



OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE, KEONJHAR

(Nizarat Section)

(e-mail: dcnizaratkjr@gmail.com)

No. COLKNH-NIZ-BUILD-0003-2026 1629 /Niz

Dated 09 /03/2026

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:

- Housekeeping and Cleaning services
- Security Services & Parking Management
- Landscaping & Garden & Lawn maintenance
- Help Desk & Reception Services
- Catering Services (Paid)
- Pest Control
- Reporting and Complaint management, and
- Coordination with other service providers
- Minor repair of electrical & PHED fittings
- AMC of all electronic items
- Laundry Service(Paid)

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.odisha.gov.in . To clarify

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 **04.00 PM on 09.03.2026** . 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 04.00PM of **Date 24.03.2026** 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	10.03.2026
2.	Pre-Bid meeting Date & Time	11.03.2026 04:00 PM
3.	Upload of Pre-Bid Clarification Date & Time	12.03.2026 04:00 PM
4.	Last Date & Time of Submission of Bid	24.03.2026 04:00 PM
5.	Technical Bid Opening Date & Time	25.03.2026 11:00 AM
6.	Financial Bid Opening Date & Time	25.03.2026 04:00 PM

D. Contact Person

- Sri Santosh Kumar Jena,Assistant Collector,Nizarat,Collectorate,Keonjhar
- Email:dcnizaratkjr@gmail.com
- Contact No:9853374622
- Venue: Collectorate,Keonjhar


Collector,Keonjhar
Keonjhar