

## Notice Inviting Tender(NIT)

Collector & District Magistrate, Khordha ("CLIENT") invites sealed proposal from all interested Bidder/s for 'SELECTION OF AGENCY FOR PROVIDING COMPREHENSIVE FACILITY MANAGEMENT SERVICES (CFMS) at Spl. Circuit House, Bhubaneswar

### A. Indicative Scope :

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 Service),
- f. Pest control,
- g. Reporting and Complaint Management,
- h. Coordination with other service providers
- i. Minor Repair of Electrical & PHED fittings
- j. AMC of all electronic items
- k. Laundry Service(Paid)

**A. Contract Period: 03years**

**B. Bid Processing Fee(INR):10000/- (Special Circuit House, Bhubaneswar)  
Draft should be prepared in favour of  
Collector, Khordha)**

**C. Earnest Money Deposit (INR): Bid security declaration As per Finance  
Department Circular No.8943/F  
dtd.18.03.2021 & No.8484 dtd.05.04.2022**

The RFP document can be downloaded from 26.12.2022 To clarify the queries of the Bidder/s a pre- bid meeting is scheduled to be held on **Dt 10.01.2023** in the Conference Hall of Collector Office, Khordha at 3.00 PM. Duly completed proposal along with other prerequisites documents in support of eligibility criteria and the required information as perform at must be submitted through **Registered Post/ Speed Post/ Courier** latest by **27.01.2023 at 5.30 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	26.12.2022
2	Last Date and Time for Submission of Pre-Bid queries through email	4.01.2023
3	Pre Bid Meeting Date and Time	10.01.2023 at 3.00 PM
4	Upload of Pre Bid Clarification Date and Time	17.01.2023 at 11.30 AM
5	Last Date and Time of submission of Bid	27.01.2023 at 5.30 PM
6	Technical Bid Opening Date and Time	31.01.2023 at 11.00 AM
7	Financial Bid Opening Date and Time	08.02.2023 at 11.00AM

**B. Contact Person :**

1. Sri Subrat R. Satapathy, Deputy Collector, Nizarat Section, Collectorate, Khordha  
• Email- nizaratsectionkda@gmail.com  
• Contact No.-9437276557
2. Sri Suresh Chandra Panda, Deputy Collector, O/o ADM, BBSR  
Email-admbhubaneswar@gmail.com  
Contact No.-7381672821

**C. Complete Address for Submission of Bid :**

Office of the Collector and District Magistrate, Khordha  
At/Po/Dist-Khordha State-Odisha Pin No.752055