



## OFFICE OF THE VYASANAGAR MUNICIPALITY

VYASANAGAR, JAJPUR

Email\_Id:-vyasanagarmunicipality@gmail.com

WebSite:-vyasanagarmunicipality.in

LETTER NO.....57.....//DATE.08/01/2026

### REQUEST FOR PROPOSAL

#### SELECTION OF AGENCIES FOR MANAGING VARIOUS RELATED ACTIVITIES OF VYASASAROBAR MAHOSTAV- 2026

1. The Executive Officer, being empowered by the Vyasagar Municipal council vide meeting on-22.12.2025. Jajpur Road invites tenders in sealed covers in conformity with detailed tender call notice to be eventually drawn up in prescribed Municipal form, from the intending registered Agencies having experience, expertise and financial standing, in similar nature of the works of the following assignments for smooth management of VYASA SAROBAR MAHOSTAV-2026 scheduled to be organized from 29.01.2026 to 08.02.2026 under Vyasagar Municipality as per the scope and scheduled of work as spelt out in the detailed tender call notice.
2. Bid documents consisting of selection criteria scope of work, and the set of terms and conditions of contracts and other necessary documents can be obtained from Municipality website i.e. [www.vyasanagarmunicipality.in](http://www.vyasanagarmunicipality.in) & District website i.e. [www.jajpur.nic.in](http://www.jajpur.nic.in) . The bid cost Rs.5,000/- (Rupees Five Thousand) & the EMD Rs.35,000/- (Rupees Thirty five Thousand) only in shape of Demand Draft of any scheduled Bank payable at Jajpur Road duly pledge in favour of "Executive Officer, Vyasagar Municipality". Must be submitted with the bid documents in the separate envelop. .

The copy of GST registration certificate & PAN must be accompanied with the tender. So as to reach before the undersigned on or before **20.01.2026** up to 01:00 PM which shall be opened on the same day at 03:30 PM in the presence of bidders or their authorized representatives if any.

3. The undersigned reserves the right to accept/reject any part there of or all the bids without assigning any reason thereof.

For details can be seen in the district website i.e. [www.jajpur.odisha.gov.in](http://www.jajpur.odisha.gov.in) & [vyasanagarmunicipality.in](http://vyasanagarmunicipality.in)



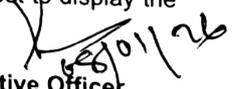
Sl. No.	Name of Assignment	Agencies eligible to apply	Scope of Work	
1	2	3	4	
1	Selection of Event Management Agencies(EMA) managing of cultural Programmes, stage ,Tentage (stalls) erection of stage, Still photo, videography, drone, live telecast etc arrangements of sound systems, light decoration  (provision of security personnel)printing items, back drop LED, plasma LED. TV, Chairs, tables, sofas etc & all other required items complete in all respect.	Having experiences, expertise, financial sound in similar nature of works & as per qualification criteria spelt out in the detailed tender call notice.	1	Arrangement, organizing & staging different cultural programmes etc as per DTCN
			2	Provision of security personnel for 11 days as per requirement etc as per DTCN.
			3	Erection of stalls, gates, LED light decoration, barricades supply of tables, chairs, sofas, power back up & erection dias with light, towers (light post) etc as per DTCN.
			4	Erection of modern stage, banner, back drop LED with lighting system, par-24 nos, LED par-24. Nos multicolor-15nos, scanner-4nos. ,smoke-4nos. , sky décor-1no, follow light-1no, laser-2nos, stoke- 2nos., sharpy-15nos, sound system , Horn-8nos, Digital box-JVL-300watt-6nos.,base-4nos, line array -12nos, monitor box-4nos. , double bar- 4nos., tie phone-4nos.,codless phone- 4nos. small stand phone- 4nos. ,big stand phone-4nos., Yamaha 24 channel mixture machine supply of one 125 KVA,25 KVA silent DG set etc. as per DTCN.
			5	Photography, video coverage, live telecast of the events through local cable, supplying & fixing of CC cameras, multi high gain public announcement of the programmes of Vyasa Sarobar etc as per DTCN.
			6	Printing materials, supply of water bottles, flower Garlands & trophies & logistic arrangements for guests/ VIPs as per DTCN.
			7	

Memo No. 58 /Date 08/01/2026

  
Executive Officer  
Vyasanagar Municipality

Copy submitted to the Collector & District Magistrate, Jajpur / the Superintendent of Police, Jajpur, Panikoili/The Project Director, DUDA, Jajpur/Sub-Collector, Jajpur/ DIPRO, Jajpur/ Additional District Magistrate, Kalinganagar/ Executive Engineer, (R & B) Division, Panikoili /Tahasildar, Vyasanagar/Executive Engineer, TPNODL, Jajpur Road, M.D, F.C project, Jajpur Road/ Joint Labour Commissioner, Jajpur Road for information with a request to display the notice in their office notice board for wide publication.

Memo No. 59 /Date: 08/01/2026

  
Executive Officer  
Vyasanagar Municipality

Copy to Office Notice Board for wide Publication.

Memo No. 60 /Date 08/01/2026

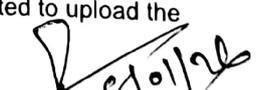
  
Executive Officer  
Vyasanagar Municipality

Copy submitted to the Director, I & P.R, Department, Govt. of Odisha, with a request for one day publication of this notice at least in two odiya & one English daily news papers in minimum size before 10.01.2026.

Memo No. 61 Date 08/01/2026

  
Executive Officer  
Vyasanagar Municipality

Copy forwarded to the **DeGM** Jajpur for information and necessary action. He is requested to upload the Tender Call Notice in the District Website for wide publication.

  
Executive Officer  
Vyasanagar Municipality

**ANNEXURE-A**

**Name of the Work: STAGE DECORATOR FOR VYASA MAHOSTAV-2026 OF VYASANAGAR MUNICIPALITY**

Sl. No.	Description of work	Unit	AMOUNT	
			Rate per unit incl. GST	
1	Erection of temporary stage of size 50' x 40' made with all accessories, modern decoration including flex banner, DECORATIVE FLOWER, BALOON ,LED wall for back drop with all fixing and fixtures including cost, conveyance, all applicable taxes, labour and T & P required for the work etc complete in all respect as per direction of the Officer in Charge and dismantling the same after closing of the Mahostav.for 11 days.	1 Nos		
2	Lighting system, par-20 nos, LED par-30. Nos, multicolor-30nos, scanner-4nos. ,smoke-4nos. , sky décor-1no, follow light-1no, laser-2nos, stoke- 2nos., sharpy-20nos, stoke (jig jag), halogen lights, moving head lights, moving head beam , SGM follow spot sky tackler 2500w, paper fire, necessary colour filter and light stands adequate main cable and wires etc with all other such equipments required for the stage including cost, conveyance, all applicable taxes, labour and T & P required for the work etc complete in all respect as per direction of the Officer in Charge and dismantling the same after closing of the Mahostav for 11 days	1 Nos		
3	Fitting, fixing, testing and commissioning sound system , Horn-8nos, Digital box- JBL-300watt-10nos.,base-4nos, line array -24nos, monitor box-4nos. , double bar- 4nos., tie phone-4nos.,codless phone- 4nos. small stand phone- 4nos. ,big stand phone-4nos., Yamaha 24 channel mixture machine supply of etc. and all other required according to the stage programmes complete in all respect as per the direction of the Officer in Charge for 11 Days	1 Nos		
4	Providing, fitting, fixing, testing and commissioning 125KVA 1NO &25KVA 1NOS silent diesel Generator set for power back up to the Mela ground at least 4 to 5 hours per day on hire basis including supply of POL & lubricants with all equipments and accessories required including cost, conveyance, all applicable taxes, labour and T & P required for the work etc complete in all respect as per direction of the Officer in Charge and taking away the same after closing of the Mahostav. For 11 days	1 Nos		
	<b>Total:-</b>			
<b>Total in Words</b>				

**ANNEXURE-B**

Name of the Work: CULTURAL/MODERN PROGRAMMES FOR VYASA MAHASTAV-2026 OF VYASANAGAR MUNICIPALITY

Sl. No.	Description of work	Unit	AMOUNT	
			Rate per unit incl. GST	
1	Providing stage Female/male anchor having experience of conducting similar nature of events of different organization including T.A	11 day		
2	Organizing & staging chorus by renounced Lady Artists from Odisha(group).(bande utkal Janani)	2 day		
3	Organizing & staging Modern Melody party with renound artists with renounced singers/ stars (Oollywood)	1 day		
4	Organizing and staging of Modern Dance by renounced Odia Artist by Cinema/ TV/Album stars etc(Group).	1 day		
5	Organizing and staging of "GHODA NACHA" by renounced Artists(Group).	1 day		
6	Organizing and staging of "PAIKA NACHA" by renounced Artists(Group).	1 day		
7	Organizing & staging Modern Playback singer with Group and Bands(Oollywood)	1 day		
8	Organizing and staging of "BHAJAN SANDHYA" by popular artists (Group).	1 day		
9	Organizing & staging Modern Bollywood singer with Group and Bands(Bollywood )	1 day		
10	Organizing & staging Modern Bollywood singer with Group and Bands(Bollywood )	1 day		
11	Organizing and staging of Sambalpuri Dance by renounced artists (Group).	1 day		
	TOTAL			
<b>Total in Words</b>				

N.B- Change can be made by the Authority as Desired (annexure-B)

### ANNEXURE-C

Name of the Work: **STILL PHOTO & VIDEO COVERAGE AND LIVE TELECAST FOR VYASA MAHASTAV-2026 OF VYASANAGAR MUNICIPALITY**

Sl. No.	Description of work	Unit	AMOUNT	
			Rate per unit incl. GST	
1	Providing and taking still photographs with a high resolution DIGITAL CAMERA and supplying the selected photographs in size of 6" x 4" including supplying the soft copy of the Photographs in a pendrive including cost, conveyance, all applicable taxes, labour and T & P required for the work etc complete in all respect as per direction of the Officer in Charge.(The agency shall deploy photographers to different venue site well before beginning of the events and should attend the authorities as and when called for) for 11 days	1 Nos		
2	Full video coverage of the events with a high resolution DIGITAL VIDEO CAMERA, Drone camera and supplying the soft copy of the coverage in pendrive form including cost, conveyance, all applicable taxes, labour and T & P required for the work etc complete in all respect as per direction of the Officer in Charge.(The agency shall deploy the Videographer to different venue site well before beginning of the events and should attend the authorities as and when called for) for 11 days	1 Nos		
3	Providing and supplying PLASMA TV with live connectivity for display of the events on hire basis in good and running condition with operator for live telecasting of the events at the venue site including cost, conveyance, all applicable taxes, labour and T & P required for the work etc complete in all respect as per direction of the Officer in Charge.for 11 days	1 Nos		
4	Providing, supplying, installing, testing and commissioning high resolution CC Cameras(16 nos camera) with <b>one LED monitor</b> of appropriate size on hire basis in good and running condition for live coverage of every nook and corner of the whole fair site including cost, conveyance, all applicable taxes, labour and T & P required for the work etc complete in all respect as per direction of the Officer in Charge. (The agency shall deploy an operator in venue site well before beginning of the events for check of malfunctioning of the cameras.) for 11 days.	1 Nos		
5	Providing daily Mike announcement on Vyasa Marathon and Vyasa Mahotsav throughout the Town and nearby villages with one announcer and vehicle with all accessories including hire and running charges of the vehicle with POL, loud speaker, labour and T & P required for the work etc complete in all respect as per direction of the Officer in Charge. (Matter to be prepared in pendrive form in consultation with the Municipal authorities.)	5 days		
6	Providing, supplying installing, testing and commissioning outdoor LED display LED screen 16' 10" sqft. labour and T & P required for the work etc complete in all respect as per direction of the Officer in Charge. (Matter to be prepared in pendrive form in consultation with the Municipal authorities.) For 11 days.	1 nos		
	TOTAL			
	Total in words			

**ANNEXURE-D**

Name of the Work: **GENERAL ORDER SUPPLIER FOR VYASA MAHOSTAV-2026 OF VYASANAGAR MUNICIPALITY**

Sl. No.	Description of work	Unit	AMOUNT	
			Rate per unit incl. GST	
1	Providing and supplying & distribution of logistics for VIPs and VVIPs (Snacks containing Fried & salted cashew nuts, Mixture, Biscuits , Bananas in VIP paper plate with tea, coffee and soft drinks ) etc complete in all respect including cost, conveyance to the venue site, labour and T& P required for the work etc complete in all respect(not exceeding Rs3000/- Day)	1 Pkt. complete		
2	Providing and supplying of Utariya with printing matter of approved quality including cost, conveyance to the venue site, labour & T&P required for the work etc. complete in all respects, i) Uttariya Multi colour cotton cloth	200 nos		
3	Providing and supplying following items of approved quality including cost, conveyance, all applicable taxes, labour and T & P required for the work etc complete in all respect as per direction of the Officer in Charge.			
	(i) Flower Bouquet (Medium) of approved quality	150Nos		
	(ii) Flower Bouquet (Big) of approved quality	30Nos		
4	Providing and supplying of tiffin for volunteer of the Event Vyasa Sarobar mahotsav -2026 complete in all respect including cost, conveyance to the venue site, labour and T& P required for the work etc complete in all respect.Rate not Exceeding Rs 30.00/-	1650 (for 11 days)		
5	Providing and supplying of Dinner(Roti, Chicken curry) for volunteer of the Event Vyasa Sarobar mahotsav -2026 complete in all respect including cost, conveyance to the venue site, labour and T& P required for the work etc complete in all respect.Rate not Exceeding Rs 130/-	550 (For 11 days)		
6	Providing and supplying following items like Mineral Water bottle 500ml.(of approved quality including cost, conveyance, all applicable taxes, labour and T & P required for the work etc complete in all respect as per direction of the Officer in Charge.250 bottle/day)	2750 (for 11 days)		
7	Providing and supplying following items like Tea Or coffie of approved quality including cost, conveyance, all applicable taxes.	2000 Nos (For 11 days)		
	<b>Total:-</b>			
<b>Total in Words</b>				

**Signature of the Bidder with seal**



ANNEXURE-E					
Name of the Work: MANPOWER SERVICE PROVIDER AGENCY FOR VYASA MAHASTAV-2026 OF VYASANAGAR MUNICIPALITY					
SCHEDULE OF WORKS					
Sl. No.	Description of work	Unit	AMOUNT		
			Rate per unit incl. GST		
1	Providing and supplying security personnel 14 Nos for 11day (154 md including 4nos female security personnel.)for 8Hr/Day	154 MD			
	TOTAL				
Total in Words					

Signature of the Bidder with seal



**ANNEXURE-F****Name of the Work: Printing Materials for Vyasasarobar Mahotsav-2026 of Vyasaganar Municipality****SCHEDULE OF WORKS**

Sl. No.	Description of work	Unit	AMOUNT	
			Rate per unit incl. GST	
1	Printing and supplying for Invitation Card (Multicolored with Envelop) 90cmx30cm	300 Nos		
2	Preparation and supplied at memento with approved matter (not exceed Rs 1200/-	60 Nos		
3	I- Card with lanyard for volunteer	150 Nos		
4	Guest Badge, Multicolored with printing	60 Nos		
5	Ball pen, plastic folder, conference Pad etc complete.	60 Nos		
6	Printing of Meeting Programme agenda	60 Nos		
7	Providing printing and supplying flex of approved design and matter (Matter to be supplied by the Municipality) including cost, conveyance, all applicable taxes, labour and T&P required for the work etc complete in all respect as per direction of the Officer in Charge	700 sqf		
8	Providing printing and supplying flex with MS frame of approved design and matter (Matter to be supplied by the Municipality) including cost, conveyance, all applicable taxes, labour and T&P required for the work etc complete in all respect as per direction of the Officer in Charge	700 sqf		
9	Providing printing and supplying sun board with vinyl of approved design and matter (Matter to be supplied by the Municipality) including cost, conveyance, all applicable taxes, labour and T&P required for the work etc complete in all respect as per direction of the Officer in Charge	450 sqf		
10	Printing and supplying of VIP and Media pass	120 Nos		
11	Printing and supplying of Gate pass	150 Nos		
	<b>TOTAL</b>			
	<b>Total in Words</b>			

Signature of the Bidder with seal



**ANNEXURE-G**

Name of the Work: TENT HOUSE DECORATOR AND GENERAL ORDER SUPPLIER FOR VYASA MAHOSTAV-2025 OF VYASANAGAR MUNICIPALITY

**SCHEDULE OF WORKS**

Sl. No.	Description of work	Unit	AMOUNT	
			Rate per unit incl. GST	
1	Providing and fixing of flat gate of size 25' x 18' X 3 made out of wood batten and bamboo with colour cloth decoration including cost conveyance all applicable taxes labour and T&P required for the work etc. complete in all respect as per direction of the officer in charge and dismantaling the same after closing of the Mahotsav.for 11 days	5 Nos		
2	Providing and fixing of box gate of size 25' x 18' X 3 made out of wood batten and bamboo with colour cloth decoration including cost conveyance all applicable taxes labour and T&P required for the work etc. complete in all respect as per direction of the officer in charge and dismantaling the same after closing of the Mahotsav.for 11 days	3Nos		
3	Construction of temporary stalls of size 12' X 10' with three tier racks with bamboo and wood and covered with water proof tarpolin including light arrangement colour cloth decoration, two tables, two chairs, fascility for front coverage with supply of power to all stalls & office room including cost conveyance all applicable taxes labour and T&P required for the work etc. complete in all respect as per direction of the officer in charge and dismantaling the same after closing of the Mahotsav. For 11 day	30 Nos		
4	Providing and supplying of good quality fibre chairs on hire basis to the mela ground for sitting arrangement for visitors and guests including cost conveyance all applicable taxes labour and T&P required for the work etc. complete in all respect as per direction of the officer in charge and dismantaling the same after closing of the Mahotsav.600 Nos/day X 11 day	6600 Nos For 11 Days		
5	Providing and supplying of good quality sofa double sitter and 6 Nos teapoy on hire basis to the mela ground for sitting arrangement for visitors and guests including cost conveyance all applicable taxes labour and T&P required for the work etc. complete in all respect as per direction of the officer in charge and dismantaling the same after closing of the Mahotsav 20 Nos / Day X 11 day .	220 nos For 11 Days		
6	Providing and supplying of good quality VVIP chairs and dias table with clean cotton cover, two nos. podium on hire basis to the mela ground for sitting arrangement for visitors and guests including cost conveyance all applicable taxes labour and T&P required for the work etc. complete in all respect as per direction of the officer in charge and dismantaling the same after closing of the Mahotsav.75Nos/dayX 11 Days	825 Nos For 11 Days		

7	Providing, supplying, fitting, fixing, testing and commissioning decorating lighting system with running lichi to road sides, temple mela ground from 6.00P.M to 6.00A.M with power back up on hire basis. guests including cost conveyance all applicable taxes labour and T&P required for the work etc. complete in all respect as per direction of the officer in charge and dismantaling the same after closing of the Mahotsav. Complete in all respect for 11 days	1 Nos			
8	Providing green rooms for male/female facilitate with wash room of artists by constructing cloth covered stalls of size 12' X 14'x2 Nos with provision of chairs, tables, water supply, wooden flat and light arrangement guests including cost conveyance all applicable taxes labour and T&P required for the work etc. complete in all respect as per direction of the officer in charge and dismantling the same after closing of the Mahotsav. For 11 days	1 Nos			
9	Providing and erecting bamboo and wooden barricade of size 80' x 60' and 50 mtr length x1.2 mtr height in front of the stage and colour mating guests including cost conveyance all applicable taxes labour and T&P required for the work etc. complete in all respect as per direction of the officer in charge and dismantling the same after closing of the Mahotsav. Complete in all respect. For 11 days	1 Nos			
10	Providing rest shade for the police personnel/fire brigade constructing cloth covered shade with water proof tarpaulin of size 20' X 20' with provision of chairs, wooden flooring water supply and light arrangement guests including cost conveyance all applicable taxes labour and T&P required for the work etc. complete in all respect as per direction of the officer in charge and dismantling the same after closing of the Mahotsav.complete in all respect. For 11 days	1Nos			
11	Construction of light tower posts 7 Nos having 112 nos of led light with supply of power (generator) to all towers including different lights, halogen, white metal etc. guests including cost conveyance all applicable taxes labour and T&P required for the work etc. complete in all respect as per direction of the officer in charge and dismantaling the same after closing of the Mahotsav.complete in all respect for 11 days.	1Nos			
12	Construction of temporary office rooms of size 14' X 12' with wooden floor covered with water proof tarpolin including light arrangement cloth colour decorations, tables, chairs fascilities for window and door screen with supply of power guests including cost conveyance all applicable taxes labour and T&P required for the work etc. complete in all respect as per direction of the officer in charge and dismantaling the same after closing of the Mahotsav.complete in all respect for 11 days.	1 Nos			
13	Providing and fixing main entrance Mahotsav gate of size 36' x 6' x 14' made out of wood batten and bamboo colour cloth decoration with vinyl sunboard cut outs guests including cost conveyance all applicable taxes labour and T&P required for the work etc. complete in all respect as per direction of the officer in charge and dismantaling the same after closing of the Mahotsav. Complete in all respect for 11 days	1 Nos			

14	Providing VIP rooms for Guest facilitate with wash room of guest by constructing cloth covered stalls of size 12' X 14'x1 Nos with provision of chairs, tables, water supply, wooden flat and light arrangement guests including cost conveyance all applicable taxes labour and T&P required for the work etc. complete in all respect as per direction of the officer in charge and dismantaling the same after closing of the Mahotsav. For 11 days	1 Nos			
	Total:-				
<b>Total in Figure:-</b>					

**Signature of the Bidder with seal**



**OFFICE OF THE VYASANAGAR MUNICIPALITY**

**VYASANAGAR, JAJPUR**

Email\_Id:-vyasanagarmunicipality@gmail.com

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**DETAILED QUOTATION CALL NOTICE**

**No. 57 / Dtd. 08.01.2026**

- Name of the work : Selection of Event Management Agency(EMA) for organizing/ staging Cultural events for Vyasa Sarobar Mahostav- 2026 of Vyasanagar Municipality.
- Date of opening of bid documents : 20.01.2026 at 3.30P.M.
- Cost of bid document : Rs.5000(Five Thousand)  
(To be paid in shape of DD in favour of the Executive Officer, Vyasanagar Municipality, Jajpur Road to be drawn at Jajpur Road)
- EMD to be deposited : Rs. 35000(Thirty five Thousand)  
(To be paid in shape of DD in favour of the Executive Officer, Vyasanagar Municipality, Jajpur Road to be drawn at Jajpur Road)
- Mode of Submission : Registered Post/Speed Post/Courier Service

  
Executive Officer  
Vyasanagar Municipality



**DETAILS OF INFORMATION / DOCUMENTS TO BE SUBMITTED**

1.	Name of bidding agency	
2.	Details of cost of bid documents (DD No./ date / amount / drawing Bank etc)	
3.	Details of Earnest Money Deposit (DD No / date / amount / drawing Bank etc)	
4.	Name of Proprietor /Partner/ Director	
5.	Full Address of Registered Office	
	(i) Telephone No / Mobile No	
	(ii) FAX No	
	(iii) E-Mail Address	
6.	Full address of Operating / Branch Office if any	
	(i) Telephone No / Mobile No	
	(ii) FAX No	
	(iii) E-Mail Address	
7.	Name & telephone Number / Mobile No of Authorized officer / person to liaise with	
8.	Registration No of the agency with name of authority	
9.	PAN No (Attach attested copy)	
10.	Aadhar No.(Proprietor/Partner)	
11.	GST No. (Attach attested copy)	
12.	Audited Financial statement of Last Three Years duly attested by the Chartered Accountant (Attach attested Copy)	
13.	Annual Financial turn over during the last three year ending 31st march of the previous finance years should be atleast Rs 20.00 Lakhs (Attach attested copy)	
14.	Give details of the major similar contracts handled by the bidding Agency during the last three years in the following format (Attach attested copies work order/contract agreement etc) (If the space provided is insufficient, a separate sheet may be attached)	

	Sl. No	Name of client address, telephone & Fax no etc	Details of the Events Managed by the Agency	Amount of contract (Rs. Lacs)	Duration of contract	
					From	To
	1					
	2					
	3					
	4					
	5					
	6					
	7					

**Signature of the Bidder with seal**

### DECLARATION

1. I, \_\_\_\_\_ Son / Daughter / spouse of Shri / Smt \_\_\_\_\_ Proprietor/ Director/ authorized signatory of the Firm/ agency , mentioned above, am competent to sign this declaration and execute this quotation document;
2. I/We have examined the Event Site and Scope of Work at of the Bidding Documents and do hereby confirm that all the terms and conditions contained in the Bidding Document are acceptable to us.
3. I/We have carefully read and understood all the terms and conditions of the quotation call notice and undertake to abide by them;
4. I/We am/are technically as well as financially sound enough to deliver the services to Vyasaganar Municipality within the prescribed period.
5. I/We am/are well aware of the financial condition of Vyasaganar Municipality and will have no objection for delay in payment.
6. I/We understand that in case of incomplete services rendered by me/us, extraneous conditions imposed by me/us, non-submission of required documents with bid documents, then my/our offer is liable for rejection.
7. In case of disobedience of instructions of the authorities, violation of any of the condition(s) stipulated in work order/Agreement, then my/our offer/agreement will be rejected/cancelled or rescinded and under such situation action as deemed fit will be taken against me/us with forfeiture of the E.M.D.
8. I/We undertake that I/We shall not claim any escalation of cost on account of increase in cost of labour/taxes or on any account in connection with the supply till completion of the Mahostav.
9. I/We undertake that my/our Bid shall be valid for a period of 60 days from the bid due date.
10. I/We undertake that if my/our Bid is accepted, I/we commit to extend my / our services in accordance with the Bidding Documents.
11. I/We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.
12. I/We will have no objection in case of curtailment/ enhancement of any or most of the events mentioned in the schedule of works and I/We will not be entitled for any financial compensation for such curtailment. In case, any other events not covered in the schedule , which is/are found essential by the Municipal authorities or as the case may be, then I/We undertake to supply the same at mutually settled rates without any subsidiary claims.
13. The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I / we, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my offer at any stage besides liabilities towards prosecution under appropriate laws.

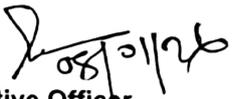
**Signature of the Bidder with seal**

## GENERAL INSTRUCTIONS FOR BIDDERS

1. Pre bid meeting has been scheduled to be held on 13.01.2026 and 13.01.2026 (10Am To 5.30 PM). All intending eligible participant shall remain present in the aforesaid date also their requested to take filed visit to the mahostav ground which may support for preparation of the fiscal documents which is mandatory.
2. The bid document shall be downloaded from the District website [www.jajpur.odisha.gov.in](http://www.jajpur.odisha.gov.in) & [vyasanagarmunicipality.in](http://vyasanagarmunicipality.in).
3. Bids shall be opened at 3.30P.M on dated. 20.01.2026 in the office of the Executive Officer, Vyasaganagar Municipality, Jajpur Road in presence of bidders who wish to attend. The technical Bid shall be evaluated first and then the Authority shall call upon the entire qualified bidder, who meets the qualification criteria.
4. Bid document can be submitted in the Office must accompany with Bid Cost Rs. 5000/- & EMD Rs. 35000/- of the bid amount in shape of demand draft from any nationalized bank duly pledged in favor of **"The Executive Officer, Vyasaganagar Municipality"**. Such EMD shall not carry any interest. Any bid not accompanied by requisite EMD shall be deemed to be invalid and will be summarily rejected by the Authority.
5. The EMD shall be forfeited if the bidder withdraws his bid during the period of bid validity or is unable to discharge any of his duties assigned for successful completion of the programme.
6. The EMD of successful bidder shall be retained towards making of the security for the performance. The EMD of unsuccessful bidders will be returned after completion of bidding process on application.
7. The Bidder should inspect the programme venue before submitting the tender to get fully acquainted with the scope of work as no claim whatsoever will be entertained for any alleged ignorance thereof.
8. The Bidder can take suggestion from the officials concerned.
9. All the sealed cover must be super scribed **"Selection of Agencies for managing various related activities for Vyasasarobar Mahotsav-2026"**.
10. No bidder will be permitted to furnish the quotation in their own manuscript papers. No letter should accompany the quotation.
11. All corrections made by the bidder including overwriting ,additions, alterations, erasures, obliteration and other discrepancies should be properly attested by the authorized signatory.
12. All quotations received will remain valid for a period of **60 days** from the date of issue of work order.
13. Every page of the Detailed Quotation Call Notice with required attachments should be signed by the bidder failing, which the quotation will be rejected.
14. The quotation containing extraneous conditions not covered by the quotation call notice are liable for rejection.
15. The Authority reserves the right to annul the bidding process at any time prior to award of contract including rejection of any or all bids after the same have been received by the Authority, without thereby incurring any liability to the affected bidder or any obligation to inform the affected bidder/s on the ground of the Authority's action.
16. The Authority reserves the right to accept/reject any bid and to cancel the bidding process at any time and reject all bids, at any time prior to placement of order, without thereby incurring any liability.
17. The Municipality also reserves the right to choose the offer of any specific firm even if its rates are higher than the corresponding rates of any other firm.
18. No part of the contract shall be sublet without written permission of the Executive Officer or transfer is made by power of attorney authorizing others to receive payment on the bidders' behalf.
19. The requirement of personnel shown in the schedule of works are just tentative which may increase or decrease depending on actual requirement.
20. The bidder should quote the rates both in figures and in words in the appropriate columns for the work items in the schedule of work appended to this notice. If there is a difference between the rate quoted in figures and in words the rate quoted in words shall be taken as correct.
21. The rates quoted should be inclusive of all statutory taxes(GST).. No further claim in this regard will be acceptable to Vyasaganagar Municipality. Deduction of taxes during payment will be made as per rules.
22. Payment to the EMA shall be made subject to availability of funds. No advance payment shall be made under any circumstances.
23. In case of any dispute, the decision of the Municipality is final and binding on the firm.
24. All disputes shall be under the jurisdiction of the court at **Vyasaganagar, Jajpur Road**.
25. All documents furnished by the bidders are subject to verification from the issuing authority. In case any manipulation is found during the process or in a later stage, the EMD shall be forfeited besides blacklisting the bidder.
26. The successful bidder is required to execute an Agreement on a non-judicial stamp paper worth Rs.100.00 to be supplied by him, with the Municipality within 3 days from the date of receipt of the letter of acceptance.

27. The bidder will be bound by the details furnished by it to the VNM while submitting the bid or at subsequent stage. In case, any of such documents furnished by it is found to be false at any stage, it would be deemed to be a breach of terms of Agreement making it liable for legal action besides termination of the Agreement.
28. The Authority reserves the right to terminate the Agreement at any time without assigning any reason after giving seven days notice to the firm.
29. The VNM shall have the right to add, modify /delete/ any condition to/ from the agreement as and when necessary for smooth management of the work.
30. The Authority reserves the right to withdraw or relax any of the terms and condition mentioned above so as to overcome the problem encountered at a later stage.

**Signature of the Bidder with seal**

  
**Executive Officer**  
**Vyasanagar Municipality**