



Bhubaneswar Municipal Corporation
SHORT QUOTATION CALL NOTICE

No. 56574 Dated: 11/11/2025.

File No: XXXXX-II-SBAC MISCELLANEOUS FILE 160 23/2023

On behalf of Commissioner, Bhubaneswar Municipal Corporation (BMC), Deputy Commissioner (Sanitation) invites Sealed Quotations from Proprietorship Firm/ Private Limited Company/Limited Company/ Event Management Agency/Hotels/Restaurant/**Catering agency** for **“Selection of an Agency for Conducting the Event “Swachhata Sambardhana Utsav 2025” at Five Different Locations within the Jurisdiction of Bhubaneswar Municipal Corporation (BMC).**

The Agency shall submit the application along with the financial proposal (Separately Sealed) on or before **dt: 14/11/2025 till 3:00 PM** only by speed post/registered post/ courier/ **hand delivery is available (No drop box facility and submissions via FAX , and email will not be considered)**. 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.

For any queries, please contact

Contact Details:

By Order of Commissioner, BMC

Sd/-

**Deputy Commissioner (Sanitation)
Bhubaneswar Municipal Corporation**

Memo No. **56575** Dt: **11/11/2025**

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

Sd/-

**Deputy Commissioner (Sanitation)
Bhubaneswar Municipal Corporation**

Memo No. **56576** Dt: **11/11/2025**

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

Sd/-
Deputy Commissioner (Sanitation)
Bhubaneswar Municipal Corporation

Memo No. **56577** Dt: **11/11/2025**

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

Sd/-
Deputy Commissioner (Sanitation)
Bhubaneswar Municipal Corporation

Memo No. **56578** Dt: **11/11/2025**

Copy to Executive Engineer (Sanitation), for kind information.

Sd/-
Deputy Commissioner (Sanitation)
Bhubaneswar Municipal Corporation

Memo No. **56579** Dt: **11/11/2025**

Copy to Office Notice Board for display and information.

Sd/-
Deputy Commissioner (Sanitation)
Bhubaneswar Municipal Corporation

SHORT QUOTATION CALL NOTICE

No. 56574 BMC Dated. 11/11/2025

Sealed Quotations are invited by the Bhubaneswar Municipal Corporation (BMC) from the firms/agencies (the "Applicants") to undertake the work of **"Selection of an Agency for Conducting the Event "Swachhata Sambardhana Utsav 2025" at Five Different Locations within the Jurisdiction of Bhubaneswar Municipal Corporation (BMC)".**

Schedule of Event

Sr. No.	Description	Date & Time
1	Issue of Advertisement	11/11/2025 by 6:00 PM
2	Last date and time for submission of proposal	14/11/2025 by 03:00 PM
3	Opening of the Proposal (Technical Bid)	14/11/2025 by 03:00 PM
4	Opening of the Financial Bid	14/11/2025 by 03:00 PM

1. Eligibility Criteria:

- a) The applicant/Agency should be a legal entity such as Company/ Proprietorship Firm/ Private Limited Company/Limited Company/Event Management agency/Hotels/restaurant/catering agency registered under relevant act(s)/ rules in India. (with valid registration documents.).
- b) The applicant/Agency must have a valid GST & PAN and having registered office in locality of Bhubaneswar. (with valid registration documents.)
- c) The Applicant/Agency must have experience in supplying similar nature of work **to any Central or State Government bodies/Urban Local Bodies (ULBs)/municipalities/Corporations/Govt institutional Hostels/Govt departments /Public Sector Undertakings (PSUs in last five years.)**
- d) The Applicant /Agency should provide details of at **least (2) two work order contracts executed in the past (5) five years**, with a total work value **exceeding Rs.50,000/- (Fifty Thousand only)**. (combined value of all works executed). The details should include client names, contract values, and supporting documents such as bills, purchase orders, payment orders, work order, agreement, completion certificate or any other relevant documents.
(For the purpose of this procurement, "Contracts" shall refer to agreements involving the supply of food items, stage preparation, backdrop installation, event branding, and other related works associated with event organization and management. "Similar Works" shall refer to contracts involving the supply of food, catering services, event setup, stage decoration, backdrop and branding works, or other related event management activities carried out for government, municipal, or corporate functions.)
- e) Applicant/Agency 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.

2. Terms & Conditions:

The **selected agency** shall be responsible for **organizing and managing the "Swachhata Sambardhana Utsav 2025"** in the three administrative zones of **Bhubaneswar Municipal**

Corporation (BMC) North Zone, South-East Zone, and South-West Zone at the designated venues specified below:

- **South-West Zone:** DM Convention
- **South-East Zone:** Badagada Kalyan Mandap and Saheed Nagar Kalyan Mandap
- **North Zone:** C.S. Pur Kalyan Mandap and VSS Nagar Kalyan Mandap

The selected agency shall submit a detailed event plan, layout, and logistics proposal for the **five proposed venues** across the **three zones** based on a site assessment. Upon review of the proposals, the venues shall be finalized by **Bhubaneswar Municipal Corporation (BMC)**. The event shall be conducted on **16th November 2025**, simultaneously at **five different venues** as approved by BMC, covering the **South-West Zone (DM Convention), South-East Zone (Badagada Kalyan Mandap and Saheed Nagar Kalyan Mandap), and North Zone (C.S. Pur Kalyan Mandap and VSS Nagar Kalyan Mandap)**.

a) **Event Management Responsibilities:**

i. **Stage Preparation & Setup:**

- Fabricated carpeted stage of appropriate size.
- Backdrop and side panels with event branding and printing.
- Sound system with microphones, speakers, and supporting equipment.
- Lighting and other essential arrangements for smooth conduct of the programme.
- Seating arrangement for guests and dignitaries as per requirement.
- Provision for **standee display, stand fee, and related branding materials** as per event requirements and directions of Bhubaneswar Municipal Corporation (BMC).

ii. **Branding & Decoration:**

- Event branding through flex/banners, standees, and backdrop displays.

iii. **Food Supply & Catering Services:**

- The agency shall provide **food arrangements** for approximately **1,500 participants per venue** (total **4,500 plates** across five venues).
- Food composition and type shall be as follows:

Vegetarian Meal:

- Rice
- Dal / Dalma
- Paneer with Cauliflower Curry
- Mixed Vegetable Curry
- Vegetable Chips
- Green Salad
- Khata (Aou)
- Khiri
- Gulab Jamun
- Water Bottle (300 ml)

Non-Vegetarian Meal

- Rice
- Dal / Dalma
- Chicken Curry

- Fish Fry
- Paneer with Cauliflower Curry
- Mixed Vegetable Curry
- Vegetable Chips
- Khata (Aou)
- Khiri
- Gulab Jamun
- Water Bottle (300 ml)
- Green Salad

iv. Food Distribution & Service Arrangements:

- The agency shall set up food stalls and arrange for proper serving staff at each location.
- Serving staff shall maintain proper dress code (uniform with cap and gloves).
- The agency shall also ensure proper food delivery, serving, and waste disposal at the venue.
- The quoted rate shall be inclusive of food delivery, serving arrangements, manpower, and service charges.
- The selected agency shall serve food in **single-use, non-plastic, biodegradable plates and cutlery** made of eco-friendly materials such as paper, areca leaf, or other approved compostable alternatives. The use of **plastic or thermocol plates, cups, or cutlery is strictly prohibited.**
- The agency shall ensure that all serving materials comply with the **Swachh Bharat Mission guidelines** and relevant environmental regulations. Non-compliance with this requirement shall be treated as a **breach of contract**, and appropriate penalties may be imposed as per the discretion of **Bhubaneswar Municipal Corporation (BMC)**.
- A total of **4,500 meal plates** shall be arranged and distributed across **five (05) designated event venues**, as identified by Bhubaneswar Municipal Corporation (BMC), maintaining an approximate composition of **80% Non-Vegetarian** and **20% Vegetarian meals**.

b) Service Conditions:

- i. The above rates are inclusive of all applicable charges including **food delivery, serving arrangements, manpower, logistics, and service charges**. is included for **logistics and service support**, which shall cover:
 - Setting up of food stalls at each event location.
 - Arrangement of **serving staff** in proper dress code (uniform with cap and gloves).
 - Ensuring **timely food delivery**, hygienic serving, and **waste disposal** at the venue
- ii. The quoted rates shall be inclusive and final, covering all taxes, duties, and incidental expenses. No additional claim shall be entertained under any circumstances.
- iii. A total of **4,500 meals** shall be served across **five (05) locations**, maintaining an approximate composition of **80% non-vegetarian** and **20% vegetarian** meals. In case of any deviation from the prescribed meal composition or quantity due to on-ground requirements, the same shall be **duly verified by the authorized BMC officials** and **approved by the competent authority** prior to processing the final bill.
- iv. Each event location shall serve **1,500 meals**, maintaining a composition of approximately **80% non-vegetarian** and **20% vegetarian** meals.

c) Venue Fees and Coordination:

The venue charges shall be borne and paid by the selected agency as per the actual cost of the Kalyan Mandaps.

- **For the South-East Zone** (Badagada Kalyan Mandap and Saheed Nagar Kalyan Mandap) and **the North Zone** (C.S. Pur Kalyan Mandap and VSS Nagar Kalyan Mandap), the venues are owned and managed by **Bhubaneswar Municipal Corporation (BMC)**. The selected agency shall coordinate with BMC for booking and utilization of these venues **at its own cost**, in accordance with the **guidelines and procedures prescribed by BMC**.
- For the **South-West Zone**, the venue **DM Convention** is to be **hired by the selected agency** at its own cost. The agency shall initiate coordination and booking **immediately after receipt of the Letter of Acceptance (LoA)** to ensure timely confirmation of the venue.

All bookings and payments towards the venues shall be made in the name of the event “Swachhata Sambardhana Utsav 2025” and proper receipts must be submitted along with the final bill for verification.

d) Programme Documentation:

The selected agency shall be responsible for carrying out complete **event documentation**, including **professional photography and videography** of the “Swachhata Sambardhana Utsav 2025” at all designated venues. The agency shall deploy qualified and experienced personnel with professional-grade equipment for capturing the event proceedings.

A **tentative cost cap of ₹15,000/- (Rupees Fifteen Thousand only)** is fixed for documentation, which shall include all expenses related to photography, videography, editing, and submission of the final digital copies to Bhubaneswar Municipal Corporation (BMC). The agency shall ensure timely delivery of all documentation materials in the format and quality specified by BMC.

- e) The rate quoted by the Applicant shall be valid **up to the completion of the event “Swachhata Samman Utsav 2025” scheduled on 16th November 2025**. After successful completion of the event and upon satisfactory execution of all assigned works, the **Letter of Award (LoA)** shall be deemed to have **automatically lapsed** without any further notice or obligation from **Bhubaneswar Municipal Corporation (BMC)**. BMC reserves the right to place orders for the required quantities and items as per its discretion and event necessity. The selected agency shall not be entitled to make any claim or raise any dispute regarding reduction, alteration, or non-procurement of any particular item or quantity under this event.
- f) **Penalty:** Failure to deliver the required services, materials, or works within the stipulated timeline, or failure to meet the prescribed specifications and quality standards, shall attract penalties as per the procurement norms of Bhubaneswar Municipal Corporation (BMC).

g) Bill of Quantities (Indicative List)

Sl. No.	Name of the Item	Specification / Usage	Eligible Brands / Standards
A. Vegetarian Meal (20%)			

1	Paneer with Cauliflower Curry	Curry with paneer and cauliflower	Freshly cooked
2	Mixed Vegetable Curry	Seasonal vegetables in curry	Freshly cooked
3	Rice	Well-cooked, good quality basmati or equivalent	Standard hotel-grade
4	Dal / Dalma	Odia-style dal or dalma with vegetables	Freshly prepared
5	Khata (Aou)	Authentic Odia sweet-and-sour chutney	Freshly prepared
6	Khiri	Traditional milk-based sweet dish	Freshly prepared
7	Gulab Jamun	Soft, fresh dessert	Haldiram / Bikaji / Freshly prepared
8	Water Bottle (300 ml)	Packaged drinking water	BIS-approved brands (Kinley / Aquafina / Bailley / Bisleri)
9	Vegetable Chips		Freshly prepared
10	Green Salad	Cucumber, tomato, carrot, onion, etc.	Freshly cut & hygienically served
B. Non-Vegetarian Meal (80%)			
1	Chicken Curry	Cooked with Indian spices	Freshly cooked
2	Fish Fry	Shallow/deep-fried fish	Freshly cooked (Rohu/Catla preferred, or any)
3	Paneer with Cauliflower Curry	Curry with paneer and cauliflower	Freshly cooked
4	Mixed Vegetable Curry	Seasonal vegetables in curry	Freshly cooked
5	Rice	Well-cooked, good quality basmati or equivalent	Standard hotel-grade
6	Dal / Dalma	Odia-style dal or dalma with vegetables	Freshly prepared
7	Khata (Aou)	Authentic Odia sweet-and-sour chutney	Freshly prepared
8	Khiri	Traditional milk-based sweet dish	Freshly prepared
9	Gulab Jamun	Soft, fresh dessert	Haldiram / Bikaji / Freshly prepared
10	Water Bottle (300 ml)	Packaged drinking water	BIS-approved brands

11	Vegetable Chips		Freshly prepared
12	Green Salad	Cucumber, tomato, carrot, onion, etc.	Freshly cut & hygienically served
C. Event Setup, Stage Preparation			
1	Stage Preparation	Fabricated carpeted stage with backdrop	As per event theme
2	Backdrop & Branding	Event-themed flex/cloth backdrop with printing	BMC-approved design
3	Sound System & Microphone	Amplifier, speakers, and wireless mics	Ahuja / JBL / Bose / Equivalent
4	Lighting Arrangement	Stage and ambient lighting	Standard event-grade lighting
5	Seating Arrangement	Chairs for guests and dignitaries	Standard plastic or cushioned chairs

General Note:

- All food items supplied shall be **freshly prepared, hygienic, and of first quality**, conforming to the menu specifications mentioned in this document. Packaged items such as water bottles shall be **sealed, BIS/ISI-marked**, and within their valid expiry period.
- The agency shall ensure **proper food handling, serving, and waste disposal** in accordance with **FSSAI guidelines** and good hygiene practices during the event.
- All materials and equipment used for **stage preparation, branding, sound system, and decoration** shall be **new, safe, and of approved standard quality**.
- The **Applicant must submit product catalogues/brochures** (where applicable) and **a brief description of food preparation and serving arrangements** along with the quotation.
- The **quantities mentioned in the BOQ** are **indicative and tentative**, representing the approximate requirement for the event across three zones. Actual quantities may vary as per site and event conditions.
- The **unit rate quoted by the Applicant** shall be the **basis for cost calculation** at the time of issuance of the **Letter of Award (LoA)** to the selected agency.
- **BMC reserves the right** to increase, decrease, or exclude any item(s) from the list without assigning any reason, and **no claim shall be entertained** in this regard.
- The total quantity of meals to be served across the five event venues shall be **4,500 (Four Thousand Five Hundred) plates**, comprising **900 (Nine Hundred) Vegetarian Meals, representing 20% of the total quantity**, and **3,600 (Three Thousand Six Hundred) Non-Vegetarian Meals, representing 80% of the total quantity**.
- The total quantity of meals to be served across the five event venues shall be 4,500 (Four Thousand Five Hundred) plates, distributed equally among the three zones of. Out of this, each location shall have **Non-Vegetarian Meals (80%) Vegetarian Meals (20%)**, to be served as per the approved menu and specifications.
- The selected agency shall ensure **eco-friendly practices**, including the use of **single-use, non-plastic plates and cutlery**, proper **waste management**, and

adherence to **Swachh Bharat Mission guidelines**.

- BMC reserves the right to **reject any item, service, or material** that does not meet the prescribed quality, quantity, or specifications, and the decision of BMC shall be **final and binding**.
- All payments will be made **after satisfactory completion of the event**, and **statutory deductions** such as TDS will be applied as per applicable laws.

3. Documents to be provided by the Applicant:

- a) The Applicant must submit the documents in accordance with the eligibility criteria (Clause 1).
- f) The Applicant should provide details of at **least (2) two** similar contracts executed in the past (5) five years, with a total work value exceeding **Rs.50,000/- (Fifty Thousand only)**. (combined value of all works executed). The details should include client names, contract values, and supporting documents such as bills, purchase orders, Gem Purchase Order , payment orders, work order, agreement , completion certificate or any other relevant documents.
- b) Applicant information document in Annexure-I.
- c) Undertaking for Non-Blacklisting Annexure-II (On Stamp Paper)
- d) Financial Proposal in Annexure-III (separately sealed).**
- e) Valid GST Registration Certificate.
- f) Valid PAN details.
- g) Conditional proposals submitted by the Applicant shall stand cancelled.
- h) If the tender is not submitted in the proper format, the bid of the concerned Applicant shall be outright rejected
(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 Applicant. 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. 2360/- (Rupees Two Thousand three hundred sixty 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 Bank.
- b) The proposal should be submitted in three parts viz. "Tender Document Cost", "Technical Bid" and "Financial Bid" in the enclosed proforma. All the three envelopes containing the Tender Document Cost (Envelope 1), Technical Bid (Envelope 2) and Financial Bid (Envelope.3) 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 Applicant.**
- 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 **14/11/2025 up to 3:00 PM** at the below mentioned address of BMC, Bhubaneswar, through **Registered Post /Speed Post or Courier Service hand delivery is available (No drop box facility & 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 (Sanitation)
(I/C)
Bhubaneswar Municipal Corporation
(BMC), ICOMC Tower, Unit-9,
Janpath,
Bhubaneswar- 751022, Odisha,**

- e) The Technical Bids will be opened on **14/11/2025 at 04:00 PM** in the 4th Floor Conference Hall of Bhubaneswar Municipal Corporation (BMC). The Financial Bids of technically qualified Applicants will be opened on the same day at **04:30 PM**.
- f) If the scheduled date of opening of the Technical Bid is declared a **holiday by the Government** or is affected due to any unforeseen reason, the bids shall be opened on the **next working day** at the same time and venue, unless otherwise notified by Bhubaneswar Municipal Corporation (BMC).
- g) All representatives of Applicants must be present at the time of the Technical Bid opening. They are required to bring catalogues with photos, where the technical specifications of the equipment are mentioned.
- h) All agencies that qualify for the financial bid opening are required to present the actual materials they have quoted on the date of financial bid opening. This includes samples of all quoted items relevant materials. If the materials presented by the lowest (L1) Applicant are found to be of good quality then the Applicant will be confirmed as the L1 Applicant and awarded the contract.
- i) The Tender Committee shall evaluate the **quality, brand, specifications, and quoted rates** of all Applicants for **food supply and event management components**. If the **L1 Applicant (lowest quoted bidder)** is found to have proposed brands, food quality, service arrangements, or event materials (such as stage, backdrop, or sound system) that **do not meet the standards and requirements of Bhubaneswar Municipal Corporation (BMC)**, the Committee may provide an opportunity to the said Applicant to **supply or execute the work as per the Committee's direction at the L1 rate**. If the **L1 Applicant** refuses or fails to comply with such direction, **BMC reserves the right** to initiate **negotiation with the L2 Applicant** (second lowest bidder) to execute the work at the L1 rate. The **decision of the Tender Committee** regarding evaluation, selection, and award of work shall be **final and binding** on all participants.
- j) If, during evaluation, the Committee finds that **different agencies have quoted the lowest rates for different components** such as **food supply (veg/non-veg), stage setup, decoration, or branding** and the **composite L1 Applicant** (overall lowest) is **unwilling to match** the item-wise lowest price, the Committee may, at its discretion, **assign the respective portion of work** (food supply or event setup) to the **concerned item-wise L1 Applicant** at their quoted rate. Such allocation shall be considered **final and binding**, and no subsequent claim or dispute shall be entertained from any Applicant regarding the division of work or award decision.
- k) In the event that the **L1 Applicant** fails to accept the **Work Order**, refuses to execute the assigned work, or is found **non-responsive, negligent, or non-compliant** in food quality, service, or event setup obligations, **Bhubaneswar Municipal Corporation (BMC)** reserves the **absolute right**, at its sole discretion, to **negotiate with the L2 Applicant** to undertake the **entire work or part thereof at the L1 rate**. If the **L2 Applicant** agrees to match the L1 rate and is found **technically and financially qualified**, the work may be

awarded accordingly, **subject to approval of the Competent Authority**. This provision shall become operative **only upon written refusal, default, or non-performance by the L1 Applicant** and shall **not confer any automatic or vested right** upon the L2 Applicant to claim the award of contract. Furthermore, BMC reserves the right to take **disciplinary and legal action** against the defaulting L1 Applicant, including **forfeiture of Earnest Money Deposit (EMD) / Performance Security, blacklisting from future tenders for a period of three (3) years**, and/or **initiation of appropriate legal proceedings**, as deemed necessary by the Corporation.

- l) In the event that two (2) or more technically qualified Bidders (hereinafter referred to as the "Tie Bidders") submit identical lowest Financial Bids, Bhubaneswar Municipal Corporation (BMC) shall conduct a tie-breaking auction amongst such Tie Bidders. The auction shall be conducted at the office premises of BMC, and only the Tie Bidders shall be invited to participate. Each participating Bidder shall be required to submit a Revised Price Bid on their official letterhead, duly signed by the Authorized Signatory and affixed with the firm's seal, in a sealed cover, at the time of the auction. The Revised Price Bid submitted during the auction must be lower than the Price Bid originally submitted by the respective Bidder. Any Revised Price Bid that is not lower than the Bidder's earlier quoted price shall be summarily rejected. The Tie Bidder quoting the lowest Revised Price Bid during the auction shall be declared as the **Preferred Bidder (L1)**, and such Revised Price Bid shall be treated as the **final L1 price** for the purpose of award of work. In the event that the Authorized Signatory of a Tie Bidder fails to attend or participate in the auction, such Bidder shall be deemed to have withdrawn from the process, and the auction shall proceed amongst the remaining Tie Bidders. If only one Tie Bidder remains willing to participate, and the Revised Price Bid submitted by such Bidder is lower than its earlier quoted price, it shall be declared as the Preferred Bidder (L1), and its Revised Price Bid shall be treated as the final L1 price. In case a second tie arises even after the submission of the Revised Price Bids, the Bidder having the **higher average annual turnover** during the last three (3) financial years (as evidenced by the audited financial statements submitted in the Technical Bid) shall be declared as the **Preferred Bidder (L1)**. The Revised Price Bid of such Bidder shall be treated as the final L1 price for award of work. The decision of BMC in this regard shall be final, conclusive, and binding on all participating Bidders.
- m) The decision of the committee regarding material quality and the assignment of work shall be final and binding.
- n) 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.
- o) The mode of selection shall be least cost method. The technical qualified Applicant quoting the lowest amount in financial proposal (i.e. Annexure-III) shall be declared as the selected Applicant.
- p) 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. Selection Process:

- a) Selection will be based on the evaluation of both the Technical and Financial Bids. Initially, a technical evaluation will be conducted through the scrutiny of documents provided by the Applicants. If a Applicant meets all the criteria outlined in Clause 1, they will be deemed

eligible for the financial bid opening. The mode of selection shall be the Least Cost Method. The technically qualified Applicant who quotes the lowest amount in the financial proposal (as per Annexure-III) will be declared the selected Applicant.

6. Terms of Payment:

The payment for food supply, event branding, decoration, and associated services shall be released by Bhubaneswar Municipal Corporation (BMC) to the selected agency upon satisfactory completion of the delivery and execution process, as certified by the designated officer of BMC. All payments shall be made through proper bills and invoices submitted by the agency after successful completion of the work.

a) Payment (100%):

One hundred percent (100%) of the total payment shall be released to the selected agency after the successful completion of the event, which includes the supply of food items and beverages, setup of stage, branding, decoration, and other assigned event-related works as per the approved specifications and directions of BMC. The designated officer of BMC shall verify and certify the quality, quantity, and overall performance before the release of payment.

b) Quality Compliance:

If any issues, deficiencies, or non-compliance with the approved specifications or quality standards are observed during or after the event, BMC reserves the right to withhold up to ten percent (10%) of the total bill amount or deduct the same from the final payable amount until satisfactory rectification by the agency.

c) Blacklisting and Substitution:

In case of poor quality of food, unsatisfactory event execution, or any deviation from approved standards, BMC reserves the right to blacklist the agency and forfeit the EMD/PBG. BMC may also, at its discretion, assign the remaining or future work to the next lowest (L2) bidder at the L1 rate without any further notice to the defaulting agency.

d) Tax Deductions:

All statutory deductions, including TDS, shall be made as per prevailing Income Tax and GST rules applicable at the time of payment.

Sd/-
Deputy Commissioner (Sanitation)
Bhubaneswar Municipal Corporation

Annexure-I

Applicant'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 Applicant: 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/NO

10	Willing to accept all the terms and conditions as specified in the Tender Call Notice	YES/NO
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Authorized Signatory [*In full and initials*]: _____

Name and Designation with Date and Seal: _____

Selection of an Agency for Conducting the Event “Swachhata Sambardhana Utsav 2025” at Five Different Locations within the Jurisdiction of Bhubaneswar Municipal Corporation (BMC).

Annexure-II

Undertaking for Non-Blacklisting
on Stamp Paper

[On the Stamp Paper of appropriate value in shape of a notarized affidavit]

I/We, [Name of the Applicant], hereby declare and undertake that our organization has not been blacklisted or debarred 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.

If this declaration is found to be false or misleading at any stage, our bid/proposal shall be liable for **immediate rejection**, and we shall be subject to any further action as deemed appropriate by the procuring authority.

Yours sincerely,

Authorized Signature

[In full and initials]: _____

Name and Designation of the Signatory:

Name of the Applicant and Address

Selection of an Agency for Conducting the Event “Swachhata Sambardhana Utsav 2025” at five Different Locations within the Jurisdiction of Bhubaneswar Municipal Corporation (BMC).

Annexure-III
FINANCIAL PROPOSAL SUBMISSION FORM

(On the Letter head of The Applicant)

FROM

(NAME OF THE FIRM)

TO

The Deputy Commissioner (Sanitation)

Bhubaneswar Municipal Corporation

ICOMC Tower

Janpath, Unit-9

Bhubaneswar - 751022, Odisha

Subject:" **Selection of an Agency for Conducting the Event “Swachhata Sambardhana Utsav 2025” at five Different Locations within the Jurisdiction of Bhubaneswar Municipal Corporation (BMC).**
”.

Sir,

Being duly authorized to represent and act on behalf of _____
(Name of the Applicant),having reviewed and fully understood all the requirements of the Short Quotation Call Notice issued by BMC vide no. _____ dated _____ for **“Selection of an Agency for Conducting the Event “Selection of an Agency for Conducting the Event “Swachhata Sambardhana Utsav 2025” at five Different Locations within the Jurisdiction of Bhubaneswar Municipal Corporation (BMC)...hereby submitting the financial proposal in the prescribed format as given below:**

Sl. No.	Description of Item	Quantity Required (in Nos.)	Cost in Rs./Unit (A)	In Rs. (A×B)	Applicable GST (Rs.)	Total Cost Inclusive of GST (Rs.)
1	Vegetarian Meal	900 Plates (20% of 4,500)				
2	Non-Vegetarian Meal	3,600 Plates (80% of 4,500)				

3	Event Setup, Stage Preparation	3 Sets (One per Zone)				
4	Documentation (Photography & Videography)					
Total Amount in Rs (Inclusive GST)						
Applicable GST IN ----- %						
Total Amount in Rs .(Exclusive of GST)						
In words						

Notes:

1. The quoted rates shall be **inclusive of all applicable taxes, logistics, delivery, serving staff, and service charges.**
2. A total of **4,500 meals** shall be arranged and distributed across **five (05) designated locations** as per the direction of Bhubaneswar Municipal Corporation (BMC), maintaining an approximate composition of **80% Non-Vegetarian** and **20% Vegetarian meals.**
3. Any variation in meal composition (Veg/Non-Veg ratio) shall require **prior approval of the competent authority** and shall be subject to **verification by authorized BMC officials** at the time of bill submission.

Seal & Signature of the Applicant

Full Name of the Applicant

Date:_____