

**OFFICE OF THE DISTRICT JUDGE SAMBALPUR**

**PIN-768001**

**INVITATION FOR BIDS**

**RFP Identification No. 01 (RFP) OF 2025-2026**

**No. 01, Dated 20.06.2025**

**REQUEST FOR PROPOSAL RFP**

The District Judge Sambalpur invites sealed proposal from all interested Bidder's for **'SELECTION OF OUTSOURCING OF AGENCY FOR UP-KEEPING, CLEANING & MAINTENANCE AND ELECTRICAL SERVICES** at District Court Complex Sambalpur and Taluk court complexes at Kuchinda & Rairakhol.

TENTATIVE ESTIMATED COST OF THE PROJECT: - **Rs.57,13,920/-**  
(Rupees Fifty-Seven lakhs thirteen thousand and nine hundred twenty only).

**A. Indicative Scope :**

The Broad Scope of services required through this RFP, shall be inter alia as briefed below:

1. Operation and Maintenance of all Electrical & Mechanical Equipment,
2. Housekeeping and Sanitation services,
3. Pest control,

**B. Contract Period : 02 years**

**C. Bid Processing Fee (INR) : 10,000/- (No exemption for MSME)**

**D. Earnest Money Deposit (INR) : 5% of the estimated cost of the project (Bid Security Declaration as per Form-T11.)**

The RFP document can be downloaded from <https://sambalpur.dcourts.gov.in/notice-category/tenders/> To clarify the queries of the Bidder, a pre- bid meeting is scheduled to be held at **District Court Complex Sambalpur** on **26.06.2025** at **4.30 PM**. Duly completed proposal along with other prerequisites documents in support of eligibility criteria and the required information as per formats must be submitted through **Registered Post/ Speed Post/ Courier** latest by **14.07.2025 at 5.00pm** as specified in the critical date sheet below. For details please refer the RFP Documents.

**E. Critical Date Sheet:**

1	RFP Issue Date	20.06.2025
2	Last Date and Time for Submission of Pre-Bid queries through email	25.06.2025 (4.00 PM)
3	Pre Bid Meeting Date and Time	26.06.2025 (4.30 PM)
4	Upload of Pre Bid Clarification Date and Time	28.06.2025 (4.30 PM)
5	Bid Due Date and Time	14.07.2025 (5.00PM)
6	Technical Bid Opening Date and Time	15.07.2025 (4.30PM)
7	Financial Bid Opening Date and Time	22.07.2025 (4.30PM)

**F. Contact Person :**

**The Registrar Civil Court, Sambalpur**  
District Court Complex  
Contact No – 0663-2910605

**Email Id- districtcourt.sambalpur24@gmail.com**

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

**The District Judge, Sambalpur**  
District Court Complex  
AT/PO/Dist- Sambalpur,  
Odisha-768001

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

**Sd/-**  
**District Judge,**  
**Sambalpur**

**By e-Mail**

Memo No. 3286 <sup>(WE)</sup> Date: 19.06.2025

Copy forwarded to the DIPRO, Sambalpur with a request to get it published in largely circulated in The Samaja leading Odia daily and The New Indian Express leading English daily. The complimentary copy of the News Papers connecting the Tender Call Notice may be sent to this office for reference and record.  
Encl:- Copy of Invitation for Bids

*N* 19/6/25  
Registrar, Civil Courts Sambalpur

Memo No. 3287 <sup>(WE)</sup> Date: 19.06.2025

Copy forwarded to the District Information Officer, NIC Sambalpur with a request to upload in the District office, NIC website for wide circulation.  
Encl: RFP Document of Invitation for Bids

*N* 19/6/25  
Registrar, Civil Courts Sambalpur

Memo No. 3288 <sup>(WE) (30)</sup> Date: 19.06.2025

Copy forwarded to the Registrar All (30), Civil Court of the state, with a request to promise their respective notice board for wide circulation.  
Encl: Copy of Invitation for Bids

*N* 19/6/25  
Registrar, Civil Courts Sambalpur

Memo No. 3289 <sup>(WE)</sup> Date: 19.06.2025

Copy forwarded to the District Magistrate & Collector, Sambalpur with a request to publish in the notice board for wide circulation.  
Encl: Copy of Invitation for Bids

*N* 19/6/25  
Registrar, Civil Courts Sambalpur

Memo No. 3290 <sup>(WE)</sup> Date: 19.06.2025

Copy forwarded to the Superintendent of Police, Sambalpur to provide security during the period the opening of the tender at the District court complex.  
Encl: Copy of Invitation for Bids

*N* 19/6/25  
Registrar, Civil Courts Sambalpur

Memo No. <sup>(WE)(2)</sup> 3291 Date: 19.06.2025

Copy forwarded to the Superintending Engineer (R & B Division-I & II, Sambalpur request to publish in the notice board for wide circulation.  
Encl: Copy of Invitation for Bids

*N* 19/6/25  
**Registrar, Civil Courts Sambalpur**

Memo No. <sup>(WE)</sup> 3292 Date: 19.06.2025

Copy forwarded to the Judge in-charge PES of Sambalpur Judgeship to publish in their respective notice boards for wide circulation and to accommodate perspective bidders during pre-bid visit to the respective site from 21.06.2025 to 24.06.2025 in between 10.30 AM to 4.00PM.  
Encl: Copy of Invitation for Bids

*N* 19/6/25  
**Registrar, Civil Courts Sambalpur**

Memo No. <sup>(WE)</sup> 3293 Date: 19.06.2025

Copy forwarded to the System Assistant, Sambalpur to upload in the District Court, Sambalpur for wide circulation.  
Encl: RFP Document of Invitation for Bids

*N* 19/6/25  
**Registrar, Civil Courts Sambalpur**