



OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE, SUNDARGARH

No. 1050/Res Date: 08/11/2022

Collector & District Magistrate, Sundargarh (“CLIENT”), invites sealed proposal from all interested Bidder/s for “**Selection of Agency for Providing Comprehensive Facility Management Services (CFMS)**” at the following:

1. Circuit House, Panposh

A. Indicative Scope:

B. The broad scope of services required through this RFP, shall be inter alia as indicated below.

- a. Housekeeping and Cleaning services
- b. Security Services & Parking Management,
- c. Landscaping & Garden & Lawn maintenance,
- d. Help Desk & Reception Services,
- e. Catering Services (Paid),
- f. Pest control,
- g. Reporting and Complaint Management, and
- h. Coordination with other service providers
- i. Minor repair of electrical & PHED fittings
- j. AMC of all electronic items
- k. Laundry Services (Paid)

A. Contract Period : 03 Years

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

Earnest Money Deposit (INR): Bid Security declaration as per Form T6 of RFP document.

The RFP document can be downloaded from www.sundergarh.nic.in. To clarify the queries of the Bidder/s, a pre-bid meeting is scheduled to be held on **Dt 17.11.2022** in the Conference Hall of ADM (General), Sundargarh at 11:00 AM. 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 **28.11.2022 at 05:00 PM** as specified in the critical date sheet below. For details, please refer to the RFP Documents.

A. Critical Date Sheet:

1	RFP Issue Date	09.11.2022
2	Last Date and Time for Submission of Pre-Bid queries through email	16.11.2022 11:00 AM
3	Pre Bid Meeting Date and Time	17.11.2022 11:00 AM
4	Upload of Pre Bid Clarification Date and Time	19.11.2022 05:00 PM
5	Last Date and Time of submission of Bid	28.11.2022 05:00 PM
6	Technical Bid Opening Date and Time	29.11.2022 11:00 AM
7	Financial Bid Opening Date and Time	30.11.2022 11:00 AM

B. Contact Person :

- Dy. Collector, Judicial, Collectorate : Miss. Sushree Pradhan
- Email- admsundargarh@gmail.com
- Contact No.- 06622-273889 / 7978329820

C. Complete Address for Submission of Bid :

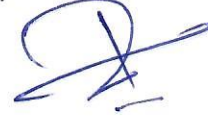
Office of Collector, Sundargarh,
Odisha Pin 770001



Collector & District Magistrate,
Sundargarh

Memo No. 1051/Reg Date 08/11/2022

Copy to the Dy. Collector, Judicial/ Nizarat, Collectorate, Sundargarh for information and necessary action.



Collector & District Magistrate,
Sundargarh

Memo No. 1052/Reg Date 08/11/2022

Copy to the DIO, NIC, Sundargarh for information and necessary action.



Collector & District Magistrate,
Sundargarh

Memo No. 1053 / Date 08/11/2022

Copy to the Additional District Magistrate (General), Sundargarh/ Supdt. Engineer, RW Division, Sundargarh/ Supdt. Engineer, R&B Division, Sundargarh/ Sub-Collector, Panposh/ DI&PRO, Sundargarh for information and necessary action. DI&PRO, Sundargarh is requested to float the tender in 02 Odia daily local newspaper and 02 daily National English NewsPaper for wide circulation of the RFP.



Collector & District Magistrate,
Sundargarh