



Bhubaneswar Municipal Corporation

SHORT TENDER CALL NOTICE

**No. 40907 Dated: 19/08/2025
File No: GS 40/2025**

On behalf of Bhubaneswar Municipal Corporation (BMC), the Deputy Commissioner (Emergency) invites sealed tenders from a registered dramatic/play agency, cultural organization, or NGO for the “**Selection of Agency for Organizing Dramatic Plays for Fire Safety Awareness in Bhubaneswar Municipal Corporation (BMC) Jurisdiction**”.

The bidder shall submit the application along with the financial proposal on or before **dt: 04/09/2025 till 3:00 PM** only by speed post/registered post/ courier/ (**No drop box facility and via FAX and No Hand delivery is available or email will not be considered**). For further details regarding the short tender call notice, the intending bidders may visit the BMC website <https://www.bmc.gov.in>. The Bidding Document can be downloaded from BMC website.

For any queries, please contact

Contact Details: 9439257673 (Senior Assistant)

By Order of Commissioner, BMC

**Sd/-
Deputy Commissioner (Store and Procurement)
Bhubaneswar Municipal Corporation**

Memo No. 40908 Dt: 19/08/2025.

Copy submitted to PA to Hon'ble Mayor/PA to Commissioner for kind information of Hon'ble Mayor and Commissioner BMC.

**Sd/-
Deputy Commissioner (Store and Procurement)
Bhubaneswar Municipal Corporation**

Memo No. 40909 Dt: 19/08/2025.

Copy to Additional Commissioner-I/ Additional Commissioner-II / Additional Commissioner-III /Chief Finance Officer/Deputy Commissioner (Emergency) BMC for kind information.

**Sd/-
Deputy Commissioner (Store and Procurement)
Bhubaneswar Municipal Corporation**

Memo No.40910 Dt:19/08/2025.

Copy to DC (IT),BMC for information and requested to upload in the BMC website.

**Sd/-
Deputy Commissioner (Store and Procurement)
Bhubaneswar Municipal Corporation**

Memo No.40911 Dt:19/08/2025.

Copy to Office Notice Board for wide Publication.

**Sd/-
Deputy Commissioner (Store and Procurement)
Bhubaneswar Municipal Corporation**

SHORT TENDER CALL NOTICE

No.40907BMC Dated.19/08/2025

Sealed Tenders are invited by the Bhubaneswar Municipal Corporation (BMC) from the dramatic/play agency, cultural organization, or NGOs (the "Bidders") to undertake the work of **“Selection of Agency for Organizing Dramatic Plays for Fire Safety Awareness in Bhubaneswar Municipal Corporation (BMC) Jurisdiction”**.

Schedule of Event

Sr. No.	Description	Date & Time
1	Issue of Advertisement	19/08/2025 by 06:00 PM
2	Last date and time for submission of proposal	04/09/2025 by 03:00 PM
3	Opening of the Proposal (Technical Bid)	04/09/2025 by 04:00 PM
4	Performance Evaluation	To be intimated later after technical evaluation

1. Eligibility Criteria:

- a) The bidder must be a registered dramatic/play agency, cultural organization, or NGO. (with valid registration documents, (Copies of Incorporation/Registration certificate to be enclosed)
- b) GST Registration Certificate and PAN Card copy .
- c) The bidder must have successfully executed **at least two (2)** similar nature of works in the **last three (3) years** (combined value of all works executed) or more. The details should include client names, contract values, and supporting documents such as bills, purchase orders, payment orders, work order, completion certificate or any other relevant documents.
- d) Bidder must not have been barred or blacklisted by the Central Government, any state government, or any of its organisations from participating in any project or being awarded any contract and the bar subsists on the Proposal Due Date.
- e) The bidder must submit a **declaration of non-blacklisting** from any Government / PSU agency.
- f) Conditional proposals submitted by the bidder shall stand cancelled.
- g) If the tender is not submitted in the proper format, the bid of the concerned bidder shall be outright rejected.

2. Scope and Terms of Reference:

I. Objective:

The objective of this process is to select a single, competent, and creative agency to develop and perform dramatic plays (street plays/nukkad natak) to generate widespread public awareness regarding fire safety measures and protocols within the jurisdiction of the Bhubaneswar Municipal Corporation (BMC).

II. Scope of Work:

- The selected agency will be responsible for the entire creative process, including concept development, scriptwriting (in Odia), and staging of the plays.
- The agency must perform these plays at various public locations, such as streets, markets, residential colonies, and other venues as directed by authorized BMC officials.

- Each performing troupe must consist of a minimum of **six (6) members**.
- The number of plays to be performed will be determined by the BMC based on its operational requirements and campaign strategy.
- All performances must be in **Odia language**, culturally contextual, and easily understandable by the general public.
- Each play shall be of 60 minutes duration.
- The agency shall develop original **concept, script, and performance** with content tailored to BMC's target audience and fire safety messaging.

III. Selection Methodology:

The selection will be conducted through a two-stage process. Bidders must qualify in the first stage to be considered for the second.

- **Stage I: Technical Bid Scrutiny**

- Bidders must submit their technical proposals, including documents establishing their credentials, experience in performing street plays or similar awareness campaigns, and details of their team.
- A committee constituted by the BMC will scrutinize all submitted technical bids.
- Only those bidders who are deemed technically qualified by the committee will be shortlisted and invited to participate in Stage II.

- **Stage II: Performance and Script Evaluation**

- All technically qualified bidders will be required to present a live demonstration in front of the BMC selection committee.
- **Performance Requirement:** Each bidder must stage a **10-minute sample play** on the theme of "Fire Safety Awareness."
- **Script Submission:** Bidders must submit a copy of the script for their 10-minute play. The script **must be in the Odia language**.
- **Evaluation:** The selection committee will evaluate the performance and script based on a predefined scoring matrix. The bidder who achieves the **highest cumulative score** will be declared the winner and awarded the contract.

IV. Final Decision

The decision of the BMC selection committee regarding the evaluation and selection of the agency shall be final and binding on all bidders.

V. Performance Evaluation Criteria:

The selection committee will score each bidder's 10-minute performance based on the following criteria:

Sl.no	Criteria	Description
1	Script & Content	Relevance to the theme, clarity and power of the fire safety message, originality, and creative writing.
2	Performance Quality	Acting skills, dialogue delivery, coordination among artists, and overall stage presence.
3	Concept & Creativity	The novelty of the concept and its effectiveness in conveying complex safety information in a simple, impactful manner.
4	Audience Impact	The play's ability to engage, hold attention, and leave a lasting impression on the audience.

3. Documents to be provided by the bidder:

- a) The bidder must submit the documents in accordance with the eligibility criteria (Clause 1).
- b) The bidder must have successfully executed **at least two (2)** similar nature of works in the **last three (3) years** (combined value of all works executed) or more. The details should include client names, contract values, and supporting documents such as bills, purchase orders, payment orders, work order, completion certificate or any other relevant documents.
- c) Bidder information document in Annexure-I.
- d) Undertaking for Non-Blacklisting Annexure-II
- e) Tender Paper Cost
- f) Valid GST Registration Certificate.
- g) Valid PAN details.
- h) Certificate of Incorporation (if any)

(Failure to submit any required document as per the prescribed list, submission of documents in an incorrect format, or any deviation from the stipulated requirements **shall result in technical disqualification** of the bidder. The procuring authority reserves the **absolute right** to reject such bids at its sole discretion.)

4. Submission of Bids:

- a) "The Tender Document is available for download on the website <https://www.bmc.gov.in>. The cost of the tender paper is **Rs. 708/- (Rupees Seven hundred eight only)**, which is non-refundable. Payment should be made in the form of a Demand Draft in favor of the Commissioner, Bhubaneswar Municipal Corporation, payable at Bhubaneswar, issued by any Nationalized / Scheduled commercial Bank.
- b) **The proposal should be submitted in three parts viz. "Tender Document Cost", and "Technical Bid" in the enclosed proforma. All the three envelopes containing the Tender Document Cost (Envelope 1), and Technical Bid (Envelope 2) should be sealed and marked separately and be put together in an outer envelope, which shall be sealed. The outer envelope shall bear given identification: Tender Call Notice No., Name of Tender Call Notice, Deadline for submission (Bid due date), Name and address of the bidder.**
- c) Each page of the two parts should be page numbered and in conformation to the eligibility qualifications and clearly indicated using an index page.
- d) The submission of bid is in hard copy form and the last date and time for submission of bid (**Bid Due Date**) is **04/09/2025 up to 3:00 PM** at the below mentioned address of BMC, Bhubaneswar, through **Registered Post /Speed Post/ or Courier Service only (No drop box facility, No Hand delivery is available and submissions via FAX or email will not be considered)**. Bids received after the specified time on the Bid Due Date shall not be eligible for consideration and shall be summarily rejected. Bids submitted by fax, telex, telegram or e-mail shall not be entertained and shall be rejected.

Deputy Commissioner (Store and Procurement)
Bhubaneswar Municipal Corporation
(BMC), 3rd Floor , ICOMC Tower, Unit-
9, Janpath,
Bhubaneswar- 751022, Odisha,

- e) The Technical Bids will be opened on **04/09/2025 at 04:00 PM** in the 4th Floor Conference Hall of Bhubaneswar Municipal Corporation (BMC).
- f) All representatives of bidders must be present at the time of the Technical Bid opening.

- g) The decision of the Committee regarding the evaluation, selection, and assignment of work shall be final and binding on all parties.
- h) The BMC reserves the right to accept or reject any or all bids and to annul the selection process and reject all bids at any time during the bidding process without any liability or any obligation for such acceptance rejection or annulment, and without assigning any reasons thereof.
- i) BMC also, reserves the right to reject any Proposal if:
 - i. at any time, a material misrepresentation is made or uncovered, or
 - ii. the Agency does not submit in time any information or clarification asked for.

5. Payment Terms:

- I. The successful bidder shall be paid a fixed amount of **₹10,000/- (Rupees Ten Thousand only)** per play, which shall be inclusive of all applicable taxes, travel expenses, logistics, honorarium to performers, costumes, props, sound equipment, foods, and any other incidental costs related to the conduct of the play.
- II. The agency shall be entitled to raise bills only for the number of shows actually conducted, based on the performance completion certificate or attendance/monitoring records maintained and duly verified by the concerned officer(s) of BMC.
- III. The **tentative number of shows** to be organized under this assignment is **thirty (30)**, across various wards, markets, residential colonies, slums, and other public locations within the **BMC jurisdiction**. However, the **actual number of shows may vary** depending on the requirement, public engagement plans, and administrative convenience. BMC does not guarantee any minimum number of plays.
- IV. The **successful agency may raise bills periodically** (fortnightly/monthly or as per schedule communicated by BMC) for the shows conducted, attaching:
 - A **show-wise summary report** (location, date, time),
 - Supporting **photographic evidence** and/or **short video clips**, and
 - Any other documentation required by BMC for verification and audit purposes.
- V. No advance payment shall be made. Payment shall be released only after satisfactory completion of the plays and upon receipt of the bill and verification documents as specified above.
- VI. There is **no financial bid** component in this selection process. All agencies meeting the eligibility criteria shall be technically evaluated based on the submitted script and demonstration play performance, as per the procedure laid out in the selection notice.
- VII. **TDS and other statutory deductions**, if any, shall be made at applicable rates at the time of payment

6. Legal Clauses:

I. Termination of Contract:

Bhubaneswar Municipal Corporation (BMC) reserves the right to terminate the contract at any time under the following conditions:

For Convenience:

A. For Convenience:

- BMC may terminate the contract, in whole or in part, at its sole discretion, by giving 7 (seven) days' written notice to the selected agency without assigning any reason.
- In such cases, payment shall be made only for the services satisfactorily performed up to the date of termination. No compensation shall be paid for the remaining/undone portion of the work.

B. For Default:

BMC may terminate the contract if the agency:

- I. Fails to perform as per the scope of work and schedule.
- ii. Submits false or misleading documents during the selection process.
- iii. Engages in misconduct, negligence, or uses substandard content or performance.
- iv. Violates any applicable laws or municipal guidelines.

In such cases, BMC may blacklist the agency and forfeit any dues, if applicable.

C. Immediate Termination:

If it is found that the content of the play includes **political, religious, communal, vulgar, or offensive material**, or if the performance causes **public disorder**, the contract shall be terminated **with immediate effect** and the agency shall be held liable for any consequences arising therefrom.

II. Dispute Resolution:

- Any dispute arising out of or relating to this engagement shall be resolved amicably through mutual discussion.
- In case the dispute is not resolved, it shall be referred to the **Commissioner, BMC**, whose decision shall be final and binding.
- The courts at **Bhubaneswar** shall have exclusive jurisdiction.

III. Force Majeure:

- Neither party shall be liable for failure to perform its obligations under this contract due to force majeure events such as natural disasters, strikes, riots, war, epidemics, or acts of government, provided that the affected party gives prompt notice to the other party.
- If such events continue beyond **15 days**, either party may terminate the contract without liability.

IV. Intellectual Property & Content Ownership:

- The script, performance material, slogans, and creative content developed under this assignment shall become the property of BMC.
- BMC shall have the right to reuse, broadcast, or reproduce the content for future awareness campaigns with due acknowledgment.

V. Code of Conduct:

- The selected agency and its team members must maintain discipline, decency, and professionalism during all performances.
- Any act of misconduct shall lead to **termination and blacklisting**.

Sd/-
Deputy Commissioner (Store and Procurement)
Bhubaneswar Municipal Corporation

Annexure-I

Bidder's Organization (General Detail)

Sl. No.	Description	Full Details
1	Name of the Agency	
2	Address for communication: Tel : Fax: Email id:	
3	Name of the authorized person signing & submitting the bid on behalf of the Bidder: Mobile No. : Email id:	
4	Registration / Incorporation Details Registration No: Date & Year. :	
5	Local office in Odisha If Yes, Please furnish contact details	Yes / No
6	Bid Processing Fee Details Amount: Demand Draft No. : Date: Name of the Bank:	
7	PAN Number	
8	Goods and Services Tax Identification Number (GSTIN)	
9	Willing to carry out assignments as per the scope of work of the Tender Call Notice	YES
10	Willing to accept all the terms and conditions as specified in the Tender Call Notice	YES

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

Short Tender Call Notice (STCN) for Selection of Agency for Organizing Dramatic Plays for Fire Safety Awareness in Bhubaneswar Municipal Corporation (BMC) Jurisdiction.

Annexure-II

Undertaking for Non-Blacklisting

(On Non-Judicial Stamp Paper of appropriate value in shape of a notarized affidavit)

I/We, [Name of the Bidder], having our registered office at [Address], hereby declare and undertake that our organization has not been blacklisted, debarred or declared ineligible for corrupt and/or fraudulent practices by Bhubaneswar Municipal Corporation (BMC), any Central or State Government Ministry, Department, Office, or any Public Sector Undertaking (PSU). Furthermore, we confirm that no blacklisting or debarment is in force as of the Proposal Due Date.

We further undertake that in case of any such findings at any stage during the currency of the contract, the Bhubaneswar Municipal Corporation (BMC) shall have the full right to take appropriate actions as deemed fit, including termination of the contract and forfeiture of any security deposit.

Yours sincerely,

Authorized Signature

[In full and initials]: _____

Name and Designation of the Signatory:

Name of the Bidder and Address

Short Tender Call Notice (STCN) for Selection of Agency for Organizing Dramatic Plays for Fire Safety Awareness in Bhubaneswar Municipal Corporation (BMC) Jurisdiction.

