



SAMBALPUR MUNICIPAL CORPORATION: SAMBALPUR

Odisha - 768001

Phone No. 0663-2411316 / E Mail : [sambalpurm.hud@nic.in](mailto:sambalpurm.hud@nic.in)



Notice No: 12125 /SMC

Dated. 31/12/2022

### SHORT QUOTATION CALL NOTICE

Sealed quotations are invited from the reputed firm/organization/agency for content development in Lokmohastav-2023, Sambalpur.

The Tender Paper along with details of word and eligibility criteria of the above works can be downloaded from website- [www.smcsambalpur.nic.in](http://www.smcsambalpur.nic.in). The bidders are required to submit the Quotation complete in all respect which should reach on or before **04/01/2023 by 04.00pm** at the Sambalpur Municipal Corporation in a sealed envelope super scribed as "Tender for Tent activities within SMC area". The tender will be opened on **04/01/2023 at 05.00pm** in the office chamber of the Commissioner, Sambalpur Municipal Corporation. All the bidders are requested to remain present personally during tender opening or send their authorised representative.

The following documents are to be attached without which the document will be treated as Non-responsive and rejected: -

- Copy of GST Certificate
- PAN/TAN CARD
- Address proof

#### Award of contract: -

The SMC will award the contract to the successful bidder whose quotation will be determined to be substantially responsive and who will offer the lowest quotation price.

- The successful bidder should design the content, Social Media Design, Advertisement of Lok Mostav-2023 and Video Creation as per requirement of the district administration within the time span as desired by the undersigned. The work of emergency nature has to be dealt with sincerely. The contents, other requirements shall be provided by District Administration/ SMC.
- The payment will be made on successful delivery and receiving acknowledgment and certification from the competent authority.
- In case more than one bidder quoted with same quoted price for same item & category and the quoted price of them become lowest, then the tender accepting authority will finalize the tender through a transparent lottery system in presence of authorized representatives of the bidder.
- Work order to the successful bidder to be provide as and when required by SMC.
- The undersigned reserves the right to accept or reject any or all the tenders without assigning reason thereof. In case the service delivered not satisfactory, penalty up to 20% shall be levied from the bill amount.

All the bidders are requested to specify the nature of works as mentioned above on the top of the envelope containing the bid documents. The undersigned reserves the right to accept or reject any or all the tender without assigning any reason thereof.

Commissioner

Sambalpur Municipal Corporation

Memo no. 12126 / SMC dtd. 31.12.2022

Copy to M.I.S., Sambalpur Municipal Corporation. He is instructed to upload the notice in the ULB website i.e. [www.smcsambalpur.nic.in](http://www.smcsambalpur.nic.in).

Copy to be displayed in the SMC Office notice board for wide circulation.

Commissioner

Sambalpur Municipal Corporation

## BID DOCUMENT (Application Form)

|    |                        |  |
|----|------------------------|--|
| 1. | Name of Bidder/ Bidder |  |
| 2. | Address                |  |
| 3. | GST Regd. No.          |  |
| 4. | PAN no.                |  |
| 5. | Contact no.& mail l'd: |  |

| Sl No | Work Description                   | Specification                | Unit    | Price in Rs |
|-------|------------------------------------|------------------------------|---------|-------------|
| 1     | Social Media Content Development   | For Lok mohastav-23          | 15 days |             |
| 2     | Preparation of Social Media Design | For Lok mohastav-23          | 15days  |             |
| 3     | Video Creation                     | 1 Minute                     | 2 Nos   |             |
| 4     | Social Madia Campaign              | Advertise on Lok mohastav-23 | 15 Days |             |

Stamp and signature of the bidder