


Tender Document  
for  
Selection of Agency  
for  
Event Management Activities for  
**Annual Function (ZENOVA 2k26)**  
(May 15th-18<sup>th</sup>, 2026)

At  
Auditorium, BBMCH, Balangir  
Tender Reference Number:2126/24.04.2026

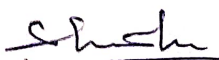
Organised by  
Student Union, 2026, BBMCH, Balangir  
Contact Person : Bibhuti bhushan Naik, 9090479496

  
24.4.26  
Dean & Principal  
Govt. Medical College & Hospital  
Balangir

**Section-1 Notice Inviting Proposal and Necessary Instructions**

Name Of Work	Tender to engage an Event Management Agency for Annual Function (ZENOVA) 2026
Tender Document Fees	Rs.500/- (Rs. Five Hundred only) BY DEMAND DRAFT in favour of <b>Dean &amp; Principal, Govt Medical College &amp; Hospital, Balangir</b> (NonRefundable)
Earnest Money Deposit (EMD)	Rs. 10,000/- (Rs. Ten Thousand only) BY DEMAND DRAFT in favour of <b>Dean &amp; Principal, Govt Medical College &amp; Hospital, Balangir</b> and it will be released to the unsuccessful bidder after signing the contract with successful bidder. EMD of successful bidder will be kept as security deposit and will be returned without accrued of any interest after successful completion of event.
<b>TenderDates:</b>	
Bid Document Downloading Start Date	25.04.2026 ( <a href="https://bbmchbalangir.odisha.gov.in">https://bbmchbalangir.odisha.gov.in</a> )
Bid Document Downloading End Date	07.05.2026 till 10.00 Hrs
Last Date of Submission of the bid	07.05.2026 till 11.00 Hrs
Contract Period	The rate provided by the selected agency will be valid up to 3 month from the date of submission of tender.
Submission of Documents	<p>The Technical Proposal (Annexures 1-4), Financial Proposal (Annexure 5), and required fees must be submitted at <b>BBMCH, Balangir</b> as follows:</p> <p><b>The first sealed envelope</b> shall contain the <b>Tender Fee (₹500, non-refundable)</b> and <b>EMD (₹10,000, refundable)</b> via Demand Draft in favor of <b>Dean &amp; Principal, Govt. Medical College &amp; Hospital, Balangir</b>. The envelope must be clearly labeled with the Tender Number and the text: "EMD &amp; Tender Fee for Selection of Event Management Agency."</p> <p><b>The second sealed envelope</b> should contain the <b>Technical Proposal</b>, including all relevant documents required by the eligibility criteria. It must be clearly labeled "<i>Technical Proposal for Selection of Agency</i>" with the corresponding Tender Number. <b>No price information should be mentioned</b> in the technical bid. To be considered authentic, all documents must be original prints featuring the submitting agency's official seal and signature.</p> <p><b>The third sealed envelope</b> must contain only the <b>Financial Proposal</b> and be clearly marked as such with the Tender Number.</p>

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	<p>All three envelopes (1st, 2nd, and 3rd) should then be placed inside a larger, sealed envelope labeled "<i>Selection of Event Management Agency</i>" with the Tender Number.</p> <p>All pages of the submission must be numbered, signed, and stamped with the agency's seal. Bids must be sent via <b>Speed Post or Courier</b> to the <b>Office of the Dean &amp; Principal, BBMCH, Balangir.</b></p>
Opening of Tender	<p>Tenders will be opened on <b>08.05.2026 at 11:00 AM</b>, and bidders' representatives are invited to attend. The Technical Proposals will first be scrutinized for EMD submission, tender fees, and eligibility. Only bidders meeting these requirements and approved by the <b>Student Welfare Committee (BBMCH)</b> will proceed to the financial stage. Subsequently, the Financial Proposals of technically eligible bidders will be opened on the same day in the presence of their representatives.</p> <p>❖ The Committee reserves all rights to reject any or all bids without assigning any reason.</p>

## **Section-2: Scope of Work**

Overall scope of work includes:-

- Supply of 4 Way sound systems on rent basis for four days.
- Installation of 40 \* 10 FT LED screen on rent basis for four days.
- Stage preparation in 60\*40 FT on rent basis for four days
- Stage lighting system (30 nos Sharpy & 60 nos Palco) on rent basis for four days.

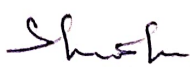
## **Section-3 Eligibility Criteria**

1. The bidder should have experience of managing at least 1 cultural events in Govt.Sector/SemiGovt./PSUsector/BBMCH, Balangir in last 36 months from the date of tender submission.  
(Enclose work order copy & completion certificate/supporting document from the client.)
2. The bidder should submit an affidavit on appropriate stamp paper that the vendor has not been black listed by any Government Sector/Semi Government/ PSU Sector in Odisha.  
(Enclose affidavit)
3. The Bidder must have valid GSTIN registration certificate and Permanent Account Number (PAN).  
(Enclose copy of above documents)
4. IT Return File of the year 2024-25

## **Section-4 :-Selection Procedure**

### **1. Technical Evaluation**

The Technical Proposals will first be scrutinized for EMD submission, tender fees, and eligibility. Only bidders meeting these requirements and approved by the **Student Welfare Committee (BBMCH)** will proceed to the financial stage.

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## 2. Financial Proposal


After technical evaluation, the financial bids (Annexure-5) of qualified bidders will be opened in the presence of the Committee and the bidders' representatives. The contract for Zenova 2k26 will be awarded to the L1 (lowest) bidder.

However, the Committee may engage in negotiations with the L1 bidder to finalize a reasonable price for the event's organization.

### Section-5 :-Payment Schedule

The payment will be made within 30 working days after submission of the error free GST bill along with required supporting documents.

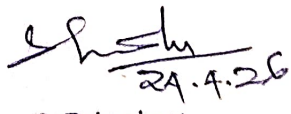
Applicable tax deducted at source(TDS) as per income tax Act & GST law (If Applicable ) At prevailing rate will be deducted from the payment.

  
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**ANNEXURE - 1**  
**CHECKLIST OF DOCUMENT**

<b>Sr.No.</b>	<b>Particular</b>	<b>Remarks</b>
1.	Name of the agency, Contact person, Contact details	
2	Name of the Owner	
3	EMD	
4	Tender Document Fee	
5	GST Certificate	
6	IT return	
7	Non Blacklisting Affidavit	
8	Bidder must submit all document duly signed & sealed in every pages of technical and financial proposal as acceptance to reflect that the terms and condition indicated In the tender are acceptable to them.	

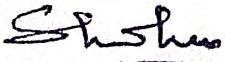
**Signature of the bidder with seal**

  
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**ANNEXURE-2**  
**LIST OF SIMILAR WORK EXECUTED IN LAST THREE YEARS**

Sr. No.	Name of client	Location	Description of work	Value of work/contract In INR	Work Duration

Signature of the bidder with seal

  
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**ANNEXURE - 3**  
**INDEMNITY UNDERTAKING**

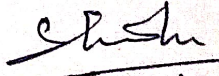
I, on behalf of M/s ..... hereby agree and undertake that I have understood entire scope of work including the instruction and responsibilities and all staff Technical & Non-Technical working on behalf of M/s ..... will abide by all safety norms.

I declare that I, on behalf of M/s ..... will be responsible for any safety violations/accident etc. Bhima Bhoi Medical College & Hospital, Balangir will not be responsible in case of any accident/ incident and will not compensate financially or otherwise  
.....

I hereby declare that I am sole responsible on behalf of M/s ..... for giving such declaration.

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Name of Indemnifier

-----  
Signature of Indemnifier

  
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**ANNEXURE 4**

**Affidavit of Non Blacklisting**

**To be submitted on non judicial Stamp Paper of appropriate value and notarized**

I, ....., Aged.....years, son/ daughter of .....  
resident of ....., do here by solemnly affirm and declare as follows.

1. That I am the propriters, partner, authorized signatory of M/s.....having its registered office at .....
  2. That my firm M/s.....has never been blacklisted by any Govt, Semi Govt./Public sector Undertaking in Odisha.
  3. That no criminal case /vigilance case/ is pending against the firm or the undersigned related to business dealing with any any Govt, Semi Govt./Public sector Undertaking in Odisha.
  4. That in case the above declaration is found to be false, incorrect or misleading I, undersigned that our bid/contract is liable for cancellation and appropriate action may be taken against our firm as per rules.
- I hereby declare that the above statements are true to the best of my knowledge and belief.

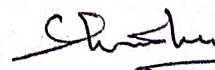
Deponent

(Signature)

Name.....

Disignation.....

Firm/Company.....

  
29.4.20

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