

**OFFICE OF THE DISTRICT JUDGE, GAJAPATI,**  
**PARALAKHEMUNDI,**

e-Mail ID: dj.gajapati-od@gov.in

**INVITATION FOR BIDS**

**Tender Notice No. 01/DC/GJP Dated 06-07-2024**

**REQUEST FOR PROPOSAL (RFP)**

The District Judge, Gajapati, Paralakhemundi, invites sealed proposal from all interested Bidder/s for 'SELECTION OF OUTSOURCING OF AGENCY FOR UP-KEEPING, CLEANING AND MAINTENANCE AND ELECTRICAL SERVICES at District Court Complex, Gajapati at Paralakhemundi and Taluk Court Complexes – R. Udayagiri, Mohana & Kashinagar.

Tentative yearly estimated cost of the Project : **Rs.64,00,000/- (Rupees Sixty Four Lakh) only.**

**A. Indicative Scope :**

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

1. Operation and Maintenance of all Electrical points,
2. Housekeeping and Sanitation services,

B. Contract Period :02 years

C. Bid Processing Fee (INR): 10,000/- (non-refundable)

The RFP document can be downloaded from [www.districts.ecourts.gov.in/gajapati](http://www.districts.ecourts.gov.in/gajapati). To clarify the queries of the Bidder/s, a pre-bid meeting is scheduled to be held on 11.07.2024 at 04.00 P.M in the District Court Complex, Gajapati. 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 18-07-2024 by 05.00 P.M as specified in the critical date sheet below. For details please refer the RFP Documents.

**D. Critical Date Sheet:**

1.	RFP Issue date	06-07-2024
2.	Last Date and Time for Submission of Pre-Bid queries through email.	10-07-2024 at 5.00 P.M.
3.	Pre-Bid Meeting Date and Time	11-07-2024 at 4.00 P.M.
4.	Upload of Pre-Bid Clarification Date and time	11-07-2024 till 5.00 P.M.
5.	Bid due Date and Time	18-07-2024 till 5.00 P.M.
6.	Technical Bid Opening Date and Time	19-07-2024 at 4.00 P.M.
7.	Financial Bid Opening Date and Time	22-07-2024 at 4.00 P.M.

**E. Contact Person :**

Shri Hata Kishore Dandapat,  
Dy. Administrator, District Court, Paralakhemundi  
Mobile No.8260556363

**F. Complete Address for submission of Bid**

The District Judge, Gajapati at Paralakhemundi,  
District Court Complex,  
At/Po/PS: Paralakhemundi,  
Odisha, Pin-761200

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

Sd/-

District Judge,  
Gajapati, Paralakhemundi


By e-Mail: [iprenews@gmail.com](mailto:iprenews@gmail.com) & [ipr.advt@gmail.com](mailto:ipr.advt@gmail.com)

**Memo No. 5937 Dated 6<sup>th</sup> July, 2024.**

Copy forwarded to the Director, I & PR Department, Government of Odisha, Bhubaneswar with a request to get it published in largely circulated 01 (One) No. of leading Odia Daily and 01 (One) No. English Daily News Paper at an early date for wide circulation. The complementary copy of the News Papers connecting the Tender Call Notice may be sent to this office for reference and record.

Copy to the DIPRO, Gajapati, Paralakhemundi for information and necessary action for release of advertisement through I & PR Dept.

Encl.: Soft copy of Invitation for Bids

  
Registrar, Civil Courts,  
Gajapati, Paralakhemundi.


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By e-Mail

Memo No. 5938 Dated 06<sup>th</sup> July, 2024.

Copy forwarded to the System Assistant, District Court, Paralakhemundi to upload in the District Court, Angul web site for wide circulation.


Encl.: RFP Document of Invitation for Bids

  
Registrar, Civil Courts,  
Gajapati, Paralakhemundi.

Memo No. 5939 Dated 06<sup>th</sup> July, 2024.

Copy forwarded to the Nodal Officer, OSWAN, Gajapati, Paralakhemundi with a request to upload in the District Office, NIC website for wide circulation.


Encl.: RFP Document of Invitation for Bids

  
Registrar, Civil Courts,  
Gajapati, Paralakhemundi.

Memo No. 5940 Dated 6<sup>th</sup> July, 2024.

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

Encl.: Copy of Invitation for Bids

  
Registrar, Civil Courts,  
Gajapati, Paralakhemundi.