



Letter No. 1000 /Niz, Date 19.12.24

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: 01 years (May be extended for maximum another two terms of one year each on satisfactory performance reviewed by the authority on yearly basis)

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 <https://puri.odisha.gov.in> . To clarify the queries of the Bidder/s, a pre- bid meeting is scheduled to be held on **27.12.2024 (at 03.00 PM) in the office chamber of Addl. District Magistrate (Revenue), 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 service latest by 20.01.2025 (by 05.00 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 – 20.12.2024
2. Pre Bid Meeting Date and Time – 27.12.2024 (at 03.00 PM)
3. Last Date and Time of submission of Bid – 20.01.2025 (by 05.00 PM)
4. Technical Bid Opening Date and Time – 21.01.2025 (at 11.00 AM)
5. Financial Bid Opening Date and Time – 24.01.2025 (at 04.00 PM)

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OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE, PURI
NIZARAT SECTION

F. Contact Person :

- Tanmay Kumar Das, Ast. Collector, Nizarat, Collectorate, Puri.
- Email- 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

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Collector, Puri

Memo No. 1001 /Niz, dt. 19.12.2024
Copy to Notice Board of Collectorate, Puri.

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

Copy forwarded to the Chief Development Officer-cum-Executive Officer, Zilla Parishad, 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.

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Collector, Puri.

Memo No. 1002 /Niz, dt. 19.12.2024

Copy along with RFP documents forwarded to District e-Governance Manager, Puri for information and publication on the District website <https://puri.odisha.gov.in>.

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Collector, Puri.

Memo No. 1003 /Niz, dt. 19.12.2024

Copy to the Revenue Divisional Commissioner(CD), Cuttack for favour of information.

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Collector, Puri

Memo No. 1004 /Niz, dt. 19.12.2024

Copy to Joint Secretary to Government, Revenue & DM Department Odisha, Bhubaneswar for favour of information.

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