

INVITATIONFORBIDS

REQUEST FOR PROPOSAL (RFP)

Bids (Technical/ Financial) in sealed cover are invited from interested Bidder/s for the following work

"ENGAGEMENT OF OUTSOURCING AGENCY FOR UP-KEEPING, CLEANING & MAINTENANCEANDELECTRICALSERVICESIN THE FOLLOWING COURT COMPLEXES:

- a. DISTRICTCOURTCOMPLEX,GANJAM AT BERHAMPUR
- b. CIVIL COURT COMPLEX, CHATRAPUR, GANJAM,
- c. CIVIL COURT COMPLEX, ASKA, GANJAM,
- d. CIVIL COURT COMPLEX, BHANJANAGAR, GANJAM,
- e. CIVIL COURT COMPLEX, PATRAPUR, GANJAM,
- f. CIVIL COURT COMPLEX, DIGAPAHANDI, GANJAM,
- g. CIVIL COURT COMPLEX, SANAKHEMUNDI, GANJAM,
- h. CIVIL COURT COMPLEX, KODALA, GANJAM,
- i. CIVIL COURT COMPLEX, KHALLIKOTE, GANJAM,
- j. CIVIL COURT COMPLEX, PURUSHOTTAMPUR, GANJAM,
- k. CIVIL COURT COMPLEX, BUGUDA, GANJAM,
- l. CIVIL COURT COMPLEX, POLASARA, GANJAM,
- m. CIVIL COURT COMPLEX, SURADA, GANJAM,
- n. CIVIL COURT COMPLEX, KABISURYANAGAR, GANJAM,
- o. CIVIL COURT COMPLEX, SERAGARA, GANJAM,
- p. CIVIL COURT COMPLEX, HINJILICUT, GANJAM,

1. Scope :

The broad scope of services required through this RFP, shall be as follows for the aforementioned Court complexes:

1. Upkeeping, Cleaning, Maintenance services,
2. Electrical Services,

2. Contract Period :02 (Two) years

3. Bid Processing Fee: Rs. 10,000/- (Non-refundable)

4. The RFP document can be downloaded from the official website of District Court, Ganjam at Berhampur-<https://districts.ecourts.gov.in/india/odisha/ganjam/tender>
5. Technical and Financial bids (in separate sealed covers) complete in all aspects may be submitted either by Speed Post/ Registered post so as to reach at the following address on or before **01.06.2022 :- The Registrar, Civil Courts, Berhampur, Ganjam- 760004, Odisha.**

Bids may also be submitted by hand at the office of **The Registrar, Civil Courts, Berhampur, and Ganjam** on or before **01.06.2022 by 5.00 P.M.** Technical and Financial bids in separate sealed covers should be enclosed in one large sealed cover.

6. Any modification or corrigendum to this tender/RFP shall be published in the website of District Court, Ganjam. Bidders are requested to regularly check said website for the purpose.

7. The tender inviting authority may call for any document or clarification from any bidder during the course of evaluation of the tender for the purpose of decision making.
8. The tender inviting authority reserves the right to expand the scope of work within the contract period upon mutually agreeable terms and conditions.
9. Every bidder should provide an active official e-mail i.d. for all correspondence with regard to the present RFP.

Date Sheet:

1	RFP Issue Date	26.05.2022
2	Pre-Bid Meeting Date and Time (Interested bidders may participate through video conferencing by submitting a request in this regard at e-mail id: engsecdcganjam@gmail.com)	28.05.2022(11.00 A.M.) at Video Conferencing Hall, District Court Complex, Berhampur
3	Last Date for submission of bids	01.06.2022 (5.00 P.M.)
4	Technical Bid Opening Date and Time	02.06.2022(11.00 A.M.) Venue- Office Chamber of the District Judge, Ganjam, at Berhampur
5	Financial Bid Opening Date and Time	04.06.2022(11.00 A.M.)

All queries may be addressed only through e-mail at
engsecdcganjam@gmail.com

10. The authority reserves the right to accept/reject any or all RFPs without assigning any reason thereof.

Sd/- A.C. Eshera
District Judge,
Ganjam, Berhampur