



SAMBALPUR MUNICIPAL CORPORATION: SAMBALPUR

Odisha - 768001

Phone No. 0663-2411316 / E Mail : sambalpurm.hud@od.gov.in

Letter No: 14914 /SMC

Date: 16/12/2025

Tender Call Notice

Sealed Tenders are invited from **reputed Artists / Individuals / Art Institutions** for **Stage Craft for LokMahotsav-2026**, Sambalpur, to be held at **PHED Ground, Ainthapali, Sambalpur** from **4th January to 8th January, 2026**.

The Tender documents should be submitted through **Speed Post / Registered Post / Courier / Tender Box** to the following address:

**Office of the Commissioner,
Sambalpur Municipal Corporation,
Durgapali, Sambalpur – 768006**

The last date of submission of Tender is **23.12.2025 up to 3:30 PM**.

The envelope containing the Tender documents along with supporting papers must be **super scribed as:**

"Tender for Artist / Individual / Art Institution for Stage Craft for LokMahotsav-2026, Sambalpur to be held at PHED Ground, Ainthapali, Sambalpur from 4th to 8th January, 2026."

The Tenders shall be opened in the **Conference Hall of Sambalpur Municipal Corporation** on **23.12.2025 at 4:30 PM**. All bidders are requested to remain present at the time of opening of the Tender.

Selection shall be made on the basis of the **lowest cost Tender** fulfilling the eligibility criteria.

Eligibility Criteria & Documents to be Submitted

1. Valid PAN Card and GST Registration Certificate
2. Tender Paper Cost of Rs.1,000/- (one thousand) in shape of Demand Draft in favour of Commissioner Sambalpur Municipal Corporation payable at Sambalpur
3. EMD for Rs.10,000/- (Ten thousand) in shape of Demand Draft/ Fixed Deposit in favour of Commissioner Sambalpur Municipal Corporation payable at Sambalpur. The EMD of unsuccessful bidders will be refunded after completion of the event.
4. Vendors with MSME and Start ups registration are exempt from EMD as per rule.
5. Rate Quote / Financial Proposal
6. Self-Declaration as per Annexure-I
7. The bidder must be registered at Sambalpur. The stagecraft designer must possess the following essential qualities, keeping in mind the Sambalpuri ethos, culture, and public expectations:

I. **Deep Understanding of Sambalpuri Culture**

- Knowledge of Sambalpuri Art, Culture, tribal patterns, and Folk Symbols
- Sensitivity towards Local Traditions, Lok Utsav spirit, and Regional Sentiments
- Ability to visually represent Sambalpur's heritage, folk music, dance, and craftsmanship

II. **Creative & Theme-based Design Capability**

- Innovative stage concepts aligned with Lok Mahotsav themes
- Use of traditional elements blended with modern aesthetics
- Creative backdrop designs reflecting folk narratives, rural life, and cultural pride

III. **Quality of Materials & Workmanship**

- Use of safe, durable, and weather-resistant materials
- Preference for eco-friendly and reusable materials
- High standards in finishing, detailing, and structural stability

IV. **Safety & Compliance**

- Compliance with fire safety norms, electrical safety, and structural safety standards
- Proper load-bearing design and secure installation
- Adequate arrangements for artist movement and backstage safety

V. **Timely Execution & Professionalism**

- Ability to complete work within strict timelines
- Availability of skilled manpower for quick installation and dismantling
- Responsive supervision during rehearsals and live events

VI. **Innovation with Local Touch**

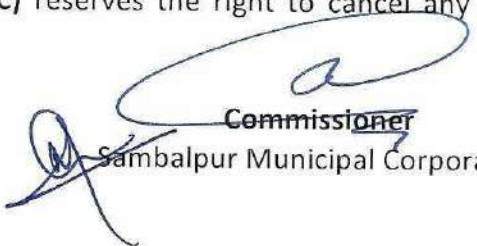
- Incorporation of local artisans, waste-to-art concepts, and traditional crafts
- Creative use of lighting, colors, textures, and cultural symbolism
- Customization instead of generic, ready-made designs

VII. **Documentation & Presentation**

- Submission of 3D views, sketches, theme notes, and material specifications
- Clear costing and break-up of stage elements
- Willingness to incorporate suggestions from the Tender Committee / Organising Authority

8. Stage design shall be provided to the selected bidder after approval of the **District Cultural Committee**

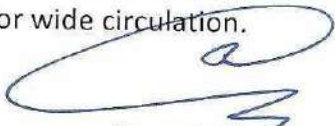

The Sambalpur Municipal Corporation (SMC) reserves the right to cancel any or all the Tenders without assigning any reason thereof.


Commissioner
Sambalpur Municipal Corporation

Memo No.: 14915 Date: 16/12/25

Copy to:

- MIS, SMC for wide publication of the Tender Call Notice on SMC Website and Notice Board.
- Notice Board of the Collectorate, Sambalpur / Sub-Collector, Sadar, Sambalpur / Tahasildar, Sadar, Sambalpur / District Culture Office for wide circulation.


Commissioner
 Sambalpur Municipal Corporation

FINANCIAL PROPOSAL

To

The Commissioner
Sambalpur Municipal Corporation
Sambalpur, Odisha

Sub: Tender for Stage Craft for Lok Mahotsav-2026, Sambalpur.

Sir,

I/We hereby submit our Tender for **Stage Craft for Lok Mahotsav-2026, Sambalpur**, as per the design provided by Sambalpur Municipal Corporation.

Sl. No.	Name of Item	Specification	Amount (In Rs.)
1	Stage Craft	Left side of Stage 40 ft length x 12 ft width x 12 ft height Right side of Stage 40 ft length x 12 ft width x 12 ft height Back side of Stage 80 ft length x 12 ft width x 25 ft height Craft Specification 1. Bamboo Structure, 25 ft HeightX80ft widthX8 ft defth 2. Iron Truss structure for supporting craft 3. Marking Cloth, Wooden Ply(9mm, 12MM), Wooden Bit, Synthetic Foam, Thermocol, Plaster of Paris, Good quality plastic paint, roto cloth 4. Must have 3D carving design having 50mm thickness 5. 5ft original replica of Maa Samalei Statue at stage	
	GST		
Total Amount (including GST)			

Signature of the Bidder with Seal
Mobile No.
EMail Id.



Municipal Commissioner
Sambalpur Municipal Corporation
Sambalpur

DECLARATION

I/We hereby declare that all the statements made in this application are **true, complete, and correct** to the best of my/our knowledge and belief.

I/We understand that in the event any information is found to be false or incorrect, or any figure is found to be inflated or misleading at any stage, or if I/We do not satisfy the eligibility criteria prescribed in the advertisement, the Tender is liable to be rejected.

I/We agree to abide by all the terms and conditions laid down by the **Sambalpur Municipal Corporation, Sambalpur**. In case of any lapse on my/our part affecting the performance or quality of work, or if the service is found substandard or unsatisfactory, proportionate value may be deducted from the bills as deemed fit by the competent authority.

Place:

Date:

Signature of the Bidder with Seal

Mobile No.

EMail Id.



**Municipal Commissioner
Sambalpur Municipal Corporation
Sambalpur**