



Sambalpur Municipal Corporation

Sambalpur

Email id: sambalpurm.hud@od.gov.in/

Tender Call No.11589 /SMC

Dt.17.08.2026

TENDER CALL NOTICE

Sealed tenders are invited from interested/reputed/registered Event management Unit for organizing **Local Self Governance Day** on Dt.31.08.2026. The details of item specification and quantity along with financial bid attached in annexure-I. The tender documents have to reach the address of the undersigned (To the Commissioner, Sambalpur Municipal Corporation, Durgapali, Sambalpur, Pin-768006 on or before **24.08.2026 by 4.00 P.M.** The envelope containing the tender documents along with supporting documents should be super-scribed by "**TENDER FOR ORGANISING LOCAL SELF GOVERNANCE DAY 2026**" should reach this office through speed post/registered post/directly drop in the tender box. The authority will not be held responsible for any postal delay. The tender shall be opened at Conference Hall of SMC on dtd.**24.08.2026 on 4.30 PM.** All the bidders are requested to remain present at the time of opening of the tender. The tender document along with the items list can be downloaded from SMC official website www.smcsambalpur.nic.in.

The following documents to be submitted along with the tender document: -

1. Self-attested copy of up-to-date GST registration certificate.
2. Self-attested copy of PAN.
3. Bidder shall submit non-refundable demand draft of **Rs.6,000/- (Rupees Six thousand only) in favour of "the Commissioner, Sambalpur Municipal Corporation"** payable at Sambalpur from any scheduled commercial bank towards as tender cost.
4. Bidder shall submit refundable demand draft of **Rs.25,000/- (Rupees Twenty-five thousand only) in favour of "the Commissioner, Sambalpur Municipal Corporation payable at Sambalpur"** from any scheduled commercial bank towards as EMD.
5. Agency must have Work Order Value of 5 Lakhs in any of the last 3 Years. Copy of work order to be enclosed with bid documents.
6. The financial bid (BOQ) is mentioned at Annexure -I

By Order Of Commissioner


Dy. Commissioner (Gen & Misc)
Sambalpur Municipal Corporation
Sambalpur

Memo No.-11590 /SMC

Dt:-17.08.2026

Copy to the DIO, NIC, Sambalpur/Steno to DM & Collector,
Sambalpur/CDO-cum-EO, Zillaparisad, Sambalpur/ Sub-collector,
Sadar, Sambalpur/ Tahasildar, Sadar, Sambalpur/ Tahsildar,
Maneswar/ BDO, Maneswar/ BDO, Dhankauda for information with a
request to publish the same in the notice board for wide publication.
Copy to MIS, SMC displayed at SMC website
(<http://smcsambalpur.nic.in>)/notice board for public information.


Dy. Commissioner
Sambalpur Municipal Corporation
Sambalpur

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SECTION I: INSTRUCTIONS TO BIDDERS (ITB)

1. General Guidelines

- The bidder must be an established Event Management Company / Firm / Proprietary entity registered under Indian Company / Partnership / MSME Act.
- Bidders are advised to inspect the venue (SMC Premises, Durgapali, Sambalpur) to understand site conditions, access roads, electrical load points, layout parameters, and safety requirements before submitting their proposal.

2. Eligibility & Pre-Qualification Criteria

Only bidders meeting all of the following minimum criteria are eligible to bid:

Sl. No.	Parameter	Mandatory Eligibility Requirement	Supporting Document Required
1	Legal Entity	Registered Firm / Company / Society / Partnership / Sole Proprietorship/Individual	Incorporation Certificate / Trade License / Partnership Deed
2	Taxation	Valid Permanent Account Number (PAN) and active GST Registration	Self-attested copy of PAN & GSTIN Registration Certificate with up-to-date filing
3	Tender Paper Cost	₹6,000/- (Non-Refundable)	Demand Draft in favor of "The Commissioner, Sambalpur Municipal Corporation"
4	Bid Security (EMD)	₹25,000/- (Refundable)	Demand Draft / Term Deposit Receipt in favor of "The Commissioner, Sambalpur Municipal Corporation"
5	Experience	Work Order Value of 5 Lakhs in any of the last 3 Years	Copies of Work Orders / Completion Certificates issued by

Sl. No.	Parameter	Mandatory Eligibility Requirement	Supporting Document Required
			Govt./PSU/Autonomous Bodies
6	Non-Blacklisting	The firm should not have been blacklisted/debarred by any Central/State Govt./PSU/Urban Local Body	Self-attested

Award of Contract: The contract will be awarded to the Lowest Responsive Bidder (L1) based on the grand total evaluated price quoted in the BOQ. In the event of a tie among multiple L1 bidders, SMC reserves the right to decide via a transparent lottery system in accordance with standard municipal norms.

SECTION II: GENERAL CONDITIONS OF CONTRACT (GCC)

1. Definitions & Interpretations

- **"Authority / Corporation"** means the Sambalpur Municipal Corporation (SMC), represented by its Commissioner or designated representative.
- **"Agency / Contractor / Service Provider"** means the successful bidder whose tender has been accepted and who signs the contract.
- **"Work / Event"** means the end-to-end execution and management of Local Self Governance Day 2026.

2. Execution Schedule & Handover

- The entire infrastructure, stage, sound, lighting, pandal, seating, and thematic branding must be fully installed, tested, and handed over to the SMC Nodal Committee **by 6:00 PM on 30.08.2026 (14 hours prior to the event start)**.
- A dry run and acoustic/visual test must be conducted in the presence of SMC officials on the evening of 30.08.2026.

4. Force Majeure

Neither party shall be liable for failure to perform its contractual obligations if such failure is caused by an act of God, war, civil commotion, extreme climatic disaster, or statutory government lockdowns. In such cases, costs incurred for verified actual work on the ground shall be settled amicably based on joint inspection.

5. Termination of Contract

SMC reserves the full right to cancel the work order, forfeit the Performance Security & EMD, and blacklist the agency if:

- The agency fails to mobilize resources or perform work as per specifications.
- The agency sublets or assigns the contract to a third party without authorization.
- The agency engages in corrupt, fraudulent, or coercive practices.

6. Dispute Resolution & Legal Jurisdiction

All disputes arising out of this contract shall first be referred to the Commissioner, SMC for mutual resolution. If unresolved, the matter shall fall under the exclusive jurisdiction of the competent **Civil Courts at Sambalpur, Odisha**.

SECTION III: SPECIAL CONDITIONS OF CONTRACT & PENALTY FRAMEWORK

1. Safety, Fire & Electrical Clearances

- All tent fabric and pandal installations must be fire-retardant grade. The agency must install adequate numbers of dry powder fire extinguishers at the stage, electrical hubs, and dining areas.
- Electrical cables must be heavy-duty, properly insulated, and run through protective PVC floor ramps to avoid tripping and short-circuit hazards.
- Temporary stage platforms (24 ft x 22 ft) must be rigorously load-tested with safety rails and smooth non-slip ramps for VVIPs and senior citizens.

2. Comprehensive Penalty Framework

Any operational shortfall, delay, or compromise in material quality will result in immediate deductions from the final bill as outlined.

Note: The cumulative penalty shall not exceed 10% of the total contract value. Exceeding this limit shall trigger contract termination, forfeiture of security deposit, and statutory blacklisting.

3. Payment Terms & Statutory Deductions

- No mobilization advance or interim advance payment will be disbursed under any circumstances.
- The agency shall submit a single comprehensive GST invoice along with detailed photographic and videographic proof of execution, jointly certified by the SMC Event Verification Committee.
- Statutory deductions including Income Tax TDS (u/s 194C), GST-TDS (2%) shall be deducted at source from the gross payable amount.


Dy. Commissioner
Sambalpur Municipal Corporation

- Payment will be processed through online PFMS / Treasury / Direct Account Transfer within 30 days of bill verification.

SECTION IV: DETAILED SCOPE OF WORK & TECHNICAL SPECIFICATIONS

The selected agency will be responsible for turnkey management, supply, installation, testing, maintenance, and dismantling of all elements across the following functional areas:

1. Tentage, Pandal & Site Infrastructure

- **Main Event Pandal (4,200 Sq. Ft.):** Built on a branded, heavy-duty modular iron/aluminum truss structure, 12 ft clear side height, waterproof, covered with clean, fire-retardant fabric ceiling with approved colour scheme and branded fascia.
- **Fooding & Dining Pandal (2,400 Sq. Ft.):** Waterproof structural setup, 12 ft height, well-ventilated, equipped with food counters and dining tables.
- **Floor Matting (42 Units of 10 ft x 10 ft):** Non-woven heavy exhibition carpeting beneath all seating rows.
- **Site Barricading:** Minimum 3 ft high GI pipe / wooden structural approach barricading along venue pathways and VIP entrance gates.
- **Portable Hand Wash Stations:** 3 independent units equipped with overhead/internal water supply tanks, drainage pipes, liquid soap dispensers, and waste bins.
- **Cooling & Ventilation:** 3 high-capacity industrial evaporative air coolers (20,000 to 30,000 CMH delivery, 150-200 L tank) and 6 units of 1200 mm standard ceiling/pedestal fans.

2. Stage Setup, Audio-Visual & Electricals

- **Stage Platform (24 ft x 22 ft = 528 Sq. Ft.):** 3 ft elevated, sturdy iron scaffolding frame with 19 mm waterproof marine plywood top, covered with premium red/green event carpet, bordered with skirtings, and fitted with smooth VVIP ramp access.
- **High-Definition Stage LED Video Wall (200 Sq. Ft.):** High-brightness P4 outdoor/indoor LED video wall with minimum 1920 Hz refresh rate, die-cast aluminum cabinets, live switcher console, and HDMI/SDI distribution for live feeds and presentations.
- **Acoustic Sound System:** Line array tops, dual base subs, minimum 8 units of 150W high-clarity monitor speakers (JBL/Bosch/Ahuja), 32-channel digital mixer, 5 UHF wireless cordless microphones, podium mics, and 1 complete live backup setup.

- **Stage & Ambient Lighting:** 10 minimum DMX-controlled LED PAR cans, moving head beams/sharpy spots, warm white profile lights, and 30 minimum 200W outdoor floodlights (120 lm/W) for campus coverage.
- **SMC Office Facade Illumination:** 3-storey building exterior facade decorative LED dynamic serial lighting controlled via DMX for 3 consecutive days.
- **Inaugural Effects:** High-pressure CO2 jet blower with indoor safety clearance deployed during flag hoisting and inaugural ceremonies.

3. VVIP, VIP & Public Seating

- 6 units of polished glass/wooden top center tea pois.
- 8 units of executive 2-seater sofas in clean, spotless white upholstery.
- 10 units of high-back wooden executive cushioned stage chairs with white arm covers.
- 50 units of cushioned Dunlop chairs with fitted white covers and back-ribbons.
- 500 units of heavy-duty molded fiber chairs for public and officer seating.
- 5 units of round conference tables with matching pleated frills.

4. Aesthetics, Floristry & Cultural Branding

- Fresh floral styling on main stage podium, flag post, welcome arch, and dias tables using natural marigolds, orchids, carnations, and gerberas.
- Thematic balloon decor with up to 6,000 units in approved municipal colour palettes.
- 300 sq. ft. intricate welcome Rangoli / Alpana at main entrance.
- Premium mementos, citation frames (Manapatra), silk and cotton Uttariya shawls, custom trophies (1st/2nd/3rd), and native saplings in handcrafted ceramic pots with Sambalpuri motifs.

5. Cultural Management & Food Catering

- **Folk & Cultural Troupe:** Traditional 10-piece Sambalpuri Dulduli musical troupe in authentic attire (minimum 60 minutes), alongside an established 4-piece musical band and a multilingual master of ceremonies (Odia/Sambalpuri/English).
- **Breakfast / Tiffin (600 Packets):** Freshly prepared Puri, Upama, Ghuguni, and sweet dish from an FSSAI-licensed caterer.
- **Full-Course Buffet Lunch (600 Plates):** Steamed Rice, Dal Fry, Mixed Vegetable Korma, Paneer Curry, Dahi Baigan, Vegetable Chips, Chilli Mushroom, Kheer, Papad, Chicken Curry and Fish Fry.

- **Bottled Drinking Water:** 150 cartons/crates of packaged 200ml sealed drinking water cups/bottles (ISI/WHO certified).


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Sambalpur Municipal Corporation

SECTION V: BILL OF QUANTITIES (BOQ) / FINANCIAL BID (ANNEXURE-I)**Tender Reference:** SMC/LSGD/2026-27/01**Name of the Bidder:** _____

(To be sealed inside Cover-2: Financial Bid. Rates must be quoted in Indian Rupees, inclusive of all material, transport, labor, and installation costs, but excluding GST)

SL NO	ITEM NAME	SPECIFICATION / DETAILS	UNIT	QUANTITY	Unit Rate	Total Amount
A. Tentage & Site Infrastructure						
1	Tent with truss	Minimum height 12 ft, fire-retardant fabric, branded fascia, colour as approved	Sq. ft.	4200		
2	Tent for fooding area	Minimum height 12 ft, fire-retardant fabric, branded fascia, colour as approved	Sq. ft.	2400		
3	Matting	Size 10 ft x 10 ft (approx.) per unit, floor covering under seating area	Sq. ft.	4200		
4	Fencing & barricading	Approach roads and venue perimeter, height min. 3 ft, per site requirement	Running ft.	As per site plan		
5	Wash basin	Portable type with water supply arrangement by agency, placed near seating blocks	Numbers	3		
6	Cooler	Standard industrial evaporative air cooler having air delivery rates of 20000 to 30000 cubic meters per hour, motor power from 2kw to 3kw and water tank capacity between 150 to 200 litres.	Numbers	3		
7	Ceiling fan	1200 mm AC Ceiling fan along with accessories and connection	Numbers	6		
B. Stage, Sound & Lighting						

SL NO	ITEM NAME	SPECIFICATION / DETAILS	UNIT	QUANTITY	Unit Rate	Total Amount
8	Stage (24 ft x 22 ft)	Platform height min. 4 ft, load-tested, ramp/step access for VVIPs, carpeted	Sq. ft.	528		
9	LED for stage background	A minimum P4 pixel pitch with a minimum refresh rate of 1920 Hz and Modular die cast aluminium cabinets for flexible assembly	Sq. ft.	200		
10	Podium (steel)	With mic-stand fitting and branding panel on front face	Numbers	1		
11	Sound system	Minimum 150 watt output speakers from reputed brands like Bosch, JBL, Ahuja, Sony (Minimum quantity-8 nos), 4 wireless microphones from reputed brands (handheld/collar/podium mix), 1 back up unit of JBL Audio	Set	1		
12	Stage light	LED PAR Cans/Wash lights, Moving Head beams and spots, Fresnel lights, Follow spots (as required for a stage of 24 ft×22 ft)	Numbers	10 (min.)		
13	Outdoor light in site tent	Minimum 200 watt Flood light with minimum luminous efficacy of 120 lm/w for tent interior	Numbers	30 (min.)		
14	Office lighting decoration (outdoor)	Full 3 storey building decoration with DMX control system and an exterior facade system for a period of 3 days	Numbers	1		
15	CO2 blower	Indoor safety clearance required; deployed once, at flag hoisting/inaugural moment	Numbers	1		

SL NO	ITEM NAME	SPECIFICATION / DETAILS	UNIT	QUANTITY	Unit Rate	Total Amount
C. Furniture & Seating						
16	Tea poi	Standard size, polished wooden/glass-top finish	Numbers	6		
17	Sofa - 2-seater	Premium upholstery, white colour	Numbers	8		
18	Wooden chair - VVIP (for stage)	Cushioned, with chair cover, arranged per seating plan	Numbers	10		
19	Dunlop chair	With chair cover, arranged in designated block	Numbers	50		
20	Fibre chair	Uniform colour, row/block seating with marked aisles	Numbers	500		
21	Round table with frill	Table size 3 ft dia. (approx.), frill colour/fabric as approved	Numbers	5		
D. Decoration & Flowers						
22	Balloon decoration (office & fooding area)	Capped at maximum 6,000 balloons (mixed air/gas), colour scheme as approved theme	Numbers (approx.)	6,000		
23	Flower decoration - podium (original)	Fresh flowers, size/height as per approved design	Numbers	1		
24	Flower decoration - table bouquet (original)	Fresh flowers, standard bouquet size	Numbers	10		
25	Flower decoration - flag hoisting & office building	Coverage: main entrance + office facade, flowers to remain fresh through the day	Location(s)	As per concept		

SL NO	ITEM NAME	SPECIFICATION / DETAILS	UNIT	QUANTITY	Unit Rate	Total Amount
26	Rangoli	Design complexity/material (powder or flower) as approved	Sq. ft.	300		
E. Awards, Mementos & Stationery						
27	Manapatra with framing	Frame material and printed content to be finalized with SMC	Numbers	6		
28	Uttariya - Normal (for Awardee)	Standard fabric, colour as approved	Numbers	15		
29	Uttariya - Silk (for Guest)	Silk grade fabric, colour as approved	Numbers	10		
30	Trophy - 1st / 2nd / 3rd	Trophies for 1st, 2nd, and 3rd positions across 15 award categories (e.g., best-performing ward, cleanliness, sanitation worker recognition, SHG performance, etc. — to be finalized by SMC), i.e. 3 positions × 15 categories = 45 units. Size and material as approved; engraving text and category names to be supplied by SMC.	Numbers	45		
31	Memento	Design and engraving details to be approved before production	Numbers	15		
32	Tray	Standard size, polished finish, for presentation of mementos	Numbers	10		
33	Fruit basket	Standard seasonal fruit assortment, quantity/contents to be confirmed	Numbers	10		
34	Sapling with pot for gifting	Sapling species and pot material with ceramic body	Numbers	10		

SL NO	ITEM NAME	SPECIFICATION / DETAILS	UNIT	QUANTITY	Unit Rate	Total Amount
		with Sambalpuri pattern. Sapling variety to be confirmed by SMC				
35	Invitation card	Design, printing quality and content finalization deadline to be agreed with SMC	Numbers	30		
F. Branding (Capped — Financial Control)						
36	Banner	Size 10 ft x 4 ft (standard), vinyl/flex, content supplied by SMC	Numbers (cap)	10		
37	Standee	Size 3 ft x 6 ft (standard), free standing	Numbers (cap)	15		
38	Box Gate Fascia (main entrance branding)	Full-width fascia at main venue entrance, design pre-approved by SMC	Set	1		
39	Stage branding	Backdrop and podium branding as one coordinated set	Set	1		
40	Placards	Standard size, hand-held, content supplied by SMC	Numbers (cap)	50		
G. Entertainment & Documentation						
41	Anchor	Proficiency in Sambalpuri/Odia/English	Numbers	1		
42	Dulduli (one troupe)	Minimum 10 performers, approx. 120 -minute performance with Sambalpuri attire.	Troupe	1		
43	Singer & Band	Minimum 4-hour performance, 4-piece band (minimum)	Package	1		
H. Food & Catering						

SL NO	ITEM NAME	SPECIFICATION / DETAILS	UNIT	QUANTITY	Unit Rate	Total Amount
44	Tiffin (Puri, Upama, Ghuguni)	Hygienically packed, FSSAI-compliant caterer	Plate	600		
45	Lunch (Rice, Dal fry, Veg korma, Paneer, Dahi-baigan, Veg chips, Chilli mushroom, Kheer & Papad, Chicken, Fish fry)	FSSAI-compliant caterer with valid food license, packed or served as directed by SMC	Meal	600		
46	Water bottle @ 200 ml	ISI/BIS-marked, sealed bottles of reputed brand.	Numbers	1500		
	Grand Total					

Total Amount in Words: _____ Rupees
Only (Excluding GST).

Authorized Signatory: _____

Name & Title: _____

Seal of Firm/Agency: _____


Dy. Commissioner
Sambalpur Municipal Corporation

SECTION VI: STANDARD BID FORMS & ANNEXURES

ANNEXURE-II: BIDDER'S PROFILE & GENERAL INFORMATION

(To be placed in Cover-1: Technical Bid)

1. Name of the Bidding Firm/Agency: _____
2. Type of Legal Entity: (Proprietorship / Partnership / Private Ltd / Public Ltd / LLP) _____
3. Registered Office Address: _____
4. Contact Details: Telephone No: _____ Mobile: _____ Email: _____
5. Name & Designation of Authorized Representative: _____
6. GSTIN Registration Number: _____
7. PAN (Permanent Account Number): _____
8. Tender Cost Payment Details: DD No: _____ Date: _____ Bank: _____
9. EMD Payment Details: DD/FDR No: _____ Date: _____ Bank: _____


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Sambalpur Municipal Corporation

ANNEXURE-III: TECHNICAL BID SUBMISSION FORM

(On Bidder's Official Letterhead)

To:

The Commissioner,
Sambalpur Municipal Corporation,
Durgapali, Sambalpur – 768006

Subject: Submission of Technical Bid for Event Management Services for Local Self Governance Day 2026

Ref: Tender Notice No: SMC/LSGD/2026-27/01 Dated 01.08.2026

Sir,

Having examined the complete Bidding Documents, including all terms, conditions, specifications, and annexures, we, the undersigned, offer to execute the event management work for Local Self Governance Day 2026 in strict conformity with your requirements.

1. We enclose the requisite **Tender Paper Cost of ₹6,000/-** and **Earnest Money Deposit (EMD) of ₹25,000/-** via Demand Drafts.
2. We confirm that our bid remains valid for a period of **365 days** from the date of opening of financial bids.
3. We hereby certify that we have not been debarred, blacklisted, or penalized by any Central/State Government body or Urban Local Body.
4. If our bid is accepted, we undertake to furnish the required **Performance Security Deposit of 5%** of the contract value and mobilize infrastructure 14 hours prior to the event.

Yours faithfully,

(Signature of Authorized Signatory with Date & Seal)


Dr. Commissioner
Sambalpur Municipal Corporation

ANNEXURE-IV: PAST PERFORMANCE & SIMILAR EXPERIENCE STATEMENT

(Attach copies of Work Orders / Completion Certificates)

Sl	Client Name / Dept.	Name of the Event	Work Order No/Date	Value of Work	Completion Date
1					
2					
3					


Dy. Commissioner
Sambalpur Municipal Corporation

ANNEXURE-V: NON-BLACKLISTING & INTEGRITY PACT

I, Sri/Smt. _____, aged about ____ years, Son/Daughter of _____, residing at _____, in the capacity of Proprietor/Director/Authorized Signatory of M/s _____, do hereby solemnly affirm and declare as follows:

1. That neither I nor our firm/company M/s _____ has ever been blacklisted, debarred, or suspended by Sambalpur Municipal Corporation, Housing & Urban Development Department (Govt. of Odisha), or any other Central/State Govt. Department/PSU.
2. That all information, documents, enclosures, and credentials submitted under Tender Call Notice No: _____ are true, genuine, and authentic.
3. That if any document or statement is found to be false, forged, or misleading at any stage, SMC shall be at full liberty to terminate the contract, forfeit our EMD / Performance Security, and initiate criminal proceedings against us under applicable law.

Deponent

(Signature & Seal of Authorized Signatory)

Verification: Verified at Sambalpur on this ____ day of _____ 2026, that the contents of the above affidavit are true and correct to the best of my knowledge and belief.

Signature


Dy. Commissioner
Sambalpur Municipal Corporation