



सत्यमेव जयते

**PRINCIPAL DISTRICT COURT,
SANDIPANI ROAD, OPP JILL SEVA SADAN-2
SANDIPANI ROAD, PORBANDAR-360 577
Phone No.(O) 0286 - 2222139
dcourt-por@gujarat.gov.in**

**E-TENDER
FOR AVAILING MANPOWER SERVICES
OF SKILLED MANPOWER/ DATA ENTRY OPERATOR BY
WAY OF OUTSOURCING FOR THE COURT/OFFICES
OF PORBANDAR JUDICIAL DISTRICT.**

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**Tender No. DC/PBR/01/2026
Published on: 02/03/2026
Last date of Online submission of Bid: 12/03/2026
(Last date of EMD submission: 14/03/2026)**



DETAILS OF THE WORK

The District Court, Porbandar intends to invite offers through the GeM Portal for availing **MANPOWER SERVICES OF SKILLED MANPOWER/ DATA ENTRY OPERATOR BY WAY OF OUTSOURCING** at the District Court, Porbandar and Subordinate Court/Offices including Taluka Courts of Porbandar Judicial District, as follows ;

Sr. No.	Manpower	Total
1	Inhouse Digitalization Manpower (District Court)	06
2	Inhouse Digitalization Manpower (Family Court)	03
3	Data entry Operator for E-Seva Kendra, Porbandar, Ranavav and Kutiyana	03
4	Gujarati Stenographer	01
TOTAL		13

- (A) Contract for availing **MANPOWER SERVICES OF SKILLED MANPOWER/ DATA ENTRY OPERATOR BY WAY OF OUTSOURCING** at the District Court, Porbandar and Subordinate Court/Offices including Taluka Courts of Porbandar Judicial District, **initially for 11 months** for the office work.
- (B) The number of manpower may vary at the time of actual issuance of Work Order. During the validity of the Bid, District Court, Porbandar can place Work Order for more or less than **13 number of manpower** at the finalised rates under this Tender. The successful Bidder will have to accept that work order during the validity of the Bid period.
- (C) The District Court, Porbandar, may issue two or more work orders for this requirement, **if required**.
- (D) The District Court, Porbandar may at its discretion renew the contract on a written request made by the successful bidder three calendar months before the expiration of the contract for such further period, from time to time and at such rate as the District Court, Porbandar may deem proper. Each contract entered in would be considered as a new contract.
- (E) The District Court, Porbandar may in **its discretion at any time increase/decrease the number of persons** to be deployed and the successful bidder shall be required to act accordingly.



SCOPE OF WORK:

1. The successful bidder shall observe and follow all provisions of laws applicable to such work and conditions relating to the persons engaged for the work.
2. Period of Contract shall be for 11 (Eleven) months commencing from the date of award of work order.
3. The successful bidder shall be responsible for getting police verification done of the staff to be deployed by him for the District Court, Porbandar and shall submit a copy of such verification to the District Court, Porbandar.
4. The successful bidder shall not permit entry of any person other than his working staff in the District Court or subordinate Court/Office.
5. Behaviour of the successful bidder as well as their deployed staff must be courteous and co-operative towards Judges/ Officers/ Advocates/ Employees, litigants and visitors in the Campus of the District Court or subordinate Court/Office.
6. The Registrar/Additional Registrar/ Nazir of the concerned Court/Office of the District and Subordinate Court, Porbandar nominated by the Principal District Judge, Porbandar shall make a monthly inspection about compliance of all the conditions mentioned in this Tender document and successful bidder shall have to obey the instructions given by such Officer/s.
7. The successful bidder shall be responsible for any and all actions/ omissions/conduct of the persons deployed under this contract.
8. The successful bidder shall provide photo identity cards to the persons deployed under this contract. These cards are to be constantly and conspicuously worn by the persons deployed during working hours of the Court.



9. The deployed persons must be atleast 12th Std. passed or higher and possesses basic knowledge of computers and basic operation of the Computer/ Typing/ Scanners.
- (i) The minimum qualification for Stenographer shall be as per the 'Non-Judicial Officer and Staff of the Court (Recruitment and Conditions of Service) Rules, 2017.' ***i.e. possess Speed of 75 W.P.M. in Gujarati Short Hand for dictation of two paragraphs each of 04 minutes and Transcription thereof in Typing in 60 minutes.***
10. The successful bidder shall designate one person as Supervisor who shall be responsible for the supervision of the work of all the persons deployed. Such Supervisor need not be present daily at the District Court, Porbandar but he/she shall be the one point contact person for the Contract.
11. The concerned Supervisor shall be answerable to the Registrar/Additional Registrar/Nazir, or the Officers nominated by him for any default in execution of the work or breach of conditions of the contract.
12. The successful bidder shall also maintain the muster roll and shall ensure that all the persons deployed under this contract, attend their respective duties punctually and carry out their job satisfactorily.
13. If required, the persons deployed under this contract will have to work on holiday.
14. The persons engaged by the successful bidder shall be the employee of the successful bidder and it shall be the duty of the successful bidder to pay their wages every month. There is no master-servant or Employer and Employee relationship between the employees of the successful bidder and the District Court, Porbandar. Further, the persons deployed under this contract shall not be entitled to any employment, engagement or absorption in the District Court, Porbandar in future.



15. All liabilities with respect to the persons deployed under this contract by the successful bidder shall be that of the successful bidder and that the District Court, Porbandar shall not be liable in any manner what so ever with regard to any claim made by such persons.
16. The persons deployed under this contract, shall not divulge or disclose to any person any details of the Court operations/records, processes, technical know-how, security arrangements, judicial, administrative/ organizational information to any person / agency / organization and shall ensure confidentiality of the same.
17. The persons deployed under this contract, shall report to their appointed place before 10:30 a.m. or the time specified by the Court from time to time. The working hours and the overtime-wages of the deployed employee shall be governed by the guidelines /circulars issued from time to time by the Competent Authority of the Government of Gujarat.
18. The persons deployed by the successful bidder shall perform duties as per the direction by the concerned Court/ office of the District Court, Porbandar and also the contractual staff for the Inhouse Digitalization and Data entry operator shall perform following duties;

To scan the pages/ files by using the scanner, To check the pages-it's orientation, quality of pages, page numbers, etc., To find the number of cases and to note the same on the respective file, To save the file with a case number in the Scanner, To apply tape on the torn pages, To ensure that the scanned file is showing in the scanner pool, To discharge any duties pertaining to the Scanning and Digitization project as directed by the Incharge of the Department or authorized by the Incharge of the Department.



ELIGIBILITY CRITERIA OF THE BIDDER

- (A) The Bidder shall be a firm/company registered in India under the relevant rules/regulations.
- (B) The Bidder shall possess Registration No. and/or License required under the Labour Laws.
- (C) **The Bidder must have one office in Porbandar** and copy of any two documents i.e. Property Tax Bill/Electricity Bill/Telephone Bill/VAT/CST Registration/Lease agreement should be submitted in support of the same.
- (D) The **Bidder must have a minimum 5 Years' experience** in the field of providing Manpower by way of Outsourcing. Experience will be calculated sequentially not parallelly. Details of the experience to be submitted by the Bidder in the **Proforma-1.**
- (E) The **Bidder must have a total sum of turnover of Rs. 50,00,000/- (Rupees Fifty Lacs Only)** during the last year. The copies of Audited Annual Accounts for the last three financial years, shall be submitted along with the Bid as per **Proforma-2.**
- (F) The **Bidder should not have been blacklisted/banned/declared ineligible/declared having dissatisfactory performance by any Government / Quasi-Government Authority in India. The Bidder should declare this in writing alongwith the Bid in Proforma-3.**
- (G) Bidders, who wish to participate in this Bid, will have to submit:
- (i) All Financial bids in online mode only and there shall be no submission of hard copy (**Only Annexure-1 and Proforma-1-2-3 (with documents required) is required to be submit physically).**
- (H) **The Bidder from Gujarat State only be elibigle** to participate in the bid. Seller from other state will be disqualified at the technicl evolution stage.



Annexure-1 CHECKLIST

Particular	Amount (In Rs)	Demand Draft with No. & Date	Name of the Bank and Branch	D.D. Payable at
EMD				

Offices of the Bidder in Porbandar

Sr. No.	Address	Authorized person for contact	Contact Nos.	Supporting Documents

Details of the Bidder

Income Tax Pan Card No.	
Firm/Company Registration Certificate No.	
GST registration certificate No.	
EPF registration certificate No.	
ESIC registration Certificate No.	

Contact details of Authorised Person of the Bidder
for future correspondence regarding this Bid Process

Details	1st Authorised Person	2nd Authorised Person
Name		
Address		
Phone		
Mobile		
E-mail		

**Name and signature of
Authorised Signatory on behalf of the Bidder**



Proforma-1

Summary of Ongoing and Previous Experience of the Bidder of providing of Manpower through Outsourcing

To,
The Principal District Judge
District Court,
Porbandar

Subject: Experience Information Submission

Ref : Tender No.DC/PBR/01/2026

Respected Sir,

I have carefully gone through the Terms & Conditions contained in the RFP Document for "**Availing Manpower Services of Skilled Manpower by way of outsourcing**". I hereby declare that the details stated below regarding experience of our firm / company is true & correct and I have submitted supporting documents:-

Sr. No.	Name of Organization	Type of services provided	No. of persons employed	Value of Contract	From Date	To Date	Number of days

(Signature & Name)



Proforma-2

Bidder's Turnover of the last three years

To,
The Principal District Judge
District Court,
Porbandar

Subject: Financial data submission

Ref : Tender No.DC/PBR/01/2026

Respected Sir,

I have carefully gone through the Terms & Conditions contained in the RFP Document for "**Availing Manpower Services of Skilled Manpower by way of outsourcing**". I hereby declare that the details stated below regarding turnover of our firm/company:-

Financial Year 2022-23 (In Lacs)	Financial Year 2023-24 (In Lacs)	Financial Year 2024-25 (In Lacs)	Total

Further, I certify that I am the competent Officer in my firm/company to make this declaration as Bidder to this RFP.

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(Signature & Name)



Proforma-3

**Compliance Letter for Authenticity of Information Provided
(On Non Judicial Stamp paper of Rs.300 duly attested by the Notary Public)**

Date-

**To,
The Principal District Judge,
District Court,
Porbandar**

Subject: Compliance with the tender terms and conditions, and Eligibility Criteria

Ref: Tender No.DC/PBR/01/2026.

Sir,

With reference to the above referred tender, I, the undersigned <<Name of Signatory>>, in the capacity of <<Designation of Signatory>>, am authorised to give the undertaking on behalf of <<Name of the Bidder>>. We wish to inform you that we have read and understood all the terms and conditions of this tender and total requirements of the above mentioned Bid being submitted by us on _____. We hereby confirm that we meet or exceed the requirement of this tender.

In case of breach of any tender terms and conditions of this Tender, the decision of the District Court, Porbandar, for disqualification will be accepted by us.

We also declare that we have not been blacklisted / banned / declared ineligible / declared having dissatisfactory performance by any Government / Quasi-Government Authority in India.

All the information provided in our submitted Bid is correct. In case any information provided by us is found to be false or incorrect, the District Court, Porbandar has the right to reject our Bid at any stage including forfeiture of our EMD/Security Deposit and cancel the award of contract. In that event, the District Court, Porbandar reserves the right to take legal action against us.

Thanking you,

Dated this _____ day of _____ 20____

Signature: _____

(in the Capacity of) : _____

Duly authorised to sign Bid for and on behalf of _____

Note: This Compliance letter should be signed by authorised signatory of Bidder.



EARNEST MONEY DEPOSITE (EMD)

- (A) The Bidder will have to submit Earnest Money Deposit (EMD) of Rs. 1,00,000/- (Rupees One Lac only) including Bidder Eligibility Documents (i.e. Annexure-1 and Proforma-1-2-3), specifying therein as "EMD for the Tender No. DC/PBR/01/2026" and NAME OF WORK to be submitted separately at the Administrative Branch, District Court Building, Sandipani Road, Porbandar, addressing The Principal District Judge Saheb, District Court, Porbandar- 360 577 before 14th March, 2026, 05:00 p.m. through Speed Post only. All the documents submitted should be signed and stamped.
- (B) EMD shall be submitted in the form of Demand Draft (D.D. only) in a separate cover (which should be valid for 3 months from the date of Bid submission) of any Nationalised Bank including Public Sector Bank or Private Sector Banks or Banks (operating in India having branch at Porbandar) as applicable vide Government Resolutions) / instructions issued by the Finance Department from time to time.
- (C) The D.D. should be in the name of "Principal District Judge, Porbandar" payable at State Bank of India, Sandipani Branch, Porbandar.
- (D) Failing to submit EMD, shall lead to rejection of the Bid.
- (E) Unsuccessful/disqualified Bidder's EMD will be returned without any interest within 30 days after completion of tender process.
- (F) In exceptional circumstances, the District Court, Porbandar, may solicit the Bidder's consent to an extension of the period of validity of the EMD. The request thereof and the responses thereto shall be in writing. A Bidder may refuse the request without forfeiting its EMD. A Bidder agreeing to the request will not be permitted to modify the submitted Bid.
- (G) EMD of successful Bidder will be returned, without any interest, upon the successful Bidder signing the Contract and furnishing the Security Deposit @ 10% of the total annual contract value.
- (H) EMD may be forfeited:



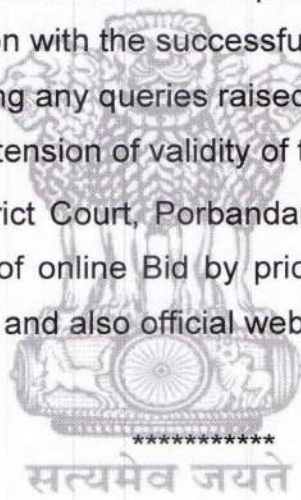
- (a) If the Bidder withdraws its Bid during the period of Bid validity.
- (b) In case of a successful Bidder, if the Bidder fails.
1. To sign the Contract as required by this RFP within the stipulated time limit mentioned in this RFP/Work Order and /or
 2. To furnish unconditional Security Deposit as required in this RFP/work order and/or
 3. To submit the copy of work order with acceptance thereof within days of receipt of the work order and/or
- (I) The District Court, Porbandar also reserves the right to black list such Bidder(s) whose EMD has been forfeited as above, from participating in future tenders.





TENDER TIMELINES

- (A) This tender has been made available on the District Court, Porbandar website and GeM portal of the Government of Gujarat from 02/03/2026. Bid-Documents download from GeM Portal would start from the afternoon of 02/03/2026.
- (B) Online submission of financial and technical bids on GeM portal will be accepted till 12:00 PM on 12/03/2026. There shall be no submission of financial bids in hard copy. **(Only Annexure-1 and Proforma-1-2-3 (with documents required) is required to be submit physically).**
- (C) Bids shall be valid for 90 days from the date of submission of the Bid. A Bid valid for a shorter period shall be rejected as non-responsive. The Bid validity may be extended for a further period from the date of expiry of Bid validity in consultation with the successful Bidder(s). Any delay caused by the Bidder in resolving any queries raised during Technical Evaluation will be considered as extension of validity of the Bid.
- (D) If required, the District Court, Porbandar may modify the Last date and time of submission of online Bid by prior notice to be published on the eprocurement portal and also official website of the office.





PAYMENT TERMS:

- a) The successful bidder shall pay wages to its deployed staff only by making remittance through Banking Channel or depositing the wages in the respective Bank Accounts of the deployed staff, latest by 5th day of every Calendar month.
- b) All the liability of wages, contributions towards PF, ESI, Bonus and all other statutory dues payable to the deployed employee by the Bidder shall remain with the successful bidder and the successful bidder shall submit a monthly report to the Account Branch, District Court, Porbandar in this regard latest by 10th day of every calendar month.
- c) Monthly payment shall be released to the successful bidder on receipt of the Bill/Invoice. The successful bidder shall raise a bill/invoice in the name of the "The Principal District Judge, District Court, Porbandar only after making payments to all the deployed staff along with submitting proof of payment of such wages and attendance of deployed staff, not later than the 10th day of every calendar month.

The payment will be made on subject to availability of grant, on occasion of non-availability of grant the bidder(s) is bound to make payment to deployed staff, payment to the staff shall not be delayed/ stopped due to non-availability of grant, further, *no any claim will be entertained regarding interest.*

- d) The GST and any other taxes shall be applicable at the rate notified by the Government from time to time.
- e) The rates shall remain firm and fixed throughout the contract period/extended contract period and no escalation whatsoever will be allowed during the contract period except for revision in Minimum wages by the Statutory Authority.



TERMINATION AND PENALTY CLAUSE:

- a) The District Court, Porbandar may, without prejudice to any other remedy for breach of contract, by written Notice of default sent to the successful Bidder of a period of 30 days, terminate the Contract in whole or part:
- b) If the successful Bidder fails to deploy required Manpower within 15 days from the date of issuance of work order, or within any extension thereof granted by the District Court, Porbandar.
- c) During the period of contract, if the successful Bidder fails to provide required Manpower continuously for 15 days, or within any extension thereof granted by the District Court, Porbandar.
- d) If the successful Bidder fails to perform any obligation(s) under the Contract/work order.
- e) If the successful Bidder(s), in the judgement of the any Court, has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.
- f) In case of breach of any of the terms and conditions of this tender document, the contract may be terminated and the security deposit may be forfeited at the discretion of the District Court, Porbandar.
- g) In case of any complaints in performance by the successful bidder or in case of any loss or damage caused by the successful bidder during the contract period, the successful bidder shall be liable to pay penalty to the extent of 5% of the annual contract value which would be in addition to termination of contract and forfeiture of security deposit provided.



SECURITY DEPOSIT

- a) **The successful Bidder has to submit Security Deposit** in the form of Cheque/Demand Draft/Pay Order of any Nationalised Bank including Public Sector Bank or Private Sector Banks (operating in India having branch at Porbandar) amounting to **10% of total annual contract value within 15 days from the date of issuance of work order.**
- b) During the validity of the Bid, District Court, Porbandar can place Work Order for more or less than **13 number of manpower** at the finalised rates under this Tender. The successful Bidder will have to accept that work order during the validity of the Bid period.
- c) In case of any penalty claimed from the Security Deposit during the contract period, the successful Bidder(s) is required to submit the additional Security Deposit of the amount equal to the penalty claimed.
- d) Successful Bidder(s) will have to sign the contract within 15 days after receiving the Work Order.
- e) Upon satisfactory completion of the work during the contract period and after 90 days from the date of completion of the contract, if there are no liabilities or dues in any manner to be recovered from the successful bidder, the Security Deposit shall be refunded without any interest.



OTHER TERMS & CONDITIONS:

1. The successful bidder shall not enter in to sub-contract with or assign the contract in favour of any body else.
2. The successful bidder shall obtain necessary License; as per the prevailing Labour Laws from the Competent Authority and shall abide by all the relevant provisions of Laws during the period the contract remains in force.
3. It shall be the duty of the successful bidder to comply with necessary provisions of labour laws and provisions of all other laws that may be applicable to the contract and shall maintain necessary proofs of such compliance and shall be under an obligation to produce the same before the Registry of the District Court, Porbandar when ever called upon.
4. The Bidder is expected to examine all instructions, forms, terms and conditions of this RFP. The Bid must be precise, complete and in the prescribed format as per the requirement of this RFP. Failure to furnish all information as required in this RFP or submission of a Bid not responsive to this RFP in any respect, will be at the Bidder's risk and may result in rejection of the Bid.
5. The Bid shall be non transferable.
6. Incomplete Bids will be treated as non responsive and will be rejected.
7. The Bidder shall bear all the costs associated with the preparation and submission of the Bid, and the District Court, Porbandar, in no case, will be responsible or liable for these costs, regardless of outcome of Bidding process.
8. The Bidder has to submit the compliance letter on Non Judicial Stamp paper of Rs.300 duly signed by the authorised signatory and duly attested by the



Notary, along with other supporting documents as per Proforma 3. Failing to submit the same or non compliance/deviation from any terms and conditions, eligibility criteria, may result in rejection of the Bid.

9. Amendments/Corrigendum:

At any time, prior to the date for submission of Bids, the District Court, Porbandar, may, for any reason, modify the RFP.

In order to allow prospective Bidders reasonable time to take into consideration the amendments while preparing their Bids, The District Court, Porbandar, at its discretion, may extend the last date and time for the online submission of Bids.

Once submitted, no Bid will be allowed to be modified.

Prices shall be quoted in Indian Rupees only.

10. In case successful Bidder(s) is found in breach of any condition(s) of Bid or Work Order/Contract, at any stage, legal action as per rules/laws, shall be initiated against the Bidder and the EMD shall be forfeited, besides debarring and blacklisting the Bidder for the time period as decided by the District Court, Porbandar.

11. The District Court, Porbandar reserves the right to annul the Bidding process and reject all Bids at any time prior to awarding the Contract, without any obligation to inform the affected Bidder(s) of the grounds for such decision and without thereby, incurring any liability to the affected Bidder(s).

12. The successful Bidder will not be allowed to assign the issued work order or subcontract the work, to any other person, firm and company. Any such act will render the Security Deposit forfeited and make the contract liable to be cancelled.



13. Wherever the term 'working days' is mentioned in this RFP, the same would mean the working days as per the calendar of the District Court, Porbandar published on the official website.

