

OFFICE OF THE DISTRICT JUDGE, PURI
AT/P.O./ DIST- PURI, ODISHA – 752001
e-mail ID : dj.puri-od@gov.in

INVITATION FOR BIDS

RFP Identification No. 01 (RFP) of 2024-25 Dated 20.06.2024

REQUEST FOR PROPOSAL (RFP)

The District Judge, Puri, invites sealed proposal from interested Bidder(s) 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**' at District Court Complex, Puri and Taluk Court Complexes at Nimapara, Plpili, Konark, Brahmagiri, Kanas & Gram Nyayalaya, Puri.'

Tentative yearly Estimated Cost of the Project : Rs. 77,40,800/- (Rupees Seventy seven lakhs forty thousand eight hundred only)

A. Indicative Scope :

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

1. Housekeeping and Sanitation services.
2. Operation & Maintenance of all Electrical & Mechanical Equipments.
3. Maintenance of Lawns & Gardens
4. Pest Control

B. Contract Period : 02 years

C. Bid Processing Fee (INR) : 10,000/- (Ten Thousand only), Non-Refundable

D. Earnest Money Deposit (INR) : 01% of the Annual Contract Value

[The Bidder(s) shall have to submit the Earnest Money Deposit of the amount equivalent to 01% of the Annual Contract Value in shape of financial instruments like Small Savings Certificate/ Term Deposit duly pledged in favour of the Registrar, Civil Courts, Puri from any Nationalized/ Scheduled Bank and payable at Puri along with the Technical Bid].

The RFP document can be downloaded from the District Court Website of Puri <https://puri.dcourts.gov.in/> and <https://puri.odisha.gov.in/>. To clarify the queries of the Bidder(s), a pre-bid meeting is scheduled to be held on **26.06.2024 at 04.00 P.M.** in the **District Court Complex, Puri**. 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/ Drop Box** kept in the Office of the District Judge, Puri on or before **28.06.2024 (05.00 PM)** as specified in the critical date sheet below. For details please refer the RFP Documents.

E. Critical Date Sheet:

1	RFP Issue Date	20.06.2024
2	Last Date and Time for Submission of Pre-Bid queries through email	25.06.2024 [05.00 PM]
3	Pre-Bid Meeting Date and Time	26.06.2024 [04.00 PM]
4	Upload of Pre-Bid Clarification Date and Time	26.06.2024 [06.00 PM]
5	Bid Due Date and Time	28.06.2024 [05.00 PM]
6	Technical Bid Opening Date and Time	29.06.2024 [01.00 PM]
7	Technical Presentation	02.07.2024 [04.00 PM]
8	Financial Bid Opening Date and Time	03.07.2024 [04.00 PM]

F. Contact Person :

**Shri Malay Kumar Giri
Court Manager, Puri
District Court Complex, Puri
Mobile : 9040940907**

G. Complete Address for Submission of Bid :

**The District Judge, Puri
District Court Complex, Puri
At/Po/Dist- Puri, Odisha – 752001**

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

Sd/-

District Judge, Puri

By e-Mail

Memo No. 3025 / Dt. 19.6.24

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 circulaiton. The complementary copy of the News Papers connecting the Tender Call Notice may be sent to this office for reference and record.

Encl.: Soft copy of Invitation for Bids


18.6.24
Registrar, Civil Courts, Puri

Memo No. 3026 / Dt. 19.6.24

Copy forwarded to the System Officer, Puri to upload in the District Court, Puri website for wide circulaiton.

Encl.: RFP Document of Invitation for Bids


18.6.24
Registrar, Civil Courts, Puri

Memo No. 3027 / Dt. 19.6.24

Copy forwarded to the District E-Governance Manager, Collectorate, Puri with a request to to upload in the Puri District web portal for wide circulaiton.

Encl.: RFP Document of Invitation for Bids


18.6.24
Registrar, Civil Courts, Puri

Memo No. 3028 / Dt. 19.6.24

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


Encl.: Copy of Invitation for Bids


18.6.24
Registrar, Civil Courts, Puri

Memo No. 3029 / Dt. 19.6.24

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

Encl.: Copy of Invitation for Bids


18.6.24
Registrar, Civil Courts, Puri

Memo No. 3030 / Dt. 19.6.24

Copy forwarded to S.P., Puri for information and to provide security during the period of opening of the tender at the District Court Complex, Puri.

Encl.: Copy of Invitation for Bids


18.6.24
Registrar, Civil Courts, Puri

Memo No. 3031 / Dt. 19.6.24

Copy forwarded to Judge-in-Charge, Process Establishment Section, Puri Judgeship to publish in their respective Notice Boards for wide circulation and to accommodate prospective bidders during pre-bid visit to the respective sites during official hours of 21.06.2024 to 26.06.2024 for necessary assessment.

Encl.: Copy of Invitation for Bids


18.6.24
Registrar, Civil Courts, Puri

Memo No. 3032 / Dt. 19.6.24

Copy forwarded to the Chief Engineer (Buildings), Odisha at Nirman South, Unit-V, Bhubaneswar for information.

Encl.: Copy of Invitation for Bids


18.6.24
Registrar, Civil Courts, Puri

Memo No. 3033 / Dt. 19.6.24

Copy forwarded to the Superintending Engineer, Puri (R&B) Division, Puri to publish in their respective Notice Boards for wide circulation.

Encl.: Copy of Invitation for Bids


18.6.24
Registrar, Civil Courts, Puri

Memo No. 3034 / Dt. 19.6.24

Copy forwarded to the Chief Accounts Officer, Hon'ble High Court of Orissa, Cuttack for information.

Encl.: Copy of Invitation for Bids


18.6.24
Registrar, Civil Courts, Puri