PRINCIPAL DISTRICT AND SESSIONS COURT::
BHADRADRI KOTHAGUDEM

Dis No. **Dated: .06.2026**

TENDER NOTICE

Sub: Public Services – Outsourcing – Outsourcing Services in Government Departments – Supply of manpower through Outsourcing Agencies to the Unit of District Judge, Bhadradri Kothagudem – Quotations for supply of manpower – Call for - Regarding.

Ref: The proceeding of the District Collector and Chairman, District Outsourcing Committee, Bhadradri Kothagudem vide Rc. No.A1/Out Sourcing/999/2023, dt. 16.06.2023.

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The Sealed Quotations are hereby called for from the existing Outsourcing Agencies for supply of manpower of 20 candidates on Outsourcing basis for the post of Process Server and Office Subordinate to the unit of District Judge, Bhadradri Kothagudem and for upcoming vacancies.

TERMS AND CONDITIONS:

1. The Outsourcing Agency shall take the remuneration of Process Servers is Rs.19,500/-P.M and Office Subordinates is Rs.15,600/- P.M, and to make proper remittances of EPF-25% (Employer's contribution 13% + Employee Contribution 12%) ESI-4.0% (Employer's contribution 3.25% + Employee Contribution 0.75%) G.S.T-18% to the respective organizations every month and such particulars of remittance challans of EPF/ESI/Service Tax along with the ECR (list of names) shall be furnished to the undersigned while claiming the bill for the subsequent month.

2. The Outsourcing Agency, after getting the Work Order from the undersigned shall furnish the details to the Labour Department and obtain license under section -7 & 13 of the said Labour Act 1970.

3. The terms and condition of G.O. Rt.No. 4459 dt 27.12.2006 and G.O.Rt.No.4271, dt 1.11.2008 are applicable to all the Outsourcing Agencies.

4. Payment will be made by way of online payment against their Outsourcing Agencies.

5. The allotment of work will be for a period of one year, if not satisfied may be terminated at any point of time.

6. The Outsourcing Agencies who are filing quotations have to mention the amount of security deposit for the Welfare of the Outsourcing employees, which shall highest or equivalent to (01) month remuneration of all the Outsourcing employees.

The quotations shall reach this office in a sealed cover on or before 18 .06.2026 and for negotiations on 20 .06.2026.

The Quotation with insufficient information and received after due date will not be entertained.

The Principal District and Sessions Judge, Bhadradri Kothagudem reserves the right to accept or reject all or any of the tenders without assigning any reasons.

Note: **Who willing to submit highest security deposit will be considered as successful bidder.**

Principal District and Sessions Judge,
Bhadradri Kothagudem

To

All the Outsourcing Agencies.

Copies to:

1. Notice Board of District Court, Bhadradri Kothagudem.
2. The System Officer, eCourts Section, District Court, Bhadradri Kothagudem with a direction to place the same in the District Court website.