OFFICE OF THE DISTRICT AND SESSIONS JUDGE,
KHURDA AT BHUBNAESWAR
P.O - BJB NAGAR, LEWIS ROAD, BHUBANESWAR, DIST- KHURDA,
ODISHA-751014
e-mail I.D : dj.khurda-od@od.gov.in

RFP Identification No.1 (RFP) of 2026-27 Dated 27.05.2026

TENDER NOTICE

The District Judge, Khurda at Bhubaneswar 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 IN THE JUDICIAL COURT COMPLEX, BHUBANESWAR AND TALUK COURT COMPLEXES - KHURDA, JATNI, TANGI, CHILIKA, BANPUR & BEGUNIA".** Duly completed bid along with other pre-requisite documents in support of eligibility criteria and the required information as per format must be submitted through registered post/speed post/courier latest by **18.06.2026, 5:00 P.M.,**

For details: The tender document can be downloaded from the website Link:

https://khurda.dcourts.gov.in/notice-category/tenders/

DISCLAIMER CLAUSE : The finalization of Bid will be undertaken subject to approval of the Hon'ble Court.

Sd/-
DISTRICT AND SESSIONS JUDGE,
KHURDA AT BHUBANESWAR

27/5/26

OFFICE OF THE DISTRICT AND SESSIONS JUDGE,
KHURDA AT BHUBNAESWAR
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e-mail I.D : dj.khurda-od@od.gov.in

INVITATION FOR BIDS

RFP Identification No.1 (RFP) of 2026-27 Dated 27.05.2026

REQUEST FOR PROPOSAL (RFP)

The District Judge, Khurda at Bhubaneswar ("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 IN THE JUDICIAL COURT COMPLEX, BHUBANESWAR AND TALUK COURT COMPLEXES -KHURDA, JATNI, TANGI, CHILIKA, BANPUR & BEGUNIA".**

A. Indicative Scope :

The Board 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. Pest control.

B. Contracted Period : **02 years**

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

D. Earnest Money Deposit (INR) : **1% of quoted value**

E. The RFP document can be downloaded from our Website Link: **https://khurda.dcourts.gov.in/notice-category/tenders.** To clarify the queries of the Bidder(s), a pre-bid meeting is scheduled refer date sheet in the Judicial Court Complex, Bhubaneswar. Duly completed proposal along with other pre-requisites documents in support of eligibility criteria and the required information as per formats must be submitted through Registered post/Speed Post/Courier latest by **18.06.2026 at 5:00 P.M.** as specified in the critical date sheet below. For details, please refer the RFP Documents.

F. Critical Date Sheet

1	RFP Issue Date	27.05.2026
2	Last date and time for submission of Pre-Bid queries through e-mail : dj.khurda-od@od.gov.in	03.06.2026, 5.00 P.M
3	Pre-Bid Meeting date and time	05.06.2026, 11.30 A.M
4	Upload of Pre-Bid clarification date https://khurda.dcourts.gov.in	08.06.2026, 5.00 PM
5	Bid due date and time	18.06.2026, 05.00 PM
6	Technical Bid opening date and time	19.06.2026, 04.30 PM
7	Financial Bid opening date and time	To be Informed only to Technical Qualified Bidder.

G. Contact Person :

Court Manager, District Court, Khurda at Bhubaneswar
Mobile No. 9437768155
E-mail ID: dj.khurda-od@od.gov.in

H. Complete Address for Submission of Bid

The District Judge, Khurda at Bhubaneswar
P.O – B.J.B Nagar, Lewis Road, Bhubaneswar,
District – Khurda, Odisha, Pin-751014

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

DISCLAIMER CLAUSE : The finalization of Bid will be undertaken subject to approval of the Hon'ble Court.

Sd/-
District Judge,
Khurda at Bhubaneswar

By e-Mail
Memo No.3286**/ Dated** 27/5/26

Copy forwarded to the Director, I & P.R Deptt., Bhubaneswar, Govt. of Odisha with a request to get it published in the two largely circulated Newspapers (one English daily and one Odia daily) **by 29.05.2026** in Odisha editions for wide circulation. The complimentary copy of the News Papers connecting the Invitation for Bids may be sent to this office for reference and record.

Encl.: Soft copy of invitation for Bids

27/5/26

Registrar, Civil Courts,
Khurda at Bhubaneswar

Memo No.3287**/ Dated** 27/5/26

Copy forwarded to the System Officer, Khurda at Bhubaneswar to upload in the website of District Court, Khurda for wide circulation.

Encl.: RFP Document of Invitation for Bids

27/5/26

Registrar, Civil Courts,
Khurda at Bhubaneswar

Memo No.3288**/ Dated** 27/5/26

Copy forwarded to the District Information Officer, NIC, Bhubaneswar with a request to upload in the District Office, NIC Website for wide circulation.

Encl.: RFP Document of Invitation for Bids

27/5/26

Registrar, Civil Courts,
Khurda at Bhubaneswar

Memo No.3289**/ Dated** 27/5/26

Copy forwarded to the Registrars, Civil Courts of the State with a request to publish in their respective notice board for wide circulation.

Encl.: RFP Document of Invitation for Bids

27/5/26

Registrar, Civil Courts,
Khurda at Bhubaneswar

Memo No.3290**/ Dated** 27/5/26

Copy forwarded to the District Magistrates & Collectors of the State with a request to publish in their respective notice board for wide circulation.

Encl.: RFP Document of Invitation for Bids

27/5/26

Registrar, Civil Courts,
Khurda at Bhubaneswar

Memo No.3291**/ Dated** 27/5/26

Copy forwarded to the D.C.P., Bhubaneswar for information with a request to provide security during the period of opening of the tender at the Judicial Court Complex, Bhubaneswar.

Encl.: RFP Document of Invitation for Bids

27/5/26

Registrar, Civil Courts,
Khurda at Bhubaneswar

Memo No.3292**/ Dated** 27/5/26

Copy forwarded to the Judge-in-Charge, Process Establishment Sections of Khurda Judgeship with a request to publish in their respective notice board for wide circulation and to accommodate prospective bidders during pre-bid visit to the respective sites from **28.05.2026 to 02.06.2026** for necessary assessment.

Encl.: RFP Document of Invitation for Bids

27/5/26

Registrar, Civil Courts,
Khurda at Bhubaneswar

Memo No.3293**/ Dated** 27/5/26

Copy forwarded to the Chief Engineer (Building), Odisha at Nirmansoudh, Unit-V, Bhubaneswar / Superintendent Engineer, Bhubaneswar, (R & B) Division-II, Bhubaneswar for information.

Encl.: RFP Document of Invitation for Bids

27/5/26

Registrar, Civil Courts,
Khurda at Bhubaneswar

Memo No.3294**/ Dated** 27/5/26

Copy forwarded to the Head, State Portal Group. I.T. Centre Department of Information & Technology Department, Bhubaneswar for exhibiting the advertisement in the website of the Government.

Encl.: RFP Document of Invitation for Bids

27/5/26

Registrar, Civil Courts,
Khurda at Bhubaneswar