ସମ୍ବଲପୁର ମହାନଗର ନିଗମ,ସମ୍ବଲପୁର

Email Id: Sambalpurm.hud@nic.in
Phone No. 0663-3500390

ପତ୍ର ସଂଖ୍ୟା ..... ୧୨୨୫ ..... ତା ..... 03.02.2026 .....

କଲ୍ୟାଣ ମଣ୍ଡପ ଟେଣ୍ଡର ନୋଟିସ

ଏତତଦ୍ୱାରା ସର୍ବସାଧାରଣଙ୍କ ଅବଗତି ନିମନ୍ତେ ଜଣାଇ ଦିଆଯାଉଛି ଯେ, ସମ୍ବଲପୁର ମହାନଗର ନିଗମ ଅଧିନସ୍ଥ କଲ୍ୟାଣ ମଣ୍ଡପ ଗୁଡିକର ୦୧ ମାର୍ଚ୍ଚ ୨୦୨୬ ରୁ ୨୮ ଫେବୃଆରୀ ୨୦୨୭ ପାଇଁ ଟେଣ୍ଡର ନିମନ୍ତେ ଆସନ୍ତା ୦୫.୦୨.୨୦୨୬ ପୂର୍ବାହ୍ନ ଘ. ୧୦.୦୦ ମି. ଠାରୁ ୧୬.୦୨.୨୦୨୬ ଅପରାହ୍ନ ଘ ୫.୩୦ ମି. ସୁଦ୍ଧା ଟେଣ୍ଡର ଫର୍ମ କୋରିୟର/ ସ୍ପୀଡ ପୋଷ୍ଟ ଯୋଗେ ଗ୍ରହଣ କରାଯିବ ଓ ୧୭.୦୨.୨୦୨୬ ପୂର୍ବାହ୍ନ ଘ ୧୧.୩୦ ମି ସମୟରେ ଟେଣ୍ଡରଧାରୀଙ୍କ ଉପସ୍ଥିତିରେ (Technical bid)ଖୋଲାଯିବ। ନୋଟିସର ସବିଶେଷ ତଥ୍ୟ ୱେବ ସାଇଟରେ (www.smcsambalpur.nic.in) ଉପଲବ୍ଧ ଅଛି। ଇଚ୍ଛୁକ ବ୍ୟକ୍ତି ପ୍ରଦତ୍ତ ୱେବ ସାଇଟ ମାଧ୍ୟମରୁ ଆବେଦନ ଫର୍ମ, ନୋଟିସ, ସର୍ତ୍ତ ଓ ନିୟମାବଳୀ ଇତ୍ୟାଦି ହାସଲ କରିପାରିବେ ଓ ଟେଣ୍ଡର ରେ ଭାଗ ନେଇପାରିବେ ।

ସହ ଆୟୁକ୍ତ
ସମ୍ବଲପୁର ମହାନଗର ନିଗମ
ସମ୍ବଲପୁର

ଜ୍ଞାପକ ସଂଖ୍ୟା ---- ୧୨୨୬ ---- ତା ---- 03.02.2026 ----

ଏହାର ଏକକିତା ନକଲ ମହାନଗର ନିଗମ କାର୍ଯ୍ୟାଳୟ ଅଫିସ ନୋଟିସ ବୋର୍ଡ/ଜିଲ୍ଲା ପରିଷଦ କାର୍ଯ୍ୟାଳୟ/ଜିଲ୍ଲାପାଳଙ୍କ କାର୍ଯ୍ୟାଳୟ,ସମ୍ବଲପୁର/ଉପଖଣ୍ଡ ଅଧିକାରୀ ଓ ତହସିଲଦାର, ସମ୍ବଲପୁର ଅଫିସ ନୋଟିସ ବୋର୍ଡରେ ପ୍ରକାଶନ ନିମନ୍ତେ ପଠାଗଲା।

ସହ ଆୟୁକ୍ତ
ସମ୍ବଲପୁର ମହାନଗର ନିଗମ
ସମ୍ବଲପୁର

Memo No. 1227 /TAX/SMC. Date 3.02.2026

Copy to MIS, SMC, Sambalpur for information and he is instructed to display in the website for information of General Public.

Asst. Commissioner
Sambalpur Municipal Corporation
Sambalpur

TENDER CALL NOTICE No. 1225/ SMC Date: 03.02.2026

SAMBALPUR MUNICIPAL CORPORATION

TENDER CALL NOTICE

LICENSE FOR

OPERATION AND MAINTENANCE OF

HIRAKUD TOWN HALL,

SAMBALPUR.

IMPORTANT DATES

SAMBALPUR MUNICIPAL CORPORATION

TENDER DOCUMENT

OPERATION AND MAINTENANCE OF HIRAKUD TOWN HALL, SAMBALPUR.

Sl no	Bidding Schedule	Dateline
1	Date of Issue	05.02.2026
2	Bid due Date & Time	16.02.2026, 5.30 PM
3	Opening of Technical Bid	17.02.2026, 11.30 AM
4	Opening of Financial Bid	To be intimated later to technically qualified bidders
5	Likely date for commencement of work	01.03.2026

About Sambalpur Municipal Corporation

Sambalpur Municipal Corporation (SMC) is the premier Urban Local Body of Sambalpur city, committed to efficient civic administration, infrastructure development, and welfare of the citizens. SMC manages and maintains public amenities including roads, parks, community halls, and Town Halls to serve the residents effectively and transparently.

TENDER CALL NOTICE

Sealed tenders are invited in Two-Cover System (Technical Bid and Financial Bid separately) from reputed individuals/agencies/firms for Operation and Maintenance of Hirakud Town Hall, located at Hirakud, Sambalpur, under Sambalpur Municipal Corporation, for a period of one (01) year, extendable on satisfactory performance.

1. Name of the Work

License for Operation and Maintenance of Hirakud Town Hall, Hirakud, Sambalpur.

2. Upset Price

Rs. 2,48,050/- (Rupees two lakh forty eight thousand fifty) only per annum.

3. Period of Contract

The initial period of license shall be one (01) year, to be extended up to a maximum of two (02) additional years based on satisfactory performance and approval of the competent authority.

- If extension is granted after one year, the agency shall pay an additional 10% of the quoted annual license fee for each extended year.

- A fresh work order shall be issued by SMC for each extension period.

4. Selection Criteria

Selection will be made on H-1 (Highest Quoted Price) basis. The quoted annual license fee shall not be less than the upset price, otherwise the tender will be summarily rejected. Maximum two Kalyan Mandap can be awarded to one agency/individual.

5. Performance Security

Before signing of the agreement, the successful bidder shall deposit a Performance Security equivalent to 10% of the quoted price in the form of Bank Guarantee (BG) / Demand Draft (DD) / Fixed Deposit Receipt (FDR) pledged in favour of Commissioner, Sambalpur Municipal Corporation, payable at Sambalpur. The Performance Security shall remain valid for the entire contract period including

any extension. It shall be forfeited in case of violation of tender conditions, poor performance, or premature withdrawal.

6. Scope of Work

The selected agency/individual shall be fully responsible for complete operation, management and maintenance of Hirakud Town Hall during the license period. The scope includes but is not limited to:

- Cleanliness and Housekeeping: Daily cleaning of hall, stage, rooms, toilets, corridors, and surrounding areas; post-event cleaning.

- Regular Maintenance: Routine upkeep and minor repairs of building, fittings, and furniture.

- Electrical & Plumbing Maintenance: Repair and maintenance of all electrical and plumbing items during the license period at agency's own cost.

- Power Backup: Provide and maintain DG set with necessary fuel and maintenance for uninterrupted power supply.

- Gardening & Beautification: Maintain greenery and garden area around the Mandap.

- Repair Responsibility: All repair works (civil, electrical, plumbing, furniture, structural, etc.) shall be done by the agency at its own cost.

- Utility Bills: Electricity, water, and septic tank cleaning bills shall be borne by the agency.

- Manpower Deployment: Provide adequate staff for operation, supervision, and cleaning.

- Booking and Revenue Collection: Collect booking charges as per SMC-approved rates, issue receipts, and maintain records.

- Official Programmes: No rent or charges for programmes organized by SMC or Government Departments.

- Record Keeping: Maintain daily registers and submit reports to SMC.

- General Conditions: Maintain discipline, safety, and cleanliness; no subletting or misuse of premises.

- The workers engaged at the Town Hall shall not make any claim against the Municipal Corporation and shall not resort to any protest or strike. The tenderer shall be solely responsible for payment of wages to the workers and for any accident, injury, or loss suffered by them during the course of work, as per the Workmen's Compensation Act. The Municipal Corporation shall not be liable for any such claims.

- The tenderer shall not employ any child labour at the Town Hall or welfare centre under any circumstances.

- The waste generated from the Kalyana Dhyan Mandap shall be properly segregated and handed over to the Municipal Corporation. The applicable user fee for waste collection shall be paid by the tenderer.

- The Town Hall shall not be sub-let under any circumstances. If sub-letting is noticed, the Mahanagar Garh Nigam / Municipal Corporation shall have the right to cancel the agreement without notice.

- The tenderer and his/her employees shall behave courteously and in a friendly manner with all persons using the Town Hall.

- The tenderer shall not permit any person to reside within the Town Hall premises and shall not allow any animal or vehicle to be kept within the premises.

- The tenderer shall ensure uninterrupted supply of water and electricity to the welfare centre at all times.

- The tenderer shall not charge more than the maximum daily rate fixed by the Municipal Corporation for use of the Town Hall. No permanent construction shall be carried out in the Town Hall premises. If the open space of the Mandap is used, the additional rent as fixed by the Municipal Corporation shall be deposited by the tenderer at the Municipal Corporation office .
For cleaning purposes, an amount of Rs. 1,500/- per programme shall be paid by the tenderer to the Municipal Corporation.

- The tenderer shall make adequate security arrangements for the welfare centre.

- If the schedule of any Government function is fixed, private functions shall not be permitted during that period. The tenderer shall be bound by the decision of the Municipal Corporation authorities in this regard and shall not raise any objection or claim.

- In case of failure in the maintenance, management, or upkeep of the welfare centre, the tenderer shall be liable to pay the following fines per day:

Sl. No.	Nature of Default	Fine (Rs.)
1	Lapse in security arrangements	500
2	Lapse in management	500
3	Failure to segregate and hand over waste	300
4	Damage to equipment, electrical or water supply systems	300

- Party wishing to participate in the Town Hall auction shall not have any criminal case pending against them, shall not have been arrested, and shall not have any criminal history. A self-declaration to this effect shall be attached with the tender application.

- During natural calamities or acts of God, the Town Hall services shall be taken over by the Sambalpur Municipal Corporation. During such periods, the tenderer shall not be entitled to claim any compensation or damages from the Municipal Corporation.

7. Eligibility Criteria

a) Minimum one year of experience in operation/maintenance of Town Hall or similar facilities.

b) Documents to be submitted with Technical Bid:

I. PAN Card
II. GST Registration Certificate
III. Experience certificate issued by any type of Government/ULB authority
IV. Non-blacklisting declaration affidavit in stamp paper
V. No Criminal Record declaration affidavit in stamp paper
VI. Valid Trade License (if applicable)

c) Must have adequate manpower and resources.

8. Cost of Tender Paper

Rs.1,000/- (Rupees One Thousand) only (non-refundable), payable by Demand Draft in favour of Commissioner, Sambalpur Municipal Corporation, payable at Sambalpur.

9. Earnest Money Deposit (EMD)

Rs.24,805/- (Rupees twenty four thousand eight hundred five) only, in the form of DD/Banker's Cheque in favour of Commissioner, Sambalpur Municipal Corporation, payable at Sambalpur.

10. Availability of Tender Documents

Tender documents can be obtained from the office of the Sambalpur Municipal Corporation during office hours from 05/02/2026 to 16/02/2026 on payment of tender cost, or downloaded from www.sambalpurmc.gov.in. If downloaded, the cost of tender paper must be enclosed with the Technical Bid.

11. Submission of Tender

Sealed tenders shall be submitted in two separate sealed covers inside one main envelope superscribed as 'Tender for Operation and Maintenance of Hirakud Town Hall, Sambalpur.'

- Cover–A (Technical Bid): Eligibility documents, EMD, and tender paper cost.

- Cover–B (Financial Bid): Price bid in prescribed format. Address to: The Commissioner, Sambalpur Municipal Corporation, Durgapali, Sambalpur – 768006.

12. Important Dates

Last Date & Time of Submission: Up to 5.30 PM on 16/02/2026.

Opening of Technical Bid: At 11.30 AM on 17/02/2026.

Opening of Financial Bid: To be intimated later to technically qualified bidders.

13. Checklist of Documents (Technical Bid)

- Copy of PAN Card

- Copy of GST Registration Certificate

- Experience Certificate (minimum one year)

- Non-blacklisting declaration affidavit in stamp paper

- No Criminal Record declaration affidavit in stamp paper

- Valid Trade License (if applicable)

- Demand Draft for EMD

- Demand Draft for Tender Cost

- Signed copy of Tender Call Notice (as acceptance of terms)

- Any other relevant document

14. Terms & Conditions

A. The successful bidder shall sign an agreement within 7 days of issue of Work Order.
B. The Work Order will be valid for one year, extendable up to two additional years upon satisfactory performance.
C. Performance Security of 10% of quoted price shall be deposited before signing of agreement.
D. For each extension year, 10% of the quoted price shall be added to the previous year's license fee.
E. All expenses related to operation, maintenance, manpower, electricity, water, sanitation and DG set shall be borne by the agency.
F. SMC shall not be responsible for any financial, operational, or accidental liability.
G. Failure to maintain standards may lead to termination and forfeiture of Performance Security.
H. Organization will display a board on prominent place mentioning the rates of materials to be provided to the public (if asked by the customer) and provide the voucher to public for the same.
I. The selected agency will not make any addition/alterations in the structure. Any such work should be directly related to the purpose of Town Hall and prior approval of SMC should be taken before doing such work.
J. The selected agency will maintain the Town Hall to the satisfaction of SMC and will not utilize it for any other purpose.
K. The selected agency will not be allowed to use the premises to put up boards /hoardings.
L. The selected agency can only inscribe board as "**Hirakud Town Hall, Sambalpur Municipal Corporation**" maintained by_____(the selected agency)
M. SMC will have the right of ownership/control /all rights in the Town Hall.
N. In case of breach of any condition by the organization, the SMC Shall be entitled to terminate the MOU and take all control /charge of the Town Hall.

O. In the event of dispute covering or arises out of the clause / clauses of MoU, the same shall be resolved through negotiation. Alternatively, the dispute may be referred to the next higher authority for adjudication whose decision shall be binding on both parties. In case either party is aggrieved on the decision of the next higher authority, the jurisdiction of the court shall be at Sambalpur in the district of Sambalpur, Odisha. Neither party shall competent to bring any case/suit in regard to the matters covered by this agreement before any court of law outside Sambalpur.

P. The Commissioner, SMC reserves the right to reject or cancel any or all tenders without assigning any reason.

For further details or any other quarries, contact:

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

Phone: 0663-3500390

Email: sambalpurm.hud@nic.in

Website: www.smcsambalpur.nic.in

Sd/-
Commissioner
Sambalpur Municipal Corporation

Format for Financial Proposal (Cover–B)

Name of Work	Location	Upset Price (per year)	Quoted Annual License Fee (₹)	In Words (Rupees)	Remarks (if any)
Operation & Maintenance of Hirakud Town Hall	Hirakud Sambalpur	**₹ 2,48,050/-**			

Note:

1. Quoted amount must not be less than upset price.
2. Selection on **H-1 basis**.
3. In case of discrepancy, amount in words shall prevail.
4. In case more than one bid is quoted with same quoted price and the quoted price of them becomes the lowest, then the tender accepting authority will finalize the tender through a **transparent lottery system** in presence of authorized representatives of bidders.