



OSDMA

ODISHA STATE DISASTER MANAGEMENT AUTHORITY

(A Government of Odisha Agency)

9th Floor, Rajiv Bhawan, Unit-5, Bhubaneswar-751001

Phone-0674-2395398 / 2395531,

Website: www.osdma.org, E-mail: osdma@osdma.org

No 1105

Date 22.04.2025

NOTICE

Request for Proposal Reference No. 891/OSDMA dated 29.03.2025

The last date for submission of Sealed Proposals from eligible Bidders (Registered Firms/ Agencies) interested in “**Outsourcing of Office Management and Technical Support**” to Odisha State Disaster Management Authority (OSDMA), Bhubaneswar is hereby extended till **28.04.2025 up to 5.30 P.M.**

For details please visit our website www.osdma.org.

Sd/-

General Manager (P&A)

BIDDER DATA SHEET

This fact sheet comprises related key information on the RFP for quick reference of the bidder(agency) relating to outsourcing of office management and technical support at Odisha State Disaster Management Authority (OSDMA), Bhubaneswar on outsource basis under different schemes and projects.

Sl. No.	Particulars	Information
1.	Start Date and time for availability of RFP document in the official website	As before
2.	Closing Date and time for availability of RFP document in the official website	till 4.00 P.M. of date 28/04/2025
3.	Tender Processing Fee drawn in shape of Demand Draft in favour of "Odisha State Disaster Management Authority", payable at Bhubaneswar from any Nationalized/ Scheduled Bank. (Non-Refundable) *	Rs. 12,000/- (Rupees Twelve thousand only)
4.	Last date and time for receipt of RFP	28/04/2025 (till 5.30 P.M)
5.	Date and time for opening of Technical Proposal	29/04/2025 at 3.00 P.M.
6.	Date and time of Technical Presentation.	30/04/2025 at 11.00 A.M
7.	Date of Opening of Financial Proposal	Will be intimated to the technically qualified bidders.
8.	Date of Commencement of Assignment.	Will be intimated to the selected bidder
9.	EMD to be submitted along with the Technical Proposal (Refundable)*	EMD/Bid Security of Rs. 10, 27,000/- (Rupees Ten Lakhs Twenty Seven Thousand only) in shape of Demand Draft drawn in favor of "Odisha State Disaster Management Authority."
10.	Performance Security for the selected vendor	10 % of Annual Contract Value in the form of Performance Bank Guarantee.
11.	Address for submission of RFP	Odisha State Disaster Management Authority, 9th Floor, Rajiv Bhawan, Unit-5, Bhubaneswar – 751001, Odisha
12.	Place of opening of Technical Proposal & Technical Presentation, Financial Proposal	Odisha State Disaster Management Authority, 9th Floor, Rajiv Bhawan, Unit-5, Bhubaneswar – 751001, Odisha

Note:

- The RFP will be available on the website of Odisha State Disaster Management Authority: www.osdma.org
- In case the bid closing/opening day happens to be a Government holiday, it will be held on the immediate next working day at the same time & place.


General Manager (P&A)

Odisha State Disaster Management Authority
Bhubaneswar