

**PRINCIPAL DISTRICT AND SESSIONS COURT::
BHADRADRI KOTHAGUDEM**

Dis No. 2284

Dated: 07.07.2026

TENDER NOTICE

Sub: Public Services - Outsourcing - Outsourcing Services in Government Departments - Payment of salaries through Outsourcing Agencies to the Unit of District Judge, Bhadradi Kothagudem - Quotations Call for - Regarding.

Ref: 1.The proceeding of the District Collector and Chairman, District Outsourcing Committee, Bhadradi Kothagudem vide Proceedings No.A1/Out Sourcing/999/2025, dt.22.07.2025
2. Tender Notice Dis No. 1975 dated : 10.06.2026
3. Office note dated : 20.06.2026

With reference to the above 2nd and 3rd cited the Sealed Quotations are hereby re-called from the Outsourcing Agencies for undertaking the payment of salaries to the existing outsourcing employees working in the unit of the District Judge, Bhadradi Kothagudem. The selected agency may also be required to supply manpower on an outsourcing basis against any vacancies that may arise in the future within the said unit.

TERMS AND CONDITIONS:

1. The Outsourcing Agency shall take the remuneration of Process Servers, Driver is Rs.19,500/-P.M and Record Assistant, Office Subordinates, FTM 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.

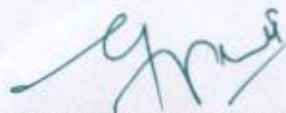
6. The Outsourcing Agencies who are filing quotations have to mention the amount of security deposit for the Welfare of the Outsourcing employees, which shall highest or equivalent to (01) month remuneration of all the Outsourcing employees (34 members i.e., Driver (01), Record Assistant (01), Process server (12), Office subordinates (17) and FTM (03).

The quotations shall reach this office in a sealed cover on or before 16.07.2026 and for negotiations on 18.07.2026 at 4.00 pm

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

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

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


Principal District and Sessions Judge,
Bhadradi Kothagudem

To

All the Outsourcing Agencies.

Copies to:

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