



STATE INSTITUTE OF HOTEL MANAGEMENT
TITILAGARH ROAD, BALANGIR (ODISHA)

TENDER No: 132/SIHM/2026-27/Tender

Date: 19/06/2026

NOTICE INVITING TENDER FOR SUPPLY OF READYMADE STUDENT UNIFORMS
FOR HOTEL MANAGEMENT TRADES FOR THE ACADEMIC SESSION 2026–27
UNDER A TWO-BID SYSTEM

Tender Notice No & date	Tender No.132/SIHM/2026-27/Tender, Dt. 19.06.2026
Tender item	Sealed tenders are invited under a Two-Bid System from reputed firms/agencies/companies/dealers/manufacturers/distributors having valid licenses and a minimum of five years' experience in the supply of readymade student uniforms, for the Supply of Readymade Student Uniforms for Hotel Management Trades for the Academic Session 2026–27.
Tender Fee	Rs.1, 000/- should be drawn in the form of DD in favour of Principal, State institute of Hotel Management, Balangir payable at Balangir. (Tender fees are exempted for MSME and NSIC certificate holders.)
PSD Amount (Applicable for L1 Bidder)	An amount of Rs. 50,000/- (Rupees Fifty Thousand only) shall be remitted through NEFT/RTGS in favour of the Principal, State Institute of Hotel Management, Balangir, payable at Balangir.
Issue of Tender Document	19/06/2026
The tender document can be viewed and downloaded from	20/06/2026
Last Date/Time of submission of the Tender	17:00 Hrs on 15/07/2026
Date and Time of Opening of the Technical Bids	11:00 Hrs on 17/07/2026, SIHM Campus
Tentative Date and Time of opening of the Financial Bids	Will be uploaded in the website www.sihmbalangir.org and the email will be sent to the Technically qualified bidder
All bidders are requested to visit SIHM, Balangir website: www.sihmbalangir.org for regular updates.	

INSTRUCTIONS TO THE BIDDERS

1. **General Information.** Terms and conditions for the rate contract for the supply of readymade student uniform for the Academic Session 2026-27:
 - (a) Sealed Quotation are invited for providing Student Uniform from reputed firms/agencies/companies/ dealers/ manufacturers/ distributors having valid licenses and sanctions and shall have not less than five years experience in the field of providing readymade Hotel Management student uniform. Validity of the rate contract would be for duration of one academic year.
 - (b) Tender documents consisting of Technical and Financial Bids shall be submitted by the bidders in two separate sealed envelopes, **Cover-I** named '**TECHNICAL BID** Tender No.132/SIHM/2026-27/Tender, Dt. 19.06.2026 and **Cover -II** named '**FINANCIAL BID** Tender No.132/SIHM/2026-27/Tender, Dt. 19.06.2026, latest by **1700 hrs on 15/07/2026**. Both the above said Sealed Covers i.e. **Cover -I & Cover -II** be then put in another separate big cover (**Cover-III**) and properly sealed.
 - (c) The envelope containing the sealed bids should reach the office of the Principal, SIHM, Balangir, through Government Speed Post/courier. The Envelope must be Superscript on the top Envelope (Tender for supply of readymade student uniform for the year 2026-27 and to reach this office by due date and time. Late tenders will not be accepted in any circumstances and no responsibility will be taken for any postal delay or non-receipt/non-delivery of the bid documents.
 - (d) The bidders shall submit all details, documents etc. as required in the tender document duly signed and stamped on each page. In case bidder fails to do so, SIHM, Balangir reserves the right to reject the tender without seeking any further clarification.
 - (e) SIHM, Balangir reserves the right to reject any tender not meeting the stipulations of this tender document without issuing any notice.
 - (f) SIHM, Balangir in exceptional circumstances and at its discretion, may extend the tender due date by issuing a corrigendum.
 - (g) SIHM, Balangir reserves the right to **annul** the bidding process at any time without any liability for such **annulment**, without assigning any reason thereto.
 - (h) SIHM, Balangir shall notify the successful bidder through speed post / e-mail or in person confirming that their offer has been accepted. SIHM, Balangir Campus will issue the Work Order to the successful bidder. This Work Order shall indicate the details of services to be supplied by the bidder and the amount which SIHM, Balangir shall pay to the successful bidder in consideration of the execution of the contract by them.
 - (i) Upon receipt of the Purchase Order by the Bidder, he shall prepare the Agreement documents at the earliest without any delay and complete all the formalities and submit same to SIHM, Balangir duly executed on stamp paper for value of Rs.200/- (Rupees Two Hundred only) **within 07 days** from the date of receipt of Purchase Order. The agreement should be submitted by the Bidder along with the required performance security deposit (PSD). One set of the agreement will be returned to the Bidder after the signature of authorized signatory of SIHM, Balangir. Cost of the agreement should be borne by the successful L1 bidder.

- (j) A schedule for taking measurement of all uniform items shall be communicated in writing. The Bidder is to deploy adequate number of tailors to take measurement of students in specified time. The Bidder must comply with schedule which would give him at least 48 hours notice. Bidder is to make necessary arrangements to deliver the stitched uniforms within the time frame stipulated in the tender.
- (k) The bidder must submit a complete set of stitch uniforms along with the tender form.
- (l) The sample copy of the stitch uniform will be returned to the unsuccessful bidders.
- (m) This is a package deal. All bidders are required to quote for all the items; otherwise, the tender form shall be rejected.
- (n) All supplied uniforms will be inspected by SIHM before acceptance. Any defective cloth material/uniform supplied shall be replaced free of cost.
- (o) In case of any variation in the number of students, payment shall be made based on the actual number of students for whom the order is placed and uniforms are supplied.
- (p) Payment will be made within 30 working days after the successful supply of the uniforms.
- (q) The supply of items by the successful bidder should be completed within 30 days from the date of issue of the work order.
- (r) Tender papers submitted without the prescribed tender fees shall be summarily rejected.
- (s) **Contract Period:** The rate contract will be initially for a period of one year, extendable by another one year (1 + 1 maximum two years), subject to the satisfactory performance of the Uniform Supplier and maintaining same rates and terms and conditions at the sole discretion of SIHM, Balangir.
- (t) If successful bidder fails to enter into contract within 7 days, the next successful bidder may be awarded the contract if he accepts the L1 rates of the successful bidder at the discretion of competent authority SIHM, Balangir.
- (u) Validity of tender is to be 180 days from the last date for submission of tender.

2. Tender opening, Bidder Participation, stages of Evaluation (Technical and Financial)

- (a) The tender shall be opened in the presence of the committee members at the office of the Principal, SIHM, Balangir, at **11:00 Hrs on 17/07/2026**.
- (b) The information furnished by the bidder in **Cover - I** in the prescribed format supplied by the SIHM, Balangir will form the basis for the evaluation. In exceptional cases SIHM, Balangir reserves the right to obtain the additional documents / clarifications from any of the bidder without vitiating the tendering process. If, in the opinion of the SIHM, Balangir, information and documents supplied in support of the tender do not indicate meeting the requirements of the tender specifications, the tender may be determined as non-responsive and may be rejected by the competent authority of SIHM, Balangir.

- (c) The **Cover- II -Price Bids** will be opened in the presence of the committee members at the office of the Principal, SIHM, Balangir.
- (d) After evaluating the price bids received under Cover - II the lowest bidder of the financial bid will be awarded the contract.
- (e) In the event that the financial bids of two or more bidders are found to be identical and qualify as the lowest (L-1), the bidder having higher relevant experience in the supply of uniforms to Hotel Management Institutes/Hotels shall be considered for award of the contract.
- (f) The Institute reserves the right to select the bidder whose uniform sample is found to be of the best quality and most suitable as per the prescribed specifications. The lowest financial bid alone shall not be the sole criterion for award of the contract. The decision of the Tender Evaluation Committee shall be final and binding.
- (g) SIHM, Balangir reserves the right to accept any bid under this tender in full or in part, or to reject any bid or all bids without assigning any reason.
- (h) The bidder must bid for all the packages and all item in each of the package. In case bidder has submitted bid for few item in a package or not bided for all the packages then bid will be rejected i.e. partial bid is not acceptable.

3. Performance Security Deposit: The successful bidder shall submit the performance security deposit before signing the Agreement. An amount of Rs. 50,000/- (Rupees Fifty Thousand only) shall be remitted through NEFT/RTGS in favour of the Principal, State Institute of Hotel Management, Balangir, payable at Balangir. The PSD amount shall be interest free and refundable to the L1 bidder without any accrued interest after successful completion of the work.

4. Cancellation of Order/ Forfeiture of Performance Security Deposit: Failure of the successful bidder to comply with the terms and conditions of the tender document shall constitute sufficient grounds for cancellation of the award. In such a case, the State Institute of Hotel Management, Balangir, shall forfeit the PSD amount of the successful bidder.

5. Time Period for Execution of Order: The successful bidder shall complete the supply of all items as specified in the tender document within **01 (One) month** from the date of issuance of the Work Order.

The bidder shall take measurements of the students for preparation of uniforms on the dates fixed by the Institute. The schedule for measurement shall be intimated to the successful bidder at least **one week in advance**.

The entire quantity of uniforms, duly stitched and conforming to the specifications prescribed in the tender document, shall be supplied and handed over to the Institute within the stipulated period of **01 (One) month**.

6. All disputes shall be subject to the jurisdiction of the courts at Balangir.

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. The bidder should submit certificates demonstrating a minimum of five years' experience in supplying student uniforms to Hotel Management Institutes or hotels.
 - (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 tender 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 Registartion No.		
	Date of Registration		
05	Experience of minimum 05 years in supply of uniforms to Hotel Management Institutes/Hotels		
06	PAN Card No.		
07	MSME/NSIC Registration Certificate, if any		
08	Self-Declaration regarding non-blacklisting 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.	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 tendering process.

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

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

(COVER-II)

FINANCIAL BID

Tender for Supply of Readymade Student Uniform for Hotel Management Trades for the Academic Session 2026-27. Price Bid is inclusive of all taxes, duties and charges and the prices quoted shall be valid for the period of contract.

SL.NO	ITEM NAME	Qty.	Rate
1.	Black Blazer	1	
2.	Suit (Blazer with pant) (Light Grey)	1	
3.	Black Bow	1	
4.	Black Pant	1	
5.	Checked Scarf (Black & White Checked)	1	
6.	Checked Scarf (Green & White Checked)	1	
7.	Checked Scarf (Red & white Checked)	1	
8.	Checked Scarf (Blue & white Checked)	1	
9.	Chef Cap with Logo (Cloth)	1	
10.	Chef Coat with logo (White)	1	
11.	Chef Pant (Checked)	1	
12.	Full Apron (White)	1	
13.	Housekeeping Coat with logo	1	
14.	Kitchen Duster (Size-14'X20")	1	
15.	T-Shirt with Logo	1	
16.	Name Tag (PVC)	1	
17.	Serviette (Damask) (Size-19"X19")	1	
18.	Tie With Logo (Black)	1	
19.	Waist Coat (F&B) (Black)	1	
20.	White Shirt	1	
21.	Yellow Polish Cloth	1	
22.	Maroon colour Tie(Cross line/Checked design)	1	
23.	Saree (Hotel Receptionist)	1	

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

Store Dept.
SIHM, Balangir

-Sd/-
Principal
SIHM, Balangir