



**SAMBALPUR MUNICIPAL CORPORATION: SAMBALPUR**  
**Odisha - 768001**

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

Notice No: 556

Dated: 21/01/2025

**REQUEST FOR PROPOSAL FOR "SELECTION OF OUTSOURCING AGENCY FOR ADVERTISING ON EXISTING STRUCTURES, CREATION OF NEW STRUCTURES, AND DEMOLITION OF UNAUTHORIZED & DILAPIDATED STRUCTURES" WITHIN THE SAMBALPUR MUNICIPAL CORPORATION AREA**

Commissioner, Sambalpur Municipal Corporation, Sambalpur invites sealed tender from intending reputed and experienced Agencies to provide services for Advertising on Existing Structures, Creation of New Structures, and Demolition of Unauthorized & Dilapidated Structure for a period of five year w.e.f. 01.04.2025, the details of the bidding process are as follows:

Sl no.	Bidding Schedule	Deadline
1	Date of Issue	21.01.2025
2	Bid due Date & Time	15.02.2025 upto 5.30pm
3	Opening of Technical Bid	17.02.2025 at 4.30pm
4	Opening of Financial Bid	To be intimated later

Bidders are required to submit the technical and financial bids separately. The bids in sealed Cover-I containing "Technical Bid" and sealed Cover-II containing "Financial Bid" should be placed in third sealed cover super-scribed "SELECTION OF OUTSOURCING AGENCY FOR ADVERTISING ON EXISTING STRUCTURES, CREATION OF NEW STRUCTURES, AND DEMOLITION OF UNAUTHORIZED & DILAPIDATED STRUCTURES" must reach the undersigned on or before 15.02.2025, 5.30 p.m by Speed Post/ Regd. Post/ Courier only.

The bid documents containing eligibility criteria, scope of work, terms and conditions of the tender can be downloaded from the website [www.smcsambalpur.nic.in](http://www.smcsambalpur.nic.in).

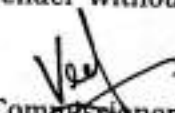
The sealed tender proposal shall be submitted along with non-refundable application fees of Rs. 10,000/- (Rupees ten thousand only) in shape of Bank Draft drawn in favour of the Commissioner, Sambalpur Municipal Corporation, Sambalpur-768006.

The last date and time for submission of tender document is 15.02.2025 by 5.30 p.m. The authority shall not be held responsible for postal delay, if any, in case of non-receipt of the same in time.

Complete address for submission of bid:-

Municipal Commissioner, Sambalpur Municipal Corporation, Durgapali, Sambalpur-768006

The authority reserves every right to reject any or all the Tender without assigning any reason thereof.

  
Commissioner  
Sambalpur Municipal Corporation

Memo no. 556 /SMC date 21.01.2025

Copy to MIS, SMC for upload in SMC website/ Office Notice board of SMC/Collector office/  
Sub-Collector, Office/ Sadar Tahasil Office for wide publication.

  
Commissioner  
Sambalpur Municipal Corporation

# Request for proposal

for

"Selection of Outsourcing Agency for

Advertising on Existing Structures,

Creation of New Structures,

and

Demolition of Unauthorized & Dilapidated Structures"

Within


The Sambalpur Municipal Corporation area



## **BID DOCUMENT**

**Sambalpur Municipal Corporation**

**Sambalpur, Odisha**

  
COMMISSIONER, SMC

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SIGNATURE OF THE BIDDER

## INFORMATION TO BIDDER

NAME OF THE WORK	"SELECTION OF OUTSOURCING AGENCY FOR ADVERTISING ON EXISTING STRUCTURES, CREATION OF NEW STRUCTURES, AND DEMOLITION OF UNAUTHORIZED & DILAPIDATED STRUCTURES" WITHIN THE SAMBALPUR MUNICIPAL CORPORATION AREA
E.M.D.	Rs.5,00,000/-
AGENCY	SELECTION THROUGH BIDDING PROCESS
PERIOD OF CONTRACT	05 YEAR
COST OF BID DOCUMENT	Rs.10,000/-
PERIOD OF AVAILABILITY OF BID DOCUMENT	45days
DATE & TIME OF SUBMISSION OF PROPOSAL FOR PRE BID MEETING	31.01.2025 upto 5.30pm
DATE & TIME OF PRE-BID MEETING	01.02.2025 at 4.30pm IN THE CONFERENCE HALL, SMC, SAMBALPUR
PLACE OF PRE-BID MEETING	IN THE CONFERENCE HALL, SMC, SAMBALPUR
LAST DATE & TIME OF RECEIPT OF HARD COPY OF BID DOCUMENT	15.02.2025 up to 5.30pm
DATE & TIME OF OPENING OF TECHNICAL BID	17.02.2025 AT 4.30PM
PLACE OF OPEINING OF BID DOCUMENT	IN THE CONFERENCE HALL, SMC, SAMBALPUR
WORK PRESENTATION	To be intimated later
DATE AND TIME OF OPENING OF FINANCIAL BID	To be intimated later

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SAMBALPUR MUNICIPAL CORPORATION

  
COMMISSIONER, SMC

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# TECHNICAL BID

## CHAPTER - 1

### INSTRUCTIONS TO BIDDER

#### **A. GENERAL**

##### **1.1. Definitions:**

- (a) "Employer" means the Sambalpur Municipal Corporation (SMC), with its office at Durgapali, Sambalpur represented by its Municipal Commissioner or his/her authorised representative.
- (b) "Bidder" means any entity (including all the constituent members), as defined in the ITB, that provides the services to the Employer under the contract. The term Service Provider/Agency/Applicant/Operator, used in the bid document interchangeably would mean the bidder
- (c) "Contract" means the contract signed by the parties along with all attached documents listed in the Bid Document
- (d) "Day" means a calendar day.
- (e) "Government" means the Government of Odisha.
- (f) "ITB" means Instruction to Bidder and is the document which provides bidder all information needed to prepare their proposals.
- (g) "Personnel" means professionals and support staff provided by the bidder and assigned to perform the services in full or in any part thereof.
- (h) "Service/Services" means the work performed by the bidder / service provider pursuant to the Contract. Project and service are interchangeably used in this document
- (i) "Service area" means an area referred to under the zone in each zone
- (j) "Terms of Reference" (ToR) means the document included in the bid document at chapter-2, which explains the objectives, scope of work, activities, tasks to be performed, time line and deliverables of the assignment
- (k) "Authority" means the Commissioner, Sambalpur Municipal Corporation or any of his authorized officer.

##### **1.2. Introduction:**

Sambalpur is the one of the oldest cities in India with rich cultural and historical background. Sambalpur Municipal Corporation is also one of the oldest such institutions catering different services to its denizen. Geographically Sambalpur city is situated at the bank of the Mahanadi. This typical geographical situation faces the Sambalpur city with myriads of challenges.

As per the habitation pattern of Sambalpur, the most populous areas of the city have developed largely without any plan as in terms of modern city planning and architecture. With rising population, whatever vacant land were there, were made into residential agglomeration which poses SMC with many a difficult situation to handle water logging and garbage disposal as well. The city also has a complicated pattern of drainage network and storm water channel that need frequent cleaning of floating materials and desilting to ensure efflux of waste water.

As per census 2011, there were 77,848 households with population of 3,35,761. At present in the year 2024, the projected population is 4,36,154 as per CPHEEO manual (incremental increase method). Presently, the Sambalpur Municipal Corporation has 41 wards.

For the purpose of the instant tender,

Sambalpur Municipal Corporation (SMC) invites sealed proposals from experienced and qualified outsourcing agencies for the execution of outdoor advertising services within the city of Sambalpur, Odisha. The scope of work includes managing advertising on existing roadside and rooftop structures, designing and creating new advertising structures, and the demolition of unauthorized, dilapidated, or obsolete structures.

##### **(I) Ensuring road safety :**

The policy is based upon a careful review of global studies on the safety of hoardings. The premise of the policy is that all hoardings are not hazardous, but clearly hoardings on roads, visible to traffic, are potential dangers to drivers. It is for this reason that the outdoor advertising policy has given careful and high consideration to issues of road safety. This requires the policy to consider the location, design, size or type of sign along the arterial routes, where the potential

  
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for conflicts with traffic safety is highest. It also requires enforcement measures to ensure that structures adhere to these stipulations.

In this matter, the concern is driven by safety of road users and based on this the agency has stressed that :

- a) No advertising device has to be placed anywhere under any category which will obstruct free movement of road users;
- b) The distance between two advertisement devices should not be less than 100 metre on highways and main city roads.

The policy is premised on the fact that while outdoor advertisements or Hoardings do bring revenue to the city, any city-based policy must be driven by considerations of safety and aesthetics.

(II) Working for city aesthetics :

The global review has noted that there are a significant number of cities, which discourage the use of large hoarding within the city. Hoardings are preferred in highways or if these large billboards are allowed within the city limit, then these are restricted to business or already commercial districts and areas. In Odisha, the Municipal Corporations, the agency mandated with overseeing issues connected to city aesthetics has also made it clear that it wants to ensure against visual clutter. The Commission's guidelines for outdoor advertisements is based on this premise.

The policy for outdoor advertisements has been based on the emerging global practices as well as the need to maintain the character of the city.

The policy is premised on the basis that advertisements are promoted primarily in parts of the city, which are commercial in nature: business, industrial and shopping districts and discouraged in residential areas and urban freeways.

The work must be executed in full compliance with the following:

- Advertisement Policy for Urban Odisha - 2013
- Odisha Outdoor Advertisement & Hoarding Policy - 2015 (Works Department)
- Advertisement Policy of the Government of Odisha - 1998

The selected agency will be responsible for ensuring compliance with all legal, safety, environmental, and urban planning standards, and for obtaining all necessary permissions and clearances.

**1.3. Location:**

The service shall be performed within Sambalpur Municipal Corporation area.

**1.4. BID description:**

SMC intends to engage agencies through an open competitive bidding process in accordance with the procedure set out herein.

**1.5. Service Period:**

The Agency shall be appointed for initial period for 05 (five) year. The count will start from the Agency starts the work as per agreement. The services shall be provided by the Agency as stipulated in the bid document.

**1.6. Site visit and Due diligence by Bidder:**

1.6.1 Bidder is encouraged to gather full information about the assignment, the local conditions, applicable law and any other relevant information, before submitting the Bid Document, by paying a visit to SMC area and the Project site

1.6.2 Bidder can meet the Municipal Authorities Advertisement Section during office hours on any working day prior to submission of the Bid to gather information about the project.

1.6.3 Bidder can also co-ordinate with our ward officers before pre-bid meeting to gather the details of outdoor hoardings both roof top and road side.

**1.7. Availability of Bid Document:**

Bid Documents can be downloaded from the website [www.smcsambalpur.nic.in](http://www.smcsambalpur.nic.in)

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**1.8. Validity of the Bid:**

The Bid shall be valid for a period of **45 (forty five) days** from the last date of submission of Bid Documents.

**1.9. Bid Data:**

Availability of Bid Document	Bid Document can be downloaded from <a href="http://www.smcsambalpur.nic.in">www.smcsambalpur.nic.in</a>
Cost of Bid Document	Rs.10,000/-
Earnest Money Deposit	Rs.5,00,000/-
Availability of Bid Document	21.01.2025
Date of Pre bid meeting	01.02.2025 at 4.30pm
Place of pre bid meeting	Conference Hall, SMC, Sambalpur
Last Date and time of submission of hardcopy of the bid document	15.02.2025 upto 5.30pm
Date & Time of Opening of Technical Bid	17.02.2025 at 4.30pm
Date & Time of opening of financial bid	Will be communicated to responsive & qualified bidders

**1.10. Communications:**

1.10.1. All communications including the submission of Bid Document should be addressed to;

**Address for Communication:**

Commissioner,  
Sambalpur Municipal Corporation,  
Durgapali, Sambalpur, PIN- 768006  
Email: [sambalpurm.hud@nic.in](mailto:sambalpurm.hud@nic.in)

1.10.2. All communications, including the envelopes, should contain the following information, to be marked at the top in bold letters: - **"SELECTION OF OUTSOURCING AGENCY FOR ADVERTISING ON EXISTING STRUCTURES, CREATION OF NEW STRUCTURES, AND DEMOLITION OF UNAUTHORIZED & DILAPIDATED STRUCTURES" WITHIN THE SAMBALPUR MUNICIPAL CORPORATION AREA**

**1.11. Eligibility Criteria:**

To be eligible for this RFP, the prospective agency must meet the following criteria:

**1. Registration:**

- A bidder may be a reputed single business entity/firm/trust/society or government owned entity registered under relevant statute and in operation for at least 3 years. A business entity shall mean a company registered in India under the companies Act-1956.
- The bidder should have a valid PAN and GST registration certificate.

**2. Experience:**

- The agency must have a minimum of 10 years of experience in the outdoor advertising industry, with a proven track record of advertising structure installation, management, and demolition projects.

**3. Similar Past Projects:**

- The agency must have completed at least 5 similar projects related to outdoor advertising infrastructure (including roadside and rooftop advertising structures) in urban areas.

  
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4. **Legal and Regulatory Compliance:**

- The agency must be well-versed with the **Advertisement Policy for Urban Odisha - 2013, Odisha Outdoor Advertisement & Hoarding Policy - 2015, and Advertisement Policy of the Government of Odisha - 1998**, and demonstrate its ability to comply with these policies.
- If the bidder/member have been convicted of **criminal offence** at the time of submitting the bid, then the bid shall be summarily rejected. The bidder shall furnish a **declaration in the form of affidavit** regarding the details of pending criminal cases in the prescribed format.
- In case it is detected at any stage that the affidavit is false, he will abide by the action to be taken by the employer which may be rejection of the bid, cancellation of contract, imposition of fine etc. without approaching any court whatsoever for redress. He will however, be given suitable opportunity to offer his explanation before action is taken against him.

5. **Financial Capacity:**

- The agency must demonstrate financial stability by submitting audited financial statements for the last 3 years.
- The bidder should have annual turnover of more than **Rs. 4,00,00,000/-** in at least 3 financial years within last 5 years from Advertisement activity. The bidder has to provide audited financial report and auditor's certificated in support of the turnover.
- The bidder should not have borne any loss during last three financial years and should have positive net worth. **A certificate in support of the same from a chartered accountant has to be submitted by the bidder.**

6. **Technical Expertise:**

- The agency must employ qualified engineers, architects, and other technical professionals with experience in designing, constructing, and maintaining outdoor advertising structures.

7. **Licenses and Permits:**

- The agency must possess the necessary licenses to operate in the outdoor advertising sector in Odisha and have the capacity to secure all necessary permissions for advertising operations.

8. **Conflict of Interest:**

- Bidder / Bidders shall not be eligible to participate in bidding process in case there is any conflict of interest. He has to submit declaration in the prescribed format.
- The bidder shall submit **no relation certificate** in the prescribed format.

9. **Other Requirements:**

- Even if the bidder qualifies in technical & financial criteria, his bid shall be summarily rejected if he is found to have misled or made false representation in the form of any of the statements submitted in proof of the eligibility and qualification requirements.
- The bid shall also be summarily rejected if the bidder has been blacklisted/banned by an employer in the past or has a record of non-performance such as absconding from work.
- In addition to the above, even while executing the work, if it is found that the service provider produced false / fake certificates in his bid, he will be blacklisted and the contract may be terminated at the discretion of employer.

1.12. **BID DOCUMENTS**

1.12.1. A set of Bid Documents comprising of the General & Techno-Commercial Bid and the Price Bid together with all addenda/clarification thereto, shall be available in the SMC official site i.e., [www.smcsambalpur.nic.in](http://www.smcsambalpur.nic.in).

1.12.2. The bidder is expected to examine carefully all instructions, terms of reference, bid conditions, forms, appendices to bid, addenda in the bid documents. Failure to comply with the requirements of bid submission will be at the bidder's own risk.

1.12.3. The complete bidding documents can be downloaded from the Website [www.smcsambalpur.nic.in](http://www.smcsambalpur.nic.in). Authorities shall not be held responsible for any delay/difficulties/inaccessibility of the downloading facility for any reason whatsoever. In case of any discrepancy

  
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between the bid documents downloaded from the internet and the master copy available with the employer, all information included in the master copy shall prevail. No claim on this account will be entertained.

**1.13. Pre bid meeting and Clarification on Bid:**

A pre bid meeting with prospective bidders for clarification of queries will be held in the conference hall of SMC on the date and time specified in the bid data. The bidders can also seek clarification on bid by communicating their queries/clarification to this office, through email: [sambalpurm.hud@nic.in](mailto:sambalpurm.hud@nic.in) on or before 31.01.2025 up to 5.30 pm of the date preceding to the date of pre bid meeting. The Authority shall take decision on the clarifications, if necessary, communicate & publish the same in Website. These decisions and conditions shall be binding on all bidders & the same shall also be a part of the bid document. It is to be noted that any bid not conforming to the bid requirement and the decisions taken as per the pre bid minutes or having any additional condition shall be summarily rejected.

**1.14. Amendment of Bid Documents:**

1.14.1. At any time prior to the date line for submission of bids, the employer may for any reason, whether at its own initiative or in response to the clarifications requested by the prospective bidders, modify the bid documents by issuing an Addendum. Such addenda will be binding upon all bidders.

**1.15. PREPARATION OF BID**

**1.15.1 Language of the Documents:**

All documents relating to the Bid shall be in the English language.

**1.15.2 Documents Comprising the Bid:**

- (a) Technical Proposal (Part-I of Bid Document)
- (b) Financial Proposal (Part-II of Bid Document)

**1.15.3 Sufficiency of Bid:**

The bidder shall be deemed to have satisfied himself before bidding as to the correctness and sufficiency of his bid for the services to be provided and of the prices quoted in the financial bid, which shall cover all his obligations under the contract and all matters and things necessary for the successful accomplishment of the services / assignments.

**1.15.4. Preparation of bid:**

- o The Proposal as well as all related correspondence exchanged by the employer & the bidder shall be written in English language.
- o In preparing the proposal, the bidder is expected to examine in detail the documents comprising the bid document. Material deficiencies in providing the information requested may result in rejection of a proposal.

**1.16. Technical Proposal**

**1.16.1. Company Profile:**

- o Overview of the agency, years of experience, and technical capabilities.

**1.16.2. Proposed Approach:**

- o A detailed approach for managing advertising on existing structures, creating new structures, and demolishing dilapidated or unauthorized structures.

**1.16.3. Design Proposals:**

- o Conceptual designs for new advertising structures (if applicable) and how they will align with SMC's aesthetic and safety requirements.

**1.16.4. Past Experience:**

- o Details of at least 02 similar projects undertaken by the agency, including client references, project scope, and outcomes.

**1.16.5. Key Personnel:**

- o List of key personnel who will be involved in the project, including their qualifications, roles, and relevant experience.

**1.16.6. Compliance with Advertisement Policies:**

- o A statement of compliance with the **Advertisement Policy for Urban Odisha - 2013, Odisha Outdoor Advertisement & Hoarding Policy - 2015, and Advertisement Policy of the Government of Odisha - 1998.**

**1.16.7. Health, Safety, and Environmental Measures:**

- o A description of safety protocols and environmental measures to be followed during the installation, maintenance, and demolition of advertising structures.

**1.17. Additional Documents attached with technical proposals**

**1.17.1. Licenses and Certifications:**

- o Copies of the agency's licenses, certifications, and any other legal documents required for operating in the outdoor advertising industry.

**1.17.2. Financial Documents:**

- o Audited financial statements for the last 3 years.

**1.17.3. Insurance:**

- o Proof of insurance for public liability, workers' compensation, and construction-related risks.

**1.17.4. Legal Compliance Documents:**

- o Documentation of any previous legal cases, complaints, or sanctions, if any.

**1.18. Financial Proposal**

**1.18.1. Detailed Cost Breakdown:**

- o Breakdown of costs for creating new structures, managing advertising on existing structures, and demolishing unauthorized or dilapidated structures.
- o Include costs for design, materials, installation, permits, demolition, and site restoration.

**1.18.2. Payment Schedule:**

- o Proposed payment terms linked to project milestones.

**1.18.3. Total Cost:**

- o The total cost for the complete scope of work, including taxes and other charges.
- o The offer shall be inclusive of all costs associated with the assignment including remuneration towards manpower, fees, cost of POL, T&P, logistics, hardware, consumables, infrastructure backup etc. The offer shall also be inclusive of all Duties,

Levies, Taxes, Cess etc. of the Central, State Govt. excluding GST and others statutory dues. Further it shall also include all other expenses incidental thereto for successful accomplishment of the services in conformity with the ToR.

- The bidders should make realistic assessment of the nature of work and the extent of technical, managerial and resources inputs required to carry out the services included in the ToR, diligently to achieve high quality outputs & deliverables within the stipulated time, and quote their offer accordingly.

#### **1.18.4. Bid Validity:**

- The bid will remain valid for a period of 45 (forty five) days from the last date of submission of Bid. The employer will make its best effort to complete the process and issue LOA within this period. However, should a need arise, the employer may request the bidder to extend the validity period of the proposal.
- Bidders who do not agree to extend the validity may refuse without forfeiting the EMD.
- A Bidder who withdraws his bid without a valid reason (to be decided by the authority competent to accept the bid) shall be disqualified for bidding further works under SMC with forfeiture of EMD.

#### **1.18.5. Authorisation, Corrections, Erasures etc. in Bid Document:**

- The bid document shall be typed and shall be signed by a person or persons duly authorized to bind the bidder to the contract. Proof of authorization shall be furnished in the form of a certified copy of Power of Attorney, which shall accompany the bid. All pages of the bid where entries or corrections have been made shall be initialled by the person or persons signing the bid.
- The completed bid shall be without any alterations, overwriting, inter-relations or erasures.

#### **1.18.6. Earnest Money Deposit:**

- a) The Bidder shall furnish Earnest Money Deposit (EMD) for an amount of Rs.5,00,000/- (five lakh only), along with the General & Techno-Commercial Bid in shape of demand draft in favour of Commissioner, Sambalpur Municipal Corporation payable at Sambalpur.
- b) The EMD of unsuccessful bidders shall be returned without any interest after the bid is finalized in all respect.
- c) The earnest money deposited by the bidders will not carry any interest and it will be dealt with as provided in the conditions stipulated in the bid.
- d) The EMD shall be forfeited if a successful bidder fails to sign the agreement for whatever reason, or a bidder withdraws the bid during the validity period of bid, or any other reason specified in the bid document.
- e) The EMD shall be forfeited if the bidders fails to provide the service within the given timeline.

#### **1.18.7. Signing of Bids:**

- The bid shall be signed by the bidder / power of Attorney holder on behalf of the bidder to sign the agreement. The POA has to be provided by the competent person(s) of the organisation as per legal requirements.
- No alteration made by the bidder in the contract form, the conditions of the contract, statements / formats accompanying the bid shall be recognized and in case of any alterations made by the bidder, the bid will be void.

### **SUBMISSION OF BIDS**

#### **1.19. Sealing and Marking of Proposals:**

1.19.1. However signed copy of the **bid documents** along with copy of the **supporting documents** shall be submitted to below mentioned address through speed post/registered post/courier only so as to reach before the due date of opening.

1.19.2. Bid document Part- I (General & Techno-Commercial Bid) and Part- II (Price Bid) shall be submitted in separate sealed covers marking cover-A and cover-B respectively.

1.19.3. The sealed Cover (Cover-A) shall bear the following identification marks.

a. **GENERAL & TECHNO-COMMERCIAL BID (Technical proposal)**

1.19.4. The sealed Cover (Cover-B) shall bear the following identification marks.

**a. Financial Proposal**

1.19.5. The sealed covers A and B shall be kept in another cover 'C' and shall bear the following information.

- a. RFP notice No.:
- b. Name of Work: \_\_\_\_\_

1.19.6. The completed sealed cover 'C' shall be sent to the following address so as to reach him before the time and date specified for receiving the bids.

**The Commissioner,  
Sambalpur Municipal Corporation,  
Durgapali, Sambalpur-768006**

**1.20. Deadline for Submission of Bids:**

1.20.1 The hard copy of tender documents shall be received in the office of the officer designated by the date & time mentioned in the bid data. **The hard copy may be submitted by Regd. Post or through Speed Post or by courier to the specified address mentioned above. The risk and responsibility for loss, delay, damage to the seal etc. shall be of the bidder. No Hand delivery is acceptable.**

1.20.2. If the date of submission of hard copy is declared as holiday the next working day will be treated as the last date for submission of hard copy.

1.20.3. The employer may, at his discretion, extend the dead line for submission of hard copy by issuing an amendment, in which case all rights and obligations of the employer and of the bidders which were previously subject to the original dead line shall thereafter be subject to the new dead line as extended.

**1.21. Late Bids:**

Any hard copy received after the time and date fixed for submission of bids as stated in bid data, or as subsequently extended by the employer, will not be considered for evaluation.

**1.22. Withdrawal of Bids:**

Withdrawal of a bid by a bidder during the interval between the deadline for submission of bids and the expiration of the period of bid validity specified in the Form of Bid shall result in the forfeiture of the EMD pursuant to relevant Clause.

**E. BID EVALUATION**

**1.23. Bid Opening:**

1.23.1. The employer will open the bids (cover C and then cover A containing General & Techno-Commercial Bids-cum-technical proposals), in his office at the date & time mentioned in the bid data, in the presence of the bidders or their authorized representatives, who wish to attend. They would be required to sign in bid opening register as evidence of their attendance. The authorized representatives should bring their authorization letter while attending opening of bid.

1.23.2. A bid shall be rejected at this stage if,

- a. Sealed cover B containing Price Bid is not enclosed.
- b. Price Bid is enclosed along with General & Techno-Commercial Bid in cover A
- c. Cost of bid document is not enclosed with Part I of the bid.
- d. EMD is not submitted along with the bid.
- e. All other required documents are not provided

1.23.3. Any such conditions shall be minute and the cover 'B' shall not be opened. It shall then be kept in the safe custody of the Employer until the bid process is completed. The cover "B" shall be opened only for those bidders who qualify in the General & Techno-Commercial evaluation. The date of opening of financial bid (cover "B") shall be intimated by fax/ E-mail/Speed post to the qualified bidders.

1.23.4. The Employer shall prepare, for his own record, minutes of the bid opening, including the information disclosed to those present

**1.24. Clarification on documents submitted by bidders:**

To assist in the scrutiny, evaluation and comparison of the bids, the Employer may ask bidders, individually for clarification on their bid document. The request for clarification and response shall be in writing or by mail. However, no change in the bid amount/ rate or substance shall be sought, offered or permitted by the Employer during the evaluation of the bid.

**1.25 Determination of Responsiveness:**

Prior to the detailed evaluation of bids, Employer will determine whether each bid has been submitted in the proper form and whether it is substantially responsive to the basic requirements of the bid documents. Bids, which have not been submitted in the proper form and not substantially responsive to the requirements of the bid documents, will be rejected. Such a bid shall not be allowed subsequently to be made responsive by the bidder by correcting or withdrawing the non-conforming deviation(s) or reservation(s).

**1.26 Restrictions:**

1.26.1 From the time the bid is opened to the time the contract is awarded, the bidders should not contact the client on any matter related to its General & Techno-Commercial and/or Financial Proposal.

1.26.2 Any effort by a bidder to influence the employer in any form directly or indirectly during the examination, evaluation, ranking of proposals, and recommendation for award of the contract may result in the rejection of the bidder's proposal.

1.26.3 Evaluators of General & Techno-Commercial Proposals shall have no access to the Financial Proposals until the General & Techno-Commercial evaluation is concluded.

**1.27. Evaluation of General & Techno-Commercial Bid:**

1.27.1. Eligibility will be determined based on technical and financial criteria.

1.27.2. The General & Techno-Commercial Proposals on the basis of their responsiveness as per the minimum eligibility criteria & other conditions of bid document shall be evaluated on the basis of following pre identified criteria.

An evaluation committee would be formed to evaluate all the proposals received and select the preferred Bidder. Technical scoring is given to each bidder on their experience/credential as detailed below:

Sl. No	Descriptions	Particulars			Maximum Marks Weightage/ Score allocated
1	Maximum weighted Annual turnover during 3 years in last 5 years, from FY 2019-20 to FY 2023-24*	4-6 Crores	6-8 Crores	8 Crores and above	10
		5	7	10	
2	experience in the outdoor advertising industry, with a proven track record of advertising structure installation, management, and demolition projects	10-12years	12-15years	15years above	20
		10	15	20	
3	similar projects related to outdoor advertising infrastructure (including roadside and rooftop advertising structures) in urban areas	5-10 nos	10-15nos.	15nos. above	20
		10	15	20	
4	Approach & Methodology and Presentation (Present status/practice & future planning)	50			50
	Company Profile:				

1. The bidder shall submit a detailed proposal for managing advertising on existing structures, creating new structures, and demolishing dilapidated or unauthorized structures.

2. The bidder shall submit conceptual designs for new advertising structures (if applicable) and how they will align with SMC's aesthetic and safety requirements.

3. The bidder shall submit details of at least 02 similar projects undertaken by the agency, including client references, project scope, and outcomes.

4. The bidder shall submit a list of key personnel who will be involved in the project, including their qualifications, roles, and relevant experience.

5. The bidder shall submit a statement of compliance with the Advertisement Policy for Urban Odisha - 2013, Odisha Outdoor Advertisement & Hoarding Policy - 2015, and Advertisement Policy of the Government of Odisha - 1998.

6. The bidder shall submit a description of safety protocols and environmental measures to be followed during the installation, maintenance, and demolition of advertising structures.



- Overview of the agency, years of experience, and technical capabilities.

**Proposed Approach:**

- A detailed approach for managing advertising on existing structures, creating new structures, and demolishing dilapidated or unauthorized structures.

**Design Proposals:**

- Conceptual designs for new advertising structures (if applicable) and how they will align with SMC's aesthetic and safety requirements.

**Past Experience:**

- Details of at least 02 similar projects undertaken by the agency, including client references, project scope, and outcomes.

**Key Personnel:**

- List of key personnel who will be involved in the project, including their qualifications, roles, and relevant experience.

**Compliance with Advertisement Policies:**

- A statement of compliance with the Advertisement Policy for Urban Odisha - 2013, Odisha Outdoor Advertisement & Hoarding Policy - 2015, and Advertisement Policy of the Government of Odisha - 1998.

**Health, Safety, and Environmental Measures:**

- A description of safety protocols and environmental measures to be followed during the installation, maintenance, and demolition of advertising structures.

**TOTAL**

**100**

### **1.27.3. Bid Evaluation Methodology:**

Evaluation of the Technical and financial proposals will be based on Quality cum Cost Based Selection mode. Those who qualify minimum eligibility criteria will be evaluated as per table given above. Those who will secure minimum qualifying mark of 70, their financial proposal will be opened.

### **1.27.4. Opening of Financial Proposal**

The financial bid will be opened for those bidders who score 70 marks or above, and the bidder quoting the highest rate will be selected as the preferred bidder for the commencement of the project.

The rate quoted by the bidder must be based on a proper assessment and submitted in the prescribed format outlined in the tender document.

## **AWARD OF CONTRACT**

### **1.28. Right to Accept or Reject any or all Bids:**

Notwithstanding any of the provisions above, the Employer reserves the right to accept or reject any bid, annul the bidding process, reject all bids at any time or any stage prior to the award of contract without thereby incurring any liability on the employer.

### **1.28. Award Criteria:**

1.28.1. After completing negotiation if any, the client shall award the contract to the successful bidder.

### **1.29. Notification of Award:**

Prior to the expiration of the Bid validity period, Employer will notify the successful bidder by fax, letter or in some other written form, that his bid has been accepted. This letter, hereinafter called "Letter of Acceptance (LoA)", will constitute notification of the intention of the employer to enter into a contract with the bidder for the services under this contract, the bid rates which apply to this contract and the performance security amount to be deposited by the successful bidder.

### **1.30. Performance Security against the service**

1.30.1. Within 15 (Fifteen) days of the receipt of LOA from employer the successful Bidder shall furnish the Performance Security for an amount (equivalent to 10%) of the total contract value, in the shape of Bank draft/ Bank Guarantee, in favour of Municipal Commissioner, Sambalpur Municipal Corporation, Sambalpur.

1.30.3 Failure of the successful Bidder to submit the above-mentioned Performance Security or sign the Contract within the stipulated time shall constitute sufficient grounds for the annulment of the award/LoA, rejection of the bid and forfeiture of the EMD. In such an event the bidder will have no claim on the employer and employer has the option of considering the next highest qualified Bidder for negotiation & award.

### **1.30. Signing of Agreement:**

On receipt of the LoA, the successful bidder shall sign the agreement/MoU with the employer within 15 (Fifteen) days from the date of issue of LoA.

## **CHAPTER - 2**

### **2. Scope of Work**

The outsourcing agency will be responsible for carrying out the following tasks:

#### **2.1. Advertising on Existing Structures**

- Identify and propose viable advertising locations on existing roadside and rooftop structures within Sambalpur both SMC owned and private.
- Ensure all advertising activities comply with the **Advertisement Policy for Urban Odisha - 2013, Odisha Outdoor Advertisement & Hoarding Policy - 2015, and Advertisement Policy of the Government of Odisha - 1998.**
- Ensure advertisements are aesthetically appropriate, do not obstruct road visibility, and comply with the safety standards for traffic, pedestrians, and urban environments.

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SIGNATURE OF THE BIDDER

- Agency should provide hoarding structure without any cost for Government related advertisement after getting written consent only from the Commissioner, SMC or other officer designated by him.

## 2.2. Creation of New Advertising Structures

- Design, construct, and install new roadside and rooftop advertising structures as per the guidelines in the **Odisha Outdoor Advertisement & Hoarding Policy - 2015 (Works Department)**.
- New advertising structures must meet the highest standards of safety, durability, and environmental sustainability.
- Obtain necessary permits, approvals, and clearances from relevant authorities including SMC, and ensure adherence to all local zoning regulations.
- Ensure all new structures conform to aesthetic guidelines and do not obstruct public views, traffic signals, or create hazards for pedestrians and vehicles.
- The agency has been authorized to construct new hoarding structures for all categories like nonlit, lit, led based, Digital Bill Board, Bus Shelter Advertisement, Walls capes, Construction Hoarding Advertising, Banners, Static advertisements, vehicle advertisements only after written consent from Commissioner, SMC and deposit of cost to SMC office.
- For roof top the agency should collect No objection certificate from the building owner.
- For Govt. Land or road side No Objection certificate shall be collect from Commissioner, Sambalpur Municipal Corporation.

## 2.3. Demolition of Unauthorized and Dilapidated Structures

- Identify unauthorized, unsafe, and dilapidated advertising structures within the city that are non-compliant with the relevant advertisement policies.
- Undertake the safe demolition of these structures, in compliance with the applicable environmental, safety, and legal regulations.
- Ensure proper disposal of debris and restore the sites to their original condition or as required by the new urban planning guidelines.
- The demolition will be carried out only after the written approval from the Commissioner, SMC and in presence of the Enforcement squad.

## 2.4. Legal and Regulatory Compliance

- Ensure full compliance with the **Advertisement Policy for Urban Odisha - 2013, Odisha Outdoor Advertisement & Hoarding Policy - 2015 (Works Department)**, and **Advertisement Policy of the Government of Odisha - 1998**.
- Obtain all necessary licenses, permits, and clearances from SMC and other relevant municipal, state, and central authorities.
- Adhere to all safety, environmental, and urban planning regulations throughout the execution of the project.

## CHAPTER - 3

### 3. Terms and Conditions of Contract

#### 3.1. Contract Duration:

- The contract will be valid for an initial period of 5 years, with an option for renewal based on performance and mutual agreement.

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SIGNATURE OF THE BIDDER



**3.2. Performance Guarantee:**

The selected agency will be required to submit a performance guarantee of 10% of the total contract value.

**3.3. Confidentiality:**

The agency must maintain the confidentiality of all information shared by SMC and must not disclose such information to any third party without prior written consent.

**3.4. Termination Clause:**

- o In case the selected agency wants to terminate the contract before the end of the contract period, the agency has to intimate about it to this office before three months with valid reasons. In case this office wants to foreclose the contract, one month prior notice will be given to the selected agency. In case of violation to these, SMC shall claim from the security deposit.
- o SMC reserves the right to terminate the contract at any time if the agency fails to meet the required standards or breaches any terms of the agreement.

**3.5. Dispute Resolution:**

- o Any disputes arising from this RFP shall be resolved through arbitration under the laws of Odisha.
- o All legal disputes are subject to the jurisdiction of Sambalpur district only.

**3.6. Conflict of Interest:**

- a) Client requires that Agencies shall perform the required services, provide professional, objective, and impartial advice and all times hold the Client's interest paramount, strictly avoid conflicts of interest with other assignments or their own interests and act without any consideration for future work. Without limitation on the generality of the foregoing, Agencies, and any of their affiliates, shall be considered to have a conflict of interest and shall not be engaged, under any of the circumstances set forth below.

**3.7. Conflicting Relationship:**

- a) An Agency/contractor (including its Personnel and Sub-Agencies) that has a business or family relationship with a member of the Client's staff who is directly or indirectly involved in any part of (a) the preparation of the terms of reference of the Assignment, (b) the selection process for such Assignment or (c) supervision of the Contract, may not be awarded a Conflict, unless the conflict stemming from this relationship has been resolved in a manner acceptable to the Client throughout the selection process and the execution of the Contract.
- b) Agency/contractor have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of the Client, or that may reasonably be perceived as having this effect. Failure to disclose said situations may lead to the disqualification of the Agency(s) or the termination of its Contract.

**3.8. Unfair Advantage:**

If an Agency/Contractor could derive a competitive advantage from having provided other services related to the assignment in question, the Client shall make available to all other Agencies/ Contractors together with this RFP all information that would in that respect give such Agency any competitive advantage over competing Agencies.

**3.9. Fraud and Corruption:**

It is required that Agencies/Contractors participating in the project adhere to the highest ethical standards, both during the selection process and throughout the execution of a contract.

The Client:

- a) Defines the terms set forth below as follows:

  
COMMISSIONER, SMC

- i. "corrupt practice" means the offering, giving, receiving or soliciting, directly or indirectly or anything of value to influence the action of a public official or members of the Evaluation Committee, in the selection process or in contract execution;
  - ii. "fraudulent practice" means a misrepresentation or omission of facts in order to influence a selection process or the execution of a contract;
  - iii. "collusive practices" means a scheme or arrangement between two or more Agencies with or without the knowledge of the Client, designed to establish prices, artificial, non-competitive levels;
  - iv. "coercive practices" means harming or threatening to harm, indirectly, persons or their property to influence their participation in a procurement process or affect the execution of a contract;
- b) Will reject a proposal for award, if it determines that the Agencies recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the contract in question:

**3.10. Only one Proposal:**

An Agency /Contractor may only submit one proposal. If any Agency submits or participates more than one proposal, all such proposal shall be disqualified.

**3.11. Negotiations:**

Negotiation will be held at the address indicated above. The invited Agency will, as a pre-requisite for attendance at the negotiations, confirm availability of all Professional staff. Failure in satisfying such requirements may result in the Client Proceeding to negotiate with the next-ranked Agency. Representatives conducting negotiations on behalf of the Agency must have written authority to negotiate and conclude a Contract.

**a) Technical Negotiations**

Negotiation will include a discussion of the Technical Proposal including the proposed approach and methodology, work plan, and organization and staffing, and any suggestions made by the Agency to improve the terms of reference. The Client and the Agency will finalize the Terms of reference, staffing schedule, work schedule, logistics, and reporting. These documents will then be incorporated in the Contract as "Description of Services". Special attention will be paid to clearly defining the inputs and facilities requires from the Client to ensure satisfactory implementation of the assignment. The Client shall prepare minutes of negotiations which shall by the Client and the Agency.

**b) Financial Negotiations**

After the technical negotiations are over, financial negotiation will be carried out in order to discuss any change in financials due to change in scope of work or due to clarification on any aspect of the technical proposal during the technical negotiations. Under ordinary circumstances, the financial negotiation shall not result in an increase in the price originally quoted by the Agency. Unless there are exceptional reasons, the financial negotiations will involve neither the remuneration rates for staff nor proposed until rates.

**c) Conclusions of Negotiation**

Negotiation will conclude with a review of the draft Contract. To complete negotiations the Client and the Agency will initial the agreed Contract. If negotiations fall, the Client will invite the next-ranked Agency to negotiate a Contract, if necessary.

d) In case any supplementary agreement as and when required this may be executed with concurrence of both the parties for execution and additional work within the scope of main contract.

**3.12. Award of Contract:**

- a) After completing negotiations, the Client shall issue a Letter of Intent to the selected Agency.
- b) The Agency will sign the agreement after fulfilling all the formalities/pre-conditions within 15 days of issuances of the letter of intent. The Agency shall pay the stamp duty fir the agreement.

- c) The SMC, Sambalpur reserves the right to accept or reject any or all bids to cancel / withdraw the invitation or to annul the bidding process at any time prior to Award of Contract, without assigning any reason thereof. SMC, Sambalpur shall bear no liability whatever the consequence upon such a decision nor shall SMC, Sambalpur have any obligation to inform the affected bidder or bidders against any action.

**3.13. Confidentiality:**

Information relating to evaluation of Proposals and recommendations award shall not be disclose to the Agencies who submitted the Proposals or to other persons not officially concerned with the process, until the publication of the award of Contract. The undue use by any Agency of confidential information related to the process may result in the rejection of its Proposal.

**3.14. Data Security & Prevention of Fraud:**

The agency will undertake that all process and standards are being followed to ensure that the data is secured and is immune to any fraudulent activity.

**3.15. Legal matter, including copy rights of Content:**

Agency will have the responsibility of ensuring that all content featured / published on the basis of this assignment is free of legal encumbrance including of copy rights issue. SMC will not have any responsibility in this matter.

**3.16. Competent Authority:**

The Commissioner, Sambalpur Municipal Corporation shall be the competent authority for this project. The powers of the Competent Authority will be as under:

1. May amend RFP documents during the proposal evaluation process. Any amendments will be conveyed to the short-listed organization / Agency;
2. Modify scope of work at the time of the award of the contract. Such modifications will be discussed and agreed with the Agency.
3. At discretion during evaluation of bids, request an Agency for clarification on its proposal. This request will be in writing and the Agency should respond in writing. No change in price or substance of the bid shall be sought, offered or permitted at this stage.
4. The competent authority reserves the right to accept or reject any / all proposal partially or fully without assigning any reason thereof. The decision of the Competent Authority shall be final and binding on all the Bidders.
5. Any dispute in this regard subject to Sambalpur jurisdiction only.

**3.17. Sambalpur Municipal Corporation shall grant license/permission to the successful bidder, the right for displaying new advertisements to public view and removing unauthorized advertisements in SMC Area to such restrictions laid under the provisions of Odisha Outdoor Advertisement & Hoarding Policy-2015, Advertisement Policy for Urban Odisha - 2013, Odisha Outdoor Advertisement & Hoarding Policy - 2015 (Works Department), Advertisement Policy of the Government of Odisha - 1998, Odisha Municipal Corporation Act, 2003 and such other provisions of law as applicable in this regard. The license will be valid for a period of one year, commencing from the date of agreement.**

**3.18. The successful bidder after execution of agreement with Sambalpur Municipal Corporation shall submit the details of list of Hoarding structures (authorised and unauthorised both) installed for displaying of advertisement with allotted locations and propose new sites for advertisements within one month and thereafter to furnish such further lists of hoardings time to time in Sambalpur Municipal Corporation area so as to enable the Sambalpur Municipal Authorities to verify the same about such displaying, in conformity with the terms and conditions of the agreement. The successful tenderer will have to install new hoardings and remove unauthorised advertisements and structures at their own cost in consultation with the Commissioner, SMC or other Officer designated by the Sambalpur Municipal Corporation.**

**3.19. In case, the successful bidder fails to comply the conditions of the tender, there will be no execution of the agreement and in that event, its EMD will stand forfeited. The next successful bidder shall be taken into consideration subject to compliance of the conditions of the Tender Call Notice.**

**3.20. In course of period of operation of agreement, if it is found to the satisfaction and information of the authorities that there is any violation of the terms and conditions of the contract/ agreement by the licensee, in that event the contract shall stand terminated without any notice will be at liberty to**

take possession of the advertisement properties and also encash the Bank Guarantee for adjustment of the defaulted dues and loss, besides taking such further steps for recovery of such compensation and penalty as per law.

- 3.21. The intending firms/agencies who are defaulters in paying any of the dues of the S shall be disqualified for participating in the bidding.
- 3.22. The intending bidders have to submit an affidavit stating therein that his proprietorship/financial interest does not exist in any other defaulter advertisement agency.
- 3.23. The selected bidder shall engage their own manpower and materials for advertisement tax collection, erecting and fixing new advertisements and identification and removal of unauthorised advertisements in SMC area.
- 3.24. The selected bidder will work under strict supervision of SMC officials.
- 3.25. During the erection/fixing and dismantling/removal process, every care should be taken to prevent mishap. For any mishap the selected bidder or/and their authorized representative(s) will be responsible for any civil/criminal liability.
- 3.26. The selected bidder will be entitled to the scraps of removed hoarding.
- 3.27. The selected bidder will not be allowed for removal of advertisement etc. which are exempted as per the Sec 242, Chapter XIII and Sec 424, Chapter XVIII of Odisha Municipal Corporation Act 2003.
- 3.28. The work has to be carried out at any time of the day including night hours.
- 3.29. No work shall be preceded without the written approval from the Commissioner, Sambalpur Municipal Corporation or any other officer authorized by him.
- 3.30. The selected bidder shall provide professional team for Sambalpur Municipal Corporation for identifying the unauthorised advertisement and assisting the respective SMC official in all manner.
- 3.31. The selected bidder will have to bear all direct/indirect/incidental cost/Rent to owner of property with regards to execution of the work related with dismantling and removal of unauthorised advertisements along with structure, including cost for travelling, halting, etc for their personnel for implementation and execution of the work at each location.
- 3.32. The selected bidder shall provide Safety Equipment and Personal Protection Gear to all workers for working at heights.

#### 4. Arbitration

All disputes, differences, claims and demands arising under the contract shall be resolved amicably through direct negotiation, any disagreement or dispute arising between them under or in connection with the Contract/Agreement. If any dispute arises between parties on aspects not covered by this agreement, or the construction or operation thereof, or the rights, duties or liabilities under these except as to any matter the decision of which is specially provided for by the general conditions, such disputes shall be referred to two arbitrators, one to be appointed by each party and the said arbitrators shall appoint an umpire (preferably the District Magistrate or any of the Executive Magistrate appointed by the District Magistrate) in writing before entering into the reference and the award of the arbitration or umpire, as the case may be Shall be final and binding on both the parties. The arbitrators or the umpire as the case may be, with the consent of parties, may modify the time frame for making and publishing the award. Such arbitration shall be governed in all respects by the provision of the Indian Arbitration and Conciliation Act, 1996 or later and the rules there under and any statutory modification or re-enactment there of the arbitration proceeding shall be held in the respective district head quarter.

#### 5. Disclaimer

All information contained in this Tender Call Notice document or subsequently provided/clarified are in good interest and faith. This is not an agreement and is not an offer or invitation to enter into an agreement of any kind with any bidder. Each bidder should conduct its own investigation and analysis & should check the accuracy, reliability and completeness of the information in this Tender Call Notice document. Bidders should make their own independent investigation in relation to any additional information that may be required, Bidders should make their own due diligence of facilities while preparing the bid.

**APPENDIX-A**

**TECHNICAL PROPOSAL - STANDARD FORMS**

(To be submitted on letter head of the bidder duly signed by authorized signatory)

Date.

To,

The Commissioner,  
Sambalpur Municipal Corporation,  
Sambalpur-768006, Odisha.

Subject: Selection of a Registered Agency/ Registered Firm/ Contractor for "Selection Of Outsourcing Agency For Advertising On Existing Structures, Creation Of New Structures, And Demolition Of Unauthorized & Dilapidated Structures" Within The Sambalpur Municipal Corporation Area

Sir,

We have examined in detail and have understood the terms and conditions stipulated for eligibility of the Applicant in the RFP Document issued by SMC. We agree and undertake to abide by all the scope of works, terms and conditions in the document. We hereby submit all the necessary information and relevant documents during submission of our RFP, we undertake, if our Proposal is accepted, to deliver services as specified in the RFP document. We acknowledged that we have not, during the last three years, failed to perform on any agreement, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award against us, nor been expelled from any project or agreement nor have had any agreement terminated for breach of contract. We are enclosing Document Fee of INR 10,000/- in the form of Demand Draft (DD No.....Dt..... drawn on .....) payable to the Commissioner, Sambalpur Municipal Corporation at Sambalpur.

As per RFP the validity of the proposal is 45 days from the last date of submission of proposal and we agree that the proposal is unconditional. We understand that SMC reserves the right to reject any application without assigning any reason thereof.

Yours Faithfully,

Signature of Authorized Person and  
seal Name and Designation  
Name of the Company

  
COMMISSIONER, SMC

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SIGNATURE OF THE BIDDER

**BIDDER'S PROFILE**

1. Name of the Registered Agency/ Registered Firm/Contractors:
2. Year of Establishment: (Registration Number & Certificate to be enclosed)
3. Registered address of Office:
4. PAN & GST No.:
5. Telephone No. & Fax No:
6. E. Mail Address:
7. Brief description of background of the Registered Agency/ Registered Firm/ Contractors/for this assignment.
8. No. of years of proven experience of providing similar services.
9. Average Annual turnover of the Applicant (in INR) during the last three Financial Years. (Please attach copy of three Audited Financial Statements and annual Income Tax return Document of last three financial year)

Financial Year	Annual Turnover (INR)
2021-22	
2022-23	
2023-24	

Signature of Authorized Person and  
seal Name and Designation  
Name of the Company

  
COMMISSIONER

**PROJECT EXPERIENCE**

**THE BIDDER TO SUBMIT THE SIMILAR PROJECT EXPERIENCE AS UNDER AND ALSO GIVE DETAILS AS PER FORMAT GIVEN HERE**

SN	Name of Client and Address	Project details	Total Value of Project cost in Rs.	Work order issued/Agreement signed on (date) (Attach Work Order and Commissioning Certificate)	Financial Year of Implementation With contract date

**Note: The self-attested photo copy of work order/Agreement/performance certificate should be attached**

**Signature of Authorized Person and seal**

**COMMISSIONER, SMC**

**SIGNATURE OF THE BIDDER**

X-C

**APPENDIX-D**

**Annual turnover certificate**

To

**The Municipal Commissioner  
Sambalpur Municipal Commissioner**

**Subject: Annual Turnover certificate**

Average Annual turnover of (in INR) during the last three Financial Years. (copy of three Audited Financial Statements and annual Income Tax return Document of last three financial year are attached)

Financial Year	Annual Turnover (INR)
2021-22	
2022-23	
2023-24	

Place:

Date:

**Signature of the Bidder**

**Name/Organization**

**Seal**

SIGNATURE OF THE BIDDER

  
COMMISSIONER, SMC



**Net worth certificate**

**To**

**The Municipal Commissioner  
Sambalpur Municipal Commissioner**

**Subject: Net worth certificate**

Annual Net worth certificate of (in INR) during the last three Financial Years, (copy of three Audited Financial Statements and annual Income Tax return Document of last three financial year are attached)

<b>Financial Year</b>	<b>Net Worth (INR)</b>
2021-22	
2022-23	
2023-24	

**Place:**

**Date:**

**Signature of the Bidder**

**Name/Organization**

**Seal**

  
COMMISSIONER, SMC

  
SIGNATURE OF THE BIDDER

**APPENDIX-F**

**BRIEF WRITE-UP**  
**IN BIDDER LETTER HEAD**

To

**The Municipal Commissioner**  
**Sambalpur Municipal Commissioner**

**Subject: Brief write-up about my company/ Registered Agency/Firm/ contractor**  
**(within 500 words)**

[Empty rectangular box for writing the brief write-up]

Place:

Date:

**Signature of the Bidder**  
**Name/Organization**  
**Seal**

*Ved*  
COMMISSIONER, SMC

SIGNATURE OF THE BIDDER

**UNDERTAKING FOR NON-BLACKLISTED**

(On the Stamp Paper of appropriate value in shape of affidavit from the Notary regarding non-blacklisting)

I, hereby undertake that, our organization has not been blacklisted/debarred by any of the Central/ State Government Department/ Office or by any Public Sector Undertaking (PSUs) and not blacklisted by any authority during the recent past.

Yours sincerely


Authorized Signature  
(in full and initials)

Name and Designation of the Signatory:

Name of the Bidder and Address:

Signature of the Bidder  
Seal

  
COMMISSIONER, SMC

  
SIGNATURE OF THE BIDDER

**CERTIFICATE OF NO RELATIONSHIP CERTIFICATE**

I/We hereby certify that I/we am/are related/not related to any officer of the Sambalpur Municipal Corporation in the rank of Deputy Commissioner or above. I/we am/are aware that if facts to be proved false my/our contract will be rescinded with forfeiture of EMD I/We shall be liable to make good loss or damage resulting from such cancellation.

**Full Name of the Applicant-**

**1. Address for correspondence**

**Phone No-**

**Alternative phone No-**

**2. Permanent Native address**

**Village-.....**

**Post...../ Dist.....**

**Pin code.....**

**Signature of the applicant**

  
COMMISSIONER, SMC

  
SIGNATURE OF THE BIDDER

**INFORMATION REGARDING CURRENT LITIGATION, DEBARRING EXPELLING OF QUOTATIONED OR ABANDONMENT OF WORK BY THE QUOTATIONER**

1. Is the bidder currently involved in any litigation relating to the works **Yes/ No**

If yes: give details:

2. Has the bidder or any of its constituent partners been debarred? **Yes/ No**

Expelled by any agency in India during the last 10 years.


3. Has the bidder or any of its constituent partners failed to perform on any contract work in Sambalpur Municipal Corporation If yes, give details: **Yes/ No**

**Note:**

**If any information in this Appendix is found to be incorrect or concealed qualification application will be summarily be rejected.**

**Signature of the applicant**

  
COMMISSIONER, SMC

  
SIGNATURE OF THE BIDDER

UNDERTAKING

(On the Bidder's Letter Head regarding not have any pending judicial proceeding for any criminal offences)

I, hereby undertake that there is no criminal case pending in any Court of Law against our company or against the Proprietor/Director/ Persons to be deployed by our company.

I/we further certify that Proprietor/Director/Personnel/Manpower to be deployed by our company have not been convicted of any offence in any Court in India during the recent past. I understand that am fully responsible for the contents of this undertaking and its truthfulness.

Yours sincerely

Authorized Signature  
(in full and initials)

Name and Designation of the Signatory:

Name of the Bidder and Address:

  
COMMISSIONER, SMC

**Declaration for No Conflict of Interest**

We undertake that, in competing for (and, if the award is made to use, in executing) the project, we strictly observe the laws against fraud and corruption in force in India namely "prevention of corruption act, 1988" and its subsequent amendments thereof.

We hereby certify and confirm that in the presentation and submission of our bid, we have not acted in concert or in collusion with any other bidder or other person(s) and also not done any act, deed or thing which is or could be regard as anti-competitive.

We further confirm that we have not offered nor will offer any illegal gratification in cash or kind to any person or agency in connection with the bid.

Dated this .....day of ..... 2022

Name of the bidder

Signature of the Bidder/Authorized person

Name of the Authorized person

  
COMMISSIONER, SMC

SIGNATURE OF THE BIDDER

(FORM-F1)

APPLICATION FOR FINANCIAL BID

A. Demolition of existing unauthorized structures:-

Sl. No.	Rate per structures	No. of structure	Total cost

B. Advertising on Existing Structures:-

Sl No.	Type of advertisement	Rate per sqft	Total sqft	Total Cost
01	Glow sign board			
02	Collapsible kiosk			
03	Hoarding Board lit			
04	Hoarding Board non lit			
05	LED display			
06	Wall painting (other than created by SMC)			
07	Advertising on Electric pole			
Grand total				

C. Advertising on New Structures:-

Sl No.	Type of advertisement	Unit	Rate	Estimated Total per year	Total Cost
01	Glow sign board	per sqft			
02	Collapsible kiosk	per sqft			
03	Creation of new Hoarding Board lit	per sqft			
04	Creation of new Hoarding Board non lit	per sqft			
05	LED display	per sqft			
06	Advertisement on Umbrella	Per day			
07	Advertisement on Balloons	Per day			
08	Advertisement through Audio system	Per day			
09	Video display in public places	Per day			
10	Advertising through vehicle	Per sqft			
11	Banner Hanging	Per sqft			



12	Wall painting (other than created by SMC)	Per sqft			
13	Flat gate (non lit)	Per sqft			
14	Box Gate (non lit)	Per sqft			
15	Box Gate (lit)	Per sqft			
16	Advertising during Exhibition/ Opera /Yatra	Per sqft			
Grand total					

**D. Total Bid value**

Period	Calculation	Amount
01.04.2025 to 31.03.2026	$(B+C)-A = X$	
01.04.2026 to 31.03.2027	10% of $X = Y$	
01.04.2027 to 31.03.2028	10% of $Y = Z$	
01.04.2028 to 31.03.2029	10% of $Z = XY$	
01.04.2029 to 31.03.2030	10% of $XY = YZ$	
Grand total		

The highest quoted bidder is selected as H-1 for the issuance of the Letter of Award (LOA).


Yours sincerely

Authorized Signature

(in full with seal & date)

  
COMMISSIONER, SMC

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SIGNATURE OF THE BIDDER