

PATNA HIGH COURT, PATNA

Tender Notice No.....⁰¹ / 2025 (C.O.'s Office)

Sealed quotations are invited from bonafide, reputed and experienced agencies / firms for outsourcing of services of various categories of manpower in the Patna High Court, Patna, as per requirement mentioned herein below :-

Sl. No.	Requirement of manpower	No. of required manpower
1	For sweeping and dusting works	60
2	For working in different Sections / Departments of the Court as well as for Domestic Help	180
3	For Hon'ble Judges' Lounge	8 (4 Cooks + 4 Cook Helpers)
4	For Gardening works	6 Malis
5	For Carpentry works	6 (3 Carpenters + 3 Carpenter Helpers)
	Total =	260 (Two hundred sixty)

Information and instructions for tenderers / bidders :-

1. The tender shall be submitted in a single envelope containing two parts, i.e., (i) Technical Bid and (ii) Financial Bid [both in separate sealed covers, as per Annexure – I (For Technical Bid) & Annexure – II (For Financial Bid)]. Non availability of any of the demanded document(s) may result in rejection of tender.

2. Terms and conditions :- as per Annexure – III.

3. The tender proposal will have to be submitted by the bidder in hard copy with all pages containing page number, authorized signature and seal of the agency / firm (In case the promoter or owner of the agency / firm does not sign the tender by himself / herself, a letter of authorization issued to the authorized person to sign the tender is required).

4. The period of contract would be of one year (from the date of start of service), extendable upto suitable period on terms and conditions or with amendments as may be mutually agreed to, subject to satisfactory performance of the agency / firm and approval of Patna High Court, Patna.

5. The manpower will have to be provided by the agency / firm within 15 (Fifteen) days of award of contract or directed otherwise.

6. The agency / firm should be well – established and registered with the concerned Government Authorities and having an experience of at least three years in providing the services of such manpower on outsourcing basis.

7. The agency / firm must be registered with appropriate authorities under Employees Provident Fund Organization and Employees State Insurance Corporation and also must possess PAN Number & GST Registration.

8. The agency / firm shall submit a notarized affidavit on a stamp paper of appropriate value to the effect that the firm has not been black listed / deregistered / barred by the Central Government / State Government / Public Sector Undertaking / Autonomous Bodies during period of business and no any criminal case has been registered against the agency / firm or its owner / partner anywhere in India.

9. Agencies / firms shall quote their rates / charges clearly avoiding any cutting / overwriting. The rate(s) quoted should be inclusive of all statutory deductions including EPF, ESI contributions, Bonus etc. and would be in conformity with the Minimum Wages Act etc. and other statutory requirements.

10. An Earnest Money Deposit (EMD) of Rs. 1,00,000=00 (Rs. One Lakh) must be enclosed alongwith quotation in the form of Demand Draft / Bankers Cheque issued from Nationalized / Scheduled Bank in favour of Registrar General, Patna High Court, Patna, payable at Patna. No interest shall be paid on the EMD. The EMD shall be forfeited in case the selected / successful bidder does not accept the work order or unable to provide the required number of manpower, as per stipulated terms.

11. The number / category of manpower may be increased or decreased by the Patna High Court, Patna, as per requirement of the Court.

12. The Patna High Court, Patna reserves the right to accept or reject any or all quotations or cancel the whole tender without assigning any reason whatsoever.

13. The interested agencies / firms may submit their quotations in the name of the undersigned on the above terms and conditions on or before 27 / 02 / 2025 (Thursday) upto 05:00 P.M. in the box kept outside the chambers of the O.S.D., Purchase Cell, Patna High Court, Patna, which is scheduled to be opened on 27 / 02 / 2025 (Thursday) at 06:00 P.M. in presence of all the tenderers / bidders and authorized officials of the Patna High Court, Patna.

14. Quotations received after stipulated date / time or through online / any other mode shall NOT be entertained.

15. All such tenderers / bidders or their authorized representatives are hereby requested to remain present on the date / time of opening of bids and no separate information regarding the same will be issued any further.

Date :- 12 / 02 / 2025


Registrar General
Patna High Court, Patna

Technical Bid

Subject: Quotation for outsourcing of services of various categories of manpower in the Patna High Court, Patna

Sl. No.	Particulars	Details to be filled by the bidders alongwith page number (copy of the documents to be attached)
1	Name of the agency / firm, its profile, complete office address, Telephone No., E – Mail ID alongwith name of the authorized contact person with his / her self and alternate mobile no.	
2	Details of Earnest Money Deposit (EMD) (i) Amount (ii) Draft No. (iii) Date (iv) Issuing Bank	
3	Registration details with the concerned Government Authorities AND with appropriate authorities under Employees Provident Fund Organization and Employees State Insurance Corporation	
4	PAN and GST Registration details	
5	Proof of IT Returns of last three Financial Years, i.e., 2021 – 2022, 2022 – 2023 and 2023 – 2024 AND latest GST Returns	
6	Annual turnover during last three Financial Years, i.e., 2021 – 2022, 2022 – 2023 and 2023 – 2024	
7	Proof of last 3 years of experience in respect of providing the services of such manpower on outsourcing basis	
8	Notarized affidavit on a stamp paper of appropriate value to the effect that the agency / firm has never been black listed / deregistered / barred by the Central Government / State Government / Public Sector Undertaking / Autonomous Bodies during their period of business AND no criminal case has been registered against the agency / firm or its owner / partner anywhere in India	

Place :-

Date :-

Signature of the bidder / authorized signatory with seal of the firm

Phone No. :

E – Mail ID :

Financial Bid

Subject: Quotation for outsourcing of services of various categories of manpower in the Patna High Court, Patna

Sl. No.	Payment in Head	Amount
1	Total wages to be paid to all the 260 (Two hundred sixty) workers per month (category wise details about wages to be paid to the workers per day AND per month, to be submitted as enclosure)	
2	Cost of consumable materials (to be supplied every month, as mentioned at Sl. No. 18 in Annexure – III), uniform of the workers (two sets for one year) and Identity Card	
3	Employees Provident Fund @ 13%	
4	Employees State Insurance @ 3.25%	
5	Bonus @%	
6	Any other charges (please indicate)	
7	Service Charge @%	
8	GST @ 18%	
	Total (Adding the amount figured for Sl. No. 1 to 8)=	

Place :-
Date :-

Signature of the bidder / authorized signatory with seal of the firm

Phone No. :

E – Mail ID :

Terms and conditions

Subject: Quotation for outsourcing of services of various categories of manpower in the Patna High Court, Patna

1. The agency / firm shall provide the services by engaging its own workforce independently.
2. All the persons engaged or employed by the agency / firm for providing the services would, therefore, work under the exclusive administrative, organizational, supervisory and disciplinary control of the agency / firm and the agency / firm alone shall be responsible for their activities under overall control of Patna High Court, Patna.
3. The agency / firm being the employer of the persons engaged and developed for providing the services shall alone be responsible for payment of salaries, bonus, overtime etc. as per the applicable Laws and Rules in this regard.
4. The agency / firm shall also provide uniform and identity cards to its employees carrying the logo of agency to the satisfaction of Patna High Court, Patna.
5. The agency / firm shall strictly adhere to the provisions of Employees Provident Fund and Miscellaneous Provision Act, 1952; Employees State Insurance Act; Contract Labour (Regulation & Abolition) Act, 1970; Payment of Wages Act; Minimum Wages Act; Workmen Compensation Act and other Labour Laws & Acts meant for protection and welfare of the workers etc. in respect of all their employees deployed in the services of the Patna High Court, Patna. In case of any notice to the Patna High Court, Patna from any Authority or Court, or any loss suffered by the Patna High Court due to non-compliance of the provisions of the Acts referred above, the agency / firm shall indemnify the Patna High Court for any such loss or damage suffered. In the event of violation / contravention of any of the above mentioned Laws / Acts / Rules / Regulations, the agency / firm shall alone be liable / responsible.
6. No advance payment shall be made. The agency / firm would submit its bill for the previous month by 15th of every forthcoming month, together with proof of payments for the previous month, made to the outsourced employees and deposit of statutory liabilities such as EPF, ESI etc. as may be applicable, so that the same shall be processed for payment by the Patna High Court, Patna, in time. No interest on the amount of service fee will be payable on account of delayed payment by the Patna High Court, Patna.
7. The agency shall ensure that manpower deployed by it for providing the services to the Patna High Court, Patna shall always be neatly and cleanly dressed up, well groomed, disciplined and will follow good hygiene.
8. The agency / firm must verify the overall conduct of the employees prior to their deputation in the Patna High Court, Patna and also ensure that there shall be no criminal cases filed against or pending against any of their employees, so provided, in any Court.
9. If the employees, so deputed by the agency / firm in the Patna High Court, Patna will be found involved in any illegal activity (either self or involvement in any manner), proper legal action will be

taken by the agency / firm against the employees and information to this effect will be provided to the Patna High Court, Patna and proper substitution within reasonable time be provided by the agency / firm accordingly.

10. The agency / firm must have mechanism so that their employees may not proceeded on leave without any intimation or proper leave application and in case of their employees proceed on leave, their substitution may be made by the agency / firm so that no inconvenience may cause to the Patna High Court, Patna. If no substitution will be made by the agency, payment for such number of days will be deducted accordingly.

11. There shall be no relationship of employer – employee between the Patna High Court, Patna and the persons engaged or employed by the agency / firm for providing the services to the Patna High Court, Patna. The employees of the agency / firm shall never be deemed to be the employees of the Patna High Court, Patna under any circumstances whatsoever.

12. The persons employed or engaged by the agency / firm shall have no right whatsoever to raise or put up any claim to the Patna High Court, Patna.

13. The agency / firm will ensure that its employees shall not, at any point of time during the term of the contract or beyond, divulge to any person or organization any information or document concerning the Patna High Court, Patna, which the agency's / firm's employees happen to acquire or become aware of in the course of their duties, except with written permission of the Patna High Court, Patna. Any observed non-compliance with this clause may result in termination of contract.

14. The agency will agree and undertake to pay the persons engaged by it for fulfillment of its obligations, wages not less than the minimum wages as prescribed by the Government of Bihar and as revised from time to time.

15. The agency / firm will keep the Patna High Court, Patna fully indemnified against any consequences arising out of non-fulfillment of any statutory obligations / requirement by the agency / firm, or in respect of any dispute of employer – employee relationship or otherwise that might be raised by the agency's / firm's employees against the Patna High Court, Patna and / or against any damage to, or loss or theft of materials or property of premises owned by the Patna High Court, Patna arising out of any accident involving any omission or any employee/s of the agency / firm or in respect of any accident involving any employee of the agency / firm for the purposes of the Workmen's Compensation Act. The agency / firm shall compensate the Patna High Court, Patna for any loss or damage caused to the Patna High Court, Patna because of the absence or negligence or connivance etc. of, or for any other reason attributable to, any employee of the agency / firm.

16. The agency / firm will maintain all statutory records and submit periodical returns or reports in time, as required under the Law. If the agency / firm commits breach of any Law applicable to it, shall alone be responsible for the penal consequences and liable to meet the financial liabilities arising out of such breach or contravention. The agency / firm will agree that the Patna High Court, Patna shall not be responsible in any manner whatsoever for any offense committed by the agency / firm and as such any prosecution or legal proceedings for such offence shall be against the agency / firm alone.

17. The Officers of the Patna High Court, Patna shall be entitled to inspect the records maintained by the agency / firm in respect of the agency's / firm's employees deputed by it for providing the services to the Patna High Court, Patna. The agency / firm shall submit a certificate in the first week of every month to the Patna High Court, Patna, certifying that the agency / firm has complied with the provisions of all Laws as applicable to it and / or its employees deputed for providing the services to the Patna High Court, Patna. The Officers of the Patna High Court, Patna shall be entitled to take the requisite documentary proof in this regard from the agency / firm , including attested photocopies of relevant registers, returns, etc., as maintained by the agency / firm.

18. Equipment, tools, materials and consumable items, required for providing the services shall be provided by the agency / firm to its employees at its own cost and expense. The Patna High Court, Patna shall not be responsible or liable to provide equipment, tools, materials and consumable items for the purpose.

The list of such equipment, tools, materials and consumable items are as under :-

(A) For sweeping and dusting works :- Broom, Wiper, Dust Control Mop, Floor Mop, Chemicals for removing hard stains and any other items (as per requirement).

(B) For Carpenters :- Claw Hammer, Tape Measure, Chisels, Hand Saw, Block Plane, Screwdrivers, Level Marking Tools, Mallet, Try Square, Woodworking Vice and any other tools (as per requirement).

19. Agency / firm or its employees shall not use premises of Patna High Court, Patna for any purpose other than the purpose for which the contract will be made.

20. The agency / firm shall ensure that any dispute between it and its employees is settled outside the premises of Patna High Court, Patna.

21. All disputes, claims or proceedings between the Patna High Court, Patna and the agency / firm, relating to the contract shall be subject to the Jurisdiction of the Courts at Patna only.

22. Either party may terminate the contract upon giving thirty days advance notice of termination to the other party or without notice upon paying to the other party the equivalent of one month's consideration under the contract.

23. The agency / firm shall be liable to remove its personnel from the premises of the Patna High Court, Patna peacefully on termination / expiry of the contract in a manner befitting the spirit of the contract.

24. In the event of non-compliance of the above clause, the Patna High Court, Patna will reserve its right to terminate the contract with immediate effect.

25. JURISDICTION OF COURT

In case of any dispute and difference arising in respect of this contract, the Civil Court, Patna shall alone have exclusive Jurisdiction to decide any difference / dispute / claim arising out of it in respect to the said contract.