



**STATE INSTITUTE OF HOTEL MANAGEMENT
TITLAGARH ROAD, BALANGIR-67001**

Ref. No. 262/SIHM/2026-27/Quotation Call Notice

Date. 03.09.2026

**QUOTATION CALL NOTICE FOR AMC (TWO-BID SYSTEM) OF LAUNDRY EQUIPMENT INSTALLED AT
THE STATE INSTITUTE OF HOTEL MANAGEMENT (SIHM), BALANGIR FOR ONE YEAR.**

Sealed quotations are invited from reputed, experienced, and authorized firms/agencies/service providers for undertaking the Annual Maintenance Contract (AMC) of Laundry Equipment installed at the State Institute of Hotel Management (SIHM), Balangir for a period of one year.

Interested firms may submit their quotations in **two separate sealed envelopes**, namely:

1. **Technical Bid**
2. **Financial Bid**

Both sealed envelopes shall be placed in a third sealed cover superscribed "Quotation for Annual Maintenance Contract (AMC) of Laundry Equipment" and addressed to the **Principal, State Institute of Hotel management, Balangir**, on or before **21.09.2026 up to 12.00 PM** by Speed Post/ Courier/by hand.

- Quotation Opening Date & Time: on **21.09.2026 at 03.00 PM**.

Scope of Work

The AMC shall cover routine inspection, preventive maintenance, servicing, troubleshooting, repair, replacement of minor spare parts (if included in the AMC terms), and ensuring smooth functioning of the following laundry equipment:

1. Washer-cum-Extractor (RVWE 15)
2. Tumble Dryer (RTD-15)
3. Flat work ironer (RFWI0420E)
4. Vacuum Ironer Table with Steam Iron
5. Electrical Steam Generator (MR 06)
6. Stain Buster

Quotation call notice no & date	<u>262</u> /SIHM/2026-27/Quotation Call Notice Date. 03.09.2026
Quotation call notice	Sealed quotations are invited from reputed, experienced, and authorized firms/agencies/service providers for undertaking the Annual Maintenance Contract (AMC) of Laundry Equipment installed at the State Institute of Hotel Management (SIHM), Balangir for a period of one year.
Issue of quotation call notice document	03.09.2026
The quotation call notice document can be viewed and downloaded from	05.09.2026
Last Date/Time of submission of the quotation documents	12:00 P.M on 21.09.2026
Date and time of Opening of the Technical Bids and Financial Bids	03.00 P.M on 21.09.2026 (The Financial Bid of only those bidders who qualify in the Technical Bid evaluation shall be opened.)
All bidders are requested to visit SIHM, Balangir website: www.sihmbalangir.org for regular updates.	

Terms & Conditions

1. The AMC shall remain valid for a period of **one year** from the date of award of work.
2. The service provider shall carry out **6 (six) mandatory preventive maintenance visits once in every 2 month** and attend emergency maintenance requirements as and when required by the Institute.
3. Any breakdown complaints shall be attended within **24 to 48 hours** from the receipt of information.
4. The quotation should clearly specify whether the AMC is **Comprehensive or Non-Comprehensive**. Authority at its discretion shall accept any one of them.
5. The rates quoted shall be inclusive of all taxes, duties, transportation, labour charges, and other incidental expenses.
6. The bidder shall submit all required supporting documents along with the Technical Bid.
7. Payment shall be made on a **half-yearly basis**, subject to satisfactory completion of at least three preventive maintenance visit during the respective six-month period and on submission of bill.
8. SIHM, Balangir reserves the right to accept or reject any or all quotations without assigning any reason thereof.
9. The successful bidder shall ensure that all maintenance activities are carried out by qualified and experienced technicians.
10. In case of satisfactory performance and on mutual agreement at the same terms and conditions and rates, the AMC may be extended for a further period of **one year and maximum up to two years** without inviting fresh quotations, subject to approval of the competent authority.
11. Any dispute arising out of this contract shall be subject to the jurisdiction of **Balangir, Odisha** only.

Inspection of Equipment

Interested agencies may inspect the equipment during office hours on any working day before submission of quotations. For further details, they may contact the office of the Principal, SIHM, Balangir during any working day.

TECHNICAL BID

PRE-QUALIFICATION CRITERIA

1. **Eligibility Criteria.** The Bidder must possess **ALL** the Minimum Qualifying Criteria. If he does not possess even one of these, the bidder shall stand Technically disqualified and his bid will not be taken up for Price Bid evaluation.
 - (a) The bidder should submit copy of the following documents:
 - i. Valid Trade License copy
 - ii. PAN copy
 - iii. GST Registration Certificate

iv. For Partnerships firms, full name and address of each partner along with the certified copy of the registered partnership deed, copy of Trade License (If applicable).

v. Details of experience in AMC/maintenance of laundry equipment or similar machinery.

(b) The Technical Bid should not contain the Financial Bid. Disclosure/indication of price in the Technical Bid shall render the bidder disqualified and their bids shall stand rejected.

(c) All the documents mentioned above should be submitted, failing which the quotation shall be rejected.

(To be submitted on the Firm's Letter Head)

Technical Bid

(Cover-I)

Bidder organization (General Details)

Sl.No.	Description	Full Detail	Remarks
01	Name of the Bidder/Firm:		
02	Address for communication:		
	Mobile No:		
	E-mail ID:		
03	Name of the authorized signatory /proprietor signing and submitting the bid on behalf of the bidder:		
04	GST Registration No:		
	Date of Registration:		
05	Experience of minimum 03 years in AMC/maintenance of laundry equipment or similar machinery		
06	PAN Card No.		
07	MSME/NSIC Registration Certificate, if any		
08	Self-Declaration regarding non-backlisting by any Government/Private Organization		
09	Confirmation to carry out the assignment as per the Scope of Work and acceptance of all Terms & Conditions of the bid document and undertaking regarding availability of qualified service technicians	Yes/No	

All the above-mentioned fields must be duly filled in and supported by relevant documents, failing which the bidder shall be disqualified from the quotation process.

**Signature and name of the Authorized Signatory
(with Seal)**

(To be submitted on the Firm's Letter Head)

(COVER-II)

FINANCIAL BID

Quotation call notice for AMC (two-bid system) of laundry equipment for the period of one year. Price Bid is inclusive of all taxes, duties and charges and the prices quoted shall be valid for the period of contract.

The Participated bidders should quote the rate of Annual AMC charges for the below equipment's both in **Comprehensive** or **Non-Comprehensive** rate as in Table-A and Table-B.

(Table-A)

Sl.No	Name of the Equipment (s)	Qty.	Comprehensive Rate (inclusive of all taxes)
01.	Washer-cum-Extractor (RVWE-15)	01	
02.	Tumble Dryer (RTD-15)	01	
03.	Flat Work Ironer (RFWI0420E)	01	
04.	Vacuum Ironing Table with Steam Iron	01	
05.	Electrical Steam Generator (MR-06)	01	
06.	Stain Buster	01	

**Signature and name of the Authorized Signatory
(with Seal)**

(Table-B)

Sl.No	Name of the Equipment (s)	Qty.	Non-Comprehensive Rate (inclusive of all taxes)
01.	Washer-cum-Extractor (RVWE-15)	01	
02.	Tumble Dryer (RTD-15)	01	
03.	Flat Work Ironer (RFWI0420E)	01	
04.	Vacuum Ironing Table with Steam Iron	01	
05.	Electrical Steam Generator (MR-06)	01	
06.	Stain Buster	01	

**Signature and name of the Authorized Signatory
(with Seal)**

(Note: Authority at its discretion shall accept the rate price quoted at any one, out of "Table-A" or "Table-B")

Principal

State Institute of Hotel Management (SIHM)

Balangir