

## **DISTRICT LEGAL SERVICES AUTHORITY, JALGAON**

District Court campus, Jalgaon (MH) Phone No.:- 0257-2221474

### **TENDER PAPERS FOR: -**

Online e-tenders for the following work are invited by the Chairman, District Legal Services Authority, Jalgaon (the 'DLSA' for short) at District Court campus, Jalgaon (MH) Phone No.:- 0257-2221474, from the Registered and Experienced Contractor in appropriate Class Subject to approval from MSLSA & DLSA, Jalgaon approved office Notesheet, dated. 31/08/2026.

The name of work, estimated cost, earnest money, security deposit, duration of contract etc. are as under.

### **NAME OF WORK, WORK PROFILE, COST OF TENDER, AND TENURE ETC.:**

To Provide / supply manpower for 03 (Three) Posts of Office Assistant, 01 (One) Posts of Receptionist-cum-Data Entry Operator and 01 (One) Posts of Peon for the work profile more specifically described in SECTION (I) i.e. Detailed Tender Notice (the 'DTN' for short) with Terms and Conditions.

The work contract will be assigned for (11) Eleven Months From the date of execution of agreement.

### **Estimated Costs:**

#### **1. For the post of Office Assistant. (03 Three Post)**

Rs.6,60,000/- inclusive of GST and Labour Insurance Charges for the period of Eleven Months.

#### **2. For the post of Receptionist-cum-Data Entry Operator. (01 One Post)**

Rs.1,87,000/- inclusive of GST and Labour Insurance Charges for the period of Eleven Months.

#### **3. For the post of Peon – (01 One Post)**

Rs.1,81,500/- inclusive of GST and Labour Insurance Charges for the period of Eleven Months.

(Total Amount for above mentioned Three Posts are 10,28,500/- inclusive of GST and Labour Insurance Charges for the period of 11 Month.)

## INDEX

| Sr. No. | Description                                                                                                | Page No. |
|---------|------------------------------------------------------------------------------------------------------------|----------|
| 1       | Title Page                                                                                                 | 1        |
| 2       | Index Page                                                                                                 | 2        |
| 3       | Brief Tender Notice to Press (English and Marathi)                                                         | 3 - 4    |
| 4       | Definitions                                                                                                | 5        |
| 5       | Section – I Detailed Tender Notice With Terms And Conditions                                               | 6 - 7    |
| 6       | Section – II Instructions to Bidders (ITB)                                                                 | 8        |
| 7       | Section – III Important Points To Be Noted By The Tenderer                                                 | 9        |
| 8       | Section – IV General Conditions Of Contract (GCC)                                                          | 16       |
| 9       | Section – V Special Conditions As To The Work Performance                                                  | 18       |
| 10      | Section – VI General Security Instructions                                                                 | 19       |
| 8       | Section – VI Declaration of the Contractor (DOC)                                                           | 20       |
| 9       | Section – VII Form of Bank Guarantee (FBG)                                                                 | 21 - 22  |
| 10      | Section – VIII Specimen Form Of Term Deposit Receipt To Be Attached Along With The Tender As Earnest Money | 23       |
| 11      | Section – IX Tender Schedule                                                                               | 24       |
| 12      | Section - X Tender Form                                                                                    | 25 - 27  |

## **DISTRICT LEGAL SERVICES AUTHORITY, JALGAON**

District Court campus, Jalgaon (MH).

### **E- TENDER NOTICE**

Ref. No. DLSA/ 201 /2026 ,dtd: 11 /09/2026

The District Legal Services Authority, Jalgaon invites e-Tenders in the prescribed format for "The post of Office Assistant, Receptionist-cum-Data Entry Operator and Office Peon" on Outsourcing basis for the period of 11 Month from the date of Administrative Approval. The Registered and Experienced Contractors in appropriate class as per the specifications mentioned in the e-tender document. The Detail Tender Notice with terms and conditions is available on the below mentioned websites -

<https://mahatenders.gov.in>, and

<https://districts.ecourts.gov.in/india/maharashtra/jalgaon/tender> The interested bidders may submit their tender offer from the website <https://mahatenders.gov.in> from 12/09/2026 at 05:00 hrs to 21/09/2026 till 03:00 hrs.

In case of difficulty concerning online bid submission, for help contact 24x7 toll free number 1800-3070-2232.



I/c Chairman

District Legal Services Authority,  
Jalgaon.

Dated: 11/09/2026

जिल्हा विधी सेवा प्राधिकरण, जळगांव

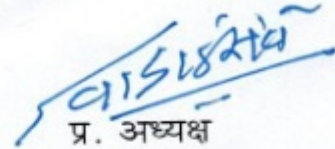
जिल्हा न्यायालय आवार, स्टेशन रोड, जळगांव,

ई-निविदा सूचना

संदर्भ क्र. /जि.वि.से.प्रा.-जळगांव/ई-निविदा/207/2026.../01: जिल्हा विधी सेवा प्राधिकरण, जळगांव हे जिल्हा विधी सेवा प्राधिकरण, जळगांव या कार्यालयात “ऑफीस असिस्टंट, रिसेप्शनिस्ट/डाटा एंट्री ऑपरेटर, शिपाई पदासाठी” विहित नमुन्यात ११ महिन्याच्या कालावधीसाठी बाह्य यंत्रणेद्वारे नोंदणीकृत/अनोंदणीकृत आणि अनुभवी ठेकेदारांकडून विहित नमुन्यात ऑनलाईन ई-निविदा, निविदेतील कागदपत्रांमध्ये विनिर्देशीत केल्याप्रमाणे मागवित आहेत. विस्तृत निविदा सूचना व त्यासंबंधीच्या अटी व शर्ती महाराष्ट्र शासनाच्या <https://mahatenders.gov.in> व <https://districts.ecourts.gov.in/india/maharashtra/jalgaon/tender> ह्या संकेतस्थळावर उपलब्ध आहेत. इच्छुक ठेकेदारांना आपल्या निविदा दिनांक १२ सप्टेंबर २०२६ दुपारी ०५:०० पासून ते दिनांक २१ सप्टेंबर २०२६ दुपारी ०३:०० पर्यंत <https://mahatenders.gov.in> या संकेतस्थळावरून सादर करता येतील. इच्छुक ठेकेदार कामाचे ठिकाण व कामाच्या स्वरूपाची प्रत्यक्ष पाहणी करण्यासाठी, सचिव, जिल्हा विधी सेवा प्राधिकरण, जळगांव यांच्याशी संपर्क साधू शकतील.

ऑनलाईन ई-निविदासंबंधी अधिक माहितीकरिता २४x७ उपलब्ध असणाऱ्या १८००-३०७०-२२३२ या टोल फ्री क्रमांकावर संपर्क साधावा.

दिनांक: ११ सप्टेंबर २०२६  
ठिकाण : जळगांव

  
प्र. अध्यक्ष

जिल्हा विधी सेवा प्राधिकरण, तथा  
प्रमुख जिल्हा व सत्र न्यायाधीश,  
जळगांव

## 1) **DEFINITIONS:**

1. **"Applicable Law"** means the laws, enactments and any other instruments having the force of law in India, as may be issued from time to time.
2. **"DLSA"** means District Legal Services Authority, Jalgaon.
3. **"Bank" or "Banks"** refers to all Nationalized and scheduled Indian Banks as per the current list of Reserve Bank of India.
4. **"Bidder/Contractor/Tenders"** connotes the same meaning and includes a Company, a firm, a Joint Venture, a Consortium or a Proprietorship and/or Authorized representative thereof, which participates in the tender and submits its proposal.
5. **"Contract"** means an agreement entered into between the Authority and the Bidder, as recorded in the Contract Form signed by the parties, including all attachments and all documents incorporated by reference therein.
6. **"Contract Price"** means the price payable to the Successful Bidder under the 'Letter of Award' for the full and proper performance of its contractual obligations. The Contract Price shall be deemed as "Contract Value" appearing anywhere in the document.
7. **"Court"** means all Courts and Tribunals within the jurisdiction of the High Court.
8. **"High Court"** means the High Court of Judicature at Bombay.
9. **"In writing"** means communicated in written form with proof of receipt.
10. **"Kick Off Meeting"** means a meeting convened by the DLSA to discuss and finalize the work execution plan and procedures with the successful Bidder.
11. **"Letter of Award"** means a signed letter by the Chairman, DLSA to award the work.
12. **"Successful Bidder"** means the Bidder, who, after the complete evaluation process, gets the Letter of Award.
13. **"Outsourced Contractual Staff (OCS)"** means the manpower provided by the bidder pursuant to the work order placed by DLSA.

## **SECTION-I : DETAILED TENDER NOTICE WITH TERMS AND CONDITION.**

Online e-tenders for the following works are invited by the Chairman, DLSA from the Registered and Experienced Contractors in appropriate Class.

The name of work, estimated cost, earnest money, security deposit, duration of contract etc. are as under :

### **1. Name of Work and Work profile:**

#### **1.1 Office Assistant (3 (Three) Posts) for 11 Month.**

- a) Keeping updated record of legal aided cases.
- b) Uploading the updated record/progress of the legal aided cases on NALSA Portal and digital platforms as per directions.
- c) Maintaining complete files of legal aided cases and keeping files with proper index in a systematic manner.
- d) Typing applications, petitions, appeals etc.,
- e) Doing ministerial work related to cases such as filing applications for copies of orders, judgment etc.,
- f) Any other task assigned by the Chief Legal Aid Defense Counsel.
- g) Any work/duty assigned by Legal Services Authority.
- h) All duties assigned to Receptionist cum data entry operator.

#### **1.2 Receptionists-cum-Data Entry Operator for 11 Month.**

- a) Greeting clients and visitors and answering visitor inquiries.
- b) Answering and routing incoming calls on a multi-line telephone system.
- c) Scheduling and routing legal aid seekers.
- d) Maintaining the waiting area, lobby or other office areas.
- e) Scanning, photo copying, faxing.
- f) Collecting and routing mail and hand-delivered packages.
- g) Answering face-to-face enquiries and providing information when required.

- h) Uploading, at the initial point, legal aided cases on NALSA portal and updating the information from time to time.
- i) Any work/duty assigned by Legal Services Authority.

**Peon - 1 (One) Posts] for 11 Month.**

- a. Cleaning the office before the commencement of office hours.
- b. Ensuring that all places in the office are kept clean.
- c. Bringing and serving water, beverages to the visitors in the office.
- d. Carrying Dak etc.
- e. Any other work assigned by Legal Services Authority.

- 2. **Cost of Each Tender Form:** Rs. 5,000/- (Non Refundable)
- 3. **Minimum estimated cost (approximate) of work put to tender for 11 Month:**

For the post of Office Assistant: - Rs.6,60,000/- inclusive of GST and Labour Insurance Charges for the period of 11 Month.

For the post of Receptionist-cum-Data Entry Operator: - Rs.1,87,000/- inclusive of GST and Labour Insurance Charges for the period of 11 Month.

For the post of Peon:- Rs.1,81,500/- inclusive of GST and Labour Insurance Charges for the period of 11 Month.

- 4. Earnest Money Deposit:- Rs. 20,570/-
- 5. Security Deposit:- 4 % of Tender Amount.
- 6. Opening date of E-Tender:- 12/09/2026, Time 05.00 p.m.
- 7. Last date for submission of e-tenders:- 21/09/2026, Time 03.00 p.m.
- 8. Date and time of opening of the tender:- 22/09/2026, Time 05.00 p.m.

Technical bid (Envelope no.1) will be opened online on 22/09/2026 at 05:00 hrs. the office of Hon'ble Chairman, District Legal Services Authority cum Principal District and Session Judge, Jalgaon.

Time and date of opening of financial bids (Envelope no.2) will be informed to the qualified bidder after verification of technical bids.

- 9. **Validity Period:-** The offer of the contractor will remain valid for 60 days from the date of opening of Envelope No.2.

10. **Period of Contract:-** Subject to the performance of the tenders, the period of contract will be of 11 Month from the date of execution of contract after receiving the Administrative approval.
11. Tender form, instructions to bidder, conditions of contract, scope of work and the contract can be downloaded from <https://mahatenders.gov.in> and tender can be submitted only after making online payment of Rs. 5,000/- (Rupees Five Thousand only) towards Tender form fee and further information regarding the work can be obtained from the above office.
12. The detail tender notice and tender form shall also form part and parcel of the contract/agreement and breach of those terms and conditions shall also constitute breach of terms and conditions of the contract/agreement.
13. The bidder, if a Company, a firm, a Joint Venture, a Consortium or a Proprietorship, shall inform the DLSA, the names of it shall (active and sleeping) directors/partners/ventures/proprietors etc. as the case may be, and also the name of the director/partner/venture/proprietor etc. who holds the authority to represent and/or Power of Attorney and/or resolutions, if any, authorizing him to conduct transactions on behalf of the firm or company.
14. Rights are reserved to revise or amend the contract documents fully or part thereof prior to the date notified for the receipt of tender. Such deviations/ amendments, if any, shall be communicated in the form of corrigendum or by a letter as the case may be considered suitable.
15. Rights are reserved with DLSA to reject any or all tenders without assigning any reasons thereof.

## **SECTION-II:INSTRUCTION TO BIDDER (ITB):**

### **1. EARNEST MONEY DEPOSIT (EMD):**

- 1.1 Earnest Money as mentioned above at Sr. No.4 UNDER Nature of Work along with the tender should be deposited online.
- 1.2 The bidder claiming exemption of E.M.D. shall submit valid earnest money exemption certificate (if applicable) from Government of Maharashtra or as per the applicable Government Resolutions regarding exemption from the payment of earnest money.
- 1.3 Tender of those who do not deposit earnest money in the above terms and conditions shall be summarily rejected.
- 1.4 The amount of earnest money will be refunded to the unsuccessful tenders on deciding about the acceptance of the tender or otherwise on expiry of the validity period whichever is earlier. In case of the successful tenders, it will be refunded on his paying the initial Security Deposit to be paid after awarding of the work. If successful tenders does not pay the security deposit in the prescribed time limit and complete the agreement bond, his earnest money deposit will be forfeited to the Government.
- 1.5 The amount of earnest money will be forfeited, if the participant tenders retreats from the tender process at any stage.

### **2. SECURITY DEPOSIT:**

- The successful bidder shall have to pay 100% Security Deposit in form of Fixed Deposit Receipt (F.D.R.) of any Nationalized Bank, Scheduled Bank or in form of National Saving Certificate (N.S.C.) for one years, pledged in favour of Chairman, D.L.S.A. or Bank Guarantee (B.G.) from a Nationalized Bank in the enclosed form and complete the contract documents, failing which his earnest money deposit will be forfeited to Government.
- 2.1 All compensation or other sums payable by the contractor under the terms of this contract or on any account may be deducted from this Security Deposit or from any sums which may be due to him or may become due to him by Government on any account and in the event of the Security being reduced by reason of any such above noted deductions the contractor shall within ten days of receipt of notice of demand from the Chairman, D.L.S.A. make good the deficit.

2.2 There shall be no liability of the D.L.S.A. to pay any interest on the Security Deposited by or recovered from the contractor

2.3 The Security Deposit shall be refunded after satisfactory completion of the contract and contract period.

### SECTION : III

#### 3. IMPORTANT POINT TO BE NOTED BY THE TENDERER.

##### 3.1 Relevant provisions of the below mentioned Government Resolutions

1. विधी व न्याय विभाग शासन निर्णय क्रमांक:पदनि २५१२/प्र.क्र.१५७/का.१२, dated 26/02/2013.
2. वित्त विभाग शासन निर्णय क्रमांक:पदनि -२०१३/प्र.क्र.११२/१३/वित्तीय सुधारणा -१, dated 02/12/2013.
3. उद्योग, उर्जा व कामगार विभाग शासन निर्णय क्रमांक: काआआ-२०१३/प्र.क्र. २३३/कामगार-८, dated 18/06/2014.
4. विधी व न्याय विभाग शासन निर्णय क्रमांक: पदनि २५१२/प्र.क्र.१५७/का.१२, dated 27/01/2015.
5. विधी व न्याय विभाग शासन शुध्दीपत्रक क्रमांक: पदनि २५१२/प्र.क्र.१५७/का. १२, dated 03/02/2015.
6. विधी व न्याय विभाग शासन निर्णय क्रमांक: कंत्राटी-२०१६/प्र.क्र.१९४/१२, dated 23/02/2017.
7. वित्त विभाग शासन परिपत्रक क्रमांक:पदनि -२०१६/प्र.क्र.२९/१६/वित्तीय सुधारणा -१, dated 02/08/2016

As well as the Notification/directions/guidelines that will be issued by Government from time to time will be applicable to the Tenders/Contractor.

The aforesaid G.R.s, Notification, Circulars are available on official website of Government of Maharashtra (<https://maharashtra.gov.in>). The relevant Government Resolutions are part and parcel of the Contract Agreement.

3.2 The accepted eligible tender shall be forwarded to the Government for Administrative approval and after obtaining the necessary approval from Government and the concerned authorities the tendered work will be awarded to the concerned tenders/contractor.

3.3 After awarding the tendered work, the Tenders/Contractor shall execute an agreement with this office and shall bear the cost of Registration and Stamp duty thereof, as per the Government Rules.

3.4 The e-tendering process will be extended and re-processed, as per the prescribed norms as specified in the Gazette, if the facts and circumstances require to do so.

#### 4. TENDERING PROCEDURE:-

##### 4.1 Tender Forms. (See prescribed format as per Section-X)

a) Tender Forms in prescribed format (Section-X) can be downloaded from the e-Tendering portal of Government of Maharashtra i.e. <https://mahatenders.gov.in>. However, tender can be submitted only after making online payment towards Tender Fees as per the Tender Schedule.

b) The tender submitted by the tender shall be based on the clarification; additional facility offered (if any) by the District Legal Services Authority, Jalgaon and this tender shall be unconditional. Conditional tenders will be summarily REJECTED.

c) All tender are cautioned that tenders with conditions and/or containing any deviation from the contractual terms & conditions, specifications or other requirements will be treated as non-responsive. **The bidder should clearly mention in forwarding letter that his/her offer (in Envelope No.1 & 2) does not contain any condition, deviations from terms and conditions stipulated in the tender.**

d) Tender should have valid Class II / III Digital Signature Certificate (DSC) obtained from any Certifying Authorities.

##### 4.2 Guidelines to Bidders on the operations of Electronic Tendering System: <https://mahatenders.gov.in>.

##### 4.3 The tender shall be online in two parts, i.e. (1) Technical Bid (B-1) and (2) Financial Bid (B-2).

On due date of opening only Technical Bid i.e. Envelope 'B-1' will be opened online for scrutiny to ascertain the suitability of Tenders for the work.

The Financial bid i.e. Envelope B-2, only of the tenders who qualify in Technical Bid will be opened online.

The Earnest Money Deposits will be refunded to the unsuccessful bidders online after approval of the Government to the bid of successful bidder.

**4.4** In the technical bid the price shall not be mentioned.

**4.5 Envelope B-1 and Envelope B-2 shall contain information as under:**

a) **Envelope B-1:** Called as "Technical Bid Envelope" shall contain duly uploaded/scanned copies of the documents as per Section-I (6) mentioned in eligibility criteria and as per decisions and policies framed by the Government from time to time.

b) **Envelope B-2:** Called as "Financial Bid" and shall contain the tender form in prescribed format and it shall be duly filled and signed.

**4.6** The tenders shall be submitted online as per the procedure prescribed hereinabove with Index Page and Page numbers.

**4.7** Earnest Money shall be deposited online only.

**4.8** The Chairman, DLSA shall not be responsible for any delay / difficulties / inaccessibility of the downloading facility for any reason whatsoever.  
No claim shall be entertained in this regard.

**4.9 Opening of Technical Bid i.e. B-1 and Financial Bid i.e. B-2:-**

The Tendering Committee/Authority will first open the Technical Bid i.e. B-1 of all Tenders and after scrutinizing their documents will shortlist the Tenders who are eligible for Financial Bidding Process. The shortlisted Tenders will be intimated by email in respect of the date and time for opening of the Financial Bids, and the said process will be online.

In the event of the date specified for receipt and opening of technical bid and/or Financial Bid being declared as a public holiday for Government of Maharashtra, the due date for submission of bids and opening of bids will be the next working day at the same scheduled time.

The second envelope clearly marked as 'Envelope B-2' shall contain only the main tender as per Section-XI, duly filled in by the contractor.

**4.10** The Contractors are strictly advised to follow the Dates and Times allocated for e-tendering process. All the online activities are time tracked and the Electronic Tendering System enforces time-locks that ensure that no activity or transaction can take place outside the Start and End Dates and Time of

the stage as defined in the Tender Schedule. At the sole discretion of the DLSA, the time schedule of the Tender stages may be extended.

**4.11** Acceptance of tender shall solely rest with the Tender Committee and final approval of the Hon'ble Chairman, DLSA who reserves the right to accept or reject any or all tenders without assigning any reason there for. The tenders whose tender is accepted will have to enter into agreement within a week of being notified to do so. In case of failure, the offer of the tenders shall be considered as withdrawn by him and amount deposited towards the EMD will be forfeited to the Government without any reference to the successful bidder/tenders.

**4.12** The contractor who contravenes with the provisions of the any rule/ law in force in India shall be BLACK LISTED.

**5. ELEGIBILITY CRITERIA AND TERMS AS TO DOCUMENTS TO BE SUBMITTED BY THE BIDDER:-**

Only those Bidders who possess the following eligibility criteria shall apply. The Bidders shall submit documentary proof of eligibility in desired format as detailed in the Tender Schedule:-

- 5.1** Bidder shall have experience the work for providing manpower for the job similar to the job profile. Central Government/State Government/ Central Autonomous Body/Private firm etc. The bidder should submit work experience certificate for the same.
- 5.2** Bidder shall submit Solvency Certificate equivalent to 20% of the tender amount from Nationalized bank or Schedule Bank or reputed well known Bank.
- 5.3** The bidder must have experience of providing the Skilled, Semi-skilled and Unskilled manpower to in Central Government/State Government/ Central Autonomous Body etc for minimum period of at least 5 years.
- 5.4** Bidder shall submit the necessary Registration Certificate of his Company/ organization/Firm/Joint Venture/Consortium, as the case may be.
- 5.5** Bidder shall submit certified copy of Professional Tax certificate.
- 5.6** Bidder shall submit certified copy of Registration Certificate under Employees Provident Fund.

- 5.7 Bidder shall submit certified copy of Registration Certificate under Employees State Insurance Act.
- 5.8 Bidder must submit at least 50 employees ECR Challan and Payment receipt of 6 months.
- 5.9 Bidder must submit ESIC payment challans for the last 6 months or a valid copy of Cashless Mediclaim Insurance for the personnel.
- 5.10 Bidder shall submit valid Contract Labour License under Contract Labour Act, 1970 for providing a minimum of 50 personnel from the Maharashtra Labour Office.
- 5.11 Bidder shall submit certified copy of Income Tax PAN Card No. of the bidder with last three years Income Tax returns. Bidder must have mandatory turnover of Rs. 5 Crore for the last 3 financial year i.e. (2023-24, 2024-25 and 2025-26), Turn over Certificate from a Chartered Accountant (with UDIN number) and a Certified complete Audit Report must be attached.
- 5.12 Bidder shall submit valid Professional Tax Registration (PTRC and PTEC) certificate and No Dues Clearance Certificate of financial year 2023-24, 2024-25 and 2025-26.
- 5.13 Bidder shall submit certified copy of Goods and Services Tax (GST) Registration Certificate, and GST No Dues Clearance Certificate for the last three financial years (2023-24, 2024-25 and 2025-26) .
- 5.14 Bidder must submit EPF, ECR Challans and 6 months Payment Receipt for a minimum of 50 personnel.
- 5.15 The bidder shall submit Shop Act Certificate, if applicable to him.
- 5.16 The bidder shall submit the receipt of Earnest Money deposited by him online.
- 5.17 The bidder shall submit the Partnership Deed/ Memorandum and Articles of associations, as the case may be.
- 5.18 The bidder shall submit the Power of attorney and incase of Company Resolutions, if any.

- 5.19** Declaration on the Bidder's Letter head that the Financial bid covers all the items of the Bid Document.
- 5.20** Bidder should bring the original documents at the time of technical bid opening and submit the same for verification, if asked by the Chairman, D.L.S.A.
- 5.21** If the documents contained in Envelope B-1 do not meet the requirements of D.L.S.A. the Envelope B-2 of concerned Bidder will not be considered for further action.
- 5.22** The eligible bidders from evaluation of envelope B-1 will be informed about the date and time of the opening of the financial bid envelope through email after the verification and scrutiny of the documents submitted along with technical bid.
- 5.23** The Financial bid of the shortlisted tenders, qualified in technical bid shall be opened by the Committee constituted for this purpose. If the content of envelope B-2 is found in consonance with the terms and conditions specified above, the financial bid shall be treated as valid and processed for further evaluation.
- 5.24** The successful tenders, on approval of the Government, will be informed by DLSA, accordingly, by the letter of intent and will be directed to pay Security Deposit and complete the agreement formalities. The work order will be placed by the Chairman, D.L.S.A.
- 5.25** The Earnest Money will be refunded to successful Bidder online to the effect that the required Security Deposit has been paid by the tenders and contract documents are duly signed and registered.
- 5.26** Bidder claiming exemption from any term shall submit the valid certificate thereof the providing relaxation is solely towards the decision of the Selection Committee.

**6. THE TENDER IS LIABLE FOR OUTRIGHT REJECTION IF ON OPENING OF BID IT IS FOUND THAT**

- 6.1 The bidder has not followed the procedure laid down for the submission of tender strictly.
- 6.2 The bidder proposed and/or made any alteration/Changes/amendments in the tender documents.
- 6.3 The bidder fails to provide the requisite documents as per the directions of Chairman, DLSA.
- 6.4 The bidder has not complied with the G.R. Dated 27<sup>th</sup> January, 2015.
- 6.5 The amount of tender submitted by the bidder is found as contravening with the provisions of Minimum Wages Act (i.e. Minimum Wages + Special Allowance + Bonus + G.P.F. + E.S.I.C.+ Gratuity + Other applicable allowances). The Bidder shall not pay wages to employees below the Minimum Wages Act.

Tenders which do not fulfill all or any of the above conditions or incomplete in any respect are liable for summarily rejection.

**SECTION-IV: GENERAL CONDITIONS OF CONTRACT (GCC):**

**1. General Conditions:**

- 1.1 All pages and pasted slips should be signed by the bidder.
- 1.2 Correction in amount (Financial bid) entered in agreement, if any, should be attested by the bidder.
- 1.3 The bidder shall furnish along-with tender declaration that he has studied all terms and conditions of the tender, the relevant G.Rs, Circulars etc. and made him/them acquainted with the terms and conditions of the tender document, before submitting the tender.
- 1.4 This detailed tender notice along with Corrigendum/ Addendum etc. if any, shall form part of Tender Documents.
- 1.5 Acceptance of tender will rest with the DLSA who reserves the right to reject any or all tenders without assigning any reason thereof to anyone.
- 1.6 The work is required to be executed in DLSA, which is very important and sensitive area where both speed and quality of execution are to be maintained by the bidder. The bidder shall also ensure quality work in planned and time bound manner.

- 1.7 All the applicable taxes will be recovered from the gross amount of bill.
- 1.8 In case of any lost/theft of the property/record of the DLSA at the instance of Office Assistant, Receptionist –cum- Data Entry Operator and Peon provided by bidder, the Bidder will be held responsible for the same.
- 1.9 In any case the contract shall not be transferable, assigned or sublet to any other person/company etc.
- 1.10 The relations of the "Clerks/Peons" of the Contractor/ Tenders with "Chairman, DLSA" will be of outsourced contractual staff (OCS), and there shall not be relations of owner and worker.
- 1.11 Also awarding the work shall not be construed or interpreted as creation of any Agency or Partnership between DLSA and the Contractor. The relationship between them shall be expressly and completely as per the terms and conditions laid down in this tender notice/Tender Document and is not open to any further or other construction or interpretation.

## **SECTION-V: CONDITIONS AS TO THE WORK PERFORMANCE :**

1. The bidder shall work in close coordination with concerned officials of DLSA.
2. The Bidder shall perform his duty in consonance with the rule/law in force in the India.
3. Bidder shall pay all the applicable taxes to the relevant authorities.
4. The standard of the Office Assistant, Receptionist –cum- Data Entry Operator and Peon work shall always be to the satisfaction of the Chairman, DLSA and the concerned officials, whose decision in this regard shall be final and binding on the contractor. In case of default the contractor/tenders will be held liable to the consequent effects/loss/injury, as the case may be, of the said default.
5. The bidder shall at his/her own cost, provide necessary insurance cover, such as policy under Workmen Compensation Act etc. to the manpower provided by him in connection with the aforesaid services to be rendered to The Chairman, DLSA, and shall comply with all relevant labour laws [particularly Child (prohibition & regulation) Labour Act, 1986], Minimum Wages Act, during the contract period.
6. In case of breach of any law/rule at the instance of bidder, he shall indemnify The Chairman, DLSA, against all claims or demands, loss, injuries, expenses etc. to which the DLSA may be party or involved.

### **Termination :**

The Chairman, DLSA reserves rights to terminate the contract by giving a month notice in case of breach on the part of bidder of any obligation under the contract and/or unsatisfactory performance during the contract period.

In the event of the pre-mature termination of the contract by The Chairman, DLSA, for any reason, the contractor shall compensate to DLSA towards the loss, if any, caused pursuant to default on his part.

### **Arbitration :**

All disputes and differences arising out of and in any way touching or concerning the job profiles of Office Assistant, Receptionist –cum- Data Entry Operator and Peon and/or pertaining to terms and conditions of this contract shall be referred to the sole arbitrator only, to be appointed by the Chairman, DLSA. There will be no objection on the part of successful tenderer to any such appointment

#### **SECTION-VI :- GENERAL SECURITY INSTRUCTIONS:-**

- i. The names, addresses, e-mail addresses, Mobile/Contact Numbers and Adhar Cards of the Office Assistant, Receptionist –cum- Data Entry Operator and peon who are working in the DLSA, shall be furnished for security verification, within the period of 7 days from their joining of the office.
- ii. After certification of antecedent identity cards will be issued to Office Assistant, Receptionist –cum- Data Entry Operator and peon by DLSA. The cost of identity cards would be borne by the contractor.
- iii. The Office Assistant, Receptionist –cum- Data Entry Operator and Peon shall not misuse the said identity cards.
- iv. The Office Assistant, Receptionist –cum- Data Entry Operator and Peon shall surrender to DLSA, the identity cards issued to them, if :-
  - a. The contract is concluded.
  - b. The contract period is expired.
  - c. He/she is removed from work.
  - d. He/she resigns from the work.
  - e. He/she ceases to work in the office for any other reason.
- v. As and when there will be security requirements certain additional restriction can be imposed as per the requirement of the situation.
- vi. The contractor shall be responsible for behavior and conduct of his manpower. No Office Assistant, Receptionist – cum- Data Entry Operator and Peon with doubtful integrity or of having bad record shall be engaged by the contractors.
- vii. The contractor shall replace any errant Office Assistant, Receptionist–cum- Data Entry Operator and peon, immediately within two days from the directions to that effect by the Chairman, DLSA.

## **SECTION-VI : DECLARATION OF THE CONTRACTOR (DOC)**

I/We hereby declare that I/We has/have gone through the job profile of the Office Assistant, Receptionist –cum- Data Entry Operator and Peon and got acquainted with the area of work and also has/have made myself/ourselves thoroughly conversant with the local conditions regarding Scope of Work, on which I/We have based my/our rates for this tender. The specification and lead, lift of this work have been carefully studied and understood by me/us before submitting this tender. I/We undertake to provide only the best human resources as per the requirements and directions of The Chairman, District Legal Services Authority, Jalgaon or his/her duly authorized assistant during the contract period.

I/We hereby further declare that my/our tender is unconditional in every manner of whatsoever nature.

|                            |  |                                                               |
|----------------------------|--|---------------------------------------------------------------|
| Signature & Seal of Bidder |  | I/c Chairman<br>District Legal Services Authority,<br>Jalgaon |
|----------------------------|--|---------------------------------------------------------------|

## **SECTION-VII: FORM OF BANK GUARANTEE (FBG):**

### **GUARANTEE BOND FOR SECURITY DEPOSIT**

(On Stamp Paper Worth Rupees 100/-)

In consideration of the Chairman, District Legal Services Authority, Jalgaon (here in after referred to as "The Head of the Department") having agreed to exempt.....(here-in-after referred to as "the Contractor") from depositing with the Government in cash the sum of Rs..... (Rupees ..... only) being the amount of Security Deposit payable by the Contractor to the Government under the terms and conditions of the Agreement dated the ..... day of ..... and made between the Head of the Department of the one part, and the Contractor of the other part (hereinafter referred to as "the said Agreement") for ..... as security for due observance and performance by the Contractor of the terms and conditions of the said Agreement, on the Contractor furnishing to the Government a Guarantee in the prescribed form of a Schedule Bank of India being in fact those presents in the like sum of Rs. ....(Rupees ..... only).

We ..... Bank/Limited registered in India under ..... Act and having one of our Local Head Office at ..... do hereby :

1. Guarantee to the Head of the Department:
  - (a) Due performance and observance by the Contractor of terms, covenants and conditions on the part of the Contractor contained in the said Agreement and
  - (b) Due and punctual payment by the Contractor to the Government of all sums of money, losses, damages, costs, charges, penalties and expenses payable to the Government by the Contractor under or in respect of the said Agreement.
2. Undertake to pay to the Government on demand and without demur and not withstanding any dispute or disputes raised by the Contractor(s) in any suit or proceeding filed in any court of Tribunal relating thereto the said sum of Rs..... (Rupees ..... only) or such lesser sum as may demand by the Government from us our liability hereunder being absolute and unequivocal and agree that.

3. (a) The guarantee herein contained shall remain in full force and effect during the subsistence of the said Agreement and that the same will be continue to be enforceable till all the dues of the Government under or by virtue of the said Agreement have been duly paid and its claims satisfied or discharged and till the Government certifies that the terms and conditions of the said Agreement have been fully properly carried out by the Contractor.

- (b) We shall not be discharged or released from the liability under this Guarantee by reasons of
- i) Any Change in the constitution of the Bank or the Contractor, or
  - ii) Any agreement entered into between the Government and the Contractor with or without our consent.
  - iii) Any forbearance or indulgence shown to the Contractor.
  - iv) Any variation in the terms, covenants or conditions contained in the said Agreement.
  - v) Any other conditions or circumstances under which, in law, a surety would be discharged.
- (c) Our liability here under shall be joint and several with that of the Contractor as if we were the Principal debtors in respect of the said sum of Rs.----- (Rupees-----only).
- (d) We shall not revoke this guarantee during its currency except with the previous consent in writing of the Government.

IN WITNESS WHERE OF the Common Seal of ..... has been hereunto affixed this ..... day of .....2026 The Common Seal of ..... was pursuant to the resolution of the Board of Directors of the Company dated the ..... day of .....herein affixed in the presence of ..... who, in token thereof, have hereto set their respective hands in the presence of :

- 1) -----
- 2) -----

SPECIMEN FORM OF TERM DEPOSIT RECEIPT TO BE ATTACHED ALONG  
WITH THE TENDER AS EARNEST MONEY.

DEPOSIT No.: State/Reserve Bank of India

TERM DEPOSIT RECEIPT

Rs. ....

Received from .....the sum of Rupees  
..... which is placed to his/her  
credit with the State/Reserve Bank of India as Term Deposit Receipt for a period of  
two years in the name of The Chairman, District Legal Services Authority, Jalgaon.

|                      |                                                            |
|----------------------|------------------------------------------------------------|
| No.:                 | For State/Reserve Bank of India                            |
| Dated                | Signature                                                  |
| NOT TRANSFERABLE     |                                                            |
| Signature Contractor | I/c Chairman<br>District Legal Services Authority, Jalgaon |

**SECTION-VIII : APPLICABLE GOVERNMENT RESOLUTIONS:**

[see attachments]

Referred the Section-I (4.1) (4.2)

**SECTION-IX : TENDER SCHEDULE:**

|    |                                               |            |           |
|----|-----------------------------------------------|------------|-----------|
| 1. | Tender publishing date                        | 12/09/2026 | 05:00 hrs |
| 2. | Document download start date                  | 12/09/2026 | 05:00 hrs |
| 3. | Document download end date                    | 21/09/2026 | 03:00 hrs |
| 4. | Bid submission start date                     | 12/09/2026 | 05:00 hrs |
| 5. | Bid submission closing date                   | 21/09/2026 | 03:00 hrs |
| 6. | Technical bid (Envelope no. B-1) opening date | 22/09/2026 | 05:00 hrs |

**SECTION-X: TENDER FORM ( SPECIMEN)[See Section-II (4)]:**

जिल्हा विधी सेवा प्राधिकरण, जळगांव  
जिल्हा व सत्र न्यायालय चे आवारात जळगांव ४२५००१

कामाचे नाव

: (१) ऑफीस असिस्टंट — कायदेशीर सहायक प्रकरणांची माहितीची नोंद ठेवणे, नालसा यांचे निर्देशानुसार पोर्टल वर सहायक दिलेल्या प्रकरणांची माहिती अद्ययावत करणे व अपलोड करणे, सर्व आवक आणि जावक नोंदणी ठेवणे व फाईल्स व्यवस्थीत ठेवणे, टायपींग अर्ज व अपील फाईल इत्यादी, खटल्यांशी संबंधीत माहिती आदेश व निकाल यांच्या प्रतीसाठी अर्ज दाखल करणे, मुख्य कायदेशीर सहायक यांनी वेळोवेळी सांगितलेली कामे करणे, जिल्हा विधी सेवा प्राधिकरणाने वेळोवेळी सांगितलेली कामे करणे, जसे माहिती जमा करणे, रिटर्न व मंथली माहिती पाठवणे, रिसेप्शनिस्ट यांनाही ही ऑफीस असिस्टंट ला दिलेली कामे करावयाची आहेत, वरिष्ठांनी सांगितलेली जबाबदारी पार पाडणे व त्यांना वेळोवेळी मदत करणे.

आणि

(२) रिसेप्शनिस्ट कम डाटा एंट्री ऑपरेटर — पक्षकारांनी वेळोवेळी विचारलेल्या प्रश्नांची माहिती सांगणे, ऑफीस ला आलेल्या इनकमिंग व आउटगोईंग कॉल वर पक्षकारांना विचारलेल्या प्रश्नांची माहिती देणे, ईमेल, डॉक्युमेंट स्कॅन करणे, रिटर्न, माहिती गोळा करणे, वरिष्ठांनी सांगितलेली कामे करणे, व जिल्हा विधी सेवा प्राधिकरणाने वेळो वेळी सांगितलेली कामे करणे. नालसा यांचे निर्देशानुसार पोर्टल वर सहायक दिलेल्या प्रकरणांची माहिती अद्ययावत करणे

(२) शिपाई — फर्निचर आणि यंत्रसामग्रीसह संपूर्ण कार्यालयाचा (कचरा आणि धुळ साफ करणे). कार्यालयात आलेल्या वरिष्ठानां व पक्षकारांना पाणी देणे, कागदपत्रे, कागदाची पुस्तके, तसेच पार्सल बाईंडिंग करणे. विविध विभाग आणि कार्यालयांना पत्रे/पार्सल वितरीत करणे. महाराष्ट्र राज्य विधी सेवा प्राधिकरण, मुंबईच्या अधिकारी/वरिष्ठ यांनी नियुक्त केलेले इतर कोणतेही काम.

: .....

निविदा क्रमांक

कंत्राटदाराच्या संस्थेचे/कंपनीचे नाव :

कंत्राटदाराच्या संस्थेचा/कंपनीचा संपूर्ण पत्ता :

कंत्राटदाराच्या संस्थेचा/कंपनीचा संपर्क दूरध्वनी :

कंत्राटदाराच्या संस्थेचा/कंपनीचा नोंदणी क्रमांक :

कंत्राटदाराच्या संस्थेचा/कंपनीचा सेवा कर:  
क्रमांक

प्रपत्र :- १

| अ. क्र | कामाचे स्वरूप | मागणी करण्यात आलेली कर्मचारी संख्या | मागणी केलेल्या कामासाठी सेवा पुरविण्यासाठी कंत्राटदाराने मागणी केलेली एकूण रक्कम(वार्षिक खर्च) | साधनसामुग्री वस्तू व खर्च (असल्यास) (वार्षिक खर्च) (स्तंभ अक्षरी) | एकूण रक्कम (रुपये) | एकूण रक्कम (रुपये) |
|--------|---------------|-------------------------------------|------------------------------------------------------------------------------------------------|-------------------------------------------------------------------|--------------------|--------------------|
|--------|---------------|-------------------------------------|------------------------------------------------------------------------------------------------|-------------------------------------------------------------------|--------------------|--------------------|

| १. | २.                                 | ३. | ४. | ५. | ६. | ७. | ८. |
|----|------------------------------------|----|----|----|----|----|----|
| १  | ऑफीस असिस्टंट                      | ३  |    |    |    |    |    |
| २  | रिसेप्शनिस्ट कम डाटा एंट्री ऑपरेटर | १  |    |    |    |    |    |
| २  | शिपाई                              | १  |    |    |    |    |    |
|    | एकूण                               |    |    |    |    |    |    |

निविदेची एक वर्षासाठी होणारी एकूण रक्कम रू...../(अक्षरी रूपये.....  
.....)

(कंत्राटदाराचे नाव, सही, शिक्का, दिनांक)

अ) स्तंभ क्र. ४ ते ८ मधील माहिती कंत्राटदारांनी भरावयाची आहे.

प्रपत्र :- २

कंत्राटदाराकडून मागणी करण्यात आलेला अतिकालीन भत्ता

| अ.क्र. | पद                                 | अतिकालीन भत्त्याची रक्कम (प्रति तास) |
|--------|------------------------------------|--------------------------------------|
| १      | २                                  | ३                                    |
| १      | ऑफीस असिस्टंट                      |                                      |
| २      | रिसेप्शनिस्ट कम डाटा एंट्री ऑपरेटर |                                      |
| ३      | शिपाई                              |                                      |

एकूण

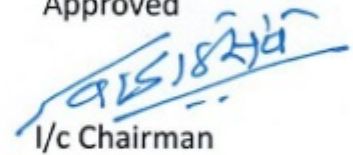
अ) स्तंभ क्र. ३ मधील माहिती कंत्राटदारांनी भरावयाची आहे.

ब) प्रपत्र-२ मध्ये कंत्राटदाराने स्तंभ २ मध्ये उल्लेख करण्यात आलेल्या पदांसाठी प्रतितास किती रक्कमेची मागणी करण्यात येत आहे ते नमूद करावे. उदा. ऑफीस असिस्टंट, रिसेप्शनिस्ट कम डाटा एंट्री ऑपरेटर, शिपाई च्या पदांसाठी प्रतितास किती अतिकालीन भत्त्याची मागणी (ओवर टाईम) कंत्राटदार करणार आहे ते त्याने स्तंभ-३ मध्ये नमूद करणे अपेक्षित आहे.

क) कंत्राटदारांनी नमूद केलेली वेतनाची रक्कम व अतिकालीन भत्त्याची रक्कम किमान वेतन कायद्यातील तरतुदीपेक्षा कमी नसावी.

Draft from Page No. 01 to 27

Approved



I/c Chairman

Principal District & Sessions Judge &  
District Legal Services Authority,  
Jalgaon

17.02.21