OFFICE OF THE PRINCIPAL DISTRICT AND SESSIONS JUDGE, BEGUSARAI

Short Tender Notice No. 02 /2026

Sealed quotations are invited from bona fide, reputed and experienced agencies / firms for outsourcing of services of 03 (Three) Car Drivers in Judgeship of Begusarai. Quotations, along with other documents, as indicated in annexure to the notice, may be submitted in a sealed envelope addressed to the Principal District and Sessions Judge, Begusarai, only during office hours, up to 5:00 PM on or before 09-12-2026 in the office of Court Manager, Civil Court, Begusarai.

Date of Commencement of Bids	**17-11-2026**
Last Date and Time of Receipt of Bids	**On or before 09-12-2026 till 05:00 PM**
Place of Submission of Bids	**Office of the Court Manager, Civil Court, Begusarai.**
Date/Time/Place of Opening of Bids	**14/12/2026 (Monday) at 05:00 P.M. in the presence of all the tenderers / bidders and before the Purchasing Committee, Civil Court, Begusarai, in the chamber of Ld. Principal District and Sessions Judge, Begusarai.**

17/11/2026

Principal District & Sessions Judge,
Begusarai.

OFFICE OF THE PRINCIPAL DISTRICT AND SESSIONS JUDGE, BEGUSARAI

Tender Notice No. 02 / 2026

Sealed quotations are invited from bona fide, reputed and experienced agencies / firms for outsourcing of services of 03 (Three) Car Drivers in Judgeship of Begusarai.

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 and, in the Technical Bid, the required documents must be enclosed properly in the manner and sequence as indicated in Annexure-I. Submission of irrelevant and unnecessary documents may be avoided.

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 will be required.)

4. The period of contract would be of one year (from the date of start of service).

5. The Drivers 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 Drivers 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 agency / firm has not been blacklisted / deregistered / barred by the Central Government / State Government / Public Sector Undertaking /

Autonomous Bodies during period of business AND no 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. 10,000.00 (Rupees Ten Thousand only) must be enclosed along with quotation in the form of Demand Draft / Bankers Cheque issued from Nationalized / Scheduled Bank in favour of Principal District & Sessions Judge,Begusarai, in the office of the Nazir,Civil Court Begusarai, payable at Begusarai. 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 is unable to provide the required number of Drivers, as per stipulated terms.

11. The number of Drivers may be increased or decreased by the Civil Court, Begusarai, as per requirement of the Court at any point of time.

12. The Civil Court, Begusarai, 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 07/12/2026 (Monday) up to 05:00 P.M. in the office of Court Manager, Civil Court Begusarai,which is scheduled to be opened on 10/12/2026 (Thursday) at 05:00 P.M. in the presence of all the tenderers / bidders and before the Purchasing Committee, Civil Court, Begusarai, in the chamber of Ld. Principal District and Sessions Judge, Begusarai.

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

15. The tenderer / bidder must mention the tender number, i.e., Tender Notice No. 02/2026 on the top of the envelope.

16. 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.

Annexure-I

Technical Bid

Subject: Quotation for outsourcing of services of Car Drivers in the Civil Court, Begusarai.

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 along with 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, 2023-2024 and 2024-2025.	
7	Proof of last three years of experience in respect of providing the services of Drivers on outsourcing basis (in a consolidated chart showing details of their clients and works separately)	
8	Notarized affidavit on a stamp paper of appropriate value to the effect that the agency / firm has never been blacklisted / 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	

Date: _____

Place: _____

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

Phone No.: _____

E-Mail ID: _____

Annexure-II

Financial Bid

Subject: Quotation for outsourcing of services of Car Drivers in the Civil Court, Begusarai.

Sl. No.	Payment in Head	Amount
1	Total wages to be paid to all the 03 (Three) Car Drivers [Bifurcated charts for wages to be paid to the Car Drivers per day AND per month (26 days), to be submitted as enclosures]	
2	Employees Provident Fund (As per present existing rate)	
3	Employees State Insurance (As per present existing rate)	
4	Bonus @ .....%	
5	Any other charges (please indicate)	
6	Service Charge @ ..... %	
7	GST @ 18%	
	Total (Adding the amount figured for Sl. No. 1 to 7) =	

Date: _____

Place: _____

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

Phone No.: _____

E-Mail ID: _____

Annexure-III

Terms and Conditions

Subject: Quotation for outsourcing of services of Car Drivers in the Civil Court, Begusarai.

1. The agency / firm shall provide the services by engaging its own workforce independently.

2. All the Drivers engaged or employed by the agency / firm 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 Civil Court, Begusarai.

3. The agency / firm being the employer of the Drivers deployed for providing the services in Civil Court, Begusarai 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 provide proper uniform (as concurrently decided between the Civil Court, Begusarai and the agency / firm) and identity cards to its Drivers carrying the logo of agency to the satisfaction of Civil Court, Begusarai.

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 Drivers deployed in the services of the Civil Court, Begusarai. In case of any notice to the Civil Court, Begusarai from any Authority or Court, or any loss suffered by the Civil Court, Begusarai due to non-compliance of the provisions of the Acts referred above, the agency / firm shall indemnify the Civil Court, Begusarai 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 Drivers 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 Civil Court, Begusarai,in time. No interest on the amount of service fee will be payable on account of delayed payment by the Civil Court, Begusarai.

7. The agency / firm shall ensure that the Drivers to be deployed in Civil Court, Begusarai must possess valid Commercial Licence / Professional License as per Government Norms for driving of all types of cars with at least three years' experience, should be medically fit and should maintain decency, politeness, neat dress and good habits.

8. The agency / firm must verify the overall conduct of the Drivers prior to their deployment in the Civil Court, Begusarai and also ensure that there shall be no criminal cases filed against or pending against any of the Drivers, so provided. The character and antecedents of the Drivers is to be got verified from the agency / firm and also by the police at its own level and the same must be submitted to the Civil Court, Begusarai.

9. If the Drivers, so deputed by the agency / firm in the Civil Court, Begusarai, 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 Driver and information to this effect will be provided to the Civil Court, Begusarai and proper substitution within reasonable time be provided by the agency / firm accordingly.

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

11. The agency / firm shall not replace the Drivers at random. This shall be done with prior approval of the concerned authorities of Civil Court, Begusarai and full particulars of Drivers deployed / replaced shall be given to Civil Court, Begusarai immediately, if not provided earlier.

12. The Drivers deployed by the agency / firm shall be responsible for keeping and cleaning of Cars on day-to-day basis. The Drivers shall also be responsible to maintain and update log book and fuel records of the Cars on daily basis. In case of any default, the erring Driver shall be immediately removed by the agency / firm and suitable replacement to be provided by the agency / firm.

13. The agency / firm shall provide list of Drivers along with details of their Identity Proof, Driving Licence, Contact Numbers, Residential addresses along with proof thereof even in case of change, if any.

14. The Civil Court, Begusarai shall not be responsible financially or otherwise for any injury of the Drivers in the course of performing the functions / duties so assigned to them.

15. The Civil Court, Begusarai shall not pay any other allowance separately to the Drivers engaged by the agency / firm in any case. The hiring of Drivers from the agency / firm shall be on outsourcing basis and no claim shall be admissible as per Staff Car Driver Rules of the said hiring.

16. The agency / firm will have to provide the replacement of Driver in case of any eventuality. The Civil Court, Begusarai will have the right to ask the agency / firm for removal of any Driver, who is not found competent or disciplined.

17. There shall be no relationship of employer-employee between the Civil Court, Begusarai and the Drivers engaged or employed by the agency / firm for providing the services to the Civil Court, Begusarai. The Drivers of the agency / firm shall never be deemed to be the employees of the Civil Court, Begusarai under any circumstances whatsoever.

18. The Drivers employed or engaged by the agency / firm shall have no right to claim any job in the Civil Court, Begusarai.

19. The agency / firm will ensure that the Drivers 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 Civil Court, Begusarai, which the agency's / firm's Drivers happen to acquire or become aware of in the course of their duties, except with written permission of the Civil Court, Begusarai. Any observed non-compliance with this clause may result in termination of contract.

20. The agency / firm will agree and undertake to pay the Drivers 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.

21. The agency / firm will keep the Civil Court, Begusarai 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 Drivers against the Civil Court, Begusarai and / or against any damage to, or loss or theft of materials or property of premises owned by the Civil Court, Begusarai arising out of any accident involving any omission or any Driver/s of the agency / firm or in respect of any accident involving any Driver of the agency / firm for the purposes of the Workmen's

Compensation Act. The agency / firm shall compensate the Civil Court, Begusarai for any loss or damage caused to the Civil Court, Begusarai because of the absence or negligence or connivance etc. of, or for any other reason attributable to, any Driver of the agency / firm.

22. 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, 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 Civil Court, Begusarai shall not be responsible in any manner whatsoever for any offence committed by the agency / firm and as such any prosecution or legal proceedings for such offence shall be against the agency / firm alone.

23. The Officers of the Civil Court, Begusarai shall be entitled to inspect the records maintained by the agency / firm in respect of the agency's / firm's Drivers deployed by it for providing the services to the Civil Court, Begusarai. The agency / firm shall submit a certificate in the first week of every month to the Civil Court, Begusarai, certifying that the agency / firm has complied with the provisions of all Laws as applicable to it and / or its Drivers deployed for providing the services to the Civil Court, Begusarai. The Officers of the Civil Court, Begusarai 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.

24. Agency / firm or its Drivers shall not use premises of Civil Court, Begusarai for any purpose other than the purpose for which the contract will be made.

25. The agency / firm shall ensure that any dispute between it and its Drivers is settled outside the premises of Civil Court, Begusarai.

26. All disputes, claims or proceedings between the Civil Court, Begusarai and the agency / firm relating to the contract shall be subject to the jurisdiction of the Courts at Begusarai only.

27. 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.

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

29. In the event of non-compliance of the above clause, the Civil Court, Begusarai will reserve its right to terminate the contract with immediate effect.

30. JURISDICTION OF COURT:

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

