

**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 2026 Dated 19.05.2026**

**REQUEST FOR PROPOSAL (RFP)**

The District Judge, Puri, invites sealed proposal from reputed, well established and financially sound Bidder(s) under Single Stage Two Cover/ Envelope System (Technical Bid & Financial Bid) for 'Deployment of Manpower through Outsourcing Agency for Transit House, Civil Court, Konark.'

**Tentative yearly Estimated Cost of the Project : Rs. 16,47,864/- (Rupees Sixteen lakhs forty seven thousand eight hundred sixty four only)**

**A. Indicative Scope :**

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

1. Cook – 01 No.
2. Helper to Cook – 01 No.
3. Service Boys – 02 Nos.
4. Cleaning Staff – 02 Nos.
5. Gardencer/ Mali – 01 No.
6. Security Guard – 01 No.

**B. Contract Period : 02 years**

**C. Bid Processing Fee (INR): 6,000/- (Six Thousand only), Non-Refundable**

**D. Earnest Money Deposit (INR) : 01% of the Estimated Cost for two years i.e. Rs. 32,95,728.00**

[The Bidder(s) shall have to submit the Earnest Money Deposit 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].

**E. Submission of Bids :**

Bidders are required to submit the Technical and Financial bids separately. The bids in sealed Cover-I containing "**Technical Bid**" and sealed Cover-II containing "**Financial Bid**" should be placed in a third sealed cover superscribing "**Tender for Deployment of Manpower through Outsourcing Agency for Transit House, Civil Court, Konark.**" must reach the undersigned through **Registered Post/ Speed Post/ Courier/ Drop Box** kept in the Office of the District Judge, Puri on or before **19.06.2026 (05.00 PM)** as specified in the critical date sheet.

**F. Critical Date Sheet :**

<b>Sl. No.</b>	<b>Bidding Schedule</b>	<b>Deadline</b>
1	Date of Issue of Tender Document	<b>19.05.2026</b>
2	Bid Due Date and Time	<b>19.06.2026 [05.00 PM]</b>
3	Opening of Technical Bids	<b>20.06.2026 [04.00 PM]</b>
4	Opening of Financial Bids of Eligible Bidders	<b>26.06.2026 [04.00 PM]</b>

**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. The RFP document can be downloaded from the District Court Website of Puri <https://puri.dcourts.gov.in/> and <https://puri.odisha.gov.in/>.

*sd/-*  
**District Judge, Puri**

**By e-Mail**

**Memo No. 3311 / Dt. 19.05.26**

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



**Registrar, Civil Courts, Puri**

**Memo No. 3312 / Dt. 19.05.26**

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.: Copy of Invitation for Bids



**Registrar, Civil Courts, Puri**

**Memo No. 3313 / Dt. 19.05.26**

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



**Registrar, Civil Courts, Puri**

**Memo No. 3314 / Dt. 19.05.26**

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



**Registrar, Civil Courts, Puri**

**Memo No. 3315 / Dt. 19.05.26**

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



**Registrar, Civil Courts, Puri**

**Memo No. 3316 / Dt. 19.05.26**

Copy forwarded to Judge-in-Charge, Process Establishment Section, Puri Judgeship to publish in their respective Notice Boards for wide circulation.

Encl.: Copy of Invitation for Bids



**Registrar, Civil Courts, Puri**

**Memo No. 3317 / Dt. 19.05.26**

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

Encl.: Copy of Invitation for Bids



**Registrar, Civil Courts, Puri**

**Memo No. 3318 / Dt. 19.05.26**

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



**Registrar, Civil Courts, Puri**

**Memo No. 3319 / Dt. 19.05.26**

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

Encl.: Copy of Invitation for Bids



**Registrar, Civil Courts, Puri**