

OFFICE OF THE DISTRICT JUDGE, PURI
AT/P.O./DIST- PURI, ODISHA- 752001
e-mail ID: dj.puri-od@gov.in, Tel. No.- (06752)-223175

INVITATION FOR BIDS

RFP Document Identification No. 01 (RFP) of 2022-23 Dated. 01.06.2022

REQUEST FOR PROPOSAL (RFP)

The District Judge, Puri (“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 at District Court Complex, Puri and Taluk Court Complexes- Nimapara, Pipili, Konark, Brahmagiri & Kanas’**.

TENTATIVE YEARLY ESTIMATED COST OF THE PROJECT: ₹ 54,50,000/- (Rupees Fifty four lakhs fifty thousands 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/-

D. Earnest Money Deposit (INR) :

The Bidder shall have to furnish “Bid Security Declaration” as per the office memorandum Finance Department, Govt. of Odisha, vide FDOM No. 8943 Dt. 18.03.2021 and FDOM No. 8484 Dt. 05.04.2022 as per the format prescribed in T-11, in lieu of earnest money deposit in the prescribed format along with the bid.

E. The RFP document can be downloaded from <https://districts.ecourts.gov.in/india/odisha/puri/tender> . To clarify the queries of the Bidder/s, a pre- bid meeting is scheduled to be held on **06.06.2022 (5:00 P.M.)** in the District Court Complex, Puri. Duly

Request For Proposal (RFP)

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 available in the District Court, Puri** latest by **08.06.2022 (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	<u>01.06.2022</u>
2	Last Date and Time for Submission of Pre-Bid queries through email	<u>06.06.2022 (10:30 A.M.)</u>
3	Pre Bid Meeting Date and Time	<u>06.06.2022 (01:30 P.M.)</u>
4	Upload of Pre Bid Clarification Date and Time	<u>06.06.2022 (5:00 P.M.)</u>
5	Bid Due Date and Time	<u>08.06.2022 (5:00 P.M.)</u>
6	Technical Bid Opening Date and Time	<u>09.06.2022 (10:00 A.M.)</u>
7	Financial Bid Opening Date and Time	<u>09.06.2022 (4:00 P.M.)</u>

G. Contact Person :

Shri Sanjay Kumar Sahoo,
Court Manager, District Court, Puri
Mobile Nos. +91-9861073551/ +91-7504029099
Email ID: sanjay_sahoo39@rediffmail.com

H. Complete Address for Submission of Bid :

The District Judge, Puri
District Court Complex,
At/P.O./Dist.- Puri, Odisha- 752001

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

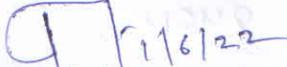
**Sd/-
District Judge, Puri**

By e-Mail

Memo No. 2477 / Dt. 1.6.22

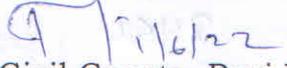
Copy forwarded to the Joint Director, I & PR Department, Government of Odisha, Bhubaneswar / DIPRO, Puri with a request to get it published in leading Newspaper in one Odia local Daily Newspaper and in one English National Newspaper at an early date in Odisha editions for wide circulation. The complimentary 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


Registrar, Civil Courts, Puri I/C.

Memo No. 2478 / Dt. 1.6.22

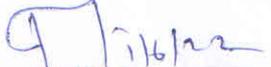
Copy forwarded to the System Assistant, District Court, Puri to upload in the District Court, Puri website for wide circulation.
Encl.: RFP Document of Invitation for Bids


Registrar, Civil Courts, Puri I/C.

Memo No. 2479 / Dt. 1.6.22

Copy forwarded to the District Informatic Officer, NIC, Puri with a request to upload in the District Office, NIC website for wide circulation.

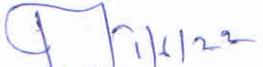
Encl.: RFP Document of Invitation for Bids


Registrar, Civil Courts, Puri I/C.

Memo No. 2480 / Dt. 1.6.22

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

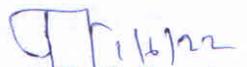
Encl.: Copy of Invitation for Bids


Registrar, Civil Courts, Puri I/C.

Memo No. 2481 / Dt. 1.6.22

Copy forwarded to District Magistrates & Collectors 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, Puri I/C.

Memo No. 2482 / Dt. 1.6.22

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.

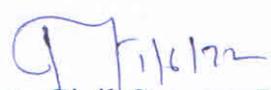
Encl.: Copy of Invitation for Bids


Registrar, Civil Courts, Puri I/C.

Memo No. 2483 / **Dt.** 1.6.22

Copy forwarded to the Judge-in-Charge, Nizarats of Puri Judgeship to publish in their respective notice board for wide circulation and to accommodate prospective bidders during pre-bid visit to the respective sites during official hours of 02.06.2022 to 06.06.2022 for necessary assessment.

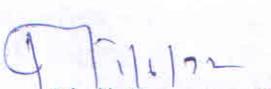
Encl.: Copy of Invitation for Bids


Registrar, Civil Courts, Puri I/C.

Memo No. 2484 / **Dt.** 1.6.22

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

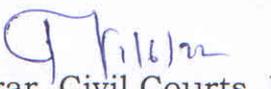
Encl.: RFP Document of Invitation for Bids


Registrar, Civil Courts, Puri I/C.

Memo No. 2485 / **Dt.** 1.6.22

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

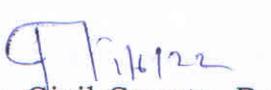
Encl.: RFP Document of Invitation for Bids


Registrar, Civil Courts, Puri I/C.

Memo No. 2486 / **Dt.** 1.6.22

Copy forwarded to the Director, Printing Stationary and Publication, Odisha, Madhu Patna, Cuttack-10 and with request to publish this notice in the next issue of the Odisha Gazette.

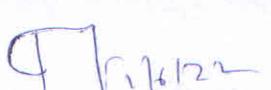
Encl.: RFP Document of Invitation for Bids


Registrar, Civil Courts, Puri I/C.

Memo No. 2487 / **Dt.** 1.6.22

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.

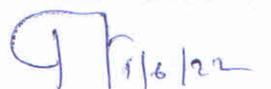
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Registrar, Civil Courts, Puri I/C.

Memo No. 2488 / **Dt.** 1.6.22

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

Encl.: RFP Document of Invitation for Bids


Registrar, Civil Courts, Puri I/C.