



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

Phone No. 0663-2411316 / Email: [sambalpurm.hud@gov.od.in](mailto:sambalpurm.hud@gov.od.in)

Letter No: 6769 /SMC

Date. 11/05/2026

**SHORT QUOTATION CALL NOTICE**

Sealed quotation invited in letter head of **reputed local (within the jurisdiction of Sambalpur district) Registered firm/supplier/Event Management service provider/Decorator for Event Management Services for provision of 22 Nos Temporary Health Camp for ensuing Sital Sasthi Yatra 2026 in Sambalpur Municipal Corporation Area.** The Quotation documents should be submitted through of Registered/Speed Post/Courier to the address of the Commissioner, Sambalpur Municipal Corporation, Durgapali, Sambalpur, Pin-768006 on or before 18.05.2026 by 02.00PM. The envelope containing the tender document along with supporting documents should be super scribed by "for **Event Management Services for provision of 22 Nos Temporary Health Camp for ensuing Sital Sasthi Yatra 2026 in Sambalpur Municipal Corporation Area**". The authority will not be held responsible for any postal delay. The quotation shall be opened at OSWAN hall of the SMC on dtd. 19.05.2026 by 10.00AM. All the bidders are requested to remain present at the time of opening of the tender.

**Terms and conditions**

The bidders shall abide with the following terms and conditions: -

1. The Event Management Services for ensuing Sitalsasthi Yatra 2026 is to be complete in all respect before 19th June 2026 from the date of issue of the order otherwise the order will be automatically cancelled.
2. The Registered firm/supplier/Event Management service provider /Decorator has to follow the instruction of the Authority/Engineer in charge
3. The price quoted by the bidder must be inclusive of all taxes, Installation, transportation charges and removal of post event completion.
4. The rate quoted by the bidder should be valid for one year. SMC have right to engage/hire/service in phase manner as and when required.
5. The items should be of reputed brand, quality.
6. The authority reserves the right to reject any or all tender without assigning reason thereof.
7. The tenderer should submit their offer along with valid GST Registration number & Income Tax PAN Number and other related documents as mentioned in the tender schedule.
8. The tender must have 5-year experience in similar nature work in any Govt organization/ULB/Corporation. Copy of work order must be submitted.
9. The tender must submit non-refundable **tender fees of ₹6,000/- (Rupees Six Thousand) only and refundable EMD of ₹20,000/- (Rupees Twenty thousand only) in form of Demand draft in favour of the Commissioner, Sambalpur Municipal Corporation payable at Sambalpur.**
10. The annual average turnover of the bidder must have ₹50.00 lakh in last three financial year (i.e FY-2022-23,2023-24&2024-25).CA certificate should be attached.
11. **Service Provider shall be responsible for planning & execution of the services as expected and agreed to meet the requirements in time.**

12. It shall be the responsibility of the service provider to arrange for manpower, material and necessary expertise for executing the work.
13. The Service Provider would provide the deliverables in the committed time frame, i.e. before 19th June 2026
14. The Service Provider shall be responsible to hand over the site thoroughly neat and clean to the land-owning agency by the last evening /end of the event.
15. Removal of garbage from the site and its disposal shall be responsibility of the service provider.
16. The Service Provider shall ensure that if required for the event, all the relevant licenses/registrations/permissions which may be required for providing the services are valid during the entire period of the contract, failure of which shall attract the appropriate penalties and shall be recovered from the Service Provider.
17. The service provider shall ensure that all the electrical cables and wires shall be property insulated. There shall not be any loose wires. Genset installation for the event would be the responsibility of the selected Service Provider with the required permission
18. All electrical installations shall be in accordance with the provision of the Regulations for Licensing and Controlling Places of Public Amusement (other than Cinemas).
19. Financial Proposal should be in separate envelope as per Annexure-1.

**20. Buyer's Obligations**

- a. The Buyer shall facilitate the selected Service Provider in getting permissions/licenses if needed
- b. If the event is being held at the buyer's location the buyer must ensure that the site is handed over to the service provider well ahead at time.
- c. The Buyer shall notify the Service Provider of any dishonest, wrongful or negligent acts or omissions of the Service Provider's employees or agents in connection with the Services as soon as possible after the Buyer becomes aware of the same.
- d. The Buyer shall undertake monitoring of the project and coordinate with the service provider for the completion of the project.
- e. The Buyer shall have the right to call for information, sketches, designs etc. any other detail, if necessary, to enable them to understand the project progress and the service provider shall provide all the needed information at the request of the buyer.

  
Commissioner

Sambalpur Municipal Corporation

Memo No. 6770 /SMC

Dtd. 11/05/2020

Copy to Addl. Commissioner, SMC/ City Engineer, SMC/Executive Engineer II, SMC/Account Officer, SMC/AEE, SMC/JE, SMC/Establishment section, SMC/MIS, SMC for wide publication of Tender Notice in Notice Board & SMC website for wide circulation.

  
Commissioner

Sambalpur Municipal Corporation

Memo No. 6771 /SMC

Dtd. 11/05/2020

Copy submitted to Collector, Sambalpur and Administrator, SMC for kind information.

  
Commissioner

Sambalpur Municipal Corporation

## Financial Proposal


Name of the Work: - Event Management Services for Provision of 22 Nos Temporary Health Camp for ensuing Sital Sasthi Yatra 2026 in Sambalpur Municipal Corporation Area.

Eligibility Tenderer: - Local (with in jurisdiction of Sambalpur district) Registered firm/supplier/Event Management Service Provider/dealer/Decorator.

Sl. No.	ITEM/MATERIAL FOR THE EVENT	Unit/Size	Qty.	Rate in Figure	Amount in Figure
1	2	3	4	5	6
1	Pagoda Tent of 16'0" X 16'0" size made of fabric with fire retardant, 100% water proof and UV resistance, antifungal fabric of white colour with complete Iron pipe & frame including front facia & back ground facia including flooring/carpeting in all respect as per direction of E.I.C. for a period of two days.	One Complete Item	2 Nos		
2	Jamboo Cooler of 190 Liter capacity or above including all fittings, fixtures etc complete in all respect as per direction of E.I.C. for a period of two days.	One Complete Item	22 Nos		
3	Light & Plug point including mobile charging point etc complete with ambience light, decoration for each Tent etc complete in all respect as per direction of E.I.C. for a period of two days.	One Complete Item	22 Nos		
4	2 Nos of Iron Table with good quality table cloth etc complete for each Tent etc complete in all respect as per direction of E.I.C. for a period of two days	One Complete Item	44 Nos		
5	4 Nos reputed brand chair of good quality for each Tent etc complete in all respect as per direction of E.I.C. for a period of two days.	One Complete Item	88 Nos		
6	One flex banner of size 6 feet X 3 feet branding with SMC Name, Logo with Sitalsasthi Yatra 2026 branding etc complete in all respect as per direction of E.I.C. for a period of two days.	One Complete Item	22 Nos		
7	Silent Generator of 3 KVA or above for each tent with provision of operator (Excluding Fuel) etc complete in all respect as per direction of E.I.C. for a period of two days.	One Complete Item	22 Nos		
8	GST@ Grand Total				

We understand that Rate quoted for items in Table-1 shall be approved on Least Cost (L-1) basis.

Thanking you  
Yours sincerely  
Authorized Signature (in full and initial):  
Name of firm, Address

  
Commissioner  
Sambalpur Municipal Corporation