

**OFFICE OF THE DISTRICT MAGISTRATE & COLLECTOR, PURI**

Nizarat Section

No. 62 /Niz, dt. 03.02.2023



**Notice Inviting Tender**

The Collector, Puri ("CLIENT"), invites sealed proposal from all interested Bidder/s for 'SELECTION OF AGENCY FOR PROVIDING COMPREHENSIVE FACILITY MANAGEMENT SERVICES (CFMS)' for Special Circuit House, Puri.

**A. Indicative Scope :**

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

- a. Housekeeping and Cleaning services,
- b. Security Services & Parking Management,
- c. Landscaping & Garden & Lawn maintenance,
- d. Help Desk & Reception Services,
- e. Catering Services (Paid Service),
- f. Pest control,
- g. Reporting and Complaint Management,
- h. Coordination with other service providers
- i. Minor Repair of Electrical & PHED fittings
- j. AMC of all electronic items
- k. Laundry Service(Paid)

**B. Contract Period: 03 years**

**C. Bid Processing Fee (INR): Rs.10,000/- (Rupees ten thousand)**

**D. Earnest Money Deposit (INR): Bid security declaration**

The RFP document can be downloaded from [www.puri.nic.in](http://www.puri.nic.in) To clarify the queries of the Bidder/s, a pre- bid meeting is scheduled to be held on **Dt.07.02.2023 (11.00 AM) in the office chamber of Addl. District Magistrate (G), 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** latest by **14.02.2023 (03.00 PM)** as specified in the critical date sheet below. For details, please refer to the RFP Documents.

**E. Critical Date Sheet:**

1. RFP Issue Date – 03.02.2023
3. Pre Bid Meeting Date and Time – **07.02.2023 (11.00 AM)**
5. Last Date and Time of submission of Bid – **14.02.2023 (03.00 PM)**
6. Technical Bid Opening Date and Time – **14.02.2023 (04.00 PM)**
7. Financial Bid Opening Date and Time – **16.02.2023 (04.00 PM)**

**F. Contact Person :**

- Gopinath Mishra, Deputy Collector, Nizarat, Collectorate, Puri.
- Email- [nizaratpuricollectorate@gmail.com](mailto:nizaratpuricollectorate@gmail.com)
- Contact No.- 06752223202

**G. Complete Address for Submission of Bid :**

Address:

**District Magistrate & Collector, Puri  
At- Nizarat Section, Collectorate, Puri  
PO/Dist.- Puri, Odisha, PIN-752001**

  
**Collector, Puri**

Memo No. 63 /Niz, dt. 3.2.2023  
Copy to Notice Board of Collectorate, Puri.

Copy to Collector & District Magistrate of all the Districts of Odisha for favour of information and wide circulation.

Copy forwarded to the Chief Development Officer-cum-Executive Officer, Zilla Parisad, Puri/ Sub-Collector, Puri/ all the Tahasildars of Puri District/ all the BDOs of Puri District / District Information & Public Relations Officer, Puri for information and publication on their Notice Boards.

Memo No. 64 /Niz, dt. 3.02.2023  
Copy along with RFP documents forwarded to District Informatics Officer, NIC, Puri for information and publication on the District website [www.puri.nic.in](http://www.puri.nic.in).

  
**Collector, Puri.**

Memo No. 65 /Niz, dt. 03.02.2023  
Copy to Revenue Divisional Commissioner, CD Cuttack for favour of information.

  
**Collector, Puri.**

Memo No. 66 /Niz, dt. 03.02.2023  
Copy to Joint Secretary to Government, Revenue & DM Department Odisha, Bhubaneswar for favour of information.

  
**Collector, Puri**

  
**Collector, Puri**