

**GOVERNMENT OF ODISHA**  
**REVENUE AND DISASTER MANAGEMENT DEPARTMENT**

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**Invitation for Bids**

File No. RDM-REM-MEET-0003-2022 **26605** Dated **08 AUG 2022**

Additional Chief Secretary to Government, R&DM Department (“**CLIENT**”), invites sealed proposal from all interested Bidder/s for “**Selection of Agency for Providing Comprehensive Facility Management Services (CFMS)**” at the following 12 number of Special Circuit Houses/Circuit Houses.

1. Special Circuit House, Bhubaneswar
2. Special Circuit House, Puri
3. Special Circuit House, Cuttack
4. Special Circuit House, Berhampur
5. Special Circuit House, Sambalpur
6. Special Circuit House, Koraput
7. Special Circuit House, Paradeep
8. Circuit House, Gopalpur
9. Circuit House, Panposh
10. Circuit House, Baripada
11. Circuit House, Keonjhar
12. Court Guest House, Gopalpur-on-sea

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 Service (Paid)

**A. Contact 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 [revenue.odisha.gov.in](http://revenue.odisha.gov.in) . To clarify the queries of the Bidder/s received through e-mail , a pre-bidding meeting is scheduled to be held in the Conference Hall of R&D.M Department, Lokaseva Bhawan at 04:30 PM on 14.09.2022. All the details will be provided as required by the intended Bidder. Duly completed proposal along with other prerequisite documents in support of eligibility criteria and the required information as per formats should be submitted through **Registered Post/Speed Post/Courier** and must reach the O/o the Additional Chief Secretary to Government, R&D.M Department, by 05:00 PM of Date 30.09.2022 as specified in the critical date sheet below. For details, please refer the RFP document. Additional information related to special circuit House/Circuit House will be facilitated by respective District collector through site visit.

**C. Important Dates**

1	Last Date & Time for Submission of Pre-Bid queries through email	09.09.2022
2	Pre-Bid Meeting Date & Time	14.09.2022 @ 04:30 PM
3	Upload of Pre-Bid Clarification Date & Time	17.09.2022 @ 05:00 PM
4	Last Date & Time of Submission of Bid	30.09.2022 @ 5:00 PM
5	Technical Bid Opening Date & Time	01.10.2022 @ 3:00 PM
6	Financial Bid Opening Date & Time	12.10.2022 @ 03:00 PM

**D. Contact Person :**

- Joint Secretary to Government, R&D.M Department : Smt. Madhusmita Sahoo
- Email : jointsecretaryrdm@gmail.com

- Contact No. : 0674-2390266
- Venue : Conference Hall of R&D.M Department, Lokaseva Bhawan, Bhubaneswar

(In case of virtual meeting, it will be notified through Email)

  
Joint Secretary to Government, R&D.M Department

Memo No. 26606 Dated 08 AUG 2022

Copy forwarded to the Deputy Secretary to Government, I&P.R Department, Odisha, Bhubaneswar, Deputy Director (Advertisement), with a request to get the Invitation for Bids(IFB) published in two number of leading Odisha Dailies and two number of National English Daily Newspapers (All India Circulation) at an early date for wide circulation.

  
Joint Secretary to Government, R&D.M Department

Memo No. 26607 Dated 08 AUG 2022

Copy forwarded to the Deputy Secretary to Government, Department of Information & Technology, Odisha, Bhubaneswar for publication in the Govt. website for wide circulation.

  
Joint Secretary to Government, R&D.M Department

Memo No. 26608 Dated 08 AUG 2022

Copy to F.A-cum-Special Secretary to Government, R&D.M Department / E-Governance Cell for information and necessary action, with a request to upload in Department Website.

  
Joint Secretary to Government, R&D.M Department

Memo No. 26609 Dated 08 AUG 2022

Copy forwarded to Senior Technical Officer, NIC for information and necessary action.

  
Joint Secretary to Government, R&D.M Department

Memo No. 26610 Dated 08 AUG 2022

Copy forwarded to all three RDCs, Board of Revenue and all Collectors for information and publication in their notice board.

  
Joint Secretary to Government, R&D.M Department