



OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE, BALANGIR
(Odia Language, Literature & Culture Section)

No. 09 /OLL&C, Dt. 02/01/2026

SHORT TENDER CALL NOTICE

District Culture Office, Balangir invite proposal with certain terms & conditions from reputed & registered Tent Houses /Food Agencies /Event management having GSTIN no. for the Tentage & Allied, Fooding and other works for the **23rd Balangir Lok Utsav 2025-26** to be organized at Koshal Kalamandal, Balangir from **19.01.2026 to 23.01.2026**.

The tender papers along with details documents, terms & conditions, criteria, format etc. for Tentage & allied and other works will be available for purchase from 3rd January 2026 to 12th January 2026 during Official day of Office hour in the District Culture Office, Balangir on payment of Rs.6,000.00/-(Rupees Six Thousand) only or can be downloaded from District portal <https://balangir.odisha.gov.in>. In case the tender paper is downloaded from the Govt. website, the applicant shall furnish a Demand Draft for an amount of Rs.6,000.00/- (Rupees Six Thousand) only in favour of **District Council of Culture, Balangir** towards the cost of tender paper. The sealed tenders will be received latest up to **4.00 PM on 12.01.2026** at Office of District Culture Officer, Balangir in the tender box. The tenders will be opened in the District Culture Office, Balangir on **12.01.2026 at 5.00PM** in the presence of the tenderers or their authorized representatives. The undersigned reserves the right to accept or reject any or all the tenders without assigning any reason thereof.

By order of the Collector & Chairman, District Council of Culture, Balangir.


District Culture Officer,
Balangir

Memo No. 10 /Date 02/01/2026

Copy submitted to the Joint Director, I & PR, Govt. of Odisha, Bhubaneswar for kind information and request to publish the said short tender call notice in two nos. reputed Odia daily Newspapers having all Odisha circulations in minimum size of 8cm x 8cm & Provide the bill to the undersigned for necessary payment.


District Culture Officer,
Balangir

Memo No. 11 /Date 02/01/2026

Copy to the DGM, OSWAN, Balangir for web hosting the same short tender call notice along with details documents, terms & conditions, criteria, format etc. (enclosed herewith) in District portal <https://balangir.odisha.gov.in>


District Culture Officer,
Balangir

Memo No. 12 /Date 02/01/2026

Copy to the DIPRO, Balangir for information and necessary action.


District Culture Officer,
Balangir

TENDER PAPER FOR TENTAGE & ALLIED,FOODING AND OTHER WORKS OF 23rd BALANGIR LOK UTSAV 2025-26 TO BE ORGANISED FROM 19.01.2026 TO 23.01.2026 BY DISTRICT COUNCIL OF CULTURE, BALANGIR AT KOSHAL KALAMANDAL, BALANGIR

COST OF TENDER PAPER : Rs. 6,000.00 (Rupees six thousand) only.
(Non Refundable)

ISSUED TO (Address in Detail) : M/S. _____

Against Money Receipt No. _____ Dated _____

Signature of Accountant

E.M.D (Refundable) : (i) The tenderer has to deposit a earnest money deposit (EMD) of Rs.50,000/- (Rupees Fifty Thousand) only in shape of Demand Draft in favour of **District Council Of Culture, Balangir** for participating in the tender process.
(ii) The security deposit will be returned back to the unsuccessful tenderer after finalization of the tender process.

LAST DATE & TIME FOR RECEIPT : **12.01.2026 latest by 4.00 PM**
OF TENDER PAPER

DATE & TIME OF OPENING OF : **12.01.2026 at 5.00 PM at District Culture Office, Balangir**
TENDER PAPER

PLEASE DELIVER AT

DISTRICT CULTURE OFFICE, BALANGIR



TERMS AND CONDITIONS OF TENDER FOR TENT & ALLIED,FOODING AND OTHER WORKS

Period – 5 Days from 19.01.2026 to 23.01.2026, 23rd BALANGIR LOK UTSAV 2025-26

1. District Culture Office, Balangir invite proposal with certain term & condition with sealed tenders from reputed & registered Tent House, Food Firms, agencies, event management having GST registration and the work experience of minimum three years of executing works of exhibitions or similar work and Audited Statement of minimum average yearly turnover of Rs.20.00 lakhs (Rupees twenty lakhs) only for last 3 Financial years 2022-2023, 2023-2024 & 2024-2025, GST Clearance certificate & copy of GSTR-3B return (September 2025) can only apply for Tentage & allied, Fooding and other works. The Firm applying for Tentage & allied work must have valid minimum C-class certificate of electrical contract. The firms should be submitted a single work order of similar nature of works of minimum Rs.10.00 lakhs (Rupees Ten lakhs) only.
2. The tenderer should have registered his firm under GSTIN No. The tenderer must be submitted the GST registration Certificate & copy of GSTR-3B return (September 2024) documents as proof along with the tender paper. The tenderer must be submitted IT return filing documents for last 3 years along with the tender paper that is Financial Year 2022-2023, 2023-2024 & 2024-2025.
3. The tenderer should have the capacity to erect the stalls & allied and other works in any part of the District. The work will be assigned to a firm for 23rd Balangir Lok Utsav 2025-26 (which will be organized for 5 days from 19.01.2026 to 23.01.2026) only. So, the rate inclusive of all taxes offered by the Tent House, Food Firms, agencies, event management should be valid for the given period.
4. The tender paper, technical bid, tender fees, required documents and EMD shall be put in a sealed envelope with superscription as “**Technical Bid (Annexure-A)**”. The price bid shall be put in a separate sealed envelope with superscription as “**Price Bid (Annexure-B)**”. Both the envelopes shall be put in a separate envelope with superscription as “**Tender for Tentage & Allied,Fooding and other works for “23rd Balangir Lok Utsav 2025-26”**”. There are two part in the tender paper to be filled up by bidder that is Annexure-A submission/verification of required documents part (technical bid) & Annexure-B financial part. If the bidder is fulfill the criteria of documents submission/verification in annexure-A then only the particular bidder will be eligible for verification of financial part in Annexure-B. If the party do not fulfill the technical bid that is Annexure-A then the party will not be allowed for participate in the financial part that is Annexure-B.
5. The duration of the programme will be for 5 days as per the details given below. In case of any extension of Mela period, no extra payment will be entertained for the additional days. All the desired works should be completed at least one day before of the scheduled inauguration date and time of the programme and handed over all the works as per specification to the authority.

DETAILS OF 23rd BALANGIR LOK UTSAV 2025-26

The 23rd Balangir Lok Utsav 2025-26 to be organized in the Koshal Kalamandal Ground, Balangir as per the details enlisted below, is purely tentative. Any place or period as proposed below may change / vary in course of action. The details of programme listed below may be cancelled without assigning any reason thereof and no consideration will be entertained for the same.

Sl. No.	Name of the District	Place of Exhibition	Occasion	Tentative Date of the Exhibition	No. of days of Exhibition	No. of Stalls to be erected	Remarks
1	Balangir	Koshal Kalamandal, Balangir	Balangir Lok Mahotsav	19.01.2026 TO 23.01.2026	5	30	No of Stalls to be erected may be increase or decrease as per availability of ground space.

6. On completion of the Exhibition, the contractor shall have to take away all the materials within 3 days & vacate the site with the same condition while occupying the ground.
7. The contractor should be prepared to provide additional materials in case of requirement at the market price for the items not mentioned in the tender.
8. The final payment will be made after completion of programme on the basis of the actual work done and on the satisfaction of the authority. The contractor shall not use any additional materials other than the work specified in the work order without the prior permission of the authority. In case of any additional requirement, the contractor has to take the prior written permission from the authority which should be submitted with the bill.
9. Tenderer will be responsible for upkeep and maintenance of the entire work done by him till the closing of the programme. The undersign will not be responsible for any breakage, damage, fire, theft etc. of his materials and he has to take suitable step for insurance of his goods used in the programme for the above purpose.
0. No part of the contract will be sub-let without the prior written permission of the authority.

11. The firm/agency quoting the lowest quotes and submitted required documents mentioned in 'SI. No. 1 & 2' will be selected for the purpose.
12. It shall be the responsibility of the successful tenders / contractors to obtain requisite permission for electricity connection / fire services for the programme period from statutory bodies. The tenderer has to supply the fire protection equipment like extinguisher as per the requirement from the Fire Officer of the concerned area and adhere to the fire safety norms.
13. In regard to electrical fittings etc. the contractor shall have to engage qualified licensed electrician / contractor entitled to erect, handle and maintain high tension supply line and its up keep and maintenance.
14. The tenderer has to deposit a earnest money deposit (EMD) of Rs.50,000/- (Rupees Fifty Thousand) only in shape of Demand Draft in favour of **District Council Of Culture, Balangir** for participating in the tender process.
15. The security deposit will be returned back to the unsuccessful tenderer after finalization of the tender process. The E.M.D amount of the successful tenderer will be kept with till the completion of the programme. In case of any unsatisfactory work, delay in execution of work etc. the E.M.D amount will be forfeited as per the decision of the authority.
16. The successful bidder of the contract will have to deposit a Performance Security of Bank Guarantee drawn in favour of "**District Council Of Culture, Balangir**". Performance Security of 5% of the total contract value in the form payable at Balangir within 7 days from the date of receiving the order. Performance security should remain valid for a period of sixty days beyond the date of completion of all contract obligations of the supplier. If the successful bidder fails to submit the Performance Security within the period of 7 days, EMD will be forfeited and the order will be rejected. Order will be taken to award the contract to the 2nd lowest bidder as per price quoted by L1 bidder. Performance Security will be forfeited in the event of breach of contract obligations by the Supplier. The Performance Security will be returned to the bidder after successful completion of the programme.
17. The undersigned reserves the right to reject or cancel any or all the tenders without assigning any reasons thereof.
18. The undersigned also reserves the right to negotiate with all or any tenderer after sealed tenders are opened in the interest of Government.
19. The successful tenderer will be required to execute an agreement with the District Culture Officer, Balangir for the tentage & allied, fooding and other works of 23rd Balangir Lok Utsav 2025-26.

CONCEPT OF THE PROGRAMME

The spirit of the Lok Utsav is felicitating the grass root level artists with a platform to present their performance. Eminent artist from the state and outside Odisha are being invited to the function to make it more successful. Handicraft Exhibition, Seminar & literary workshop are the special feature of the Mahotsav.

I. TENTAGE & ALLIED WORKS:

1. Erection of Stall and allied work

Stalls will be erected in 23rd Balangir Lok Utsav 2025-26 as per the requirement. The tenderer will quote their lowest possible price. The details of specifications are given below:-

Sl. No.	Particulars	Stall Specification
1	Structure	Bamboo & cloth structure, Size of each stall – 10' X 10' with tarpaulin water proof roofing.
2	Flooring	Floor Carpet Matting.
3	Ceiling & Wall	Ceiling will be done with white new cloth. Three sides including partition walls of stall will be covered with white new cloth. Backside outer wall will be covered with tarpaulin and G.I. Sheets. The GI Sheets shall be fixed horizontally supported with wooden bellies. The GI Sheets will be covered in the Back side of the Stall upto 5' from the Ground.
4	Racks	Three tire wooden racks. The shelf of the racks will be of size 1'.6" X 10' with the first layer fixed at a height of 2'6" & covered with white cloth. The space below racks will be used for storage of goods.
5	Facia	A wooden batten frame for Running flex printing Facia will be erected in entire stall by the contractor. The frame will have 2' front projection & 3' height. The facia will be covered with cloth. The selective cloth colour like Terracotta colour will be used. A running white cloth jhallor of 1' width will be put in the front side, below to the fascia frame.
6	Furniture	Front counter table in wooden batten and planks / steel table size 8' x 2.6' X 3' height and wrapped with new white cloth. Plastic moulded Chair – 2 nos. in each stall.
7	Electric Fittings	Tube Light – 4 nos. (2 nos. of tube light should be connected with generator) & a on / off switch for use in night time after closing. 1 no. of 5 Amp Plug Point, if required. 1 no. ceiling fan to be fitted in each stall.
8	Numbering of Stall	All stalls should be numbered.
9	Closures	Front cloth drops/screens. Daily putting up and off of the same is the responsibility of the tenderer.
10	Light and Sound	High Quality light and sound system for both main and small stage
11	Flower Decoration	Gendu Garland, Green Leaf, Plastic Flower etc.
12	Stage Craft	Stage craft to be made at both stages and front entry gate
13	Bed Sheet & Durry	Folding bed (3 X 6 Ft), Bed Sheet (3 X 6 ft), Single pillow with cover in each bed and Durry of Size (15' X 15')
14	Uttariya	Big Matha and Small uttariya
15	Bouquet/ Plant	Normal Bouquet and poted Aglaonema Plant
16	Mementoes	Designed Mementoes cover with glass with logo and specification.
17	LED	4 no. of LED will be installed of size 12'x8' with Disc connections for live display of programme & activity.

General Specification: The Ground lay out should be prepared in a compact manner from security point of view. The tenderer will have to cover the entire stage area and front portion with red carpet. 200 sets of Bed, Bed Sheet & pillow with cover should be supplied/provided where artists will be accommodated.

II. Gates :

Sl. No.	Particulars	Work Specifications
1	Structure	Bamboo Structure, Wooden Batten framing, Square & box type structure with lighting.
2	Iron Gate	2 nos. of temporary Iron Gate should be installed at entrance & exit Gate.

General Specification: Tent house should strictly adhere to the colour specification.

III. Power Backup :

Generator sets with required fuel shall be provided by the tenderer for the entire programme period. The tenderer should always be prepared for uninterrupted power supply for the programme. The generator circuit should be connected with two tube lights of each stall, few ground lights, control room and public announcement system.

IV. Fooding:

Sl No.	Items	Specification
1	Break Fast	Tea, Puri, Upama, Idli, Poha, Banana, Sweets and Curry
2	Lunch	Rice/Roti, Dal, Mix Veg, Khata, Chips, Papad, Paneer, Mushroom, Egg/Chicken
3	Dinner	Rice/Roti, Dal, Mix Veg, Chips, Papad, Paneer, Mushroom, Egg/Chicken
4	Evening Tiffin	(Samosa, Vada, Veg Chup, Sweet and Tea)
5	Refreshment of VIPs	Dry Fruits/Soup/Sweets etc
6	Drinking Water bottle for Stage, Seminar and Office	500 ml drinking water bottle.

- The firm selected for fooding will deploy their team in the accommodation/fooding place decided by the authority during the complete programme period i.e from dt.19.01.26 to 23.01.26 and supply the food in coordination with food committee.

V. Documentation:

Sl. No.	Particulars	Specification
1	Photography & Videography	High Quality Camera(8K)
2	Drone Shooting	Bigger sensor and Video quality (4k)
3	Album Printing	Large 12x12" squares or panoramic formats, using durable, often archival paper (150-300gsm) with options like luster or matte, bound lay-flat for seamless viewing, and custom hard or soft covers for treasured memories.
4	Soft Copy	Entire Documentation in 1 nos. of good quality pendrive

VI. Designing and printing:

Sl. No.	Particulars	Specification
1	Letter Pad	A4 Size (portrait), Multi Color Min 120 GSM
2	Normal Flex Designing and Printing	Multi Colour
3	Star Flex Designing and Printing	Multi Colour
4	Designing and Printing of Leaflet	¼ Size Multi Colour
5	Designing and Printing of Poster	Demy Size 47 X 45 in cm Multi Colour
6	Poster Sticking and Leaflet Distribution In the Town and Other Part of the District.	Proper Sticking In the Town and Other Part of the District before 19.01.26.
7	1/2 Demy size Brouchers	Multi Colour
8	Designing and Printing of Souvenir for 23 rd Balangir Loka Utsav-2025-26	1/4 demy Inner single color print 70gsm -180 pages (Aprox) Inner multi color print art paper -20 pages (Aprox) Cover with lamination both side multi color print
9	Invitation Card With envelope	Multi Colour Print with lamination
10	Folder With printing	Good quality folder

VII. Badges, Manapatra etc. works:

Sl. No.	Particulars	Specification
1	Normal/ VIP Entry pass	8 x 4 cm Size with logo and specification
2	Artist Badge with File with ribbon	14 X 10 cm Size with logo and specification
3	Certificate	32 X 23 cm Size with logo and specification
4	Chairmen/ Co-chairmen and Member Badge with file and ribbon	14 X 10 cm Size with logo and specification
5	Guest Badge with file and ribbon	14 X 10 cm with logo and specification
6	Official Badge with file and ribbon	14 X 10 cm with logo and specification
7	Judge Badge with file and ribbon	14 X 10 cm with logo and specification
8	Manapatra with lamination	90 X 45 cm" Size with logo and specification
9	Seminar Manapatra with lamination	32 X 23 cm Size with logo and specification

Signature with seal

DECLARATION

I / We hereby declare that all the statement(s) made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect or any other figure inflated or misleading at any stage or I am / we are not satisfying the eligibility criteria prescribed in the relative advertisement of my tender is liable to be cancelled. I am / we are willing to abide by the terms and conditions laid by the District Culture Office, Balangir. In case of any lapse on my / our part which may affect the performance of the job or the quality of the work is found substandard or the service or response is found poor, proportionate value may be deducted from my bills as deemed to be proper by the competent authority.

Signature of the Tenderer with seal

Place:

Date :

ANNEXURE-A

(DOCUMENTS SUBMISSION & VERIFICATION PART-TECHNICAL BID)

**TENDER APPLICATION FORM FOR TENTAGE & ALLIED, FOODING AND OTHER WORKS OF 23RD BALANGIR LOK UTSAV
2025-26**

(Last date for submission of tender form on Dt: 12.01.2026 on or before 4.00 PM)

To

Sl. No.	PARTICULARS	Submitted as per the requirement ask in the tender advt./mentioned in tender paper (Yes/No)	License active or expired
1	Tender Paper purchased money receipt in original or DD		
2	EMD of Rs.50,000.00 only in shape of Demand Draft in favour of District Council Of Culture, Balangir		
3	GSTIN Registration certificate		
4	Copy of GSTR-3B return (September 2025)		
5	Valid minimum C-class certificate of electrical contract		
7	Last 3 years average yearly annual turnover of minimum Rs.20.00 Lakhs (Audit report of the particular firm) Financial Year : 2022-20223, 2023-2024 & 2024-2025		
8	Income Tax return filing documents for last 3 Financial Year (IT return file to be submitted for FY-2022-2023, 2023-2024 & 2024-2025)		
9	Single work order of similar nature of works of minimum Rs.10.00 lakhs		
10	Minimum three year work experience of similar work		

Signature of the Tenderer with seal



ANNEXURE-B (FINANCIAL PART)

**TENDER APPLICATION FORM FOR TENTAGE & ALLIED, FOODING AND OTHER WORKS OF
23rd BALANGIR LOK UTSAV 2025-26**

(Last date for submission of tender form on Dt: 12.01.2026 on or before 4.00 PM)

To

Sl. No.	Item Particulars	Unit	Rate Per Unit in Rs.	Qty	Total Amount (In Rs.)
I. Tentage & Allied Works					
1	Erection of Stall (including Flooring, Ceiling & Wall, Rack, Facia, Furniture, Electrical Fittings, Numbering, Closure as mentioned in concept)	1		30	
2	Stage Matting with red carpet	Per Sq Ft		2000 Sqft	
3	High Quality Multi Color Light and Sound for both Main and Small Stage	Per Day		5 Days	
4	Stage Craft of Main Stage and Front Gate	Per Day		5 Days	
5	Flower Decoration of Both Stages and Office	Per Pc		2000 Pc Garland (Aprox)	
6	Bed Set (Bed, Bed Sheet, Pillow with Cover & Combol) & Durry (15' X 15')	Per Set		200 Set	
7	Uttariya for Guests	1		100	
8	Uttariya for Artists	1		150	
9	Good Quality Bouquet/Plant for Guests	1		120	
10	Good Quality Mementos for Guests and Artists	1		250	
11	LED (12' X 8')	1		4	
II. Gates					
1	Temporary Iron Gate with Flex	1		2	
III. Power Back Up					
1	Generator (with fuel) Sufficient light back up at the time of Power failure in the entire Ground, Public announcement system including Control Room.	Per Day		5 days	
IV. Fooding					
1	Break Fast (Tea, Puri/ Upama/ Idli/ Poha, Banana, Sweets and Curry)	Per Plate		2000	
2	Lunch (Rice/Roti, Dal, Mix Veg, Khata, Chips, Papad, Paneer, Mushroom, Egg/Chicken)	Per Plate		2500	
3	Dinner (Rice/Roti, Dal, Mix Veg, Chips, Papad, Paneer, Mushroom, Egg/Chicken)	Per Plate		2500	
4	Evening Tiffin (Samosa, Vada, Veg Chup, Sweet and Tea)	Per Plate		3000	
5	Refreshment of VIPs	Per Plate		200 Plate	
6	Drinking Water bottle for Stage, Seminar and Office	Per Pc (500 ml)		6000 Pc (Aprox)	

V. DOCUMENTATION INCLUDING PHOTO, VIDEOGRAPHY & DRONE SHOOTING

1	High Quality Photography and Videography for entire events for 5 days	Per day		5 days	
2	Drone Shooting for entire events (5 days)	Per day		5 days	
3	High Quality Album Printing	1 Pc		1	
4	Soft Copy of entire documents in 1 no. Pen Drive	1 Pc		1	

VI. Designing and Printing of Flex , Banner, Letter Pad, Poster, Broucher, Invitation card etc.

1	Letter Pad (Multi Colour)	1		600 Pc	
2	Normal Flex Designing and Printing	Per Sq Ft		5000 Sq Ft	
3	Star Flex Designing and Printing	Per Sp Ft		1000 Sq Ft	
4	Designing and Printing of Leaflet (Multi Colour)	Per Pc		2000 Pc	
5	Designing and Printing of Poster (Multi Colour)	Per Pc		2500 Pc	
6	Poster Sticking and Leaflet Distribution In the Town and Other Part of the District.	Per Pc		4500 Pc	
7	1/2 Demy size Brouchers (Both Side Multi Colour Print)	Per Pc		2500 pc	
8	Designing and Printing of Souvenir for 23 rd Balangir Loka Utsav-2025-26 Size-1/4 demy Inner single color print 70gsm -180 pages (Aprox) Inner multi color print art paper -20 pages (Aprox) Cover with lamination both side multi color print	Per Pc		500 Pc	
9	Invitation Card With envelope (Multi color printed with lamination)	Per Pc		600 Pc	
10	Folder With printing (Including Pen and Pad)	Per Pc		250 Pc	

VII. Badges, Manapatra etc. works

1	Normal/ VIP Entry pass	Per Pc		3500 Pc	
2	Artist Badge with File and Ribbon	Per Pc		3000 Pc	
3	Certificate	Per Pc		2500 Pc	
4	Chairmen/ Co-chairmen and Member Badge with ribbon	Per Pc		300 Pc	
5	Guest Badge with ribbon	Per Pc		125 Pc	
6	Official Badge with ribbon	Per Pc		80 Pc	
7	Judge Badge with ribbon	Per Pc		50 Pc	
8	12 X 18 3" Manapatra with lamination	Per Pc		10 Pc	
9	Seminar Manapatra with lamination	Per Pc		5 Pc	

GRAND TOTAL

(Rupees) only

Signature of the Tenderer with seal

