



**Bhubaneswar Municipal Corporation**

No. 1357 /BMC Dated 08-01-26 /

**NOTICE**

**Selection of Self-Help Groups (SHGs)/Mission Shakti for Supply of cloth and stitching of Uniforms for Swachha Karmis engaged in Wealth Centres established under the jurisdiction of BMC.**

Sealed Proposals are invited for "Selection of Self-Help Groups (SHGs) for Supply of cloth and stitching of Uniforms for Swachha Karmis engaged in Wealth Centres established under the jurisdiction of BMC" in conformity with the terms and conditions mentioned in the tender document. The interested SHGs registered under Bhubaneswar Municipal Corporation or Mission Shakti having listed for tailoring activities fulfilling the eligibility criteria laid down in the document can apply by hand or post to the under signed within such date and time as mentioned in the tender document. Please refer to website [www.bmc.gov.in](http://www.bmc.gov.in) for complete details and downloading the document. The tender document shall available from dt. **09.01.2026** with last date of submission being dt. **27.01.2026 till 5.00 PM.**

For any queries, please contact D.C (Sanitation), BMC.

By Order of Commissioner, BMC

Dy. Commissioner (Sanitation)  
Bhubaneswar Municipal Corporation

Memo No. 1358

Dt. 08-01-26

Copy to Chief Finance Officer/Dy. Commissioner (Welfare)/Executive Engineer (Sanitation)/Asst. Engineer (Sanitation) for kind information.

Dy. Commissioner (Sanitation)  
Bhubaneswar Municipal Corporation

Memo No. 1359

Dt. 08-01-26

Copy forwarded to the Director, Information & Public Relation Dept. Odisha, Bhubaneswar, with a request to get it published in two leading Odia Daily Newspaper i.e., The Samaja and the Dharitri (Local edition) on or before **Dt.09.01.2026** for wide circulation, The Complimentary Copy of the newspaper publishing the competitive bid may be sent to this office for reference and record. (Soft Copy enclosed).

Dy. Commissioner (Sanitation)  
Bhubaneswar Municipal Corporation

Memo No. 1360

Dt. 08-01-26

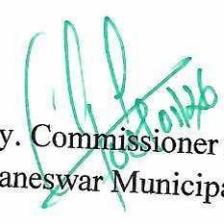
Copy forwarded to Dy. Commissioner (PR and Communication), BMC for publication of the text in two Odia newspaper (Local edition) i.e., The Samaja and the Dharitri on dt.09.01.2026.

  
Dy. Commissioner (Sanitation)  
Bhubaneswar Municipal Corporation

Memo No. 1361

Dt. 08-01-26

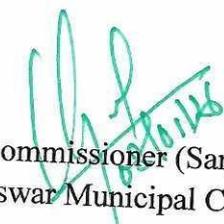
Copy forwarded to Dy. Commissioner (IT) for uploading the tender document on the **BMC website** for information of SHGs.

  
Dy. Commissioner (Sanitation)  
Bhubaneswar Municipal Corporation

Memo No. 1362

Dt. 08-01-26

Copy to Office Notice Board, BMC for display

  
Dy. Commissioner (Sanitation)  
Bhubaneswar Municipal Corporation



# **Bhubaneswar Municipal Corporation**

No. \_\_\_\_\_ /BMC Dated \_\_\_\_\_ /

## **Selection of Self-Help Groups (SHGs)/Mission Shakti for Supply of cloth and stitching of Uniforms for Swachha Karmis engaged in Wealth Centres established under the jurisdiction of BMC.**

### **1. Introduction**

Bhubaneswar Municipal Corporation for management of Solid Waste generated in the city has adopted decentralised waste management system. In this connection for processing of wet and dry waste BMC has established Micro Composting Centre (MCC) and Material Recovery Facility (MRF) Centres. The processing of wet and dry waste in MCC & MRF centres are being carried out by involving Swachha Karmis. BMC to safeguard the health & hygiene of the Swachha Karmis and to boost up their morale decided to provide Uniforms to each Swachha Karmis engaged in MCC & MRF centres.

Bhubaneswar Municipal Corporation intends to engage Self-Help Groups (SHGs) registered under Bhubaneswar Municipal Corporation or Mission Shakti and listed under tailoring activities for procurement of cloth and stitching of Uniforms for Swachha Karmis involved in operational activities of Wealth Centres.

### **2. Specification of Cloth & Uniform**

#### **2.1 Specification of Uniform**

➤ **Each set of uniform comprises of top and pant.** The detail specification of uniform to be stitched is as follows:

- (i) **Top:** short kurta, 3/4th sleeve with red piping (Roll up with bottom up), Mandarin neck design with buttons, two side kurta pocket (with red strip) attached to side slit.
- (ii) **Pant:** Straight cut & Bottom side slit.

#### **2.2 Specification of Cloth**

- (i) Top & Pant cloth: **Colour green**, Material Terry Cotton Fabric, Material Composition: **67% Polyester and 33% Viscose.**
- (ii) The Stripe as per the design in the photograph: **Colour red**, Material Terry Cotton Fabric, Material Composition: **67% Polyester and 33% Viscose.**
- (iii) The details specification of uniforms with photographs is enclosed as **Appendix-A1.**

### 3. Scope of Work

- 3.1 The selected Self-Help Group (SHG) shall, after procurement of the required cloth, stitch and present one (01) sample uniform (demo piece) for inspection and approval by the authorized officers of Bhubaneswar Municipal Corporation (BMC) to verify the quality of fabric, stitching, and overall workmanship. Only after successful demonstration and written approval of the sample by BMC, the SHG shall undertake bulk stitching and supply of the uniforms strictly in accordance with the quantity, specifications, and timelines stipulated in the Work Order issued by BMC. **The detail specification of cloths to be procured is mentioned under clause no. 2.2.**
- 3.2 The selected Self Help Group members depending upon the assigned MCC & MRF in the zone shall take necessary measurement of Swachha Karmis before starting uniform stitching work.
- 3.3 The selected SHGs shall ensure double stitching for each set of uniforms. Good quality fabrics/threads/buttons shall be used for stitching work.

### 4. Eligibility Criteria

- 4.1 The SHG should have been registered under Bhubaneswar Municipal Corporation or Mission Shakti and listed under tailoring activities (A copy of the same to be furnished).
- 4.2 The SHG must have an active bank account with regular monthly savings by SHG members. (Details of Bank account to be furnished).
- 4.3 The SHG should have an active status as on date.
- 4.4 SHG should have regular and systematic book keeping relating to Meeting Register (Copy of the meeting register to be furnished).
- 4.5 The selected Self-Help Group (SHG) shall have prior experience of supplying a minimum of 250 (two hundred fifty) numbers of uniforms/cloth bags or other cloth-based items against a single Work Order to any Government organization within the jurisdiction of Bhubaneswar Municipal Corporation (BMC), and shall submit a copy of the corresponding Work Order(s)/Supply Order(s) as documentary proof.
- 4.6 The SHG should have an annual income of more than Rs. 50,000 p.a. in the Financial Year 2024-25 i.e. from April 1 2024 to 31st March' 2025. A Copy of updated Pass Book shall be considered as a proof of Income.

### 5. Schedule of Events

The schedule for advertisement and submission of proposal is as follows:

Issue of Advertisement & Uploading of tender document	09.01.2026 at 11.00 AM to till 27.01.2026 at 5.00 PM
Last Date of submission of Proposals by SHGs	27.01.2026 till 5.00 PM
Opening of proposal	28.01.2026 at 11.30 AM

## 6. Submission of Proposal by SHGs

6.1 The application (As per format given in Annexure-1) shall be submitted in hard copy having the title as “**Selection of Self-Help Groups (SHGs)/Mission Shakti for Supply of cloth and stitching of Uniforms for Swachha Karmis engaged in Wealth Centres established under the jurisdiction of BMC.**”. The applicant shall send the documents by post/by hand latest by dt: 20.01.2026 (upto 5.00 PM) to the address mentioned herein below:

**Dy. Commissioner (Sanitation),  
Bhubaneswar Municipal Corporation (BMC)  
ICOMC Tower, Satyanagar  
Bhubaneswar-751022, Odisha**

6.2 **The proposal shall be accompanied with following documents:**

- 6.2.1 Letter of Application in Annexure-1.
- 6.2.2 SHG details in Annexure-2.
- 6.2.3 Documents sought under Eligibility Criteria in clause-4.
- 6.2.4 Applicants shall submit the application in the prescribed format (Annexure-1) in English language only and in case of documents and certificate in other language the same shall be supported with translation in English language.
- 6.2.5 The SHG shall submit the application in its letter head with the desired supporting documents and proof on the letter head of the SHG and each page of the Document duly signed by the head or Authorized signatory of the SHG under a common seal.
- 6.2.6 The interested Self-Help Group (SHG) registered under Bhubaneswar Municipal Corporation or Mission Shakti shall download the tender document from [www.bmc.gov.in](http://www.bmc.gov.in).

## 7. Empanelment Term and Supply Conditions

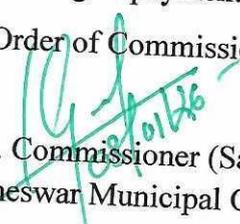
7.1 The selected Self-Help Groups (SHGs)/Mission Shakti Groups shall be empanelled for a period of one (01) year from the date of issuance of the empanelment order. During the said empanelment period, the empanelled SHGs shall supply uniforms/cloth bags or other cloth-based items strictly as per the requirement, quantity, specifications, and delivery schedule communicated by Bhubaneswar Municipal Corporation (BMC) from time to time, ensuring uninterrupted and timely supply at the approved rates and in accordance with the terms and conditions of empanelment/work orders.

## 8. Submission of Invoice and Payment to SHGs

8.1 BMC shall pay **Rs. 1000 /- (One thousand only)** for each set of Uniform (including cost of cloth & double stitching work) to the selected SHGs.

8.2 The selected Self-Help Groups shall submit the invoice duly certified by supervisor of respective Wealth Centre or any such person authorised by BMC by mentioning the no. of uniforms supplied to D.C (Sanitation), BMC for processing of payment.

By Order of Commissioner, BMC

  
Dy. Commissioner (Sanitation)  
Bhubaneswar Municipal Corporation

# Appendix-A1

## UNIFORM FOR SWACHHA KARMI

### Specification

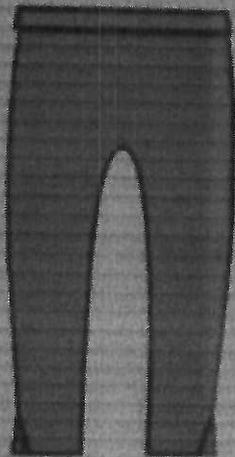
Fabric: Standard quality poly-cotton material with ratio of 60:40.



#### Top

- Short kurta
- 3/4<sup>th</sup> sleeve with red piping ( Roll up with bottom up)
- Mandarin neck design with buttons
- Two side kurta pocket (with red strip) attached to side slit

Size – M [ ILLUSTRATIVE ]  
Kurta length – 32 inch



#### Pant

- Straight cut
- Bottom side slit

Size – M [ ILLUSTRATIVE ]  
Pant Length – 35 inch  
Waist round – 32 inch  
Hip round – 38 inch

[ Measurement as per requirement may be made ]

## Annexure-1

### FORMAT FOR APPLICATION (On the Letterhead of the Applicant)

To,

Dy. Commissioner (Sanitation)  
Bhubaneswar Municipal Corporation (BMC)  
ICOMC Tower, Satya Nagar,  
Bhubaneswar-751 022

**Sub: Selection of Self-Help Groups (SHGs)/Mission Shakti for Supply of cloth and stitching of Uniforms for Swachha Karmis engaged in Wealth Centres established under the jurisdiction of BMC.**

Dear Sir,

- 1- Being duly authorized to represent and act on behalf of.....  
(hereinafter referred to as "the Applicant"), and having reviewed and fully understood all of the information provided in the tender document provided by the Authority in respect of the captioned Selection, the undersigned hereby submits the Applications in response to the bid document.
- 2- I/We have studied the selection document carefully and understand that we shall have no claim, right or title arising out of any documents or information provided to us by the Authority or in respect of any matter arising out of or concerning or relating to the Selection Process including the Selection of SHGs.
- 3- This statement is made for the express purpose of qualifying as an Applicant for the aforesaid Selection.
- 4- I/We certify that in the last three years, we have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award, nor been expelled from any project or contract by any public authority nor have had any contract terminated by any public authority for breach on our part.
- 5- I/We understand that you may cancel the Selection Process at any time and that you are neither bound to accept any application that you may receive nor to invite the Applicants, without incurring any liability to the Applicants.

- 6- My/Our Application is consistent with all requirements of submission as stated in the selection Document or in any of the subsequent communication issued by the Authority. I/We would be solely responsible for any errors or omissions in our application.
- 7- I/We understand that any omission, commission or mis-statement in facts provided by us will make our application invalid at any time during the Selection Process and also after the selection; the Authority reserves the right to take appropriate action accordingly.
- 8- I/We understand that the Authority reserves the right to accept or reject any or all the Applications and reserves the right to withhold and/or cancel the Selection Process without assigning any reason or otherwise.
- 9- I/We agree and undertake to abide by all the terms and conditions of the Selection Document.

.....  
Signature of the Authorised Person

.....  
Name of the Authorised Person

Date: .....

## Annexure-2

Sl. No	Description	Particulars
1.	Name of the Self-Help Group (SHG)	
2.	Registered under	
3.	Registration Number, If any	BMC/Mission Shakti
4.	BMC Ward no.	
5.	Address with pin code	
6.	Name of the Authorised Person (President/Secretary)	
7.	Contact No.	
8.	Mobile No.	
9.	E-mail Id	
10.	Year of incorporation (Certificate of Registration to be furnished)	
11.	Details of PAN if any (Copy of PAN Card to be furnished)	
12.	No. of Members registered in the SHG	
13.	Income/earnings in the Financial Year 2024- 25 i.e. from April 1 2024 to March 31 2025	
14.	Documents to be attached	<ul style="list-style-type: none"><li>➤ Copy of Registration details (Yes/No).</li><li>➤ Bank account details (Yes/No).</li><li>➤ Copy of the meeting register (Yes/No).</li><li>➤ Updated Pass book for annual income (Yes/No).</li></ul>

.....  
Signature of the Authorised Person

.....  
Name of the Authorised Person

Date: .....