

OFFICE OF THE DISTRICT JUDGE, JAJPUR

AT/P.O./DIST.-JAJPUR, ODISHA-755001

e-mail ID : dj.jajpur-od@gov.in

INVITATION FOR BIDS

IFB No. 01/ Dated. 25.07.2024

REQUEST FOR PROPOSAL (RFP)

The District Judge, Jajpur ("CLIENT"), invites sealed RFP in double cover system from all interested Bidder/s for "ENGAGEMENT OF OUTSOURCING AGENCY FOR UP-KEEPING, CLEANING AND MAINTENANCE OF ELECTRICAL SERVICES IN DISTRICT COURT COMPLEX, JAJPUR AND TALUK COURT COMPLEXES-JAJPUR ROAD, CHANDIKHOLE & SUKINDA" (COMPREHENSIVE FACILITY MANAGEMENT SERVICES) to be received in Offline mode for package detailed in the table below.

Sl. No.	Name of Work	Concerned	Bid Security in Rs.		Bid Processing fee in Rs
1	2	3	4	5	6
1	SELECTION OF AGENCY FOR PROVIDING COMPREHENSIVE FACILITY MANAGEMENT SERVICES at District Court Complex, Jajpur and Taluk Court Complexes- Jajpur Road, Chandikhole & Sukinda. <i>Tentative Estimated cost of the Project:</i> Rs.98,00,000/-	The District Judge, Jajpur	Bid Security in accordance with the FDOM No. 37323/F/ dtd. 30.11.2018 and its Annexures @ 2% of the Estimated Cost of the Project through Demand Draft in favour of " The Registrar, Civil Courts, Jajpur " payable at Jajpur	Performance security: -10% of the annual contract value in the form of Bank guarantee valid up to 1 yr 3 months by L1 Bidder in accordance with the FDOM No. 37323/F/ dtd. 30.11.2018 and its Annexures	10,000/-

The RFP document must be accompanied by Non-Refundable **Bid Processing Fee** mentioned in the Column (6) of the above table in form of **Demand draft** in favour of the **Registrar, Civil Courts, Jajpur** drawn in any scheduled commercial bank payable at Jajpur. **Performance Security** shall be submitted by the successful bidder in the form of Bank Guarantee pledged in favour of the Registrar, Civil Courts, Jajpur & valid up to **1 year 3 months**.

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 Equipments,
2. Housekeeping and Sanitation services including collection & disposal of waste article/garbage
3. Pest control,
4. Garden/Park & Lawn maintenance
5. Reporting and Complaint Management, and
6. Coordination with other service providers

B. Contract Period : 01 year which may be extended for one more year on satisfactory service.

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

D. Earnest Money Deposit: 2% of the Estimated cost of the project in shape of Demand Draft.

The RFP document can be downloaded from <https://jajpur.dcourts.gov.in>. 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 superscribed "**Bid for Engagement Of Outsourcing Agency For Up Keeping, Cleaning and Maintenance And Electrical Services In District Court Complex, Jajpur and Taluk Court Complexes- Jajpur Road, Chandikhole and Sukinda**". Duly completed proposal along with other prerequisite 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 office of the Registrar Civil Courts, Jajpur, latest by **08.08.2024** as specified in the critical date sheet below. To clarify the queries of the Bidder/s, a pre-bid meeting is scheduled to be held on **01.08.2024 at 01.30 P.M.** in the V.C Hall, Civil Court Complex, Jajpur. For details please refer the RFP Documents.

E. CRITICAL DATE SHEET

1	RPF Issue Date	25.07.2024
2	Last Date for Submission of Pre-Bid queries through email	31.07.2024
3	Pre-Bid Meeting Date and Time	01.08.2024 (01.30 PM)
4	Upload of Pre-Bid Clarification Date	01.08.2024(04.00 PM)
5	Last date and time of receiving Bid	08.08.2024(05.00 PM)
6	Technical Bid Opening Date and Time	09.08.2024 (01.30 PM)
7	Financial Bid Opening Date and Time	12.08.2024 (04.30 PM)

F. Contact Person :

Sri Bibhu Ranjan Dash,
Deputy Administrator,
O/o the District Judge, Jajpur
Mobile No. 7978052947

G. Complete Address for Submission of Bid :

Office of the District Judge, Jajpur,
Near Gandhi Chowk, Jajpur Town,
At/P.O./Dist.-Jajpur,
Pin – 755001, Odisha.

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

Sd/-
District Judge, Jajpur

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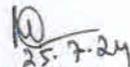
By e-Mail

Memo No. 3749

Dt. 25.07.2024

Copy of the Invitation For Bid/ RFP (IFB No. 1/dtd.25.07.2024) forwarded to the Chief Accounts Officer, Hon'ble High Court of Orissa, Cuttack for kind information.

Encl.: As above (soft copy/hard copy)

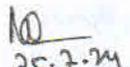

25.7.24
Registrar, Civil Courts, Jajpur

Memo No. 3750

Dt.25.07.2024

Copy of the Invitation For Bid/ RFP (IFB No. 1/dtd.25.07.2024) forwarded to the Chief Engineer (Buildings), Odisha at Nirmansoudh, Unit-V, Bhubaneswar for information.

Encl.: As above (soft copy/hard copy)

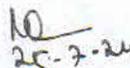

25.7.24
Registrar, Civil Courts, Jajpur

Memo No. 3751

Dt. 25.07.2024

Copy of the Invitation For Bid/ RFP (IFB No. 1/dtd.25.07.2024) forwarded to the Superintending Engineer, Panikoili (R&B) Division, Jajpur to publish in their respective Notice Board for wide circulation.

Encl.: As above (soft copy/hard copy)


25.7.24
Registrar, Civil Courts, Jajpur

Memo No. 3752

Dt. 25.07.2024

Copy of the Invitation For Bid/ RFP (IFB No. 1/dtd.25.07.2024) forwarded to the System Assistant, Jajpur to upload in the District Court, Jajpur, website for wide circulation.

Encl.: As above (soft copy/hard copy)


25.7.24
Registrar, Civil Courts, Jajpur

Memo No. 3753

Dt.25.07.2024

Copy of the Invitation For Bid/ RFP (IFB No. 1/dtd.25.07.2024) forwarded to the District Informatics Officer, NIC, Jajpur with a request to upload in the District Office, NIC website for wide circulation.

Encl.: As above (soft copy/hard copy)


25.7.24
Registrar, Civil Courts, Jajpur

Memo No. 3754

Dt. 25.07.2024

Copy of the Invitation For Bid/ RFP (IFB No. 1/dtd.25.07.2024) forwarded to the Registrar, Civil Courts of the State with a request to publish in their respective notice board for wide circulation.

Encl.: As above (soft copy/hard copy)


25-7-24
Registrar, Civil Courts, Jajpur

Memo No. 3755

Dt.25.07.2024

Copy of the Invitation For Bid/ RFP (IFB No. 1/dtd.25.07.2024) forwarded to District Magistrates & Collector, Jajpur with a request to publish in their respective notice board for wide circulation.

Encl.: As above (soft copy/hard copy)


25-7-24
Registrar, Civil Courts, Jajpur

Memo No. 3756

Dt. 25.07.2024

Copy of the Invitation For Bid/ RFP (IFB No. 1/dtd.25.07.2024) forwarded to S.P., Jajpur for information with a request to provide security on the dates of opening of the tender at the District Court Complex, Jajpur.

Encl.: As above (soft copy/hard copy)


25-7-24
Registrar, Civil Courts, Jajpur

Memo No. 3757

Dt. 25.07.2024

Copy of the Invitation For Bid/ RFP (IFB No. 1/dtd.25.07.2024) forwarded to the Judge-in-Charge, Nizarats of Jajpur Judgeship to publish the same in their respective notice board for wide circulation.

Encl.: As above (soft copy/hard copy)


25-7-24
Registrar, Civil Courts, Jajpur