

OFFICE OF THE DISTRICT JUDGE, NAYAGARH
AT/P.O./DIST.- NAYAGARH, ODISHA – 752069
e-Mail ID: dj.nayagarh-od@gov.in Tel. No.(06753)253342

INVITATION FOR BIDS

RFP Identification No. 01(RFP) OF 2024-25

REQUEST FOR PROPOSAL (RFP)

The **District Judge, Nayagarh (“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, Nayagarh and Taluk Court Complexes at Odagaon, Daspalla, Khandapara, Ranpur & Bhapur.

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. Lawn and Gardening,
4. Pest control,
5. Reporting and Complaint Management and
6. Coordination with other service providers

B. Contract Period : 02 years

C. Bid Processing Fee (INR) : 10,000/-

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 Saving Certificate/ Term Deposit duly pledged in favour of the Registrar, Civil Courts, Nayagarh from any Nationalised/ Scheduled Bank and payable at Nayagarh along with the Technical Bid].

- E.** The RFP document can be downloaded * from <https://nayagarh.dcourts.gov.in/notice-category/tenders>. To clarify the queries of the Bidder(s), a pre-bid meeting is scheduled to be held on **15.07.2024 at 16.00 Hours** in the **District Court Complex, Nayagarh**. 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 **25.07.2024 by 17:00 Hours** as specified in the critical date sheet below. For details please refer the RFP Documents.

F. Critical Date Sheet:

1	RFP Issue Date	10.07.2024
2	Last Date and Time for Submission of Pre-Bid queries through eMail	15.07.2024 (15.00 Hours)
3	Pre-Bid Meeting Date and Time	15.07.2024 (16.00 Hours)
4	Upload of Pre-Bid Clarification Date and Time	15.07.2024 (18.00 Hours)
5	Bid Due Date and Time	25.07.2024 (17.00 Hours)
6	Technical Bid Opening Date and Time	27.07.2024 (17.00 Hours)
7	Financial Bid Opening Date and Time	30.07.2024 (17.00 Hours)

G. Contact Person :

Somanath Choudhury
Deputy Administrator, District Court, Nayagarh
Mobile No.: 8984874954

H. Complete Address for Submission of Bid :

The District Judge, Nayagarh
District Court Complex
At/P.O./Dist.-Nayagarh
Odisha – 752069

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

Sd/-
District Judge, Nayagarh

By e-Mail

Memo No. 3010 Dt. 10.07.24.

Copy forwarded to the Deputy Director, I&PR Department, Government of Odisha, Bhubaneswar with a request to get it published in Odia Daily 'The Samaj' and English Daily 'The Times of India' News Papers 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

Sd/-
Registrar, Civil Courts, Nayagarh

Memo No. 3011 Dt. 10.07.24

Copy forwarded to the System Officer, Nayagarh to upload in the District Court, Nayagarh website for wide circulation.

Encl.: RFP Document of Invitation for Bids

Sd/-
Registrar, Civil Courts, Nayagarh

Memo No. 3012 Dt. 10.07.24

Copy forwarded to the District E-governance Manager, Collectorate, Nayagarh with a request to upload in the District website for wide circulation.

Encl.: RFP Document of Invitation for Bids

Sd/-
Registrar, Civil Courts, Nayagarh

Memo No. 3013 Dt. 10.07.24

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

Sd/-
Registrar, Civil Courts, Nayagarh

Memo No. 3014 Dt. 10.07.24

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

Sd/-
Registrar, Civil Courts, Nayagarh

Memo No. 3015 Dt. 10.07.24

Copy forwarded to S.P., Nayagarh 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

Sd/-
Registrar, Civil Courts, Nayagarh

Memo No. 3016 Dt. 10.07.24

Copy forwarded to the Judges-in-Charge, Process Establishment Section of Nayagarh Judgeship to publish in their respective notice board for wide circulation.

Encl.: Copy of Invitation for Bids

Sd/-
Registrar, Civil Courts, Nayagarh

Memo No. 3017 Dt. 10.07.24

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

Encl.: RFP Document of Invitation for Bids

Sd/-
Registrar, Civil Courts, Nayagarh

Memo No. 3018 Dt. 10.07.24

Copy forwarded to the Executive Engineer, Nayagarh, R & B Division, Nayagarh to publish in their respective notice board for wide circulation.

Encl.: RFP Document of Invitation for Bids

Sd/-
Registrar, Civil Courts, Nayagarh

Memo No. 3019 Dt. 10.07.24

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

Sd/-
Registrar, Civil Courts, Nayagarh

Memo No. 3020 Dt. 10.07.24

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.

Encl.: RFP Document of Invitation for Bids

Sd/-
Registrar, Civil Courts, Nayagarh

Memo No. 3021 Dt. 10.07.24

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

Encl.: RFP Document of Invitation for Bids

Sd/-
Registrar, Civil Courts, Nayagarh