



**OFFICE OF THE MUNICIPAL COUNCIL, BALASORE.**

BALASORE, (ODISHA), PIN-756003

Tel. No. 06782-251267(O)

e-mail-balasoremunicipality @ rediffmail.com

No. 9986 /

Dated the 07/5/ 2025.

TO

THE DISTRICT E-GOVERNANCE MANAGER,  
BALASORE.

SUB: Uploading of ACN bearing No. 9988 /Dt. 7.5.25 in the Govt Official Website-  
<http://balasore.odisha.gov.in> -----Regarding.

Sir,

With reference to the subject cited above, it is to say that the ACN bearing No. 9988 /Dt. 7.5.25 regarding lease of for installation of hoardings & flex may be uploaded in the Govt Website-<http://balasore.odisha.gov.in> from Dt. 9.5.25 to Dt. 17.5.25 till 01:00 PM

**This is for your kind information & necessary action at your end.**

Yours Faithfully,

  
Executive Officer,  
Balasore Municipality.



**OFFICE OF THE  
MUNICIPAL COUNCIL, BALASORE.**  
BALASORE, (ODISHA), PIN-756003  
Tel. No. 06782-251222(O)  
e-mail-balasoremunicipality @ rediffmail.com  
(GSTIN NO: 21AAAGB0009D1ZM)

No. 9928/

Dated the 07/5/ May'2025.

**INVITING TENDER CALL NOTICE**

The Executive Officer, Balasore Municipality on behalf of Balasore Municipal Council invites sealed tender/ quotation from intending firms/agencies/ALF Groups/person individuals etc for installation of hoardings & flex etc in commercial based within the limit of this Balasore Municipality area ( Specified and permitted by this Office) for a period from Dt.01.06.2025 to till the end of Dt.31.05.2026. The willing participants can submit their proposals on between the schedule time line from Dt.09.05.2025 to Dt.17.05.2025 till 01:30 PM. The same will be opened on Dt.19.05.2025 at 11:30 AM by the tender/purchase Committee constituted for the above purpose. The said committee bears the responsibility and power to take the decision on behalf of Municipal Council which shall be treated as final. During the exercise of opening of the proposals the applicants or their authorized representatives may remain present. The Undersigned/ Committee reserve the right to accept/ reject the individual or all proposals in the exceptional cases without assigning any reason thereof. The tribulation format detailed below elaborate the extreme way to quote the price of advertisement source:-

SL NO	NAME OF THE SOURCE	TIME FRAME	UPSET PRICE (EXCLUDING GST)	QUOTED PRICE (EXCLUDING GST)	GST AMOUNT SHALL BE CHARGED IN EXTRA @ 05%
01	Installation of hoardings & flex etc in Commercial basis within the Balasore Municipality	From 01.06.2025 to 31.05.2026	Rs.30,00,000/-		

The quotationers /bidders shall apply on their requisite pad/plain paper with the required documents be enclosed along with their quoted price as per the above format against the upset value (Excluding GST) which should be enveloped. The proposal packet shall be super scribe on the top as "**Quotation for display of advertisement**". The proposals should be dropped in the tender box kept in the Office Chamber of Executive Officer, Balasore Municipality, Balasore other than those can also be get accept through Registered Post/ Speed Post. Proposals applied beyond the deadline shall not be entertained at any cost. The Undersigned will not held responsible for any postal delay & the same shall also not be put under consideration.

**Continued to page No:-- 02:--**

**ANNEXURE-I**

**TO BE FILLED BY THE APPLICANT:**

SL NO	NAME OF THE SOURCE	TIME FRAME	UPSET PRICE (EXCLUDING GST)	QUOTED PRICE (EXCLUDING GST)	GST AMOUNT SHALL BE CHARGED IN EXTRA @ 05%
01	Installation of hoardings & flex etc in Commercial basis within the Balasore Municipality	From 01.06.2025 to 31.05.2026 (12 Months)	Rs.30,00,000/-		
02	DETAILS OF SECURITY DEPOSIT	DD NO	DATE	BANK	AMOUNT
03	DETAILS OF PAPER COST				

**Documents to be enclosed with Proposal packet (Yes/No):-**

- 01- PAN:-
- 02- GST:-
- 03- Registration Certificate of Firm/ALF Group:-
- 04- Aadhaar:-
- 05- Update return filing of TDS:-
- 06- Update return filing of GST:-
- 07- Certificate towards Licence under trade:-
- 08- Previous Experience in shape of Work Order For similar kind of lease from any Govt Dept/ Autonomous Institution:-

Seal with Signature of the applicant

Continued to page No:-- 03:--

CERTAINS TERMS & CONDITIONS TO BE ABIDE BY THE TENDERERS/QUOTATIONERS IN MANDATE

- 01- Tenderers /Quotationers willing to participate in the above tender for the mentioned resources for the upcoming timeframe should mention their highest price against the upset value (Excluding GST) for whole period in the prescribed format so formatted below in **ANNEXURE-I**. Tenderers /Quotationers shall deposit the **Security deposit @ 25%** against their quoted price in shape of DD/BD/BC (In the name of Executive Officer, Balasore Municipality) with the proposal. The amount of GST should be deposited by the successful quotationer soon after declaration of the result & correspondence of official demand letter in favour of the Concern in shape of DD/BD/BC before execution of the agreement. Simultaneously another amount @ Rs.1000.00 towards paper cost (Not Refundable) in shape of DD / BD /BC (In the name of Executive Officer, Balasore Municipality) should be deposited with the proposals or else the proposal shall not be taken under account. Deposit of rent for the whole period towards permission/lease for display of advertisement by the successful bidder should be made deposited in equal 02 instalments (Including GST) ie- First Instalment before execution of agreement & final work order and the Second Instalment should be paid by the successful bidder on the last week of preceding (05<sup>th</sup>) month of the prescribed period. The DD /BD / BC towards SD of the Un-successful bidder shall be refund back by maintaining proper page of acknowledgement. SD amount of the successful bidder shall be refund back after completion of term and conduction of audit of that particular year. If the payment derives any discrepancy by the H1 bidder it leads for cancellation of the agreement & the Municipal authority may go for fresh tender.
- 02- If the applicant (firm/agency/ALF/individual) or entity who has taken part in such type of lease earlier and was declared as defaulter in depositing the lease sum, cannot participate in the said auction/tender.
- 03- The tender envelop shall mention the sources for which the tenderers have applied for.
- 04- The applicants/ tenderers shall furnish the previous experience certificate( Work Order in their favour) qualified and in such kind of lease gained from any ULBs OR from any Govt Departments.
- 05- The amount deposited through DD/BC/BD as quoted value/SD Amount with their tender packet should be get refunded only to the Un-successful bidders obtaining proper acknowledgement from the applicant with due Order and approval of the Municipal authority.
- 06- The applicants shall have to furnish the PAN, GST (Update return filing of TDS & GST) & registration certificate duly registered as per Govt of Odisha registration act No.XXI -1860 or any registration act applicable for enrolment of firm/agency/ALF groups. For individuals it is mandate to submit Aadhaar, PAN, GST to be enclosed with the proposal packet.
- 07- Besides that it is very important that the applicants shall also furnish the licence obtained from Govt of India/Govt of Odisha which is supported to adopt such kind of business in their favour.

- 08- If the said leased resource is required/observed necessary by the Municipal authority for betterment of this establishment, this can be withdrawn from the qualified bidder at any moment with 07 days intimation notice and if any amount paid advance seems laid with the authority shall be refunded to the bidder having without any interest.
- 09- Price quoted less than the upset value shall be treated as rejection of that particular proposals.
- 10- Municipal authorities are not bound to accept the highest quoted price (In case of unavailability of any documents strictly required for) and even reserve the right to cancel the whole tender process without assigning any reason thereof & even not paying any compensation towards the same .

**Clause for qualifying Ones to be treated as mandate:-**

- 11- The H1 Tenderer/quotationer has the liberty to display the advertisement like hoardings and flex within the Municipal area except the restricted place and roads and no other Advertising agencies or parties other than H1 Tenderer hasn't permitted to display any such. If any of these pointed out should be treated as Un-authorized. In that case it is the duty of the Municipality to remove those boards after getting intimation from the licensee.
- 12- The H1 Tenderer/quotationer is allowed to install Hoarding, Flex only in the prescribed areas except in the restricted areas within the jurisdiction of Balasore Municipality limit during the agreement period. The approved units of hoardings as per list enclosed bearing stipulated area & size shall be stand still. Installation of new hoardings according to new area if required to be install by the H1 Tenderer/quotationer after Obtaining permission from the authority of this Municipality. Simultaneously the rent towards those new structure shall be paid by the H1 Tenderer/quotationer as per assessment made by the Municipal authority.
- 13- Sublet OR Sub- lease of the Sairat to any other agency is strictly prohibited. Any deviation shall stand the cancellation of the agreement & shall punishable in the Court as per law.
- 14- Installation OR Display of advertisement is not allowed at any cost near / infront of historical monuments, temple, mosques, churches, crematorium, parks, gardens, statues etc. Similarly it is also not allowed in front any private/public passages where there are chances of arising/head on for any Objections from local public/inhabitants.
- 15- For advertisement like hoarding structure shall level a Official size height of 06' (Six feet) at the maximum. Advertisement structures should not obstruct the ventilation or sunlight to any building (Govt/private).

- 16- The structures for advertisement or any board should be placed in a decent manner. It should not be placed in a half hazard manner. While erecting any structure for advertisement the direction of Municipal Engineer should be followed.
- 17- Erecting of kiosk at any point is not allowed & in this exercise of tender kiosks are been excluded and not permitted at any cost.
- 18- One standard size structure/flex should be maintained for display of different advertisement at the permitted areas/roads, not that small advertisement in multiple numbers which make the roads clumsy and to break the decency are not allowed.
- 19- No electric connection under any circumstances will be tagged from the street light phase of the Municipality. If so required the H1 Tenderer/quotationer may take connection from TPNODL Authority authentically.
- 20- In no way display of advertisement which causes negative impact on the society is permissible.
- 21- The following roads named below are restricted for advertisement due to less width:-
  - (a) Cinema Chhak to Town Police Station ( Motiganj)
  - (b) Town Police Station to Municipality Office.
  - (c) Town Police Station to Barabati.
  - (d) F.M College main gate to Azimabad Chhak.
- 22- Advertisement displayed in source crossing gate is not allowed at any cost.
- 23- The structure for the advertisement purpose must be installed at least 02 feet away from black topped road edge where there is constraint of road width & for other roads minimum 05 feet is mandatory from the edge to avoid future obscation.
- 24- The advertisement structure should be strong enough to withstand the wind pressure and be in normal condition.
- 25- It's the duty of the H1 Tenderer/quotationer to remove the out dated weak, torn advertisements or structure from time to time. Most important during the hour of natural calamities, following the instructions of IMD (India Metrological Department) in view of public interest and safety H1 Tenderer/quotationer is bound to remove the flex from the structures as per area demarcated with special instruction if issued by the Municipal authority.

- 26- No structure should be installed from drain to drain or within the drain & not even blocking road area which may cause obstruction for cleaning drain & road. Special care must be safeguarded for the underground cable while erecting/installing the structure.
- 27- No trees/plants shall not be cut/removed by the H1 Tenderer/quotationer. Besides that no advertisement should be displayed on the branches of any road side tree. In such cases H1 Tenderer/quotationer needs to obtained permission from the Municipal authority.
- 28- In exceptional cases if Municipal Authority made any new clause in the agreement, this should be intimated liberally to the other party.
- 29- Required number of hoarding placed preferably placed at prominent like Cinema Chhak, Station Chhak etc may be ear-marked for advertisement by Municipality and other Govt Offices for IEC activities meant for public awareness as and when required.
- 30- H1 Tenderer/quotationer shall take care of the advertisement materials and articles installed in Municipal Area. Municipal authority is no way responsible for any loss caused by anybody or by natural calamity.
- 31- That proportionate relaxation will be made by the Municipal authority to the H1 Tenderer/quotationer in case of removal of existing advertisement board if required for interest of public work.
- 32- The H1 Tenderer/quotationer shall invest the amount for infrastructure for the purpose of advertisement and it shall be removed by him after completion/ termination of contract period or give proportionate rent for the delayed period.
- 33- If there will be plantation programme in the town and removal of any advertisement structure is required, the H1 Tenderer/quotationer will Co-Operate in the matter.
- 34- That in case of any dispute with regards to any of the term & condition may cause, the matter shall be referred to the Council and the decision of the Council shall be final binding and conclusive and if any of the parties disagrees with the decision, he may take shelter of law within the jurisdiction of Balasore Court.
- 35- The Municipal Engineer /Tax Daroga and any other Officer of the Municipality will Co-Operative in resolving the faced by the H1 Tenderer/quotationer if required.
- 36- Any allegation received by this Office against H1 Tenderer/quotationer, shall be brought to the notice of the of the concern H1 bidder for necessary dispersal. Otherwise, the decision of Chairperson/Administrator will be the final.

- 37- The H1 Tenderer/quotationer should make aware from time to time about the increasing/decreasing status of structures as per location wise to the Municipal Authority for Official record keeping.
- 38- Most important all the structures should be updated with numerical brandings (1,2,3,4,5 & onwards), period of duration and should be scripted with name of successful agency and LOGO/Bar code must have also be given as structure wise to maintain transparency in all aspects.
- 39- All the terms & Conditions elaborated at upper paras should be abide by the applicants in mandate or else the proposals shouldn't be taken under account.
- 40- If the QCN cannot open on the schedule date should be re-scheduled for another working day as per Order of the Undersigned with publish of intimation notice to be entertained on the Office notice board.

The abstract of format which furnish the area wise structures to be installed in units approved as admissible structure which cannot be ignored:-

SL NO	LOCATED AREA	IN UNITS	PRESCRIBED SIZE
01	ITI CHHAK TO TAMULIA BRIDGE	43 NOS	(30' X 15') =02, (20' X 20') =02, (20' X 10') =36 & (10' X 10')=03
02	ITI CHHAK TO POLICELINE	28 NOS	(30' X 15') =02, (20' X 20') =04, (20' X 10') =22
03	POLICE LINE TO BHASKERGANJ	32 NOS	(30' X 15') =02, (20' X 20') =08, (20' X 10') =18 & (10' X 10')=04
04	BHASKERGANJ "B" TO FM GOLAI VIA SAHADEVKHUNTA	47 NOS	(30' X 15') =04, (20' X 20') =07, (20' X 10') =29 & (10' X 10')=07
05	FAKIR MOHAN GOLAI TO STATION CHHAK	07 NOS	(20' X 20') =01, (20' X 10') =05 & (10' X 10')=01
06	CINEMA CHHAK	10 NOS	(20' X 20') =03, (20' X 10') =05 & (10' X 10')=02
07	CINEMA CHHAK TO DISTRICT HEAD QUARTER HOSPITAL ROAD, BALASORE	15 NOS	(20' X 20') =04, (20' X 10') =10 & (10' X 10')=01
08	BICHARGANJ FANDI CHHAK	09 NOS	(30' X 15') =01, (20' X 20') =02, (20' X 10') =05 & (10' X 10')=01
09	NEAR HERO HONDA SHOWROOM	05 NOS	(20' X 10') =02 & (10' X 10')=03
10	ADM CHHAK TO JAIL ROAD & NEAR BY PANI TANKI (PHED OFFICE)	10 NOS	(20' X 20') =02, (20' X 10') =06 & (10' X 10')=02
11	KANDHEI CHHAK TO NARI SANGHA OFFICE	13 NOS	(20' X 20') =02, (20' X 10') =09 & (10' X 10')=02
12	FM COLLEGE CHHAK TO BABYLON CHHAK	26 NOS	(20' X 10') =25 & (10' X 10')=01
13	FROM TECHNICAL FIELD TO COLLECTORIATE OFFICE	13 NOS	(20' X 20') =03, (20' X 10') =08 & (10' X 10')=02

14	SAHADEVKHUNTA BUS STAND TO ANANDA BAZAR	09 NOS	(30' X 15') =01, (20' X 20') =01, (20' X 10') =06 & (10' X 10') =01
15	HARIPUR CHHAK NEAR LUNIAJODI	07 NOS	(20' X 20') =01, (20' X 10') =05 & (10' X 10') =01
16	DARJI POKHARI TO MIRZA POKHARI	03 NOS	20' X 10' =03
17	MIRZA POKHARI TO TOWN HALL	04 NOS	(20' X 20') =01, (20' X 10') =03
18	GADAGADIA CHHAK	05 NOS	(20' X 20') =01, (20' X 10') =03 & (10' X 10') =01
19	TELENGA SAHI CHHAK	01 NOS	(20' X 10') =01
20	BACK SIDE OF FAKIR MOHAN COLLEGE	02 NOS	(20' X 10') =02
21	GOLAPOKHARI CHHAK	05 NOS	(20' X 10') =04 & (10' X 10') =01
	<b>TOTAL:-</b>	<b>294 NUMBERS</b>	

IMPORTANT CLAUSE:- The location & unit wise structures mentioned above is now treated as approved ones, installation beyond this is highly restricted. Improvement if these shall require the permission of the Municipal authority.

  
 Executive Officer,  
 Balasore Municipality  
 Dt. 07.15.2025

Memo No. 9989/

Copy to Gen. & Misc, Collectorate, Balasore/ Sub-Collector Office, Bls/PD, DUDA/Tahasildar sadar, Bls/ BDO, Balasore/Sub-Registrar, Bls/EE.PWD/RTO, Bls/DIPRO, Bls with a request to display the QCN in their notice board for wide publication.

  
 Executive Officer,  
 Balasore Municipality  
 Dt. 07.15.2025

Memo No. 9990/

Copy of the same to be displayed in the notice board of Balasore Municipality Office for wide publication.

  
 Executive Officer,  
 Balasore Municipality  
 Dt. 07.15.2025

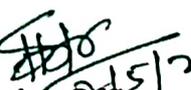
Memo No. 9991/

Copy submitted to Chairperson, Balasore Municipality, Balasore for kind information.

  
 Executive Officer,  
 Balasore Municipality  
 Dt. 07.15.2025

Memo No. 9992/

Copy to The Director, I &PR Department, Govt of Odisha, Bhubaneswar, to publish the TCN once in two (02) local dailies in one edition/ The District E-governance Manager, Balasore to uploaded in the Govt Website-<http://balasore.odisha.gov.in>.

  
 Executive Officer,  
 Balasore Municipality