

OFFICE OF THE COLLECTOR AND DISTRICT MAGISTRATE, KEONJHAR

No 785 /Niz Date: 17 /11/2022

**Short Tender Call Notice**

Collector, Keonjhar invites sealed proposal from all interested Bidder/s for "Selection of Agency for Providing Comprehensive Facility Management Services (CFMS)" for Circuit House, Keonjhar.

- 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 [kendujhar.nic.in](http://kendujhar.nic.in) . To clarify the queries of the bidder/s received through e-mail , a pre-bidding meeting is scheduled to be held in the Mini Conference Hall of Collectorate, Keonjhar at **04.30 PM on 22.12.2022** . 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 format should be submitted through **Registered Post /Speed Post /Courier** and must reach the O/o the Additional District Magistrate, Keonjhar by 05.00PM of **Date 11.01.2023** as specified in the critical date sheet below for details , please refer the RFP document . Additional information related to Circuit House, Keonjhar will be facilitated.

**C. Important Dates:**

1.	Last Date & Time for Submission of Pre-Bid queries through email	16.12.2022
2.	Pre-Bid meeting Date & Time	22.12.2022 04:30 PM
3.	Upload of Pre-Bid Clarification Date & Time	27.12.2022 05:00 PM
4.	Last Date & Time of Submission of Bid	11.01.2023 05:00 PM
5.	Technical Bid Opening Date & Time	12.01.2023 04:00 PM
6.	Financial Bid Opening Date & Time	24.01.2023 04:00 PM

**D. Contact Person**

- Sibabrata Tripathy, Deputy Collector, Nizarat, Collectorate, Keonjhar
- Email: dcnizaratkjr@gmail.com
- Contact No: 9437251815
- Venue: Collectorate, Keonjhar

  
Collector, Keonjhar

Memo No 786 /Niz Date 17 /11 /2022

Copy to the Notice Board of the Collectorate, Keonjhar for wide publication.  
Copy to Collector & District Magistrate all districts of Odisha for information and necessary action and wide circulation.

Copy to all Sub-Collectors/ BDOs/Tahasildars/ CDPOs of Keonjhar District for information. They are requested to make wide publication of the notice. Copy to all member of the Selection Committee for information. Copy to DIO NIC Keonjhar with request to please hoist the above in NIC website for larger publication.

  
Collector, Keonjhar