

**HIGH COURT OF JAMMU & KASHMIR AND LADAKH**  
(OFFICE OF THE CENTRAL PROJECT COORDINATOR)

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**Tender Notice for engagement of Manpower**

**Tender No:** HC/JK/ET/02/2026 **Dated:** 26/02/26.

On behalf of the Registrar General, High Court of J&K and Ladakh, sealed tenders are invited from any registered firm/company/entity for providing 22 number of persons, with the minimum qualification detailed in **Annexure-I** for a period of 24 months from the issuance of work order or as may be extended or revoked as per the terms and stipulations detailed below. Tentative cost of the contract is **Rs. 79,20,000/- (Seventy Nine Lakhs Twenty Thousand)**. The tender shall close on **05.03.2026 at 4 PM**. Technical bid will be opened on **06.03.2026 at 12 Noon sharp**.

Complete tender document can be downloaded from the official website i.e <http://jkhighcourt.nic.in>. Tender fee of Rs.1000/ must be paid through Demand Draft in favour of **Registrar General, High Court of J&K and Ladakh** payable at Jammu/Srinagar and the draft must be enclosed with the tender document, without which the tender submitted by the bidder shall be rejected, which shall be non-refundable.

**A. GENERAL TERMS AND CONDITIONS:**

The terms and conditions must be satisfied by the bidder for the manpower to be provided in various District Courts across the UT of J&K:

1. The firm/company must ensure that each person to be provided has the minimum qualification of 12<sup>th</sup> pass and possesses proper working knowledge of computer and must not be below the age of 18 years, or unfit for public sector undertaking, or previously convicted of any offence involving moral turpitude.
2. The firm/ company shall ensure that the staff provided performs the duties properly to the satisfaction of the procurer/District Court.
3. The firm/company in whose favour tender is allotted shall be responsible for the regulation of the conduct and behaviour of the staff to be provided and there shall be no direct contract between such person provided by the bidder and the Intending Department except to monitor the discharge of assigned duties as per prevalent norms and requirement of the office.

4. That the outsourced firm/company/entity shall be responsible to pay the legitimate contractual amount to the staff/manpower so provided and no such person can claim any direct right for salary/honorarium/consolidated sum from the Intending Department.
5. That the bidder company/firm/entity can negotiate regarding the monthly contractual amount to be paid for each of the persons subject to the maximum limit as authorised by norms applicable to the instant contract which sum shall be inclusive of all taxes, or other charges.
6. That the bidder can before submitting the bids approach the office of CPC, eCourts at Srinagar/Jammu for any clarification. The bidder shall clearly quote (both in words and numbers) the legitimate monthly wages per staff offered to be provided including all charges, taxes etc.
7. That there shall be no contractual relationship between the Intending Department and the persons/staff provided through the outsourced company nor the same shall be treated as employees of the Intending Department or lay any claim for any service benefits including for continuation of the contract beyond the period of its expiry, revocation or withdrawal, or cancellation.
8. That the outsourced company shall obtain an attendance from the competent authority of the concerned District Courts of UTs of J&K and Ladakh where staff is deployed to ensure that the staff deployed attends the duties regularly as per norms.
9. That the staff shall observe punctuality, discipline and conduct like public servants and deal with all the stakeholders and other staff members in a civilised manner to promote cordial and amiable culture at the work place.
10. That the outsourced company shall ensure that the staff provided attend their duties properly and don't remain absent except against proper leave admissible as per norms applicable. Should there be any continuous dereliction in the duties or absence of a particular staff provided, the outsourced agency shall provide its substitute within one week's time on receiving request from the concerned competent authority.
11. That the contractual period can be unilaterally either revoked or shortened or extended by the Intending department on the same or modified terms and conditions and the company/firm cannot claim

- any right of continuation or extension of contract or raise objection as to its earlier termination. However, the termination of the contract shall be done after 15 days prior notice.
12. Should there be any deficiency in the working of the manpower/persons provided by the outsourced company/firm or there is any loss due to such persons, the liability shall be fixed and loss, if any, shall be recovered from the outsourced company.
  13. The contract shall be for a period two years from the date of allotment, which may be either extended or revoked before that date or cancelled as per the terms and conditions stated above. Should there be any malpractice on the part of such person engaged including indulging in illegal or corrupt practices, such person shall be forthwith removed and the outsourced company shall replace the same immediately to avoid any inconvenience in the office. Further, if any staff member is not found fit by the Intending department/court, the outsourced agency shall be responsible to replace him/her forthwith latest by 15 days' time.
  14. That the working hours of the office shall be normally from 9:00 am to 5:30 PM (8 ½ hrs) with half an hour break or there may be some change in timing from time to time.
  15. That the outsourcing agency must provide staff having clean and clear antecedents and should not have been involved in any subversive or anti national activity and for this purpose, the outsourced agency must maintain character roll of the staff.
  16. That the outsourced agency shall ensure that no damage is caused to any public property placed in charge of such staff member or existing in the premises of such establishment.
  17. That on the expiry of the contract, the outsourced agency shall withdraw its manpower and pay off the dues to the staff as well as penalty, if any, due from the agency.
  18. The details of the Court locations for which the manpower is required, is specified in **Annexure-IV** to this document which can be changed at the discretion of Intending Department.
  19. Tenders along with all the requisite documents mentioned in **Annexure-II** and **Annexure-III** shall be submitted physically in the office of Central Project Co-ordinator (CPC, e-Courts), at Srinagar/Jammu, High Court of J&K and Ladakh, 190001/180007, before the closing of tender.

or

## **B. EARNEST MONEY DEPOSIT**

An Earnest Money Deposit (EMD) should be submitted in the Technical Bid of the tender, without which the tender shall be invalid. The amount of EMD will be **Rs. 2,37,600/-** (@3% of the total contract value) (Two Lakhs Thirty Seven Thousand Six Hundred), payable in the form of Demand Draft issued by a nationalized/scheduled commercial bank, drawn in favour of "**Registrar General, High Court of J&K and Ladakh**" payable at High Court of J&K and Ladakh.

In case of unsuccessful bidder, the EMD will be refunded to them against written application without any interest accrued thereon at the earliest and after the acceptance of the contract by the successful bidder.

In case of successful bidder, after acceptance of the work order, the EMD shall be refunded on receipt of the Performance Bank Guarantee (PBG) of the amount 5% of the total contract value (**Rs. 3,96,000.00**) from any nationalized / scheduled commercial bank, drawn in favour of "Registrar General, High Court of J&K and Ladakh" enforceable at Jammu / Srinagar for safeguarding the interest in all respects.

The PBG shall remain valid for the period of the contract (i.e. 26 months) from the date as will be specified upon allotment of contract. The PBG will be forfeited in case of non-fulfilment of any of the terms & conditions of the contract and for compensating any loss suffered.

## **C. TYPES OF BIDS TO BE SUBMITTED:**

The bidders are required to submit two types of sealed bids on the letter head of the bidder/s in the prescribed formats (**Annexure-II & III**), annexed with this document, along with necessary and supportive documents such as:

1. The first sealed bid superscripted with "**TECHNICAL BID**" which should contain the following along with their list: -

- a. Tender documents fee of Rs.1000/-.
- b. Earnest Money Deposit (EMD) of Rs.2,37,600/-.
- c. Mandatory Documents such as:
  - i) Registration certificate of the firm/company/entity;
  - ii) Trade Licence;
  - iii) Annual turnover Certificate of Rs. 50 Lacs for last or last to last financial year of the firm/entity/company duly certified by Chartered accountant;

- iv) Not blacklisted certificate in the form of affidavit;
- v) Service Tax registration number;
- vi) Labour Licence issued by competent authority;
- vii) Experience Certificate;
- viii) Proof of office address (Electricity / Telephone Bill)

2. The second sealed bid should be superscripted with "**FINANCIAL BID**" quoting the monthly wages/charges per staff member provided inclusive of all taxes. The format of Financial Bid to be submitted on the letterhead of the bidder is given as at **ANNEXURE-III**.

The Technical and Financial bids should be placed in a large sealed envelope which should be superscripted with "Tender for Providing Manpower Services on Outsourcing Basis at the District Court Complexes of UTs of J&K and Ladakh" and should be addressed to Central Project Coordinator, (eCourts), High Court of J&K and Ladakh (Jammu/Srinagar).

#### **D. BID OPENING AND EVALUATION**

All the bids will be opened and evaluated as per standard procedure and time, date and place as mentioned above in the Tender Notice.

In case the date fixed for opening of bids is subsequently declared as holiday by the Government or the office remains closed on that day for any other reason, the bids will be opened on next working day, the time and venue remaining unaltered. The Committee will open and evaluate the 'Technical Bids' of the bidders.

The 'Financial Bids' of only those bidders who qualify in the 'Technical Bids' shall be opened. In case of a tie in the Financial Bid, the lowest bidder will be selected on the basis of the following conditions in sequence: -

- a. Numbers of years of experience;
- b. Annual turnover of Rs. 50 Lacs for the last financial year or last to last financial year;
- c. Number of manpower outsourced at present.

The High Court of J&K and Ladakh reserves the right to disqualify any or all the bids without assigning any reasons thereof.

During the financial evaluation, only one authorized representative from each qualified bidder will be allowed to participate in the evaluation process.

#### **E. SIGNING OF CONTRACT**

The selected bidder(s) shall be required to enter into a contract with the High Court of J&K and Ladakh within 7(seven) days of the award of the contract or within such extended time period as may be specified. The contract will be for a period of 24 (Twenty four) months which will be initially in force for two years. The contract may be extended for further period depending upon the requirement and performance of the agency/service provider and same will be purely on discretion of the High Court of J&K and Ladakh.

#### **F. PENALTY FOR NON-PERFORMANCE OF THE CONTRACT**

There will be a levy of an appropriate penalty upon the agency/service provider for non-performance of the contract and violation of any terms & conditions of the contract. The extent and amount of penalty will be decided by the High Court of J&K and Ladakh, which will be binding upon the bidder.

#### **G. PAYMENT TERMS**

Once the work is allotted to any successful bidder, the entire amount equivalent to the value of the contract as finalised shall be paid to the successful bidder, and for the same the successful bidder, is required to open a separate Bank Account in J&K Bank, Branch High Court Complex, Srinagar/Jammu, exclusively for the purpose of deposit of amount of remuneration for 22 number of contractual manpower to be deployed for a period of 24 months, at the quoted rate by the successful Vendor. Further, a Tripartite Agreement shall be executed between the High Court through Registrar General / CPC, e-Courts, Vendor and the J&K Bank, Branch High Court Complex, Srinagar/Jammu to the effect that the vendor shall submit 24 FDRs for the dues of each month drawn from the Bank Account in the name of Vendor and pledged to the High Court. The FDRs shall be released by the High Court on month to month basis, once the payment for engaged contractual staff for a particular month becomes due.

#### **H. AMENDMENTS AND WITHDRAWAL OF TENDER DOCUMENTS**

The High Court of J&K and Ladakh reserves all the rights for the amendment & withdrawal of the tender documents. The amendment & withdrawal of the tender documents may be done by issuing corrigendum/addendum. Any corrigendum/addendum issued in this regard will be intimated through proper notice on the official website of the High Court.

  
Faizan I Nazar  
**Central Project Coordinator**  
**(e-Courts)**  
**High Court of J&K and Ladakh**

ANNEXURE-I

S. No	Position	Minimum qualification from recognised institute/university	Experience	Duties and responsibilities
1	Computer Operator	10+2 with basic Computer Knowledge (3/6 months certificate)	Should be well conversant with Urdu/Hindi and one local language and must have basic knowledge of computer.	The manpower so engaged shall perform the following duties:  a) CNR number generation for digitization of legacy judicial records. b) Assisting in the management and smooth functioning of institution Counters. c) Any other work related to nature of job as may be specified.

or

**ANNEXURE-II**  
**(FORMAT OF TECHNICAL BID)**  
*(To be submitted on letter head of the firm)*

To:

**Registrar General,**  
 High Court of J&K and Ladakh,  
 Jammu/Srinagar.

**Sub:** Submission of Technical Bid for providing manpower services on outsourcing basis.

**Ref:** Your Tender No. \_\_\_\_\_ dated: \_\_\_\_\_.

**Sir,**

With response to your tender mentioned above, the technical bid of our firm to provide manpower service on outsourcing basis in **the District Court Complexes of UT of J&K and UT of Ladakh**, is submitted here with along-with the following mandatory documents as mentioned in the tender documents:

S. NO.	DOCUMENTS REQUIRED TO BE SUBMITTED	WHETHER SUBMITTED (Tick YES/NO)		Ref. Page No.	RELEVANT DETAILS	REMARKS
		YES	NO			
01	Tender Document fee	YES	NO		DD No: Date: Bank Name: Amount:Rs1,000/- In Favour of: Registrar General, High Court of J&K and Ladakh-Main A/C Payable at: High Court of J&K and Ladakh (Jammu/Srinagar)	
02	Earnest Money Deposit (EMD)	YES	NO		DD No: Date: Bank Name: Amount:Rs2,37,600/- In Favour of: Registrar General, High Court of J&K and Ladakh-Main A/C Payable at: High Court of J&K and Ladakh (Jammu/Srinagar)	

03	Experience certificate of similar work done.	YES	NO			
04	Registration certificate of the firm/company/entity	YES	NO			
05	Proof of office address (telephone bill, electricity Bill etc.)	YES	NO			
06	Trade license.	YES	NO			
07	Labour license.	YES	NO			
08	PAN Card	YES	NO			
09	Service Tax Registration Number.	YES	NO			
10	Annual turnover certificate of Rs. 50 Lacs for last or last to last financial year duly certified by the Chartered Accountants	YES	NO			
11	Not blacklisted certificate in the form of affidavit signed by the First class magistrate	YES	NO			

Thanking you,

Yours faithfully,

Name and Signature of authorized signatory

Date:-

(Seal of the firm)

*Handwritten signature*

**ANNEXURE-III (FORMAT OF FINANCIAL BID)**  
***(To be submitted on letter head of the firm)***

**To:**

**Registrar General,**  
High Court of J&K and Ladakh,  
Jammu/Srinagar.

**Sub:** Submission of Financial Bid for providing manpower services on outsourcing basis.

**Ref:** Your Tender No. \_\_\_\_\_, dated: \_\_\_\_\_

**Sir,**

With response to your tender mentioned above, our firm will be pleased to provide the manpower services on outsourcing basis in **the District Court Complexes of UT of J&K and UT of Ladakh**. Our quote for **wages for per staff/employee (inclusive of all taxes) as under:**

<b>Wages per staff/ employee inclusive of all charges</b> (in both figure and words)	<b>Remarks</b>

Thanking You,

Yours faithfully,

Name and Signature of authorized

Signatory Date: -

(Seal of the firm)



**ANNEXURE-IV (NAME OF THE LOCATION FOR MANPOWER  
DEPLOYMENT)**

<b>S.No.</b>	<b>Name of the Location</b>	<b>No. of persons to be deployed</b>
1	Srinagar wing of the High Court	2
2	Jammu wing of the High Court	2
3	District Court Complex Srinagar	2
4	District Court Complex Budgam	1
5	District Court Complex Ganderbal	1
6	District Court Complex Baramulla	1
7	District Court Complex Bandipora	1
8	District Court Complex Anantnag	1
9	District Court Complex Kulgam	1
10	District Court Complex Pulwama	1
11	District Court Complex Jammu	2
12	District Court Complex Udhampur	1
13	District Court Complex Kathua	1
14	District Court Complex Rajouri	1
15	District Court Complex Poonch	1
16	District Court Complex Bhandarwah	1
17	District Court Complex Kishtwar	1
18	District Court Complex Ramban	1
	<b>Total</b>	<b>22</b>

**Note: Locations may change depending upon the requirements of digitization project.**

*Dr*