

OFFICE OF THE DISTRICT JUDGE, SONEPUR
AT/P.O.-SONEPUR, DIST. SUBARNAPUR, ODISHA-767017
e-Mail ID: dj.sonepur-od@gov.in

INVITATION FOR BIDS

RFP Identification No. 01(RFP) OF 2022-23 Dated 27.05.2022

REQUEST FOR PROPOSAL (RFP)

The **District Judge, Sonepur** (“CLIENT”), invites sealed proposal from interested Bidders under Single Stage Two Cover/Envelope System (Technical Bid & Financial Bid) for ‘**SELECTION OF AGENCY FOR PROVIDING COMPREHENSIVE FACILITY MANAGEMENT SERVICES FOR UP-KEEPING, CLEANING & MAINTENANCE AND ELECTRICAL SERVICES**’ at **District Court Complex, Sonepur and Taluk Court Complexes – Birmaharajpur (S.D.J.M. & Sr. Civil Judge Court Complex), S. Rampur, Binika, Tarava & Dunguripali.**

A. Indicative Scope:

The Broad Scope of services required through this RFP, shall be inter alia as briefed below:

1. Operation and Maintenance of all Electrical & Mechanical Equipment,
2. Housekeeping and Sanitation services,
3. Lawn and Gardening,
4. Pest control,
5. Waste Management,
6. Reporting and Complaint Management and
7. Coordination with other service providers

B. Contract Period : 02 years

C. Bid Processing Fee (INR) : 10,000/-

D. Earnest Money Deposit (INR): The Bidder shall have to furnish “Bid Security Declaration” as per the office memorandum Finance Department, Govt. of Odisha, vide FDOM No. 8943 Dt. 18.03.2021 and FDOM No. 8475 Dt. 05.04.2022, in lieu of earnest money deposit in the prescribed format along with the bid.

E. The RFP document can be downloaded from <https://districts.ecourts.gov.in/india/odisha/subarnapur/tender>. To clarify the queries of the Bidder(s), a pre-bid meeting is scheduled to be held on **06.06.2022 at 10.00 A.M.** in the **District Court Complex, Sonepur**. Duly completed proposal along with other prerequisites documents in support of eligibility criteria and the required information as per formats must be submitted through **Registered Post/ Speed Post/ Courier** latest by **27.06.2022 by 17.00 hours** as specified in the critical date sheet below. For details please refer the RFP Documents.

F. Critical Date Sheet:

1.	RFP Issue Date	27.05.2022 (17.00 Hours)
2.	Last Date and Time for Submission of Pre-Bid queries through e-Mail	03.06.2022 (17.00 Hours)
3.	Pre-Bid Meeting Date and Time	06.06.2022 (10.00 Hours)
4.	Upload of Pre-Bid Clarification Date and Time	13.06.2022 (17.00 Hours)
5.	Bid Due Date and Time	27.06.2022 (17.00 Hours)
6.	Technical Bid Opening Date and Time	28.06.2022 (16.00 Hours)
7.	Financial Bid Opening Date and Time	04.07.2022 (16.00 Hours)

G. Contact Person :

Achyutananda Samantara
Court Manager, District Court, Sonapur
Mobile Nos.: 9437465758, 7978067449

H. Complete Address for Submission of Bid :

The District Judge, Sonapur
District Court Complex,
At/P.O. – Sonapur,
Dist.-Subarnapur,
Odisha – 767017

- I. The authority reserves the right to accept/reject any or all RFPs without assigning any reason thereof.

Sd/-
District Judge, Sonapur (I/c)