



**E-TENDER DOCUMENT**

**FOR SUPPLY, INSTALLATION AND COMMISSIONING OF SINGLE DISC MACHINE WITH PAD HOLDER AND PAD DIFFERENT COLOR & SCRUBBING BRUSH, AUTOMATIC SCRUBBER DRIER WITH BRUSH, PAD HOLDER & PAD, STEAM GENERATOR WITH ACCESSORIES, DRY & WET VACUUM CLEANER (33 L) WITH ACCESSORIES, DRY & WET VACUUM CLEANER (62 L) WITH ACCESSORIES AND MOP WRINGER TROLLEY AT SIHM, BALANGIR**

**NIT. No. 1249/SIHM/2025-26/E-TENDER**

**Date: 13.03.2026**

**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**

**Cost of E-Tender Document: - 1,000/-**

**Total number of Pages:-27**



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

**E-TENDER NOTICE**

The State Institute of Hotel Management (SIHM) invites bids (in e-Tendering mode only) under a two-part bidding system from established Dealers / Manufacturers / Distributors / Firms registered in India for the supply, installation and commissioning of Single Disc Machine with Pad Holder and Pad different color & Scrubbing Brush, Automatic Scrubber Drier with Brush, Pad Holder & Pad, Steam Generator with Accessories, Dry & Wet Vacuum Cleaner (33 l) with Accessories, Dry & Wet Vacuum Cleaner (62 l) with Accessories and Mop Wringer Trolley at SIHM, Balangir, for the academic session 2025–2026.

The tender forms may be down loaded from our website [www.sihmbalangir.org](http://www.sihmbalangir.org) and [www.tenderwizard.com/SIHM](http://www.tenderwizard.com/SIHM). The tender paper completed in all respects should be uploaded in e-tender portal [www.tenderwizard.com/SIHM](http://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 13.04.2026, 05.00 p.m. The tender paper shall be opened at 11.00 a.m. on dt. 14.04.2026 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](http://www.sihmbalangir.org)**

**NIT. No. 1249/SIHM/2025-26/E-TENDER**

**Date: 13.03.2026**

**NOTICE INVITING TENDER**

E-Tender is invited by the State Institute of Hotel Management, Balangir, under a two-bid system from established Dealers / Manufacturers / Distributors / Firms registered in India, fulfilling the eligibility conditions as per the tender document, for the supply, installation and commissioning of Single Disc Machine with Pad Holder and Pad different color & Scrubbing Brush, Automatic Scrubber Drier with Brush, Pad Holder & Pad, Steam Generator with Accessories, Dry & Wet Vacuum Cleaner (33 l) with Accessories, Dry & Wet Vacuum Cleaner (62 l) with Accessories and Mop Wringer Trolley at SIHM, Balangir, for the academic session 2025–2026.

Last date of submission of tender: - Up to 17.00 hrs of 13.04.2026

**For details please visit our websites [www.tenderwizard.com/SIHM](http://www.tenderwizard.com/SIHM) or [www.sihmbalangir.org](http://www.sihmbalangir.org)**

**Sd/-  
PRINCIPAL**

# **TENDER FORM**



## E-TENDER DOCUMENT

**FOR THE SUPPLY, INSTALLATION AND COMMISSIONING OF SINGLE DISC MACHINE WITH PAD HOLDER AND PAD DIFFERENT COLOR & SCRUBBING BRUSH, AUTOMATIC SCRUBBER DRIER WITH BRUSH, PAD HOLDER & PAD, STEAM GENERATOR WITH ACCESSORIES, DRY & WET VACUUM CLEANER (33 L) WITH ACCESSORIES, DRY & WET VACUUM CLEANER (62 L) WITH ACCESSORIES AND MOP WRINGER TROLLEY AT SIHM, BALANGIR, FOR THE ACADEMIC SESSION 2025–2026.**

**NIT. No. 1249/SIHM/2025-26/E-TENDER**

**Date: 13.03.2026**

**E-Tender is invited by the State Institute of Hotel Management, Balangir, under a two-bid system from established Dealers / Manufacturers / Distributors / Firms registered in India, fulfilling the eligibility conditions as per the tender document, for the supply, installation and commissioning of Single Disc Machine with Pad Holder and Pad different color & Scrubbing Brush, Automatic Scrubber Drier with Brush, Pad Holder & Pad, Steam Generator with Accessories, Dry & Wet Vacuum Cleaner (33 l) with Accessories, Dry & Wet Vacuum Cleaner (62 l) with Accessories and Mop Wringer Trolley at SIHM, Balangir, for the academic session 2025–2026.**

**SECTION-I**

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

NOTICE INVITING E-TENDER

For and on behalf of the Principal, State Institute of Hotel Management, Balangir e-Tender (Open Tender) is invited two stage bidding system from established Dealers/ Manufacturers/ Distributors/ Shops/ Firms registered in India for the supply, installation and commissioning of Single Disc Machine with Pad Holder and Pad different color & Scrubbing Brush, Automatic Scrubber Drier with Brush, Pad Holder & Pad, Steam Generator with Accessories, Dry & Wet Vacuum Cleaner (33 l) with Accessories, Dry & Wet Vacuum Cleaner (62 l) with Accessories and Mop Wringer Trolley at SIHM, Balangir, for the academic session 2025–2026.

Sl. No	Item	Particulars
1	Tender Notice No & date	No.1249/SIHM/2025-26/E-TENDER Date: 13.03.2026
2	Tender item	For the supply, installation and commissioning of Single Disc Machine with Pad Holder and Pad different color & Scrubbing Brush, Automatic Scrubber Drier with Brush, Pad Holder & Pad, Steam Generator with Accessories, Dry & Wet Vacuum Cleaner (33 l) with Accessories, Dry & Wet Vacuum Cleaner (62 l) with Accessories and Mop Wringer Trolley at SIHM, Balangir, for the academic session 2025–2026.
3	Tender Document can be viewed from date	Dt. 14.03.2026
4	Tender Document can be downloaded from date	Dt. 15.03.2026
5	Last Date of Submission of Tender	Up to 17.00 Hrs of Dt.13.04.2026
6	Date & Time of Opening of Tender (Technical Bid only)	At 11.00 Hrs of Dt.14.04.2026
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. 10,000/-
10	Performance Security Deposit	Rs. 25,000/-
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 is 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](http://www.tenderwizard.com/SIHM) & [www.sihmbalangir.org](http://www.sihmbalangir.org) and to be submitted in e-format. Cost of Tender Document and Earnest Money Deposit (EMD) have to be submitted as per following details given in Para 2(b).

(b) The cost of EMD and cost of Tender paper can also be paid through online Banking/RTGS/NEFT in favour of **Principal, State Institute of Hotel Management” Payable at 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	<a href="mailto:accounts@sihmbalangir.org">accounts@sihmbalangir.org</a>
Contact No.	9658643344

2(c) The scanned copies of the E-Payment receipt towards EMD Cost of bid document have to be uploaded in the e-Tender Portal of i.e [www.tenderwizard.com/SIHM](http://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 through the website [www.tenderwizard.com/SIHM](http://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](http://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(a) the bidder should have same **experience** of supply at least 01 years in any reputed organization/Institute.

4(b) 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) Eligibility criteria: The bidder must have the following eligibility to participate in tender:

1. Online transfer/NEFT/RTGS/DD of Rs.1, 000/- and Rs.10, 000/- made in favour of **Principal, State Institute of Hotel Management” Payable at Balangir** should be attached with the form towards form charges (non-refundable) and earnest money (refundable) respectively.
2. The tender shall be opened by the committee in presence of the tenderers or his/her representative.
3. The items quoted should be inclusive of transportation, packaging, handling, delivery charges, Commissioning & all taxes.
4. The photocopies of Firms Registration/ Trade License, GST Number & PAN Card should be enclosed with the bid documents.
5. The supply of items by the beneficiary should be completed within 30 days from the date of issue of supply order.
6. The Authority reserves the right to accept or reject any or all the tenders without assigning any reason thereof or order for re tender of entire work at any time.
7. The EMD amount is interest free and will be refundable to the unsuccessful bidders without any accrued interest on it.
8. The tender paper submitted without EMD, mentioned above will be summarily rejected.
9. The selected L1 bidder must be deposit performance security of Rs. 25,000.00 along with agreement.
10. After successfully completion of one year the performance security deposit amount will be refund to the supplier without any interest.
11. The Bidders must be quoted the price of all items. In case the bidders are not quoted a single item, the bidder is/are disqualified.
12. The bidders are quoted the price under the total value of Rs. 5, 00,000/- (including GST) (Five Lakh only), Otherwise the bidder will not selected for the tender process.

**Final Authority**

If the tenderer desires to appeal against any matter he shall appeal to Principal/Secretary, State Institute of Hotel Management, Titilagarh Road, Balangir-767001 whose decision on such matters shall be final and conclusive.

**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.

6. Incomplete, ambiguous, Conditional tender bids are liable to be rejected.
7. 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.
8. All documents submitted in the bid offer should be preferably in English. In case the certificate viz., experience, 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**

## 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" who is providing e-Tendering solution to SIHM Balangir.

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

#### **2. ELIGIBLE BIDDERS**

The bidder should have same **experience** of supply at least 01 years in any reputed organization/ Institute (any six items).

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

**4.** The conditional and incomplete tenders are liable for rejection.

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

**6.** 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).

#### **7. 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.

8. 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.

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

**10. 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.

**11. COST OF BIDDING**

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

**12. 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 certificates including experiences/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) of the bidder would be forfeited and the bidder would be disqualified from the e-tender. Action would be taken for banning of business dealing with the defaulting firm.

**13. 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 account in 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 Tender Wizard Help Desk Contact Shri Sanjeeb Mahapatra, 8249821902, 080-45811365 email id:- sanjeeb.m@etenderwizard.com, SIHM Balangir Contact-1 Name: Mr Sanjib Sahoo Mob. No/ Ph No 9658643344 ,email Id:-accounts@sihmbalangir.org.

#### **14. 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.

#### **15. 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.

#### **16. BID PRICE**

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

#### **17. COMPLIANCE**

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

#### **18. A. EMD**

- (a) The bidder must deposit the amount for EMD as stated in Section I para 2b
- (b) The EMD of unsuccessful bidder will be discharged / returned as early as possible.

#### **19. 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.

#### **20. 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.

**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 the bid before signing of the agreement.
- d. The Bidder can bid through the user-id allotted to him by 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. Wherever brand and quantity of any article sealed is not mentioned in the tender form, the details of such article are to be mentioned by the tenderer in the remarks column.
- g. The 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.

## **21. 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

## **22. 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) Opening date and time of Financial Bid will be notified in the e-Tender Portal after opening of the Technical Bid.

### **23. 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**.

### **24. 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.

### **25. 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**

## **26. 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:**

a) The SIHM Balangir shall consider award of contract only to those eligible bidders whose offers have been found technically, commercially and financially responsive, eligible and accepted. Normally the bid of the tenderer who quote the lowest rate (as mentioned in financial bid) will be accepted.

b) However the SIHM Balangir reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids, at any time prior to award of contract without assigning any reason whatsoever and without thereby incurring any liability to the affected bidder or bidders.

c) The SIHM Balangir reserves the right to disqualify such bidders who have a record of not meeting contractual obligations against earlier contracts entered into with the SIHM Balangir.

d) In case multiple bidders are found to Lowest-I than the selection amongst the L-I bidders will be made through Lottery system or by coin tossing.

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

## **27. VALIDITY OF THE CONTRACT.**

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

Authority also reserves the right to cancel the contract at any time without assigning any reasons.

## **28. E-TENDERING INSTRUCTIONS TO BIDDERS**

The instructions given below are 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>).

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–.**

Technical bids & financial 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 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 Helpdesk and SIHM BALANGIR Contact Points (as given below), to get your registration accepted/activated.

<b>Tender Wizard Help Desk Contact</b>	Shri Sanjeeb Mahapatra, Mobile no. 8249821902, 080-45811365 email id: sanjeeb.m@etenderwizard.com
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#### **29. INTIMATION OF CORRECTIONS/MODIFICATIONS TO TENDER DOCUMENT**

The correction/modification, if any, in the tender document will be uploaded in the Website i.e. [www.sihmbalangir.org](http://www.sihmbalangir.org) and [www.tenderwizard.com/SIHM](http://www.tenderwizard.com/SIHM) Up to 17.00 Hrs of Dt.13.04.2026 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**

### Technical Detail

Item Name	Specification
1. Single Disc Machine with Pad Holder and Pad different color & Scrubbing Brush – 01 NO.	<ul style="list-style-type: none"> <li>• Scrubbing Width – 430 mm</li> <li>• Power Supply – 230/50 V/Hz</li> <li>• Brush Motor Power – 1300 W</li> <li>• Brush Speed – 165 rpm</li> <li>• Water Tank Capacity – 10 L</li> <li>• Protection Class – IPX4</li> <li>• Cable Length – 17m</li> <li>• Dimensions (L x W x H) - 560 x 465 x 1230 mm</li> <li>• Weight – 44 kg</li> </ul>
2. Automatic Scrubber Drier with Brush, Pad Holder & Pad – 01 NO.	<ul style="list-style-type: none"> <li>• Scrubbing Width – 430 mm</li> <li>• Effective suction width – 750 mm</li> <li>• Theoretical area coverage – 1720 m<sup>2</sup>/hr</li> <li>• Working speed, upto – 4 Km/hr</li> <li>• Power supply – 230/50 V/Hz</li> <li>• Total Power – 1200 W</li> <li>• Brush motor – 800 W</li> <li>• Vacuum motor power – 400 W</li> <li>• No. of brushes – 1 No.</li> <li>• Diameter of brush – 430 mm</li> <li>• Brush speed (min) – 280rpm</li> <li>• Brush load – 22 kg</li> <li>• Fresh water tank – 40 L</li> <li>• Dirty water tank – 40 L</li> <li>• Dimensions (L X W X H) with squeegee – 1205 X 780 X 1055 mm</li> <li>• Dimensions (L X W X H) without squeegee – 1205 X 465 X 1055 mm</li> <li>• Total weight ready to operate – 120 kg</li> <li>• Sound level – 73.5 dB (A)</li> </ul>
3. Steam Generator with Accessories – 01 NO.	<ul style="list-style-type: none"> <li>• Power Supply – 230/50 V/Hz</li> <li>• Total Power – 1450 W</li> <li>• Start up time – 11 min</li> <li>• Boiler capacity – 2.7 L</li> <li>• Boiler material – SS 304</li> <li>• Boiler power – 1450 W</li> <li>• Boiler temperature regulation - digital</li> <li>• Steam production – 90 g/min</li> <li>• Working pressure – 5 bar</li> <li>• Steam temperature in boiler – 155 °C</li> <li>• Dimensions (L X W X H) - 450 X 280 X 300 mm</li> <li>• Weight – 4.5 kg</li> </ul>
4. Dry & Wet Vacuum Cleaner (33 l) with Accessories – 01 NO.	<ul style="list-style-type: none"> <li>• No. of motors – 1 Single Stage High Speed By Pass</li> <li>• Power – 1300 W</li> <li>• Voltage – 220 – 240 V</li> <li>• Water lift – 2380 mmH<sub>2</sub>O</li> <li>• Airflow – 200 m<sup>3</sup>/h</li> <li>• Tank capacity – 33 l</li> <li>• Accessories – Ø 38</li> </ul>

<p>5. Dry &amp; Wet Vacuum Cleaner (62 l) with Accessories – 01 NO.</p>	<ul style="list-style-type: none"> <li>• No. of motors – 2 Single Stage High Speed By Pass</li> <li>• Power – 2600 W</li> <li>• Voltage – 220 – 240 V</li> <li>• Water lift – 2380 mmH<sub>2</sub>O</li> <li>• Airflow – 400 m<sup>3</sup>/h</li> <li>• Tank capacity – 62 l</li> <li>• Accessories – Ø 38</li> </ul>
<p>6. Mop Wringer Trolley – 03 NOS.</p>	<ul style="list-style-type: none"> <li>• Material of buckets – HDPE Plastic</li> <li>• Material of wheels – Rubber</li> <li>• Number of buckets provided – 2</li> <li>• Capacity of each bucket (litres) - 25</li> <li>• Number of caster wheels – 04</li> </ul>

**SECTION III**  
**FINANCIAL BID**

Sl. No.	DESCRIPTION OF ITEMS	UNIT	QTY.	Total Cost of all the mentioned items should not exceed (in Rs.)
01	Single Disc Machine with Pad Holder and Pad different color & Scrubbing Brush	No.	01	<b>Rs. 5, 00, 000/- (including GST)</b>
02	Automatic Scrubber Drier with Brush, Pad Holder & Pad	No.	01	
03	Steam Generator with Accessories	No.	01	
04	Dry & Wet Vacuum Cleaner (33 l) with Accessories	No.	01	
05	Dry & Wet Vacuum Cleaner (62 l) with Accessories	No.	01	
06	Mop Wringer Trolley	Nos.	03	
<p>The quoted bid price shall be inclusive of the supply of the Single Disc Machine with Pad Holder and Pad different color &amp; Scrubbing Brush, Automatic Scrubber Drier with Brush, Pad Holder &amp; Pad, Steam Generator with Accessories, Dry &amp; Wet Vacuum Cleaner (33 l) with Accessories, Dry &amp; Wet Vacuum Cleaner (62 l) with Accessories and Mop Wringer Trolley along with free installation, commissioning, and on-site demonstration. This is a bundle bid, and therefore the tenderer must supply all items outlined above, as specified in the technical details/tender paper. The total cost of all items shall not exceed <b>Rs. 5, 00, 000/- (including GST)</b> failing which the tenderer shall be disqualified from the bid process.</p>				

**SECTION IV**  
**TECHNICAL BID**

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

**Forwarding Letter**

(To be submitted in the letter head)

To  
The Principal  
State Institute of Hotel Management  
Titilagarh Road  
Balangir-767001

Sub: Supply of ..... (Name of Work)

Sir,

I hereby offer my rates for the supply, installation and commissioning of Single Disc Machine with Pad Holder and Pad different color & Scrubbing Brush, Automatic Scrubber Drier with Brush, Pad Holder & Pad, Steam Generator with Accessories, Dry & Wet Vacuum Cleaner (33 l) with Accessories, Dry & Wet Vacuum Cleaner (62 l) with Accessories and Mop Wringer Trolley at SIHM, Balangir, for the academic session 2025–2026.

Enclosed

DD/NEFT/RTGS No.....Dt.....Rs.....(Earnest Money)

DD/NEFT/RTGS No.....Dt.....Rs.....(Form Charges)

Yours faithfully,

Place

Dt.

Full signature of the Tenderer with 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-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 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.

3) 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.

4) 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](http://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 /authorised signatory

Date:

Name & Seal of the tenderer