

OFFICE OF THE DISTRICT JUDGE, SUNDARGARH

AT/P.O.-DISTRICT COURT COMPLEX, SUNDARGARH, DIST.-SUNDARGARH, ODISHA-770001

E-Mail ID: districtcourtsundargarh@gmail.com, Tel. No.06622-272356

INVITATION FOR BIDS

REQUEST FOR PROPOSAL (RFP)

IFB No.02 Dated 02.06.2022

The District Judge, Sundargarh ("CLIENT"), invites sealed RFP in double cover system from all interested Bidder/s for " **ENGAGEMENT OF OUTSOURCING AGENCY FOR UPKEEPING, CLEANING AND MAINTENANCE AND ELECTRICAL SERVICES IN CIVIL & SESSIONS COURT COMPLEX, ROURKELA**", (COMPREHENSIVE FACILITY MANAGEMENT SERVICES) to be received in offline mode for package detailed in the table below.

Sl. No	Name of Work	Concerned	Bid Security In Rs.		Bid Processing fee in Rs
1	2	3	4	5	6
1	SELECTION OF AGENCY FOR PROVIDING COMPREHENSIVE FACILITY MANAGEMENT SERVICES at Civil & Sessions Court Complex, Rourkela <i>Tentative Estimated cost of the Project:</i> Rs.40,39,401.78/-	The District Judge, Sundargarh	Bid Security Declaration in accordance with the FDOM Nos.8943/F/dated 18.03.2021 read with 8484/F/dtd. 05.04.2022 in lieu of EMD	Performance security:- 3% of contract value in the form of Bank guarantee valid up to 2 yrs 3 months by L1 bidder in accordance with the FDOM Nos.8952/f/dtd.18.03.2021 read with 8475/F/dtd.05.04.2022	10,000/-

The RFP document must be accompanied by **Non-Refundable Bid Processing Fee** mentioned in the Column (6) of the above table in form of **Demand draft** in favour of the **Registrar, Civil Courts, Sundargarh** drawn in any scheduled commercial bank payable at Sundargarh. **Performance Security** shall be submitted by the successful bidder in the form of Bank Guarantee pledged in submitted by the successful bidder in

the form of Bank Guarantee pledged in favour of the Registrar, Civil Courts, Sundargarh & valid up to 2 years 3 months.

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 Equipments,
2. Housekeeping and Sanitation services including collection & disposal of waste article/ garbage
3. Pest control,
4. Garden/ Park & Lawn maintenance
5. Reporting and Complaint Management, and
6. Coordination with other service providers

B. Contract Period : 02 years

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

D. Earnest Money Deposit : Bid Security Declaration as Per format-A

The RFP document can be downloaded from <https://districts.ecourts.gov.in/india/odisha/Sundargarh/tender>. To clarify the queries of the Bidder/s, a pre-bid meeting is scheduled to be held on **07.06.2022** at 12.00 Noon in the District Court Complex, Sundargarh. Duly completed proposal along with other prerequisites documents in supports of eligibility criteria and the required information as per formats must be submitted through **Registered Post/ Speed Post/ Courier** latest by **17.06.2022** as specified in the critical date sheet below. For details please refer the RFP Documents.

E. Critical Date Sheet:

1	RFP Issue Date	02.06.2022
2	Last Date for Submission of Pre-Bid queries through email	07.06.2022 at 10A.M.
3	Pre-Bid Meeting Date and Time	07.06.2022 at 12 noon
4	Upload of Pre-Bid Clarification Date	07.06.2022 at 5 P.M.
5	Bid Due Date	17.06.2022
6	Technical Bid Opening Date and Time	18.06.2022 at 4 P.M.
7	Financial Bid Opening Date and Time	20.06.2022 at 4 P.M.

F. Contact Person :

Sri Dillip Kumar Satpathy
Registrar, Civil Courts,
Sundargarh
Mobile No. 9937846214
E-mail ID: districtcourtsundargarh@gmail.com

G. Complete Address for Submission of Bid :

The District Judge, Sundargarh
District Court Complex,
At/P.O./Dist.- Sundargarh
Odisha-770001

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

Sd/-
District Judge,
Sundargarh

By e-Mail

Memo No. 4032 Dt. 02-6-22

Copy of the Invitation For Bid / RFP (IFB nos. 1,2,3 & 4 dtd. 02.06.2022) 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 at on early date for wide circulation. The complementary copy of the News Papers connecting the Tender Call Notice may be sent to this office for reference and record.

Encl.: As above (soft copy/ hard copy)

[Signature]
2.6.2022
Registrar
Civil Courts, Sundargarh

Memo No. 4033 Dt. 2.6.22

Copy of the Invitation For Bid / RFP (IFB nos. 1,2,3 & 4 dtd. 02.06.2022) forwarded to the System Assistant, Sundargarh to upload in the District Court, Sundargarh, website for wide circulation.

Encl.: As above (soft copy/ hard copy)

[Signature]
2.6.2022
Registrar
Civil Courts, Sundargarh

Memo No. 4034 Dt. 2.6.22

Copy of the Invitation For Bid / RFP (IFB nos. 1,2,3 & 4 dtd. 02.06.2022) forwarded to the District Informatic Officer, NIC, Sundargarh with a request to upload in the District Office, NIC website for wide circulation.

Encl.: As above (soft copy/ hard copy)

[Signature]
2.6.2022
Registrar
Civil Courts, Sundargarh

Memo No. 4035 Dt. 2.6.22

Copy of the Invitation For Bid / RFP (IFB nos. 1,2,3 & 4 dtd. 02.06.2022) forwarded to the Registrar, Civil Courts of the State with a request to publish in their respective notice board for wide circulation.

Encl.: As above (soft copy/ hard copy)

[Signature]
2.6.2022
Registrar
Civil Courts, Sundargarh

Memo No. 4036 Dt. 2.6.22

Copy of the Invitation For Bid / RFP (IFB nos. 1,2,3 & 4 dtd. 02.06.2022) forwarded to District Magistrates & Collector, Sundargarh with a request to publish in their respective notice board for wide circulation.

Encl.: As above (soft copy/ hard copy)

[Signature]
2.6.2022
Registrar
Civil Courts, Sundargarh

Memo No. 4037 Dt. 2.6.22

Copy of the Invitation For Bid / RFP (IFB nos. 1,2,3 & 4 dtd. 02.06.2022) forwarded to S.P., Sundargarh for information and to provide security during the period of opening of the tender at the District Court Complex, Sundargarh.

Encl.: As above (soft copy/ hard copy)

[Signature]
2.6.2022
Registrar
Civil Courts, Sundargarh

Memo No. 4039 Dt. 2.6.22

Copy of the Invitation For Bid / RFP (IFB nos. 1,2,3 & 4 dtd. 02.06.2022) forwarded to Judge-in-Charge, Nizarats of Sundargarh Judgeship to publish in their respective notice board for wide circulation.

Encl.: As above (soft copy/ hard copy)

[Signature]
2.6.2022
Registrar
Civil Courts, Sundargarh