

HIGH COURT OF GUJARAT SOLA, AHMEDABAD - 380 060

E-TENDER FOR AVAILING MANPOWER SERVICES OF SKILLED MANPOWER / DATA ENTRY OPERATOR / SCANNER OPERATOR BY WAY OF OUTSOURCING

Tender No. ITC/RFP/02/2026

Published on 03/11/2026

Last date of Online submission of Bid:

25/11/2026

On eProcurement Portal
https://tender.nprocure.com/

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Whereas, the High Court of Gujarat intends to invite offers through the eProcurement Portal for availing Manpower Services of Skilled Manpower / Data Entry Operators / Scanner Operators by way of outsourcing at the High Court of Gujarat at Sola, Ahmedabad for the project of Scanning and Digitization, this Request for Proposal (RFP) document is published for e-tendering process, as follows:

1. Details of the work:

a. Contract for availing manpower services of **36 Skilled Manpower / Data Entry Operators / Scanner Operators** by way of outsourcing at the High Court of Gujarat at Sola, Ahmedabad, initially for **11 months for the project of Scanning and Digitization**.

b. The number of manpower may vary at the time of actual issuance of Work Order. During the validity of the Bid, High Court of Gujarat can place Work Order for more or less than 36 number of manpower at the finalised rates under this Tender. The successful Bidder will have to accept that work order during the validity of the Bid period.

c. The High Court of Gujarat may issue two or more work orders for this requirement.

d. The High Court may at its discretion renew the contract on a written request made by the successful bidder three calendar months before the expiration of the contract for such further period, from time to time and at such rate as the High Court may deem proper. Each contract entered in would be considered as a new contract.

e. In the event that the successful Bidder/Vendor chooses not to seek or execute a contract renewal under the provisions of this RFP, or upon expiration of the contract period, the Vendor shall be under a mandatory obligation to continue providing seamless manpower services at the finalized rates, terms, and conditions. This extended support shall persist for such period as may be required by the High Court of Gujarat to complete the fresh tender process and successfully engage and deploy contractual manpower through a new vendor. The Vendor shall not discontinue or disrupt services during this transition period, and failure to maintain continuous deployment shall be

construed as a material breach of contract, rendering the Performance Bank Guarantee (PBG) liable to be forfeited.

f. The High Court may in its discretion at any time increase/decrease the number of persons to be deployed and the successful bidder shall be required to act accordingly.

2. Eligibility Criteria of the Bidder:

a. The Bidder shall be a firm/company registered in India under the relevant rules/regulations.

b. The Bidder shall possess Registration No. and/or License required under the Labour Laws.

c. The Bidder must have one office in Ahmedabad/Gandhinagar and copy of any two documents i.e. Property Tax Bill/Electricity Bill/Telephone Bill/VAT/CST Registration/Lease agreement should be submitted in support of the same.

d. The Bidder must have a minimum 3 Years' experience in the field of providing Manpower by way of Outsourcing. Experience will be calculated sequentially not parallely. Details of the experience to be submitted by the Bidder in the **Proforma P1**.

e. The Bidder must have a total sum of turnover of Rs.50,00,000/- (Rupees Fifty Lakhs Only) during the last year. The copies of Audited Annual Accounts for the last three financial years, with certification of the Chartered Accountant shall be submitted along with the Bid as per **Proforma P2**.

f. The Bidder should not have been blacklisted / banned / declared ineligible / declared having dissatisfactory performance by any Government / Quasi-Government Authority in India. The Bidder should declare this in writing along with the Bid in **Proforma P6** .

g. Bidders, who wish to participate in this Bid, will have to submit:

   i. All Financial bids in online mode only on eprocurement portal (**https://tender.nprocure.com/**) and **there shall be no submission of Financial/Commercial Bids in hard copy**.

ii. All Technical bids in online mode on eprocurement portal (**https://tender.nprocure.com/**) and also in physical mode at IT Cell, High Court of Gujarat.

3. Earnest Money Deposit (EMD):

a. The Bidder will have to submit Earnest Money Deposit (EMD) of **Rs.50,000/- (Rupees Fifty Thousand only)** while submitting Technical Bid with documents including Bidder Eligibility Documents in physical mode, specifying therein as **"EMD for the Tender No. ITC/RFP/02/2026"**.

b. EMD shall be submitted in the form of Demand Draft (D.D.) or in the form of an unconditional Bank Guarantee (B.G.), in a separate Cover (which should be valid for 3 months from the date of Bid submission for this RFP) of any Nationalised Bank including Public Sector Bank or Private Sector Banks or Banks (operating in India having branch at Ahmedabad/Gandhinagar) as applicable vide Government Resolutions / instructions issued by the Finance Department from time to time.

c. The D.D. / B.G. should be in the name of "Registrar, High Court of Gujarat" payable at Ahmedabad. The proforma of EMD in case of Bank Guarantee is attached herewith at **Proforma - P3**.

d. Failing to submit EMD, while submitting physical Technical Bid Documents and Bidder Eligibility Documents, shall lead to rejection of the Bid.

e. Unsuccessful / disqualified Bidder's EMD will be returned without any interest as promptly as possible OR upon the successful Bidder signing the Contract and furnishing the Performance Bank Guarantee @ 10% of the total order value, whichever is later.

f. In exceptional circumstances, the High Court of Gujarat may solicit the Bidder's consent to an extension of the period of validity of the EMD. The request thereof and the responses thereto shall be in writing. A Bidder may refuse the request without forfeiting its EMD. A Bidder agreeing to the request will not be permitted to modify the submitted Bid.

g. EMD of successful Bidder will be returned, without any interest, upon the successful Bidder signing the Contract and furnishing the unconditional Performance Bank Guarantee @10% of the total order value.

h. EMD may be forfeited:

   i. If the Bidder withdraws its Bid during the period of Bid validity.

   ii. In case of a successful Bidder, if the Bidder fails:

      1. To sign the Contract as required by this RFP within the stipulated time limit mentioned in this RFP / Work Order and / or

      2. To furnish unconditional Performance Bank Guarantee as required in this RFP / work order and / or

      3. To submit the copy of work order with acceptance thereof within 3 days of receipt of the work order and/or

      4. If the Bidder is found to be involved in fraudulent practices.

i. The High Court of Gujarat also reserves the right to blacklist such Bidder(s) whose EMD has been forfeited as above, from participating in future tenders.

4. Tender Timelines:

a. This tender RFP has been made available on the High Court website at https://gujarathighcourt.nic.in/tenders from 03/11/2026. Bid Document download from eProcurement Portal would start from the afternoon of 03/11/2026 on eprocurement portal (https://tender.nprocure.com/).

b. Online submission of financial and technical bids on eprocurement portal (https://tender.nprocure.com/) will be accepted till 05:00 PM on 25/11/2026. **There shall be no submission of financial bids in hard copy.**

c. The Bidders shall submit EMD, technical bid documents and bidder eligibility documents, duly signed and sealed, in hard copy **(except the financial Bid),** at 12 noon on 26/11/2026 i.e. next working day of the

closure of timeline for submission of online Bids on the eprocurement portal, at the office of the IT Cell of the High Court of Gujarat before any Officer of the Authorised Team of the IT Cell. Bidders and/or their representatives authorised as mentioned at **Annexure A1** shall have to remain present on that date and time with EMD, technical bid document and bidder eligibility documents, duly signed and sealed, in hard copy **(except the financial Bid)** at the IT Cell of the High Court. No Bid cover will be accepted through any messenger / delivery person in absence of the authorised representative. All these documents **(not the financial/commercial Bid)** shall be opened at that time and an acknowledgement in the **prescribed proforma i.e. Proforma P7** shall be given to the Bidders by the team of officers and also counter signed by the Registrar (SCMS & ICT). The eligibility criteria and technical evaluation shall be undertaken based on these physically submitted documents only.

d. Bids shall be valid for **90 days** from the date of submission of the Bid. A Bid valid for a shorter period shall be rejected as non-responsive. The Bid validity may be extended for a further period from the date of expiry of Bid validity in consultation with the successful Bidder(s). Any delay caused by the Bidder in resolving any queries raised during Technical Evaluation will be considered as extension of validity of the Bid.

e. If required, the High Court of Gujarat may modify the Last date and time of submission of online Bid by prior notice to be published on the eprocurement portal and also official website & Telegram Channel of the High Court.

5. Evaluation & Negotiation:

a. **Evaluation:**

i. Evaluation of the EMD, technical bid documents and bidder eligibility documents that are physically submitted, will be carried out by a Team of the High Court and thereafter Financial Bids

submitted online as per Proforma P4 by the bidders who have qualified in evaluation of EMD, technical bid documents and bidder eligibility documents, will be opened.

ii. For arriving at L1 Bidder, the quoted price will be compared with the other quotes received. In case of only a single quote received, it would not be necessary to compare such quote with any other quote to decide the L1 bidder.

iii. The Bidder may also be shortlisted considering their image, service support, reputation and earlier experience of the High Court of Gujarat.

b. **Negotiation**:

i. The price offers (financial/commercial Bids) that would be submitted by the bidders on the eprocurement portal, shall be preliminary offers while the High Court of Gujarat reserves its right to negotiate with all technically qualified bidders; so as to achieve the best possible competitive rates.

ii. The method of negotiation for the same would be as given in Method of Negotiation before the Hon'ble Committee of the High Court of Gujarat given at the following link:

https://gujarathighcourt.nic.in/hccms/sites/default/files/tenders/Method%20of%20Negotiation%20before%20the%20Honble%20Purchase%20Committee%20of%20the%20High%20Court.pdf

iii. The L1 Bidder shall be decided upon the final accepted rate to be finalised during the negotiation with all the qualified Bidders. The Committee may also opt for selection of more than one Bidder as successful Bidders.

iv. The Bidder who has quoted less than the **successful Bidder** during the negotiation, but could not succeed, shall be informed about the reasons concerning the particular Bidder only.

v. After Negotiation, if **successful Bidder** fails to comply with the terms & conditions of timelines and/or other formalities to be carried out as per this RFP, the High Court of Gujarat reserves the right to take up further evaluation/negotiation process as mentioned above to decide the lowest Bidder from the remaining Bidders and also negotiate to get L1 or better offer**.**

vi. For the purpose of ascertaining the best offer possible, if and as required, the High Court of Gujarat may resort to the process of price discovery while also keeping in consideration the requirements of this RFP.

vii. At the end of the aforesaid exercise, the High Court reserves the rights to select the best **suitable bidder.**

6. Scope of work:

i. The successful bidder shall observe and follow all provisions of laws applicable to such work and conditions relating to the persons engaged for the work.

ii. Period of Contract shall be for eleven months commencing from the date of award of work order.

iii. The successful bidder shall not enter into sub-contract with or assign the contract in favour of anybody else.

iv. The successful bidder shall obtain necessary License; as per the prevailing Labour Laws from the Competent Authority and shall abide by all the relevant provisions of Laws during the period the contract remains in force.

v. The successful bidder shall be responsible for getting police verification done of the staff to be deployed by him for the High Court of Gujarat and shall submit a copy of such verification to the High Court.

vi. The successful bidder shall not permit entry of any person other than his working staff in the High Court Campus.

vii. Behaviour of the successful bidder as well as their deployed staff must be courteous and cooperative towards Hon'ble

Judges/Officers/Advocates/Employees, litigants and visitors in the Campus of the High Court of Gujarat.

viii. The Registrar General, High Court of Gujarat and/or other Officers nominated by the Registrar General, shall make a monthly inspection about compliance of all the conditions mentioned in this Tender document and successful bidder shall have to obey the instructions given by such Officer/s.

ix. The successful bidder shall be responsible for any and all actions / omissions / conduct of the persons deployed under this contract.

x. The successful bidder shall provide photo identity cards to the persons deployed under this contract. These cards are to be constantly and conspicuously worn by the persons deployed during working hours of the Court.

xi. The deployed persons must be 12th Std. passed and possesses basic knowledge of computers and basic operation of the Scanners.

xii. The successful bidder shall designate one person as Supervisor who shall be responsible for the supervision of the work of all the persons deployed. Such Supervisor need not be present daily at the High Court of Gujarat but he/she shall be the one point contact person for the Contract.

xiii. The concerned Supervisor shall be answerable to the Registrar General or the Officers nominated by him for any default in execution of the work or breach of conditions of the contract.

xiv. It shall be the duty of the successful bidder to comply with necessary provisions of labour laws and provisions of all other laws that may be applicable to the contract and shall maintain necessary proofs of such compliance and shall be under an obligation to produce the same before the Registry of the High Court whenever called upon.

xv. The successful bidder shall maintain the muster roll and shall ensure that all the persons deployed under this contract, attend their respective duties punctually and carry out their job satisfactorily.

xvi. If required, the persons deployed under this contract will have to work on holiday.

xvii. The persons engaged by the successful bidder shall be the employee of the successful bidder and it shall be the duty of the successful bidder to pay their **wages** every month. There is no master-servant or Employer and Employee relationship between the employees of the successful bidder and the High Court. Further, the persons deployed under this contract shall not be entitled to any employment, engagement or absorption in the High Court of Gujarat in future.

xviii. All liabilities with respect to the persons deployed under this contract by the successful bidder shall be that of the successful bidder and that the High Court of Gujarat shall not be liable in any manner whatsoever with regard to any claim made by such persons.

xix. The persons deployed under this contract, shall not divulge or disclose to any person any details of the Court **operations / records,** processes, technical know-how, security arrangements, judicial, administrative/organizational information to any person/agency/organization and shall ensure confidentiality of the same.

xx. The persons deployed under this contract, shall report to their appointed place at 10:30 a.m. or the time specified by the High Court of Gujarat from time to time. The working hours and the overtime-wages of the deployed employee shall be governed by the guidelines /circulars issued from time to time by the Competent Authority of the Government of Gujarat.

xxi. The persons deployed by the successful bidder shall perform following duties:

i. To scan the pages / files by using the scanner.

ii. To check the pages- it's orientation, quality of pages, page numbers, etc.

iii. To find the number of cases and to note the same on the respective file.

iv. To save the file with a case number in the Scanner.

v. To apply tape on the torn pages.

vi. To ensure that the scanned file is showing in the scanner pool.

vii. To discharge any duties pertaining to the Scanning and Digitization project as directed by the Incharge of the Department or authorized by the Incharge of the Department.

7. Payment Terms:

a. The successful bidder shall pay wages to its deployed staff only by making remittance through Banking Channel or depositing the wages in the respective Bank Accounts of the deployed staff, latest by 5th day of every Calendar month.

b. All the liability of wages, contributions towards PF, ESI, Bonus and all other statutory dues payable to the deployed employee by the Bidder shall remain with the successful bidder and the successful bidder shall submit a monthly report to the High Court in this regard latest by 10th day of every calendar month.

c. Monthly payment shall be released to the successful bidder on receipt of the Bill / Invoice. The successful bidder shall raise a bill/invoice in the name of the "Registrar General, High Court of Gujarat", only after making payments to all the deployed staff along with submitting proof of payment of such wages and attendance of deployed staff, not later than the 10th day of every calendar month.

d. The GST and any other taxes shall be applicable at the rate notified by the Government from time to time.

e. The rates shall remain firm and fixed throughout the contract period / extended contract period and no escalation whatsoever will be allowed during the contract period except for revision in Minimum wages by the Statutory Authority.

8. Termination and Penalty Clause:

a. The High Court of Gujarat may, without prejudice to any other remedy for breach of contract, by written Notice of default sent to the successful Bidder of a period of 30 days, terminate the Contract in whole or part:

i. If the successful Bidder fails **to** deploy required Manpower within **15 days** from the date of issuance of work order, or within any extension thereof granted by the High Court of Gujarat.

ii. During the period of contract, if the successful Bidder fails to provide required Manpower continuously for 15 days, or within any extension thereof granted by the High Court of Gujarat.

iii. If the successful Bidder fails to perform any obligation(s) under the Contract/work order.

iv. If the successful Bidder(s), in the judgement of the High Court of Gujarat, has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

v. **For the purpose of this clause:**

1. "Corrupt practice" means the offering, giving, receiving or soliciting of any thing of value or influencing the action of a public official in the procurement process or in contract execution.

2. "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the High Court, and includes collusive practice among Bidders (prior to or after Bid submission) designed to establish Bid prices at artificial non-competitive levels and to deprive the High Court of the benefits of free and open competition.

b. In case of breach of any of the terms and conditions of this tender document, the contract may be terminated and the security deposit may be forfeited at the discretion of the High Court of Gujarat.

c. In case of any complaints in performance by the successful bidder or in case of any loss or damage caused by the successful bidder during the contract period, the successful bidder shall be liable to pay penalty to the extent of 5% of the annual contract value which would be in

addition to termination of contract and forfeiture of security deposit provided.

9. Security Deposit / Performance Bank Guarantee (PBG):

a. The successful Bidder has to submit unconditional Performance Bank Guarantee (**Proforma P5**) of any Nationalised Bank including Public Sector Bank or Private Sector Banks or Banks (operating in India having branch at Ahmedabad/Gandhinagar) as per applicable Government Resolution / instructions issued by the Finance Department from time to time @ 10% of total order value within 7 days from the date of issuance of work order with validity of the contract period with additional 3 months.

b. In any case, the successful Bidder is required to maintain Performance Bank Guarantee @10% of work order value throughout the validity of the contract period. The number of manpower may vary at the time of actual issuance of Work Order. During the validity of the Bid, High Court of Gujarat can place Work Order for more or less than 36 number of manpower at the finalised rates under this Tender. The successful Bidder will have to accept that work order during the validity of the Bid period.

c. In case of any penalty claimed from the submitted Performance Bank Guarantee during the contract period, the successful Bidder(s) is required to submit the additional unconditional Performance Bank Guarantee of the amount equal to the penalty claimed for the duration up to the validity of original Performance Bank Guarantee.

d. Successful Bidder(s) will have to sign the contract within 7 days after receiving the Work Order.

e. Upon satisfactory completion of the work during the contract period and after 90 days from the date of completion of the contract, if there are no liabilities or dues in any manner to be recovered from the successful bidder, the security deposit shall be refunded without any interest.

10. Other terms & conditions:

a. Prospective Bidders are specifically directed NOT to make or cause to make any contact with any Officer/Staff of the High Court for meeting or discussions to influence the procurement process or its outcome. Any such unauthorised / unofficial contact shall cause for immediate disqualification / debarment of the Prospective Bidder.

b. The Bidder is expected to examine all instructions, forms, terms and conditions of this RFP. The Bid must be precise, complete and in the prescribed format as per the requirement of this RFP. Failure to furnish all information as required in this RFP or submission of a Bid not responsive to this RFP in any respect, will be at the Bidder's risk and may result in rejection of the Bid.

c. The Bid shall be non-transferable.

d. Incomplete Bids will be treated as non-responsive and will be rejected.

e. The Bidder shall bear all the costs associated with the preparation and submission of the Bid, and the High Court of Gujarat, in no case, will be responsible or liable for these costs, regardless of outcome of Bidding process.

f. The Bidder has to submit the compliance letter on Non Judicial Stamp of Rs.300/- duly attested by the First Class Magistrate/Notary Public along with other supporting documents as per Proforma P6. Failing to submit the same or non-compliance/deviation from any terms and conditions, eligibility criteria, may result in rejection of the Bid.

g. Amendments / Corrigendum:

   i. At any time, prior to the date for submission of Bids, the High Court of Gujarat may, for any reason, modify the RFP.

   ii. In order to allow prospective Bidders reasonable time to take into consideration the amendments while preparing their Bids, the High Court of Gujarat, at its discretion, may extend the last date and time for the online submission of Bids.

h. The Hon'ble Committee reserves the absolute right to alter, modify, amend, add, or waive any of the terms and conditions of this tender, or to cancel the tender process at any stage, without assigning any reasons thereof. Such modifications or amendments shall be binding on all participating bidders.

i. Once submitted, no Bid will be allowed to be modified.

j. Prices shall be quoted in Indian Rupees only.

k. In case successful Bidder(s) is found in breach of any condition(s) of Bid or Work Order/Contract, at any stage, legal action as per rules/laws, shall be initiated against the Bidder and the EMD/PBG shall be forfeited, besides debarring and blacklisting the Bidder for the time period as decided by the High Court of Gujarat.

l. The High Court of Gujarat reserves the right to annul/scrap the Bidding process and reject all Bids at any time prior to awarding the Contract, without any obligation to inform the affected Bidder(s) of the grounds for such decision and without thereby, incurring any liability to the affected Bidder(s).

m. Whether a particular annexure/proforma has been referred to hereinabove or not, all the annexures/proforma as given hereinbelow will have to be submitted duly filled and signed by the authorised signatories with requisite authentication/execution/attestation etc. as applicable/written therein. Also that, if a certain document/certificate/undertaking/letter etc. is not mentioned in the annexures/proforma hereinbelow but have been referred to in this RFP for being submitted by the Bidder, the same will have to be submitted accordingly.

n. The successful Bidder will not be allowed to assign the issued work order or subcontract the work, to any other person, firm and company. Any such act will render the EMD/PBG forfeited and make the contract liable to be cancelled.

o. Wherever the term 'working days' is mentioned in this RFP, the same would mean the working days as per the calendar of the High Court of Gujarat and/or District Court published on the official website.

11. Force Majeure:

a. Force Majeure shall mean and be limited to the following:

i. War / hostilities.

ii. Riot or Civil commotion.

iii. Earthquake, flood, tempest, lightening or other natural disaster.

iv. Restrictions imposed by the Government or other statutory bodies which prevents or delays the execution of the order by the successful Bidder(s).

b. The successful Bidder(s) shall advise the High Court of Gujarat by a registered letter duly certified by the local statutory authorities, the beginning and end of the above causes of delay within seven (7) days of the occurrence and cessation of such Force Majeure conditions. In the event of delay lasting over two months, if arising out of causes of Force Majeure, the High Court of Gujarat reserves the right to cancel the order.

c. The completion period may be extended due to circumstances relating to Force Majeure by the High Court of Gujarat. Successful Bidder shall not claim any further extension for completion of work. The High Court of Gujarat shall not be liable to pay extra costs under any conditions.

d. The successful Bidder(s) shall categorically specify the extent of Force Majeure conditions prevalent in their works at the time of submitting their Bid and whether the same has been taken into consideration or not in their Quotes.

e. In the event of any Force Majeure cause, the successful Bidder(s) shall not be liable for delays in performing their obligations under this order and the dates for providing manpower can be extended for the successful Bidder(s) without being subject to Penalty for delay in providing manpower, as stated elsewhere.

f. It will be the prerogative of the High Court of Gujarat to take the decision on Force Majeure conditions and the decision of the High court of Gujarat will be binding to the Bidder.

GAURANG JITENDRAKUMAR SHAH

Digitally signed by GAURANG JITENDRAKUMAR SHAH
Date: 2026.11.03 16:53:53 +05'30'

REGISTRAR (SCMS & ICT)

Annexure A1 - Checklist

Earnest Money Deposit Details

Amount (in Rs.)	Demand Draft / Bank Guarantee with No. & Date	Name of the Bank and Branch	If D.D., Payable at

Offices of the Bidder in Ahmedabad / Gandhinagar

Sr. No.	Address	Authorized person for Contact	Contact Nos.	Supporting Documents
1				
2				

Note: For more than one Office (if applicable) additional rows may be added

Details of the Bidder

Income tax PAN card No.	
Firm / Company Registration certificate No.	
GST registration certificate No.	
EPF Registration certificate No.	
ESIC registration certificate No.	

Contact details of Authorised Person of the Bidder
for future correspondence regarding this Bid Process

Details	1st Authorised Person	2nd Authorised Person
Name		
Title		
Address		
Phone		
Mobile		
E-Mail		

Name and signature of
Authorised Signatory on behalf of the Bidder

Proforma P1 - Summary of Ongoing and Previous Experience of the Bidder of providing of Manpower through Outsourcing

To
The High Court of Gujarat,
Sola, Ahmedabad.

Subject: Financial data submission
Ref : Tender No. ITC/RFP/02/2026

Respected Sir,

I have carefully gone through the Terms & Conditions contained in the RFP Document for **"Availing Manpower Services of Skilled Manpower / Data Entry Operators / Scanner Operators at the High Court of Gujarat, Sola, Ahmedabad"**. I hereby declare that the details stated below regarding experience of our firm / company is true & correct:-

Sr. No.	Name of Organization	Type of services provided	No. of persons employed	Value of Contract	From Date	To Date	Number of Days

Yours Sincerely,

(Signature & Name)

Proforma P2 - Bidder's Turnover of the last three years

To
The High Court of Gujarat,
Sola, Ahmedabad.

Subject: Financial data submission
Ref : Tender No: ITC/RFP/02/2026

Dear Sir,

I have carefully gone through the Terms & Conditions contained in the RFP Document for **"Availing Manpower Services of Skilled Manpower / Data Entry Operators / Scanner Operators at the High Court of Gujarat, Sola, Ahmedabad"**. I hereby declare that below are the true details regarding turnover of our firm/company:

Financial Year 2023-24 (in Lacs)	Financial Year 2024-25 (in Lacs)	Financial Year 2025-26 (in Lacs)	Total

Chartered Accountant Name:

Chartered Accountant Signature:

Chartered Accountant Seal:

I further certify that I am the competent officer in my firm/company to make this declaration as Bidder to this RFP.

Yours Sincerely,

(Signature & Name)

Proforma P3 - Earnest Money Deposit in the form of Bank Guarantee

(BANK GUARANTEE ON NON-JUDICIAL STAMP PAPER OF Rs.300/-)

Ref: Bank Guarantee No.
Date:

To,
High Court of Gujarat
Sola, Ahmedabad.

WHEREAS _____ (hereinafter called "the Bidder") having registered office at _____ intends to participate as Bidder in response to the Tender RFP no: ITC/RFP/02/2026 for "Availing Manpower Services of Skilled Manpower / Data Entry Operators / Scanner Operators at the High Court of Gujarat, Sola, Ahmedabad" and WHEREAS a Bank Guarantee for _____ (hereinafter called the "Beneficiary") for Rs._____(amount of EMD) valid till _____ (mention here date of validity of this Guarantee) valid for 03 (three) months from the date of submission of Bid for this RFP is required to be submitted by the Bidder along with the Bid.

We, _____ (name of the Bank and address of the Branch giving the Bank Guarantee) having our Registered Office at _____ (address of Bank's Registered Office) hereby give this Bank Guarantee No. _____ dated _____ and hereby agree unequivocally and unconditionally to pay immediately on demand in writing from the High Court of Gujarat or any Officer authorized by it in this behalf any amount not exceeding Rs. _____ (amount of EMD), (Rupees _____ _____ (in words) to the High Court of Gujarat, on behalf of the Bidder.

It is hereby understood and agreed upon that :

1. **EMD may be forfeited:**
    a. If the Bidder withdraws its Bid during the period of Bid validity
    b. In case of a successful Bidder, if the Bidder fails:
        i. To sign the Contract as required by this RFP within the stipulated time limit mentioned in this RFP / Work Order and / or
        ii. To furnish unconditional Performance Bank Guarantee as required in this RFP / work order and / or
        iii. To submit the copy of work order with acceptance thereof within 3 days of receipt of the work order and/or
        iv. If the Bidder is found to be involved in fraudulent practices.

We undertake to pay to the High Court of Gujarat up to the above amount upon receipt of its first written demand, without the High Court of Gujarat having to substantiate its demand, provided that in its demand, the High Court of Gujarat will specify that the amount claimed by it is due to it owing to the occurrence of any of the above mentioned conditions, specifying the occurred condition or conditions.

This guarantee will remain valid up to 3 months from the date of Bid submission, i.e. _____.

The Bank undertakes not to revoke this guarantee during its currency without previous consent of the High Court of Gujarat and further agrees that if this guarantee is extended for a period as mutually agreed between Bidder & the High Court of Gujarat, the guarantee shall be valid for a period so extended provided that a written request for such extension is received before the expiry of validity of guarantee.

The Bank shall not be released of its obligations under these presents by any exercise by the High Court of Gujarat of its liability with reference to the matters aforesaid or any of them or by reason or any other acts of omission or commission on the part of the High Court of Gujarat or any other indulgence shown by the High Court of Gujarat or by any other matter or things.

The Bank also agrees that the High Court of Gujarat at its option shall be entitled to enforce this Guarantee against the Bank as a Principal Debtor, in the first instance without proceeding against the BIDDER and notwithstanding any security or other guarantee that the High Court of Gujarat may have in relation to the BIDDER's liabilities.

Dated at _____ on this _____ day of _____20__.

_____
Signed and delivered by

_____
For & on Behalf of
Name of the Bank & Branch &
Its official Address

Approved Banks: All Nationalised Banks including Public Sector Bank or Private Sector Banks or banks (operating in India having branches at Ahmedabad / Gandhinagar) as per applicable G. R. issued by the Finance Department or further instruction issued by the Finance Department from time to time.

Proforma P4 - Financial Bid Format

Note: Price Bid not to be submitted in physical form.

Sr. No	Details	No. of Persons	Amount per day per person inclusive of agency charges (without GST)	Total Amount per day for 36 Manpower (without GST)
1	2	3	4	5 (3 x 4)
1	Providing 36 nos. of Skilled Manpower including all statutory dues as well as complying with the terms & conditions of the tender. (inclusive of minimum wages, contributions towards PF, ESI, Bonus and all other statutory dues payable and other out of pocket expenses)	36		

Proforma P5 - Performance Bank Guarantee

(To be stamped in accordance with Stamp Act)

Ref: Bank Guarantee No.
Date:

To
The High Court of Gujarat,
Sola, Ahmedabad

Dear Sir,

In consideration of High Court of Gujarat , Sola, Ahmedabad (hereinafter referred to as the Contractee which shall unless repugnant to the context or meaning thereof include successors, administrators and assigns) having awarded to M/s. .....
having Principal Office at ..... (hereinafter referred to as the "Contractor" which shall unless repugnant to the context or meaning thereof include their respective successors, administrators, executors and assigns) for "Availing Manpower Services of Skilled Manpower / Data Entry Operators / Scanner Operators at the High Court of Gujarat, Sola, Ahmedabad" by issuance of Work Order No..... Dated ..... for and on behalf of the Contractee and the same having been accepted by the Contractor resulting into CONTRACT for Manpower Services as mentioned in the said Work order and the contractor having agreed to provide a Contract of Performance Guarantee for faithful performance of the aforementioned contract to the Contractee, _____having Head Office at _____ (hereinafter referred to as the 'Bank' which shall, unless repugnant to the context or meaning thereof include successors, administrators, executors and assigns) do hereby unconditionally and unequivocally guarantee to undertake to pay the sum of Rs._____(Rupees_____) to the Contractee on demand at any time up to_____ without a reference to the Contractor.

Any such demand made by the Contractee on the Bank shall be conclusive and binding notwithstanding any difference between Tribunals, Arbitrator or any other authority. The Bank undertakes not to revoke this guarantee during its currency without previous consent of the Contractee and further agrees that the guarantee herein contained shall continue to be enforceable till the Contractee discharges this guarantee. Contractee shall have the fullest liberty without affecting in any way the liability of the Bank under this guarantee from time to time to extend the time for performance by the Contractor of the aforementioned CONTRACT. The Contractee shall have the fullest liberty, without affecting this guarantee, to postpone from time to time the exercise of any powers vested in them or of any right which they might have against the Contractor, and to exercise the same at any time in any manner, and either to enforce or forebear to enforce any covenants contained or implied, in the aforementioned CONTRACT

between the Contractee and the Contractor or any other course of or remedy or security available to the Contractee. The Bank shall not be released of its obligations under these presents by any exercise by the Contractee of its liability with reference to the matters aforesaid or any of them or by reason or any other acts of omission or commission on the part of the Contractee or any other indulgence shown by the Contractee or by any other matter or things.

The Bank also agrees that the Contractee at its option shall be entitled to enforce this Guarantee against the Bank as a Principal Debtor, in the first instance without proceeding against the Contractor and notwithstanding any security or other guarantee that the Contractee may have in relation to the Contractor's liabilities.

Notwithstanding anything contained herein above our liability under this Guarantee is restricted to Rs. _____ (Rupees _____) and it shall remain in force up to and including _____ and shall be extended from time to time for such period as may be desired by the Contractor on whose behalf this guarantee has been given.

Dated at _____ on this _____ day of _____20___.

_____
Signed and delivered by

_____
For & on Behalf of
Name of the Bank & Branch & its official Address

Approved Banks:
All Nationalised Banks including Public Sector Bank or Private Sector Banks or banks (operating in India having branches at Ahmedabad/ Gandhinagar) as per applicable G. R. / instructions issued by the Finance Department from time to time.

Proforma P6 - Compliance Letter for Authenticity of Information Provided

(On Non Judicial Stamp paper of Rs.300 duly attested by the First class Magistrate/Notary Public)

Date:

To,
The High Court of Gujarat,
Sola, Ahmedabad.

Subject: Compliance with the tender terms and conditions, and Eligibility Criteria
Ref: Tender No.ITC/RFP/02/2026.

Dear Sir,
With reference to the above referred tender, I, the undersigned <<Name of Signatory>>, in the capacity of <<Designation of Signatory>>, am authorised to give the undertaking on behalf of <<Name of the Bidder>>. We wish to inform you that we have read and understood all the terms and conditions of this tender and total requirements of the above mentioned Bid being submitted by us on _____. We hereby confirm that we meet or exceed the requirement of this tender.

In case of breach of any tender terms and conditions of this Tender, the decision of the High Court of Gujarat, for disqualification will be accepted by us.

We also declare that we have not been blacklisted / banned / declared ineligible / declared having dissatisfactory performance by any Government / Quasi-Government Authority in India.

All the information provided in our submitted Bid is correct. In case any information provided by us is found to be false or incorrect, the High Court of Gujarat has the right to reject our Bid at any stage including forfeiture of our EMD / PBG / cancel the award of contract. In that event, the High Court of Gujarat reserves the right to take legal action against us.

Thanking you,
Dated this _____ day of_____20____

Signature: _____
(in the Capacity of) :_____
Duly authorised to sign Bid for and on behalf of _____

Note: This Compliance letter should be signed by the authorised signatory of Bidder.

Proforma P7 - Acknowledgement of the Physical EMD, technical bid document and bidder eligibility documents

Sr. No.	Particular	To be filled by the Bidder		
		Supporting Document submitted (mention Yes/No)	Document Details	Page No
1	Bidder shall be a firm/ company registered in India under the relevant rules/regulations.			
2	One office in Ahmedabad / Gandhinagar			
3	Annexure A1 with regard to EMD, Office in Ahmedabad / Gandhinagar and contact details of Authorized Person			
4	Proforma P1 with regard to experience of the Bidder -			
5.	Proforma P2 with regard to turnover of Rs. 50,00,000/- (Rupees Fifty Lakhs Only) during the last year.			
6	EMD with the Technical Bid			
7	Proforma P6 - Compliance Letter for Authenticity of Information			
8	Duly sealed and signed Tender Document			
9	Copy of Income tax PAN card			
10	Copy of Firm / Company Registration certificate			
11	Copy of GST registration certificate			
12	Copy of EPF Registration certificate			
13	Copy of ESIC registration certificate			
14				
15				

Date : / /2026

Acknowledged

Signature of the authorised representatives of Bidder

Signature of the Officers of the High Court