

Sambalpur Municipal Corporation

Sambalpur



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Tender Call No. 12302/SMC

Dt. 05/9/2026

TENDER CALL NOTICE

Sealed tenders are invited from interested/reputed/registered Event management Unit for organizing **Inaugural ceremony of Sewa Pakhwada** on Dt.17.09.2026. 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 **11.09.2026 by 4.00 P.M.** The outer envelope containing the technical bid and financial bid should be super-scribed by "**TENDER FOR INAGURAL CEREMONY OF SEWA PAKHWADA**" should reach this office through speed post/registered post/directly drop in the tender box kept on ground floor at the Chamber of Deputy Commissioner, Gen, and Misc. The authority will not be held responsible for any postal delay. The tender shall be opened at OSWAN Hall of SMC on dtd.**11.09.2026 at 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.

By the Order of Commissioner

05/09/26

Deputy Commissioner

Sambalpur Municipal Corporation

Sambalpur

Memo No.-12303/SMC

Dtd:- 05/9/2026

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.

05/09/26

Deputy 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 (GM University Auditorium, 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 criteria are eligible to be considered for opening financial bid:

Sl. No.	Parameter	Mandatory Eligibility Requirement	Supporting Document Required
1	Legal Entity	Registered Firm / Company / Society / Partnership / Sole Proprietorship/ Individual	Incorporation Certificate / 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" payable at Sambalpur
4	Bid Security (EMD)	₹15,000/- (Refundable)	Demand Draft / Term Deposit Receipt in favor of "The Commissioner, Sambalpur Municipal Corporation" payable at Sambalpur.
5	Experience	Having minimum 5 years of Experience in Organizing events of similar kind for any Govt./ Autonomous/ULB institutions	Copies of Work Orders / Completion Certificates issued by Govt./PSU/Autonomous Bodies.

Sl. No.	Parameter	Mandatory Eligibility Requirement	Supporting Document Required
6	Work Value	The Agency must have 3 nos of Work Order in any last 3 years from Govt./ Autonomous/ULB institutions for organizing similar kind of events and each Work Order so produced should have minimum value Rs. 10 lakhs.	Copies of Work Orders
7	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 Sewa Pakhwada event on 17.09.2026.

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 16.09.2026.**
- A dry run and acoustic/visual test must be conducted in the presence of SMC officials on the evening of 16.09.2026.

3. 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.

4. Termination of Contract

SMC reserves the full right to cancel the work order, forfeit the EMD, performance SD 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.

5. 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-resistant 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.

2. Comprehensive Penalty Framework

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

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.

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

- **Fooding & Dining Pandal (60 ft*75 ft.):** Waterproof structural setup, 12 ft height, well-ventilated, equipped with food counters and dining tables.
- **Floor Matting:** On the Pandal, approach pathway(from Box gate to Main Stage), in front of sitting area and Green Room.
- **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 at the dinning area and 4 units at public sitting area and 4 units Standing AC for the stage.

2. Stage Setup, Audio-Visual & Electricals

- **High-Definition Stage LED Video Wall (20ft*10ft):** 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 **with Raiser**.
- **Acoustic Sound System:** Minimum 8 units of high-clarity monitor speakers (JBL/Bosch/Ahuja), 32-channel digital mixer, 4 units wireless cordless microphones, podium mics.
- 1 DG set of 125 kv including fuel of minimum 8 hours.
- **Stage & Ambient Lighting:** Warm white stage light for sufficient illumination of the stage.
- Table with Covers 10 nos.

3. VVIP, VIP & Public Seating

- 10 units of polished glass/wooden top center tea pois.
- 4 units of 2-seater sofas in clean, spotless with white cover for green room.
- 15 units of high-back wooden executive cushioned stage chairs with white arm covers and towels.
- 20 units of fiber chairs.



4. Aesthetics, Floristry & Cultural Branding

- Fresh floral styling on main stage and podium, inbox gate, Hall entry Gate, Green room, welcome arch, 3 sides of LED Screen and 15 nos. table bouquet using natural marigolds, orchids, carnations, and gerberas.
- silk and cotton Uttariya shawls, and native saplings in handcrafted ceramic pots with Sambalpuri motifs and fruit basket.
- Standby Minimum 10 nos., Sun board (3*2) minimum 20 nos., Flex with frame with fitting, Folder, pen, pad(10 Units), Pooja and deep stand at the Stage, Name Plate.
- Wing wall flex on both sides of the LED screen.

5. Cultural Management & Food Catering

- **Full-Course Buffet Lunch (1500 Plates):** Steamed Rice, Dal , Mixed Vegetable curry, Vegetable Chips, Papad, Khatta and 200 ml packaged drinking water 4000 nos.
- **Refreshment of VVIP's(30 nos) :** VVIP tiffin for stage and green room(Juice, Fresh Fruits, Black Coffee, Green Tea, Regular Tea, Coconut Water, Dry fruits and Himalyan still mineral drinking Water(Glass).
- **Tiffin packets for press- 40 nos.**
- **Misc, Glass, Tissue, Tray, Hand Wash, Hand Towel, Sanitizer.**

6. **Stalls (8 Nos)(8ft*8ft):** For distribution of work orders having one table and 3 chairs inside with branding. All the stalls should have a continues common branding at the top fixed and fitted on sperate iron frame.



SECTION V: BILL OF QUANTITIES (BOQ) / FINANCIAL BID (ANNEXURE-I)

Tender Reference: _____

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 for Dinning area	Minimum height 12 ft, Size(60ft*75ft)	Sq. ft.	4500		
2	Matting	Red Carpet with minimum 5ft wide	Sq. ft.	6000		
3	Wash basin	Portable type with water supply arrangement by agency, placed near dining area	Numbers	3		
4	Cooler	Standard industrial evaporative air cooler.	Numbers	7		
5	Stalls	Size (8ft*8ft) for distribution of work orders having 1 Table and 3 Chair.	Numbers	8		
B. Stage, Sound & Lighting						
SL NO	ITEM NAME	SPECIFICATION / DETAILS	UNIT	QUANTITY	Unit Rate	Total Amount
6	LED for stage background	10ft*20ft with Raiser modular die cast aluminum cabinets for flexible assembly	Nos.	1		
7	Podium (wooden)	With mic-stand fitting and branding panel on front face	Number	1		
8	Sound system	High Clarity 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		

9	DG Set	125 kv including fuel of minimum 8 Hrs.	Set	1		
10	Stage light	Warm White Stage Light	Numbers	10 (min.)		
SL NO	ITEM NAME	SPECIFICATION / DETAILS	UNIT	QUANTITY	Unit Rate	Total Amount
C. Furniture & Seating						
11	Tea poi	Standard size, polished wooden/glass-top finish	Numbers	10		
12	Sofa - 2-seater	Premium upholstery, white colour	Numbers	4		
13	Wooden chair - VVIP (for stage)	Cushioned, with chair cover, arranged per seating plan	Numbers	15		
14	Fibre chair	Uniform colour, row/block seating with marked aisles	Numbers	20		
D. Decoration & Flowers						
15	Flower decoration - podium	Fresh flowers using natural marigolds, orchids, carnations, and gerberas	1 Numbers Podium	1		
16	Flower decoration - table bouquet	Fresh flowers, standard bouquet size using natural marigolds, orchids, carnations, and gerberas	Numbers	15		
17	Main Satge and Three Sides of LED Screen	Coverage: main entrance + Stage, flowers to remain fresh through the day using natural marigolds, orchids, carnations, and gerberas	1 Set	1 set		

SL NO	ITEM NAME	SPECIFICATION / DETAILS	UNIT	QUANTITY	Unit Rate	Total Amount
E. Awards, Mementos & Stationery						
18	Uttariya – Silk (for Guest)	Silk grade fabric, colour	Numbers	15		
19	Tray	Standard size, polished finish, for presentation of Uttariya	Numbers	10		
20	Bonsai Plant with pot for gifting	Bonsai Plant and pot material with ceramic body with Sambalpuri pattern. Sapling variety to be confirmed by SMC	Numbers	10		
SL NO	ITEM NAME	SPECIFICATION / DETAILS	UNIT	QUANTITY	Unit Rate	Total Amount
F. Branding						
21	Standee	Size 3 ft x 6 ft (standard), free standing	Numbers (cap)	10		
22	Box Gate Fascia (main entrance branding)	Full-width fascia at main venue entrance, design pre-approved by SMC	Set	1		
23	Stage branding	Podium branding as one coordinated set, Side walls on the LED Screen	Set	1		
G. Entertainment & Documentation						
24	Anchor	Proficiency in Sambalpuri/Odia/English	Numbers	1		
25	Dulduli (one troupe)	Minimum 10 performers, approx. 120 -minute performance with Sambalpuri attire.	Troupe	1		
H. Food & Catering						
26	Lunch (Rice, Dal, Mix-Veg Curry, Khata, Chips, Papad	FSSAI-compliant caterer to be served on the dining area(Max Rs 100.00/- per person)	Meal	1500		

SL NO	ITEM NAME	SPECIFICATION / DETAILS	UNIT	QUANTITY	Unit Rate	Total Amount
27	Water bottle @ 200 ml	ISI/BIS-marked, sealed bottles of reputed brand.	Numbers	4000		
	Grand Total					

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

Authorized Signatory: _____

Name & Title: _____

Seal of Firm/Agency: _____

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: _____

10. Documents of Experience as per point -5 and point-6 of eligibility criteria under section -I.
11. Self- Declaration of being non-Backlisted.



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 Sewa Pakhwada 2026

Ref: Tender Notice No: _____ Dated _____

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 SEWA PAKHWADA 2026 in strict conformity with your requirements.

1. We enclose the requisite **Tender Paper Cost of ₹6,000/-** and **Earnest Money Deposit (EMD) of ₹15,000/-** via Demand Drafts.
2. We confirm that our bid remains valid for a period of **90 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.

Yours faithfully,

(Signature of Authorized Signatory with Date & Seal)

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					

A handwritten signature in green ink, consisting of a stylized 'D' followed by a long, sweeping diagonal line.

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

