



**Bhubaneswar Municipal Corporation**  
**SHORT QUOTATION CALL NOTICE**

**No. 48445/BMC Dated:24/09/2025**  
**File No: XXXXX-II-SBAC-206/2025**

Sealed quotations are invited from intending parties for **Event Management for celebration of Swachh Bharat Divas at Jaydev Bhawan on 02.10.2025** by Bhubaneswar Municipal Corporation, as part of its initiative to promote the “**Swachhata Hi Seva Campaign 2025.**”. The item-wise requirements and scope of work to be undertaken by the successful bidder are specified in Annexure-II (Financial Bid). Intending parties shall submit their sealed quotations along with the duly filled-in Information Sheet in Annexure-I and the Financial Quote (containing specifications and quantities) in Annexure-II. The detailed SQCN document is available on the BMC website (<https://www.bmc.gov.in>). The last date and time for submission of sealed quotations is **29.09.2025 up to 3:00 P.M.**, and the quotations shall be opened by the Committee of BMC on the at **4:00 P.M on 29.09.2025.**

The applicant shall submit the application along with the financial proposal (Separately Sealed) on or before **dt: 29/09/2025 till 3:00 PM** only by speed post/registered post/ courier/ **hand delivery is available (No drop box facility and submissions via FAX )**For further details regarding the short quotation call notice, the intending applicants may visit the BMC website <https://www.bmc.gov.in>.The Bidding Document can be downloaded from BMC website.

Due to the urgency, the tender shall be received by Bhubaneswar Municipal Corporation (BMC) **even on holidays**, with bids also permissible for submission on **25th, 26th, 27th, and 28th September 2025**, and on or before **29/09/2025 by 3:00 PM**. On **29/09/2025**, the **Technical and Financial Bids** shall be opened in the presence of the Committee and the participating bidders.

For submission of the bid by hand, kindly contact the Facility Manager of the BMC Building at **7978009853** or Mr. Nihar Patra at **9437524435** for coordination.

By Order of Commissioner, BMC  
**Sd/-**  
**Additional Commissioner**  
**Bhubaneswar Municipal Corporation**

Memo No.48446 Dt: 24/09/2025

Copy submitted to PA to Hon'ble Mayor/PA to Commissioner/PA to Additional Commissioner-I / PA to Chief Finance Officer for kind information of Hon'ble Mayor ,Commissioner/Additional Commissioner-I / Chief Finance Officer BMC.

**Sd/-**  
**Additional Commissioner**  
**Bhubaneswar Municipal Corporation**

**Memo No.48447 Dt: 24/09/2025**

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

**Sd/-  
Additional Commissioner  
Bhubaneswar Municipal Corporation**

**Memo No.48448 Dt: 24/09/2025**

Copy to Office Notice Board for display and information

**Sd/-  
Additional Commissioner  
Bhubaneswar Municipal Corporation**

## Annexure-I

### Bidder's Organization (General Detail)

Sl. No.	Description	Full Details
1	<b>Name of the Agency</b>	
2	<b>Address for communication:</b> Tel : Fax: Email id:	
3	<b>Name of the authorized person signing &amp; submitting the bid on behalf of the Bidder:</b> Mobile No. : Email id :	
4	<b>Registration / Incorporation Details</b> Registration No: Date & Year. :	
5	<b>Local office in Odisha</b> <b>If Yes, Please furnish contact details</b>	<b>Yes / No</b>
6	<b>Bid Processing Fee Details</b> Amount: Demand Draft No. : Date: Name of the Bank:	<b>Not Applicable</b>

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	<b>YES</b>
10	<b>Willing to accept all the terms and conditions as specified in the Tender Call Notice</b>	<b>YES</b>

**Authorized Signatory [In full and initials]: \_\_\_\_\_**

**Name and Designation with Date and Seal: \_\_\_\_\_**

## Annexure-II

(On the Letter head of The Bidder)

FROM

(NAME OF THE FIRM)

TO

To,

**The Additional Commissioner**

**Bhubaneswar Municipal Corporation**

**4th Floor, BMC-ICOMC Tower, Unit-IX,**

**In front of Satya Nagar Kali Temple,**

**Bhubaneswar-751 022**

**Subject: " Financial Proposal for Event Management at Utkal Mandap on 02.10.2025 for hosting of Cultural Program by BMC under Swachhata Hi Seva Campaign'2025**

Sir,

Being duly authorized to represent and act on behalf of \_\_\_\_\_ (Name of the Bidder), having reviewed and fully understood all the requirements of the Short Quotation Call Notice issued by BMC vide no. \_\_\_\_\_ for *Event Management at Utkal Mandap on 02.10.2024 for hosting of Cultural Program by BMC under Swachhata Hi Seva Campaign'2025*, hereby submitting the financial proposal in the prescribed format as given under Appendix-I of Annexure-II.

We understand that BMC is not liable to award the work upon emerging as L1 Bidder by our firm and can cancel the work at any time without prior intimation. Further, we understand that the items mentioned under Appendix-I of Annexure-II as per estimate of Bhubaneswar Municipal Corporation. However, the quantity may vary (increase/decrease) or addition items may be required to be included or existing items may be required to be decreased as per actual upon discussions with the selected agency.

### Appendix: I

SI No	Particulars	Specification	Unit (A)	Rate Per Qty /Cost in Rs./Unit (B)	Amount in Rs (AxB)
1	Box Gate with flower Garlanding	10x12ft	1		
2	Standee	6x3 ft	10		
3	Sound System	APR	1		
4	Stage Backdrop	20x 12 ft	1		

5	Stage Backdrop wings	10x12 ft	2		
6	Anchor	Female	1		
7	Stage Face Light with stand	Nos	2		
8	Dice Setting Arrangement	Pax	8		
9	Flower Bouquet	Nos	20		
10	Stage Light lamp	package	1		
11	Podium with Branding	Nos	1		
12	Garlanding for statue	Nos	2		
13	Refreshment	Pax	500		
14	VIP refreshment	Pax	100		
15	Signage for seat allocation	Nos	100		
16	Uttariya	Nos	70		
17	Premium Uttariya	Nos	12		
18	Memento for VIP	Nos	10		
19	Prize Memento	Nos	100		
20	Certificate	Nos	100		
21	Ambiance Light for Standee	package	1		
22	Hording (12x8-3)	sqft	288		
23	New Red Carpet	sqft	300		
24	Documentation (photography & Videography)	Nos	1		
Total Amount in Rs (Inclusive GST)					
Applicable GST IN----- %					
Total Amount in Rs .(Exclusive of GST)					

**Seal & Signature of the Bidder**

Full Name of the Bidder/Proprietor: \_\_\_\_\_

Date: \_\_\_\_\_

Place: \_\_\_\_\_

Note:

1. The details shall be filled up and submitted in the Letter Head of the interested bidder. Any changes made in the format or instructions not complied shall be treated as non-responsive bid and rejected outrightly.

2. Any modification in the prescribed format or non-compliance with the instructions shall render the bid as non-responsive and liable for outright rejection. The items specified are as per the estimate of Bhubaneswar Municipal Corporation (BMC); however, the quantity of such items may be subject to variation (increase or decrease). Additional items, if required, shall be incorporated, and existing items may be reduced, based on actual requirements and discussions with the selected agency.
3. The cost of any additional items duly approved and required for execution of the work shall be borne by BMC. Conversely, in the event of reduction or deletion of any item(s), the corresponding cost shall be deducted at the time of settlement and release of the final bill.