

**OFFICE OF THE DISTRICT AND SESSIONS JUDGE,  
BALANGIR**

Patnagarh Road, PO/Dist-Balangir  
Odisha, PIN - 767001  
e-mail I.D: [dj.balangir-od@od.gov.in](mailto:dj.balangir-od@od.gov.in)

**INVITATION FOR BIDS**

RFP Identification No.1 (RFP) of 2026-27, Dated 26.06.2026

**REQUEST FOR PROPOSAL (RFP)**

The District Judge, Balangir (“CLIENT”), invites sealed proposal from interested Bidders under Single Stage Two Cover/Envelope System (Technical Bid & Financial Bid) for “**SELECTION OF AGENCY FOR PROVIDING COMPREHENSIVE FACILITY MANAGEMENT SERVICES FOR UP-KEEPING, CLEANING & MAINTENANCE AND ELECTRICAL SERVICES IN THE DISTRICT COURT COMPLEX, BALANGIR AND TALUK COURT COMPLEXES AT TITLAGARH, PATNAGARH, KANTABANJI, MURIBAHAL, SAINTALA, BANGOMUNDA, LOISINGHA, TUSURA & AGALPUR OF BALANGIR JUDGESHIP**”.

**A. Indicative Scope:**

The Board 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/- (Non-refundable)**

**D. Earnest Money Deposit (INR)** : **Rs. 1.26 lakhs**

**E. The RFP document can be downloaded from our Website Link:**  
**<https://balangir.dcourts.gov.in/notice-category/tenders/> and <https://balangir.odisha.gov.in/en>.**

To address the queries of prospective Bidder(s), a Pre-Bid Meeting shall be held on the date and time specified in the **Critical Date Sheet** at the District Court Complex, Balangir. Duly completed proposal along with other pre-requisites documents in support of eligibility criteria and the required information as per formats must be submitted through Registered post/Speed Post/Courier latest by **13.07.2026 at 5:00 P.M.** as specified in the **Critical Date Sheet** below. For details, please refer the RFP Documents.

**F. Critical Date Sheet**

1	RFP Issue Date	26.06.2026
2	Last date and time for submission of Pre-Bid queries through e-mail: <a href="https://balangir.dcourts.gov.in">https://balangir.dcourts.gov.in</a>	02.07.2026 by 5.00 P.M

3	Pre-Bid Meeting date and time	04.07.2026 at 10.30 A.M
4	Upload of Pre-Bid clarification date <a href="https://balangir.dcourts.gov.in">https://balangir.dcourts.gov.in</a>	05.07.2026 by 5.00 PM
5	Bid due date and time	13.07.2026 by 05.00 PM
6	Technical Bid opening date and time	14.07.2026 at 04.30 PM
7	Financial Bid opening date and time	To be Informed only to Technical Qualified Bidder.

**G. Contact Person :**

Court Manager, District Court, Balangir  
Mobile No. 9438581664  
E-mail ID: dj.balangir-od@od.gov.in

**H. Complete Address for Submission of Bid**

The District Judge, Balangir  
Patnagarh Road, AT/PO/Dist-Balangir  
Odisha, PIN - 767001

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

Sd/-  
**District Judge,  
Balangir**

**By e-Mail**

**Memo No...../ Dated**

Copy forwarded to the Director, I & P.R Deptt., Balangir, Govt. of Odisha with a request to get it published in the two largely circulated Newspapers (one English daily (Time of India) and one Odia daily (The Samaj)) by **26.06.2026** in all Odisha editions for wide circulation. The complimentary copy of the News Papers connecting the Invitation for Bids may be sent to this office for reference and record.

**Encl.:** Soft copy of invitation for Bids. (Page No. 6 of the bid document)

Sd/-  
**Registrar, Civil Courts,  
Balangir**

**Memo No...../ Dated**

Copy forwarded to the System Officer, Balangir to upload in the website of District Court, Balangir for wide circulation.

**Encl.:** RFP Document of Invitation for Bids

Sd/-

**Registrar, Civil Courts,  
Balangir**

**Memo No. 4830...../ Dated 24/6/26**

Copy forwarded to the District Information Officer, NIC, Balangir with a request to upload in the District Office, NIC Website for wide circulation.

**Encl.:** RFP Document of Invitation for Bids

*24.06.26*

**Registrar, Civil Courts,  
Balangir**

**Memo No...../ Dated**

Copy forwarded to the Registrars, Civil Courts of the State with a request to publish in their respective notice board for wide circulation.

**Encl.:** RFP Document of Invitation for Bids

Sd/-

**Registrar, Civil Courts,  
Balangir**

**Memo No...../ Dated**

Copy forwarded to the District Magistrates & Collectors of the State with a request to publish in their respective notice board for wide circulation.

**Encl.:** RFP Document of Invitation for Bids

Sd/-

**Registrar, Civil Courts,  
Balangir**

**Memo No...../ Dated**

Copy forwarded to the Superintendent of Police, Balangir for information with a request to provide security during the period of opening of the tender at the District Court Complex, Balangir.

**Encl.:** RFP Document of Invitation for Bids

Sd/-

**Registrar, Civil Courts,  
Balangir**

**Memo No...../ Dated**

Copy forwarded to the Judge-in-Charge, Process Establishment Sections of Balngir Judgeship with a request to publish in their respective notice board for wide circulation and to accommodate prospective bidders during pre-bid visit to the respective sites from **26.06.2026** to **02.07.2026** for necessary assessment.

**Encl.:** RFP Document of Invitation for Bids

Sd/-  
**Registrar, Civil Courts,  
Balangir**

**Memo No...../ Dated**

Copy forwarded to the Superintendent Engineer, Balangir, (R & B) Division, Balangir for information.

**Encl.:** RFP Document of Invitation for Bids

Sd/-  
**Registrar, Civil Courts,  
Balangir**

**Memo No...../ Dated**

Copy forwarded to the Head, State Portal Group. I.T. Centre Department of Information & Technology Department, Bhubaneswar for exhibiting the advertisement in the website of the Government.

**Encl.:** RFP Document of Invitation for Bids

Sd/-  
**Registrar, Civil Courts,  
Balangir**