.com/SIHM. The tender paper completed in all respects should be uploaded in e-tender portal www.tenderwizard.com/SIHM. Photo copy of EMD & Paper cost should be uploaded in the e-tender portal only. The last date for receiving of tender will be 03.06.2026, 5.00 p.m. The tender paper shall be opened at 11.00 a.m. on dt. 04.06.2026 through online. The undersigned reserves the right to cancel any or all the tenders without assigning any reason thereof.

**Sd/-
PRINCIPAL**

News paper NIT



**State Institute of Hotel Management
Titilagarh Road, Balangir-767001
website-www.sihmbalangir.org**

NIT No. 193/SIHM/2026-27/E-TENDER

Date: 04.05.2026

NOTICE INVITING E-TENDER

E-tender invited by the State Institute of Hotel Management, Balangir on two-bid system from eligible individuals/companies/firms registered in India, fulfilling the eligibility criteria as specified in the e-tender document, for the supply/outsourcing of manpower at SIHM, Balangir for the Academic Session 2026-27.

Last date of submission of tender: - Up to 17.00 hrs of 03.06.2026

For details please visit our websites www.tenderwizard.com/SIHM or www.sihmbalangir.org

Sd/-

PRINCIPAL

TENDER FORM



E-TENDER DOCUMENT

**FOR THE SUPPLY / OUTSOURCING OF MANPOWER AT
SIHM, BALANGIR FOR THE ACADEMIC SESSION 2026-27**

NIT No.193/SIHM/2026-27/E-TENDER

Date: 04.05.2026

**ANNUAL CONTRACT FOR THE ACADEMIC SESSION 2026-27
FOR OUTSOURCING OF MANPOWERS**

SECTION-I

State Institute of Hotel Management
Titilagarh Road
Balangir-767001
website-www.sihmbalangir.org

NOTICE INVITING E-TENDER

Outsourcing of Teaching & Non-Teaching Staff (Highly Skilled, Skilled, Semi-Skilled & Unskilled).

1. On behalf of SIHM, Balangir e-Tender (Open tender) is invited one-two stage bidding system from Individuals/Companies/Firms registered in India fulfilling the eligibility conditions, as per tender document.

Sl. No	Item	Particulars
1	Tender Notice No & date	NIT No. 193 /SIHM/2026-27/E-TENDER Date:04.05.2026
2	Tender item	For the supply/contract of manpower at SIHM, Balangir for the Academic Session 2026-27. Outsourcing of Teaching & Non-Teaching Staff (Highly Skilled, Skilled, Semi-Skilled &Unskilled.)
3	Tender Document can be viewed from date	Dt. 04.05.2026
4	Tender Document can be downloaded from date	Dt. 05.05.2026
5	Last Date of Submission of Tender	Up to 17.00 Hrs of Dt.03.06.2026
6	Date & Time of Opening of Tender	At 11.00 Hrs of Dt.04.06.2026
7	Cost of tender paper	The cost of Bid security and cost of Tender paper as in section-II to be paid through online Banking/ RTGS / NEFT , MSME OR NSIC are exemption from Tender paper cost & EMD as per the Section-I, Para 2(b)
8	Cost of Tender document	Rs 1,000/-
9	EMD	Rs 30,000/-
10	Performance Security Deposit	Rs 3,00,000/-
11	Tender Processing Fee	Rs 2,360/- Through online(credit Card / Debit card Or Net Banking)

Note: In case the last date of submission /opening of bid are declared to be a holiday, last date of Submission / opening of bid will get shifted automatically to next working day at the same scheduled time. Any change in bid submission/ opening date due to any other unavoidable reasons will be notified through the SIHM, Balangir web site and/ or e-Tender Portal and/or newspapers, SIHM, Balangir is the final authority to accept or reject the tender bids.

2(a) The Tender document can be downloaded from the website: www.tenderwizard.com/SIHM and to be submitted in e-format. Costs of Tender Document and Earnest Money Deposit (EMD) have to be submitted as per following details given in Para 2(b).

2(b). The cost of EMD and cost of Tender paper can also be paid through online Banking/RTGS/NEFT in favour of State Institute of Hotel Management, Balangir, as per the following details. (MSME/NSIC are exempted from Fees)

Name of the Bank & Branch	State Bank Of India
Accounts Name	State Institute of Hotel Management
Account No.	31472647494
IFSC Code	SBIN0000046
Address of the Bank	Main Branch, Balangir
E-Mail id	accounts@sihmbalangir.org
Contact No.	

2(c) The scanned copies of the (MSME / NSIC Certificate) Or E-Payment receipt towards EMD/BID security, Cost of bid document have to be uploaded in the e-Tender Portal of M/s ITI i.e. www.tenderwizard.com/SIHM

2(d) Amendments, if any, to the tender document, will be notified in the above website as and when such amendments are made. It is the sole responsibility of the bidders who have downloaded the tender document from the website to keep themselves abreast of such amendments before submitting the tender document.

3(a) Intending bidders are requested to register themselves with M/s. ITI Limited through the website www.tenderwizard.com/SIHM for obtaining user-id, Digital Signature etc., by paying Vendor registration fee and processing fee for participating in the above mentioned tender.

3(b) SIHM, Balangir has decided to use the process of e-tendering for inviting this tender and thus the physical copy of the tender would not be sold.

3(c) The bidders shall furnish a declaration that no addition / deletion / corrections have been made in the downloaded tender document being submitted and it is identical to the tender document appearing on Web-site (www.tenderwizard.com/SIHM)

3(d) In case of any correction/ addition/ alteration/omission is found in the tender document; the tender bid shall be treated as non-responsive and shall be rejected.

4. The documents as listed out in Section IV must be uploaded in the E-Tender Portal.
5. (a) SIHM, Balangir has adopted e-tendering process which offers a unique facility for Public Online “Tender Opening Event (TOE) “. SIHM, BALANGIR’s Tender Opening Officers as well as authorized representatives of bidders can attend the Public Online Tender Opening Event (TOE) from the comfort of their offices. However, if required, bidders or their authorized representatives can attend the Tender Opening Event in SIHM, Balangir **where** SIHM, Balangir Tender Opening Officers would be conducting Public Online Tender Opening Event (TOE).
- 5(b) Incomplete, ambiguous, Conditional tender bids are liable to be rejected.
6. SIHM, Balangir reserves the right to accept or reject any or all tender bids without assigning any reason and is not bound to accept the lowest tender.
7. All documents submitted in the bid offer should be preferably in English. In case the certificate viz., registration etc., is issued in any language other than English, the bidder shall attach an English translation of the same duly attested by the bidder & the translator in addition to the relevant certificate. All computer generated documents should be duly signed by the bidder.

Sd/-
Principal

GENERAL TERMS & CONDITIONS.

1. The tender form should be accompanied with the Xerox copies of PAN CARD, GSTIN REGISTRATION CERTIFICATE, CERTIFICATE OF PROVIDENT FUND, REGISTRATION OF FIRM, LICENSE FROM COMPETENT AUTHORITY FOR OUTSOURCING OF MANPOWERS, ESI REGISTRATION ETC, GST Clearance and Income Tax Return filing of the Last t h r e e - financial year i.e. 2022-23 to 2024-2025. Audited Copy of the Profit and Loss account for last 3 years. Separate NEFT/RTGS of Rs.1,000/- and Rs.30,000/- made in favor of State Institute of Hotel Management, Balangir should be attached with the form towards form charges (non-refundable) and earnest money (refundable) respectively.

Note: Bids submitted with documentary proof of application in lieu of any of the above mentioned documents shall not be accepted, and any bid not accompanied by the required documents shall be rejected. Only original or duly attested true copies of licenses or certificates issued by the competent authority in the name of the bidder shall be accepted.

2. The intending firm should have been registered as a shop and commercial establishment.
3. The amount of security Deposit will be Rs.3,00,000/- (Three Lakh). The security deposit amount is to be deposited by online transfer only.
4. On acceptance of tender, the earnest money will be treated as a part of the security deposit. **Both the security deposit and Earnest will carry no interest.**
5. The tenderers are advised to inspect and examine the site, its surrounding and nature of work involved and to satisfy themselves before submitting their tender as to the nature and quantity of work and in general shall themselves obtain all necessary information as to risks contingency and other circumstances which may influence or affect their tender. The tenderer shall be deemed to have full knowledge of the work, whether the tenderer inspect it or not and no extra charges shall be allowed.
6. Submission of a tender implies that he / she had read this notice and documents and has made himself / herself aware of the scope and satisfactory conditions of the work to be done and of local conditions of the work to be done and of local conditions and other factors for the execution of work.
7. A tenderer should quote in figures as well as in words in which rate tendered.
8. A tenderer shall submit the tender which satisfies each and every condition laid down in the notice, failing which the tender will be liable to be rejected without assigning any reason thereof.
9. This Institute do not bind themselves to accept the lowest or to give any reason for their decision.
10. This Tender Notice shall be the part of the contract documents.
11. The validity of the tender shall be up to 90 (Ninety) days from the date of opening of the tender. Payment shall be made monthly on production of the bill along with service certificate/attendance duly signed by the authorized officer.
12. In case, the services are not satisfactory, the management has the right to terminate the services with immediate effect without assigning any reason.
13. The tenders received late are liable to be rejected. Required forms attached here with have to be submitted along with the tender form.
14. The tender should not accompany or follow any request for negotiation from tenderer.

15. The successful tenderer shall have to enter into an AGREEMENT at his own cost before deployment of manpower.
16. Rates shall be quoted strictly in the format prescribed in the tender document and in accordance with the Minimum Wages Act as applicable under the Government of Odisha. The contractor shall submit bills based on revised wage rates as notified from time to time.
17. The manpower deployed by the agency shall be required to work manually 8.00 hrs. Per day as per the Institutes working days i.e. from Monday to Saturday from 9.00am to 5.30pm with a lunch break of half an hour from 1.30pm to 2.00pm. But Security personnel's will have to work in any 03 shift i.e. A, B & C shift (A = 6am to 2.30 pm, B = 2pm to 10.30 pm, C= 10pm to 6.30am). However, in exigencies persons deployed may be called on Sundays and other holidays for which additional payment will be made as per wages Act. An attendance register will be maintained in our Institute for their attendance. The monthly wages shall be inclusive of wages payable for the weekly day of rest.
18. The Manpower Service Provider (MSP) shall submit detailed bill including EPF, ESI contribution and service tax (as applicable from time to time) along with daily attendance sheet duly verified by the Institution or Office/Officer concerned with respect of the persons/manpower deployed. The detailed bills shall be submitted by first week of every succeeding month by email and in hard copy to the institution or office/officer concerned. Submission shall be confirmed by issuance of acceptance confirmation by the concerned officials of the Institution. As feasible the payment will be released after acceptance of the detailed bill concerned officials of the Institution. For any discrepancy found in the bills, the Manpower Service Provider (MSP) shall be asked to submit the clarifications and resubmit the detailed bills within a week to the concerned official of the Institution.
19. During the duty/contract period if any loss or damage to the Institute property caused by the deployed personnel due to negligence in duty will be recovered from the amount of bill/security deposit.
20. Request for enhance of rate during the contract period will not be considered at any cost except the changes of wages made by the Government of Odisha.
21. Police verification report of the firm and deployed personnel engaged in the Institute should be provided.
22. List of names of persons with their bio-data including the photograph and Aadhaar card Xerox should be submitted to this office before deployment. Any change of personnel by the firm during the contract period should be informed to the Institute with their bio-data and photograph.
23. There will be no advance payment.
24. **The agency shall first release payments and deposit the EPF and ESI contributions for the support staff between the 1st and 5th of each month, and thereafter submit the bill along with supporting documents evidencing such deposits to the institute for reimbursement.**
25. It will be the responsibility of the Agency/firm to see that PF, ESI deposits are made regularly and facilities like transportation, food, medicine/medical treatment, uniforms are adequate/properly provided to the personnel, provided to the Institute.
26. The firm should submit the documents relating to the deposit of EPF, ESI deduction and the downloaded statement of EPF, ESI of individual persons deployed every month and downloaded copy of GSTIN deposit (previous month) failing which payment will be with held. An undertaking in this regard to be given during the award of contract.
27. The Manpower Service Provider (MSP) shall also be liable for depositing all taxes, levies cess

- etc. on account of services rendered by it to the Institution to the concerned tax authorities from time to time. The Manpower Service Provider (MSP) shall have valid documents to undertake manpower supply and provision to the Institution throughout the contract period.
28. The MSP shall maintain all statutory registers under the Law and shall produce the same on demand to the Institution or any other authority under Law.
 29. The Tax deduction at Source shall be made as per the provisions of Income Tax Act/Rules as amended from time to time and a certificate to this effect may be provided by the Institution to the MSP agency.
 30. The undersigned reserves the right to terminate the contract/services with immediate effect without assigning any reason.
 31. Any paper related to tender should be provided as and when required by the Institute.
 32. The persons deployed by the agency must be courteous and should bear good conduct/moral character and such person should not have any past criminal record. The persons should be young, energetic and possess a good health and free from all contagious diseases. No worker below the age of 18 years shall be deployed for the duty at the Institute.
 33. Requirement of Man powers - Lecturer, Assistant Lecturer, Teaching Associate, Asst. Teaching Associate in Food Production, F&B Service, Front Office, Housekeeping, Bakery, English Communication Faculty, Office Superintendent, Accountant, Accounts Clerks, Admin Asst. Cum DEO, Stenographer, Asst. Store Keeper, Hostel Warden (Boys), Hostel Warden (Girls), Bus Driver, Cooks, Security Guards, Sweeper, Lab Attendant (+2 Pass), Lab Attendant (Diploma/Craft Course Pass), Gardener, Electrician, P.H.D Helper, Helper/Safaiwala, Peon etc for a period of one year on contract basis.
 34. Payment will be made monthly, but on production of proof of payment already made to the workers for that month.
 35. **It is mandatory to absorb & route afresh all existing manpower as prelist provided by tendering authority (SIHM, BALANGIR) so that continuity of service of the existing staff is achieved.**
 36. The contract period can be extended on the same rate for a period of one or more years if mutually agreed upon & on successful performance by the service provider.
 37. No deduction is to be made from wages of the manpower provider by service provider for which bill is produced & payment received whether directly or indirectly. On receipt of written complaint from the manpower provider the contract can be terminated.
 38. Upon requirement by SIHM, BALANGIR for manpower, Biodata of suitable candidates should be forwarded for short listing. Upon short listing candidates will be interviewed, for Engagement. SIHM, Balangir reserves the right to select any/ none of the candidate forwarded by the service provider.
 39. The interested Manpower Service Providers may submit the Expression of Interest indicating service charges, indicating total service charges (Section III, financial bid [Rate sheet 1 and 2]) in rupees to the monthly remunerations.
 40. The Manpower Service Provider (MSP) shall be solely responsible for the redressal of grievances or resolution of disputes relating to persons deployed by it. The Institution shall, in no way, be responsible for settlement of such issues whatsoever.
 41. The payment of wages to the manpower deployed by the Manpower Service Provider (MSP) shall be made as per rates notified by Labour and ESI Department, Govt. of Odisha from time to time.
 42. Canvassing of any kind of recommendation shall be viewed strictly and lead to out-right rejection of the party concerned.

43. The Manpower Service Provider (MSP) must have one head office or branch office at Balangir town (within 15 km radius from the SIHM, Balangir) so that it can handle any issue easily and quickly. The MSP must have a minimum of ten (10) years of experience in the supply of manpower to the hotel management institute. The MSP mandatorily engaged or deputized one expert to collect the attendance of all depute employees through the MSP at the end of every month, submit the bill, and collect payment. 15 years of experience is most desirable.

SECTION-II

INSTRUCTIONS TO BIDDERS & GENERAL CONDITIONS OF TENDER

1. TERMS:

1(a) "SIHM, Balangir" or "The Tendering Authority"

1(b) "The Bidder" means the individual or firm who participates in this tender & submits its bid.

1(c) "The Work Order" means the order placed by the SIHM on the Bidder signed by the respective controlling officer of SIHM including all attachments & appendices thereto and all document incorporated by reference therein. The work shall be deemed as "Contract" appearing in the document.

1(d) "The Contract Price" means the price payable to the bidder under the work order for full & proper performance of its contractual obligations.

1(e) "E-Tender Portal" means the website "www.tenderwizard.com/SIHM" of M/s ITI Limited who is providing e-Tendering solution to SIHM, Balangir.

1(f) "ETS" means the Electronic Tendering System through the e-Tender Portal.

2. VALIDITY OF BID: The validity of bid period is 180 Days from the last date of submission of the Bid.

3. The conditional and incomplete tenders are liable for rejection.

4. The SIHM, Balangir reserves the right to reject one or all of the tenders without assigning any reason thereof.

5. The near relative of employees of SIHM, Balangir, if participating in this tender must declare the full particulars of their near relatives employed in SIHM, BALANGIR (either directly recruited or on deputation). The near relatives for this purpose are defined as, a) Members of Hindu undivided family. b) They are husband & wife, c) The one related to other in the manner as father, mother, son(s) & son's wife (daughter-in-law), daughter(s) & daughter's husband (son in law), brother(s) & brother's wife, sister(s) & sister's husband (brother-in-law).

6. Arbitration

Any dispute or difference between the parties with regard to this document and all connected and related matters whatsoever shall be discussed and settled amicably. In the event of any failure to resolve the disputes or difference whatsoever shall be referred to the sole Arbitrator appointed by the Institute. The decision of the Arbitrator will be final and binding on both sides.

7. In case of any dispute arising out of the contract between the two contracting parties, the decision of the Principal, SIHM, Balangir shall be final and binding.

8. The SIHM, Balangir reserves the rights to increase/decrease or delete the scope of work without assigning any reason.

9. Final Authority

If the tenderer desires to appeal against any matter he shall appeal to Principal/Secretary, State Institute of Hotel Management, Balangir whose decision on such matters shall be final and conclusive.

10. COST OF BIDDING

The bidder shall bear all costs associated with the preparation and submission of the bid. SIHM, Balangir in no case be responsible for these costs regardless of the conduct or outcome of the bidding process.

11. DOCUMENTS TO BE SUBMITTED FOR BID

- a. The details of documents to be submitted through online in e-Tender Portal are as detailed at **Section IV**. If any one of the above items required to be submitted along with the Technical bid is found wanting, the offer is liable to be rejected at that stage.
- b. Documents in original should be submitted for verification if required by the Tendering Authority.
- c. The bidder will verify the genuineness and correctness of all documents and performance certificates, submitted by the bidder or any other firm/associates before submitting them in the bid. The onus of proving genuineness of the submitted documents would rest with the bidder.
- d. As per the requirement of the tender's condition, if any documents/paper/certificate submitted by the bidder is found to be false/fabricated/tampered /manipulated at any stage during bid evaluation or after award of contract, then the bid security (EMD/PBG) of the bidder would be forfeited and the bidder would be disqualified from the tender. Action would be taken for banning of business dealing with the defaulting firm. In case contract has already been awarded to the bidder, then PBG would be forfeited and the contract would be

rescinded/ annulled and SIHM, Balangir would be at liberty to procure the services from any other source at the risk and cost of the defaulting bidder. Action would also be taken for banning business dealing with the defaulting firm.

12. AMENDMENT TO BID DOCUMENT

(a) At any time, prior to the date of submission of bid, tendering authority may, for any reason whether at its own initiative or in response to a clarification required by a prospective bidder, modify the bid documents by amendments.

(b) The amendments shall be notified in the E-Tender Portal and these amendments will be binding on them.

(c) In order to afford prospective bidders reasonable time to take the amendments into accounting preparing their bids, the Tendering authority may, at its discretion, extend the deadline suitably for the submission of bids.

(d) It is the sole responsibility of the bidder to confirm from the E-Tender Portal and/or from the following contacts regarding amendments, if any, or any other clarifications before uploading of the tender document ITI Tender Wizard Help Desk Contact Shri Sanjeeb Mahapatra, 07377708585, 011- 49424365 email id: twhelpdesk404@gmail.com,

13. PREPARATION OF BID DOCUMENTS – TECHNICAL BID & FINANCIAL BID

It is a two bid system and the bid prepared by the bidder shall comprise Technical Bid and Financial Bid

14. BID FORMS

The bidder shall fill in the tender document in all respects, sign on all pages along with seal of the firm if any and upload required scanned documents as per **section-III** of the same in e-Tender Portal.

15. BID PRICE

The bidder shall quote rates in FINANCIAL BID given in **Section III**.

16. COMPLIANCE

The bidder should ensure unconditional clause- by – clause compliance with all the terms and conditions

17. A. BID SECURITY/EMD

(a) The bidder must deposit the amount for bid security/EMD as stated in Section I para 2(b).

(b) The Bid security of unsuccessful bidder will be discharged / returned as early as possible.

(c)) A BID WITHOUT BID SECURITY/ BID SECURITY WITHOUT BID SHALL BE TREATED AS NON-RESPONSIVE AND SHALL BE REJECTED BY THE TENDERING AUTHORITY.

B. FORFEITURE OF BID SECURITY/EMD. The Bid Security/EMD may be forfeited

- (a) If the successful bidder backs out to accept the tender and/or does not deposit the performance security or
- (b) The successful bidder does not come for execution of agreement after deposit of performance security deposit within the scheduled time
- (c) Withdraws his bid during the period of bid validity specified by the bidder in the bid form;

18. FORMAT AND SIGNING OF BID

- (a) The bid shall contain no interlineations, erasures or overwriting, except as necessary to correct errors made by the bidder in which case such corrections shall be signed by the persons signing the bid.
- (b) The over writing / erasures in the bid made by the bidder shall be signed by the person signing the bid.
- (c) The letter of authorization shall be indicated by written power-of-attorney, if any, accompanying the bid. All pages of the original bid, except for un-amended printed literatures, shall be signed by the person or persons signing the bid.

19. PREPARATION & SUBMISSION OF BIDS:

I) Contents of the Bid:

The bid contains three parts –

Part A: The scanned copies of the Payment of Cost of Tender paper and EMD through online/NEFT / RTGS & Power of attorney (If applicable) have to be uploaded in the e-Tender Portal of M/s ITI Ltd.

Part B: The Second part relates to uploading of scanned documents required for Technical Bid as per **Section III** in the appropriate place of the e-Tender Portal.

Part C: The third part relates to uploading of Financial Bid containing the Price schedule in excel format filled carefully in the appropriate place of the e-Tender Portal.

II. Submission of the Bid:

- a. All the clauses of the bids must be complied with and price bids must be quoted Online by the bidders before the locking/closing time of the bid as scheduled.
- b. Scanned documents wherever necessary are to be uploaded in the appropriate places of the e-tender portal.
- c. The bidder shall submit a set of entire document signed in all pages, downloaded from e-

Tender Portal against each individual bid before signing of the agreement.

d. The Bidder can bid through the user-id allotted to him by M/s ITI in e-Tender Portal along with requisite Earnest Money Deposit (EMD) and cost of Tender Paper.

e. If any one of the document required to be submitted as referred to in **Section III** of this is found to be wanting, the concerned bid shall be rejected at the opening stage itself by the TEC of Technical Bid Evaluation.

f. SIHM, Balangir may, at its discretion, extend the deadline for the submission of the bids by amending the bid document in accordance with NIT in which case all rights and obligations of the SIHM, BALANGIR and bidders previously referred to the deadline will thereafter be subject to the extended deadline.

20. LATE BIDS, MODIFICATIONS AND WITHDRAWAL OF BIDS

(a) After the Locking Time, no bidder can submit the bid.

(b) The bidder may withdraw his bid after submission prior to the deadline prescribed for submission of bids. The bidder's withdrawal shall have to be online and digitally authenticated.

(c) No bid shall be modified subsequent to the deadline for submission of bids as above

21. BID OPENING AND EVALUATION

a) Financial bids & Technical bids shall be submitted by the bidder at the same time. The bids will be opened in two stages. The Tendering Authority will open the technical bids in the presence of bidders or their authorized representatives on the due date. The bidder or one of his authorized representatives shall be permitted to attend the bid opening. Authorization letter shall be submitted by the bidders before they are allowed to participate in bid opening. The bidders can view the opening details after the Tendering Authority opened them.

(b) The date fixed for opening of bids, if subsequently declared as holiday by SIHM, Balangir, the revised date of schedule will be notified in the e-Tender Portal. However, in absence of such notification, the bids will be opened on the next working day, time remaining unaltered.

(c) Technical bids will be evaluated by the Tendering Authority and after completion of the technical Evaluation; the eligible bidders list for the financial bid opening will be made available in the e-Tender Portal.

d) The minimum qualifying score in technical evaluation shall be 80 marks out of 100 marks and the financial Bid of the bidders who secure the minimum 80 marks shall be opened.

e) Format for technical evaluation is given in **Annexure F**.

(f) Opening date and time of Financial Bid will be notified in the e-Tender Portal after opening of the technical Bid.

FINANCIAL EVALUATION

- The Bidders are informed to quote minimum service charge of 3.85% and maximum 7.00% (3% profit plus transaction charge), which is fixed by Govt. of Odisha vide Office Memorandum of Odisha Finance Department No. 19595/F, Dated.11.07.2023.
- Contract shall be awarded to the bidder whose bid will be determined to be substantially responsive and who has secured the highest combined technical and financial score.
- In case multiple bidders are found to **Lowest-I** (combined score) than the bidder with the highest experience (in Hotel Management Institution) and average annual turnover during the last 3 financial years i.e. or 2022-23, 2023-24 & 2024-25 shall be awarded the contract.
- Any effort by a bidder to influence STATE INSTITUTE OF HOTEL MANAGEMENT, BALANGIR in its decision on bid evaluation or placement of Work Order may result in rejection of the bidder's offer
- Any legal dispute arising out of this is subject to Balangir jurisdiction only.
- SIHM, BALANGIR reserves all the right to accept or reject any or all bid without any further clarification.

Date of Opening of financial Bid shall be communicated to the technically qualified bidders.

For financial evaluation, Price excluding Tax shall be taken into consideration i.e: After the evaluation of the financial Bids, combined evaluation will be carried out.

For combined evaluation, the following abbreviations are used –

- a. Ts = Technical score
- b. Fm = Lowest evaluated financial Bid
- c. Fs = Maximum financial score
- d. F = Price of the Bid underconsideration
- e. T = Weight given to the Technical Bid
- f. P = Weight given to the Financial Bid
- g. S = Combinedscore

The combined evaluation will be carried out as follows –

- (i) The lowest evaluated Financial Bid (Fm) will be given the maximum financial score (Fs) of 100 points. The financial scores (Fs) of the other financial Bids will be computed as per the following formula-

$F_s = 100 \times F_m / F$, in which F_s is the financial score, F_m is the lowest price and F the price of the Bid under consideration.

- (ii) Bids will be ranked according to their combined technical (Ts) and financial (Fs) scores using the weights (T = the weight given to the Technical Bid; P = the weight given to the Financial Bid; T + P = 100), which is **S (combined score) = $T_s \times T\% + F_s \times P\%$** .
- (iii) The weights given to the Technical and Financial Bids are: T = 70 and P = 30

22. PLACE OF OPENING OF TENDER BIDS

Authorized representatives of bidders (i.e. vendor organization) can attend the Tender Opening Event (TOE) in the **“SIHM, Balangir Office”**, where SIHM, Balangir Tender Opening Officers would be conducting through online e-Tender in **Scheduled date & time**.

23. PRELIMINARY EVALUATION

- (a) Tendering authority shall evaluate the bids to determine whether they are complete in all respects, whether any computational errors have been made, whether required sureties have been furnished etc.
- (b) Prior to the detailed evaluation, the Tendering authority will determine the substantial responsiveness of each bid to the Bid documents.
- (c) For purposes of these clauses, a substantially responsive bid is one, which conforms, to all the terms and conditions of the Bid documents without any material deviation. The tendering authority's determination of bid's responsiveness shall be based on the contents of the bid itself without recourse of extrinsic evidence.
- (d) A bid, determined as substantially non-responsive will be rejected by the Tendering authority and shall not, subsequent to the bid opening, be made responsive by the bidder by correction of the non conformity. The tendering authority shall not be bound to show the reasons/causes of rejection of the bid.
- (e) The Tendering authority may waive any minor infirmity or non-conformity or irregularity in a bid, which does not constitute a material deviation, provided such waiver, does not prejudice or affect the relative ranking of any bidder.

24. EVALUATION AND COMPARISON OF SUBSTANTIALLY RESPONSIVE BIDS

- (a) The Tendering authority shall evaluate and determine as to whether the bid is substantially responsive or not as per above conditions.
- (b) Arithmetical errors shall be rectified on the following basis. If there is a discrepancy between the unit price and total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected by the Tendering authority. If there is a discrepancy between words and figures, the amount in words shall prevail.
- (c) If the bidder does not accept the correction of the errors, his bid shall be rejected.
- (d) Tendering authority may negotiate with L1 bidder.

25. CONTACTING THE TENDERING AUTHORITY

- (a) Subject to seeking clarifications on e-tendering and tender document, no bidder shall try to influence the Tendering authority on any matter relating to its bid, from the time of the bid opening till the time the contract is awarded.
- (b) Any effort by a bidder to influence the Tendering authority in the tendering authority's bid evaluation, bid comparison or contract award decisions shall result in the rejection of the bid.

Award of contract & Work:

- Contract shall be awarded to the bidder whose bid will be determined to be substantially responsive and who has secured the highest combined technical and financial score.
- In case multiple bidders are found to **Lowest-I** (combined score) than the bidder with the highest experience (in Hotel Management Institution) and average annual turnover during the last 3 financial years i.e. or 2022-23, 2023-24 & 2024-25 shall be awarded the contract.
- Any effort by a bidder to influence STATE INSTITUTE OF HOTEL MANAGEMENT, BALANGIR in its decision on bid evaluation or placement of Work Order may result in rejection of the bidder's offer
- Any legal dispute arising out of this is subject to Balangir jurisdiction only.
- SIHM, BALANGIR reserves all the right to accept or reject any or all bid without any further clarification.

Penalty Clauses

a) In case the contractor fails to commence/ execute the work as stipulated in the agreement or there is a breach of any terms and conditions of the contract, STATE INSTITUTE OF HOTEL

MANAGEMENT, BALANGIR reserves the right to impose the penalty as detailed below:

- b) 0.5% of cost of order/ agreement per week, up to 2 weeks delays.
- c) After 2 weeks delay, STATE INSTITUTE OF HOTEL MANAGEMENT, BALANGIR reserves the right to cancel the contract and withhold the agreement and get this job be carried out from other contractor (s) from open market at the competitive rates. The defaulting contractor will be blacklisted for a period of 2 years and the differential amount, if any, will be recovered from the contractor by forfeiting the Performance Security deposited by the contractor.
- d) For any breach of contract, STATE INSTITUTE OF HOTEL MANAGEMENT, BALANGIR shall impose a penalty to the extent of Rs. 1,000/- only on the first occasion upon the agency in the event of breach, violation or contravention of any of the terms and conditions contained herein brought to the notice of STATE INSTITUTE OF HOTEL MANAGEMENT, BALANGIR.
- e) If the lapse is repeated, the extent of penalty will be doubled on each such occasion. Some of the instances in which penalty would be imposed are enumerated below, but these are not exhaustive and penalty may be imposed on any violation/ breach or contravention of any of the terms and conditions as well as assigned duties and responsibilities-
 - i. If the security personnel working are not found in proper uniform and not carrying their photo identity cards.
 - ii. If the personnel working are found indulging in smoking/ drinking/ sleeping during duty hours.
 - iii. If the behavior of the deployed personnel (s) are found to be discourteous to any official of STATE INSTITUTE OF HOTEL MANAGEMENT, BALANGIR.
- f) If any person is found performing duty by submitting a fake name and address.
- g) If any person is found on duty other than that mentioned in the approved list provided by the Agency to STATE INSTITUTE OF HOTEL MANAGEMENT, BALANGIR.
- h) *In case of any loss/ theft of STATE INSTITUTE OF HOTEL MANAGEMENT, BALANGIR's property or stains on the floor/ wall, the committee will consider the circumstances and if the responsibility is fixed on the Agency, STATE INSTITUTE OF HOTEL MANAGEMENT, BALANGIR will make good the losses by deducting the cost of loss from the Performance Security Deposit of the Agency or next month's bill of the Agency in one or more installments.*
- i) If required number of manpower is not deployed by the Agency, then proportionate amount will be deducted during payment.
- J) During the duty/contract period if any loss or damage to the Institute property caused by the Security personnel due to negligence in duty will be recovered from the amount of bill/security deposit.

26. VALIDITY OF THE CONTRACT.

i). The contract shall be **valid for ONE year** from the date of signing of the contract.

SIHM, Balangir also reserves the right to cancel the contract at any time without assigning any reasons. And the contract may be renewed on the same rate for further one or more years on satisfactory performance & on mutual agreement.

27. E-TENDERING INSTRUCTIONS TO BIDDERS

The instructions given below are ITI's e-tender portal centric and for e-tenders invited by the SIHM Balangir.

A. General:

a. Submission of Bids only through online process is mandatory for this Tender for conducting electronic tendering the Tendering Authority is using the e-Tender Portal (<https://www.tenderwizard.com/SIHM>) of M/s ITI Limited, a Government of India Undertaking.

b. For participating in this tender online, the following instructions are to be read carefully. These instructions are supplemented with more detailed guidelines on the relevant screens of the Electronic Tendering System (ETS.).

i) It is advised that all the documents to be submitted (**Section III**) are kept scanned or converted to PDF format in a separate folder on your computer before starting online submission. The Price bid may be downloaded and rates may be filled appropriately. This file may also be saved in a secret folder on your computer.

ii. While uploading the documents, it should be ensured that the file name should be the name of the document itself for easy pairing and scrutiny.

B. Tender Bidding Methodology:

It is a Two Stage bidding system–

Financial bids & Technical bids shall be submitted by the bidder at the same time.

C. Broad outline of activities from Bidders perspective:

- a. Procure a Digital Signature Certificate (DSC)
- b. Register for Electronic Tendering System (ETS) in e-Tender Portal.
- c. Create Users and assign roles on ETS
- d. View Notice Inviting Tender (NIT) on ETS
- e. Download Official Copy of Tender Documents from ETS
- f. Clarification to Tender Documents on ETS – Query to SIHM, BALANGIR(Optional)
- g. View response to queries posted by SIHM, BALANGIR through addenda.

- h. Bid-Submission on ETS
- i. Attend Public Online Tender Opening Event (TOE) on ETS – Opening of Technical-Part
- j. Post-TOE Clarification on ETS (Optional)
- k. Respond to SIHM, BALANGIR’S Post-TOE queries
- l. Attend Public Online Tender Opening Event (TOE) on ETS – Opening of Financial-Part (Only for Technically Responsive Bidders)

D. Digital Certificates

For integrity of data and its authenticity/ non-repudiation of electronic records, and be compliant with IT Act 2000, it is necessary for each user to have a Digital Certificate (DC). Also referred to as Digital Signature Certificate (DSC), of Class III issued by a Certifying Authority (CA) licensed by Controller of Certifying Authorities (CCA) [refer <http://www.cca.gov.in>]. Certifying Authority (CA) licensed by Controller of Certifying Authorities (CCA) [refer <http://www.cca.gov.in>].

E. Registration

Amendments, if any, to the tender document will be notified in the above website as and when such Amendments are notified. Intending bidders are requested to register themselves with M/s. ITI Limited through e-Tender Portal for obtaining user-id, Digital Signature Certificates etc., by paying Vendor registration fee and processing fee for participating in the above mentioned tender. After successful submission of Registration details and Vendor registration fee and processing fee (as applicable), please contact ITI Helpdesk Contact Points (as given below),to get your registration accepted/activated.

ITI Tender Wizard Help Desk Contact	Shri Sanjeeb Mahapatra, Mobile no. 07377708585, 011-49424365 email id: twhelpdesk404@ gmail.com
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28. INTIMATION OF CORRECTIONS/MODIFICATIONS TO TENDER DOCUMENT

The correction/modification, if any, in the tender document will be uploaded in the Web site i.e. www.sihmbalangir.org and www.tenderwizard.com/SIHM up to **due date and time** which will be treated as final. The amendments if any will not be published in the Newspaper. It is the responsibility of the bidders to visit e-Tender Portal and keep themselves updated regarding amendments/correction/modification etc.

Sd/-
Principal
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SECTION-III

FINANCIAL BID

RATE SHEET (Table-I) (Not eligible for EPF & ESI) PRICE SCHEDULE (TO BE QUOTED BY BIDDER)	
NIT No.193/SIHM/2026-27/E-TENDER	
Date: 04.05.2026	
I / We have gone through the terms & conditions of tender for Annual contract for/ Outsourcing of manpower arrangement at SIHM, Balangir, Odisha and it is accepted by	
Name of Bidder	
Per month Per Person	Amount
(a) Salary for Lecturer	Rs.45,000/-
(b) Salary for Asst. Lecturer	Rs.35,000/-
(c) Salary for Teaching Associate	Rs.25,000/-
(d) Salary for Asst. Teaching Associate	Rs.18,000/-
(e) Salary for English Communication Faculty	Rs.18,000/-
(f) Salary for Office Superintendent	Rs.35,000/-
(g) Salary for Accountant	Rs.35,000/-
(h) Total Salary Amount (a+b+c+d+e+f+g)	
(i) The service charge should be quoted as a percentage of the total salary amount. (i=h* ___%)	
(j) Total Amount (a+b+c+d+e+f+g+h)	
(k) GST % on Total Amount (k=j*gst__%)	
(l) Grand Total Amount (j+k)	
Name of Bidder	
Date:-	
N.B: Quoting in own format of the firm will be summarily rejected. (e-format(excel format) available in e-tender portal)	

**RATE SHEET (Table-II) (Eligible for EPF & ESI)
PRICE SCHEDULE (TO BE QUOTED BY BIDDER)**

NIT No.193/SIHM/2026-27/TENDER

Date: 04.05.2026

Dear Sir/Madam,

I / We have gone through the terms & conditions of tender for Annual contract for/ Outsourcing of manpower arrangement at SIHM, Balangir, Odisha and it is accepted by me / us.

Name of Bidder	
Per Duty Per Person Basic wages with VDA (Current)	
a) Highly Skilled	0.00
b) Skilled	0.00
c) Semi-Skilled	0.00
d) Un-Skilled	0.00
(e) Total Salary Amount (a+b+c+d)	0.00
(f) EPF @13% (f=e*13%)	0.00
(g) ESI @3.25% (g=e*3.25%)	0.00
(h) The service charge should be quoted as a percentage of the total salary amount. (h=e*____%)	0.00
(i) Total Amount (i=e+f+g+h)	0.00
(j) GST % on Total Amount (j=i*gst__%)	0.00
Grand Total Amount	0.00

Name of Bidder	
Date:-	

N.B: Quoting in own format of the firm will be summarily rejected. (e-format (excel format) available in e-tender portal)

SECTION IV

TECHNICAL BID

Sl no	Description	Remarks (Yes (Y), No(N), Not Applicable (NA) (v whichever is applicable) Tick		
		Y	N	NA
1	Photo copy of PAN Card, EPF & ESI Registration Certificate.			
2	Photo copy of the computerized receipt (Online/RTGS/NEFT) towards cost of Tender Paper Or (MSME/NSIC Certificate for Exemption)			
3	Photo copy of the computerized receipt (Online/RTGS/NEFT) towards cost of EMD/Bid Security Or (MSME/NSIC Certificate for Exemption)			
4	Photo copy of valid GSTIN Registration Certificate.			
5	Copy of Income Tax Return filing Last 03 Years i.e. AY 2022-23 to 2024-2025.			
6	Trade license true copy (self attested) to be submitted along with the tender form.			
7	Self-Attested Photo copy of Original "Power of Attorney" in case person other than the tenderer has signed the tender documents.			
8	Photo copy of "Partnership Deed" duly registered, if applicable			
9	Copy of Declaration of Non - tampering of relevant document required for tender duly filled and signed. Annexure-A			
10	Copies of Declaration for Downloading the tender Document duly filled in and signed vide Annexure-C.			
11	Copy of Bid form duly filled and signed. Annexure-D			
12	Copy of Clause by clause compliance duly filled in and signed. Annexure-B			
13	Copy of the Check list duly filled in			
14	Bidder Profile			
15	Copy of Undertaking regarding genuineness of the documents/information submitted duly filled in and signed. Annexure-E			
16	Firm registration, in case of partnership firm			
17	Copy of format for E-valuation of Technical Bid (Annexure-F)			

Forwarding Letter
(To be submitted in the letter head)

To
The Principal
State Institute of Hotel Management
Titilagarh Road, Balangir
PO/Dist-Balangir
Odisha-767001

Sub: Supply of (Name of Work)

Sir,

I hereby offer my rates to supply for the supply / outsourcing of manpower for the Academic Session 2026-27 to the State Institute of Hotel Management, Titilagarh Road, Balangir, PO/Dist-Balangir, Odisha-767001

Enclosed

NEFT/RTGS/MSME/NSIC No.....Dt.....Rs.....(Earnest Money)

NEFT/RTGS/MSME/NSIC No.....Dt.....Rs.....(Form Charges)

Yours faithfully,

Place:

Dt.

Full signature of the Tenderer with Seal

State Institute of Hotel Management
Titilagarh Road, Balangir
Odisha-767001

Website-www.sihmbalangir.org

(To be filled in by the Tenderer)

Tender applied for.....Annual Contract (Outsourcing of man powers)

01. Name of the firm. :

02. Present Address :
Address proof to be attached

03. Telephone No. :

04. (a) Name of the Banker :
(b) Bank Account No :
(c) IFSC Code of Bank :
(d) Type of A/c

05 .Status of the firm (1) Proprietary / Partnership
(State whether Registered or not) (2) Co-operative / Private Ltd. /Ltd. Co.

06. Last Assessment of Income Tax And clearance certificate.
(Certificate to be attached)

07. Permanent Account Number.
(Allotted by Income Tax Authority)
GSTIN Regn. No. & Xerox copy of last filing

08. NEFT/RTGS/MSME/NSIC No.....dt..... Rs.....(Earnest Money)

NEFT/RTGS/MSME/NSIC No.....dt.....Rs.....(Form charges)

09. Name & Designation of the Contact person.

10. Any other points you like to mention.

Date:

(Signature of the Tenderer)
(Seal)

ANNEXURE-A

Declaration of Non-tampering of tender document

I, Sri/Smt/M/s _____

(Authorized Signatory) hereby declare that the tender document submitted has been downloaded from the website “<http://www.sihmbalangir.org>” or **www.tenderwizard.com/SIHM** and I have checked up that no page is missing and all pages as per the index are available and no addition/deletion/correction/tampering has been made in the tender document. In case at any stage, it is found that any addition / deletion / correction has been made, SIHM Balangir shall have the absolute right to take any action as deemed fit, without any prior intimation to me.

Place: _____

Date: _____

Signature of bidder/Authorized Signatory

Name _____

Seal of the bidder:

ANNEXURE-B

DECLARATION OF CLAUSE-BY-CLAUSE COMPLIANCE

I _____ (authorized signatory)

hereby declare that I shall comply with all the terms and conditions of the tender documents as out lined in all the clauses unconditionally.

Place: _____

Signature of the Tenderer:

Date: _____

Name of the Tenderer

ANNEXURE-C

Declaration for Downloading the tender Document.

I _____ (authorized signatory) hereby declare that the tender document submitted has been downloaded from the website **www.sihmbalangir.org** or **www.tenderwizard.com/SIHM** and no addition/deletion/correction has been made in the entire tender document. In case at any stage, it is found that the information given above is false / incorrect, SIHM Balangir shall have the absolute right to take any action as deemed fit without any prior intimation.

Date: _____

Signature of Tenderer _____

Place: _____

Name of Tenderer _____

(Along with date & Seal)

**ANNEXURE-D
BID FORM**

**To
The Principal
State Institute of Hotel Management
Titilagarh Road, Balangir
PO/Dist-Balangir
Odisha-767001**

Dear Sir,

- 1) Having the conditions of contract and services to be provided the receipt of which is hereby duly acknowledged, we undersigned, offer to provide the same in conformity with the conditions of contract and specifications for the sum shown in the schedule of prices attached herewith and made part of this Bid.
- 2) We undertake, to enter into agreement within one week of being called upon to do so and bear all expenses including charges for stamps etc and agreement will be binding on us.
- 3) If our Bid is accepted, we will obtain the guarantees of a Nationalized/ Scheduled Bank for a sum not exceeding the Cost of specified Performance Bank Guarantee of the contract sum for the due performance of the Contract.
- 4) We agree to abide by this Bid for a period of **180 days** from the date fixed for Bid opening and it shall remain binding upon us and may be accepted to any time before the expiration of that period.
- 5) Until an agreement is signed and executed, this Bid together with your written acceptance thereof in your notification of award shall constitute a binding contract between us.
- 6) Bid submitted by us is properly verified and prepared so as to prevent any subsequent replacement. We understand that you are not bound to accept the lowest or any bid, you may receive.
- 7) We understand that the Bid document so submitted is the true copy of SIHM, Balangir tender documents available on the SIHM, Balangir website www.tenderwizard.com/SIHM. Any deviation will result in the rejection of the bid.

- a. Date (DD/MM/YYYY) : _____
- b. Signature of (Bidder or authorized signatory): _____
- c. Name (Bidder or authorized signatory): _____
- d. Duly authorized to sign the bid for and on behalf of bidder _____
(In case of authorization)
- e. Witness
- f. Address

ANNEXURE-E

UNDERTAKING REGARDING GENUINENESS OF THE DOCUMENTS/INFORMATION SUBMITTED.

I, Shri/Smt Son/Daughter of Shri
..... do hereby undertake that all the documents /
certificates submitted by me with this tender
..... (Name of Work) are true and are exact
copies of the original documents/certificates are available with me. I further undertake that if at
any time any information furnished in the documents / certificates submitted by me are found to
be false, SIHM, Balangir will have every right to take suitable action against me including forfeiture
of my EMD/ Performance Security Deposit, termination of my contact agreement and/or black-
listing of my contract as deemed fit.

Place: Signature of tenderer /Authorized signatory

Date: Name & Seal of the tenderer

ANNEXURE F

FORMAT FOR EVALUATION OF TECHNICAL BID

Name & Address of the Bidder:				
Sl.No	Criteria	Maximum Marks	Marks Obtained	Remarks
1	Number of Years in Operations/Experience	Max. 30 Marks		
a)	3 Years or More but Less Than 5 years	15		
b)	5 Years or More but Less Than 7 years	20		
c)	7 Years or More but Less Than 10 years	25		
d)	More Than 10 Years	30		
2	Average Turn Over Last 3 Financial year	Max.15 Marks		
a)	Less or Equal to 25 Crore	05		
b)	More Than 25 Crore and Less Than 50 Crore	10		
c)	More Than 50 Crore	15		
3	Size and Quality Of client for which office personnel (teaching & non-teaching) / Cleaning/Housekeeping/Security Services are being Provided	Max. 20 Marks		
	Annual Billing per client should be at least 100 Lakh per year			
a)	More than 20 client	20		
b)	15-19 clients	15		
c)	10-14 clients	10		
d)	5-9 clients	5		
4	Composition of the client base-mentioned in point 3	Max.35 Marks		
	Annual Billing per client should be at least 100 Lakh per year			
a)	Corporate Sectors Firm/Head quarters	15		
b)	Government Sectors/PSU Offices/Corporation	25		
c)	Hotel Management Institute/Reputed Hotels/Guest Houses/Hospitals	35		