

OFFICE OF THE DISTRICT JUDGE, JHARSUGUDA
AT- NEW DISTRICT COURT COMPLEX,
P.O./DIST.- JHARSUGUDA, ODISHA – 768204
e-Mail ID: dj.jharsuguda-od@gov.in /
sa.od-jharsuguda@gov.in

INVITATION FOR BIDS

RFP Identification No. 01 (RFP) OF 2024-25
Dated 06.07.2024

REQUEST FOR PROPOSAL (RFP)

The District Judge, Jharsuguda (“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 (CFMS) FOR UP-KEEPING, CLEANING & MAINTENANCE AND ELECTRICAL SERVICES’ at New District Court Complex, Jharsuguda, Old District Court Complex, Jharsuguda, Transit House, Jharsuguda and Court Complex of Nyayadhikari-cum-J.M.F.C., Lakhanpur.

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. Horticulture & Plantation
4. Pest control
5. Waste Management

B. Contract Period: 02 years

C. Bid Processing Fee (INR): 10,000/- (In Shape of Demand Draft in favour of District Judge, Jharsuguda, Payable at Jharsuguda)

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 download from <https://jharsuguda.dcourts.gov.in>. The interested bidders are requested to follow the guidelines issued by the **Government of Odisha, Finance Department, Office Memorandum No. 37323/F Dated 30.11.2018** regarding engagement of consultant and outsourcing of services which is to be read as a part of this Request For Proposal (RFP). To clarify the queries of the Bidder(s), a pre-bid meeting is scheduled to be held on 12.07.2024 at 4.30 P.M. in the Video Conference Hall, New District Court Complex,

Jharsuguda. 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/by hand** so as to reach on or before **18.07.2024 by 05.00 P.M. on the address “The District Judge, New District Court Complex, Jharsuguda, Odisha- 768204”**. For details please refer the **Critical Date Sheet** of RFP Documents.

F. Critical Date Sheet:

| | | |
|---|--|-------------------------------------|
| 1 | RFP Issue Date | 06.07.2024 |
| 2 | Last Date and Time for Submission of Pre-Bid queries through email- sa.od-jharsuguda@gov.in | 11.07.2024 4.00 P.M |
| 3 | Upload of Pre Bid Clarification Date and Time https://jharsuguda.dcourts.gov.in | 12.07.2024 4.00 P.M |
| 4 | Pre Bid Meeting Date and Time | 12.07.2024 4.30 P.M. |
| 5 | Bid Due Date and Time | 18.07.2024 by 05.00 P.M. |
| 6 | Technical Bid Opening Date and Time | 23.07.2024 4.00 P.M. |
| 7 | Financial Bid Opening Date and Time | 23.07.2024 6.00 P.M. |

G. Contact Person : Deputy Administrator, PES, Civil Courts, Jharsuguda
E-mail:- sa.od-jharsuguda@gov.in
Contact No. 9556658304

H. Complete Address for Submission of Bid :

**The District Judge, New District Court Complex,
Jharsuguda, Odisha – 768204**

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

Sd/-
District Judge,
Jharsuguda.

Memo No. 3684 (W.E) Dt. 06.07.2024.

Copy forwarded to the Director, I&PR Department, Government of Odisha, Bhubaneswar with a request to get it published in largely circulated 01 (One) No. of leading Odia Daily and 01 (One) No. English Daily News Paper on or before 08.07.2024 for wide circulation. The complimentary copy of the News Papers connecting the Tender Call Notice may be sent to this office for reference and record.

Encl.: Bid Notice

Sd/-
Registrar, Civil Courts,
Jharsuguda

Memo No. 3685 (W.E) Dt. 06.07.2024

Copy forwarded to the Senior System Officer, Jharsuguda to upload in the District Court, Jharsuguda website for wide circulation.

Encl.: RFP Document of Invitation for Bids

Sd/-
Registrar, Civil Courts,
Jharsuguda

Memo No. 3686 (W.E) Dt. 06.07.2024

Copy forwarded to the District Informatic Officer, NIC, Jharsuguda with a request to upload in the District Office, Jharsuguda NIC website for wide circulation.

Encl.: RFP Document of Invitation for Bids.

Sd/-
Registrar, Civil Courts,
Jharsuguda

Memo No. 3687 (W.E) Dt. 06.07.2024

Copy forwarded to the Collector & District Magistrate, Jharsuguda with a request to display the Bid Notice in the Notice Board for wide circulation.

Encl.: Bid Notice.

Sd/-
Registrar, Civil Courts,
Jharsuguda.

Memo No. 3688 (W.E) Dt. 06.07.2024

Copy forwarded to the Notice Board, Civil Courts, Jharsuguda for wide circulation.

Encl.: Bid Notice.

Sd/-
Registrar, Civil Courts,
Jharsuguda.

Memo No. 3689 (30) (W.E) Dt. 06.07.2024

Copy forwarded to the Registrars of all the judgeships for wider circulation.

Encl.: Bid Notice and RFP Document of Invitation for Bids.

Sd/-
Registrar, Civil Courts,
Jharsuguda

Memo No. 3690 (W.E) Dt. 06.07.2024

Copy forwarded to the Superintending Engineer, R&B (PWD) Jharsuguda for wider circulation.

Encl.: Bid Notice and RFP Document of Invitation for Bids.

Sd/-
Registrar, Civil Courts,
Jharsuguda.