

TENDER DOCUMENT

FOR MANPOWER SERVICE PROVIDER

NO. REG(IT)(SA)/2020/1294

DATE:08-10-2020



HIGH COURT OF MADHYA PRADESH, JABALPUR

Tel: 0761-2623358

E-Mail: regithcjbpm@mp.gov.in and mphc@nic.in,

Website: www.mphc.gov.in

Price: Rs.10,000/- (Ten Thousand Rupees Only)

NOTICE INVITING TENDER

No. Reg(IT)(SA)/2020/1294

Dated: 08-10-2020

The Registrar General, on behalf of High Court of Madhya Pradesh invites *e-tenders / online tenders* from under two bid system from reputed service provider with experience in providing IT Personnel/ Technical Manpower for a period of one year w.e.f. the date of effectiveness of the agreement in the High Court and Subordinate Courts in the State of Madhya Pradesh.

S. No	Estimated /Approximately project cost (in Rs.)	EMD (in Rs.)	Cost of online Tender Document (in Rs.)	Date and Time of Pre-Bid Meeting	Last Date / Time of online tender Submission	Last Date/ Time of tender submission in hardcopy (optional)	Date and Time of Opening of Technical Bid (online/ hardcopy)
1.	14 Crore	28 Lakh	10,000/-	19 th October, 2020 at 11:30 A.M in the Conference Hall of High Court	18 th November, 2020 before 06:00 P.M.	19 th November, 2020 before 05:00 P.M.	20 th November, 2020 at 11:00 A.M.

- *Tender documents may be viewed or purchased online by interested and eligible bidders from the website www.mptenders.gov.in after paying Tender fee of Rs.10,000/- and Processing Fee, as applicable. The tender document is also available in website <http://www.mphc.gov.in> for reference.*
- *Bidders can submit its tender online at www.mptenders.gov.in on or before the key dates given above. The physical copy of the technical bid also be submitted at the address below latest by **19th November, 2020 at 5:00 P.M.** (The submission of hardcopy of the tender document is made optional on account of COVID-19).*
- *All further notifications/amendments, if any shall be posted on www.mptenders.gov.in and www.mphc.gov.in only. No separate communication shall be made with individual Bidders.*
- **The financial bids are to be submitted only online and no hard copy to be submitted along with the bid.**

All other terms and conditions for submission of tender are contained in this document. If the date of submitting/opening of the Bid is declared as holiday then the bids shall be submitted / opened on next working day.

The Registrar General, High Court of Madhya Pradesh, Jabalpur (M.P.) reserves the right to accept or reject any or all bids without assigning any reason thereof.

Address for communication:-

**Registrar General,
High Court of Madhya Pradesh
Jabalpur (M.P.)**

Email: regithcjbpm@mp.gov.in and mphc@nic.in

Landline: 0761-2623358

BIDDER'S COVERING LETTER

To,

The Registrar General,
O/o the High Court of Madhya Pradesh, Jabalpur
Madhya Pradesh-482007

Dear Sir,

Ref: Tender no: _____

Having examined the conditions of contract and specifications, the receipt of which is hereby duly acknowledged, we the undersigned offer to execute the work shown in the scope of work and jurisdiction of contract as well as schedule of prices attached herewith and made part of this.

We undertake that, if our bid is accepted, we shall execute the work in accordance with specifications, time limits and terms & conditions stipulated in the tender documents. If our bid is accepted, we shall submit the performance security deposit as per the conditions mentioned in the contract.

We agree to abide by this bid for a period of 180 days from the date of bid opening and it shall remain binding upon us and may be accepted at any time before the expiry of that period.

Until a formal agreement is prepared and executed, this bid together with your written acceptance thereof in your notification of award shall constitute a binding contract between us.

Bid submitted by us is properly prepared and sealed so as to prevent any subsequent alteration or replacement.

Dated this Day of (the month and year)

Signature of Authorized Signatory

In capacity of

LETTER OF AUTHORIZATION FOR ATTENDING BID OPENING

Tender No: _____

To

The Registrar General,
O/o the High Court of Madhya Pradesh, Jabalpur
Madhya Pradesh.

Dear Sir,

Subject:- Authorization for attending bid **opening on**
in the Tender for Manpower Services for Subordinate Courts of Madhya
Pradesh (tender no: _____)

Following persons are hereby authorized to attend the bid opening for the
tender mentioned above on behalf of preference given below.

Order of Preference Name

Signature

1.

2.

or

Officer authorized to sign the bid documents on behalf of the bidder.

Note:-

1. Only one representative shall be allowed.

(Bidder) in order of

Specimen

2. Permission for entry to the hall where bids are opened may be refused in
case authorization as prescribed above is not produced.

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TERMS AND CONDITIONS FOR E-TENDERING

- 1.1 For participation in e-tendering module, it is mandatory for prospective bidders to get registration on website www.mptenders.gov.in. Therefore, it is advised to all prospective bidders to get registration by making on line registration fees payment at the earliest.
- 1.2 Tender documents can be purchased *only online* on payment of tender fees and downloaded from website www.mptenders.gov.in by making online payment for the tender document fee.
- 1.3 Service and gateway charges shall be borne by the bidders.
- 1.4 Since the bidders are required to sign their bids online using class-III Digital Signature Certificate, they are advised to obtain the same at the earliest.
- 1.5 For further information regarding issue of Digital Signature Certificate, the bidders are requested to visit website www.mptenders.gov.in . Please note that it may take upto 7 to 10 working days for issue of Digital Signature Certificate. Department will not be responsible for delay in issue of Digital Signature Certificate.
- 1.6 If bidder is going first time for e-tendering, then it is obligatory on the part of bidder to fulfill all formalities such as registration, obtaining Digital Signature Certificate etc. well in advance.
- 1.7 Bidders are requested to visit our e-tendering website regularly for any clarification and / or due date extension.
- 1.8 Bidder must positively complete online e-tendering procedure at www.mptenders.gov.in.
- 1.9 Department shall not be responsible in any way for delay /difficulties /inaccessibility of the downloading facility from the website for any reason whatever.
- 1.10 **For any type of clarification bidders can / visit www.mptenders.gov.in. For any technical related queries please call at 24 x 7 Help Desk Number 0120-4001 002 ; 0120-4200 462 ; 0120-4001 005 ; 0120-6277 787 ; Technical - support-eproc@nic.in. Support timings: Monday to Saturday from 10:00 AM to 7:00 PM.**
- 1.11 Interested bidders may attend the free training programme in Bhopal at their own cost. For further query please contact help desk.
- 1.12 The bidder who so ever is submitting the tender by his Digital Signature Certificate shall invariably upload the scanned copy of the authority letter as well as submit the copy of same in physical form with the offer of particular tender.
- 1.13 **The firms registered under NSIC and MSME are exempted for submission of tender fees only. But they have to enclose duly verified valid documents in the support of the bid and to submit the EMD as per the tender document.**

SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR BIDDERS

The Registrar General on behalf of High Court of Madhya Pradesh floats the tender for providing Services of Technical Manpower / IT Personnel.

1. The High Court of Madhya Pradesh, Jabalpur requires the services of reputed, well established and financially sound Manpower Service Provider having experience in providing IT Manpower Services (herein after called “**Service Provider**”) for their engagement in the High Court and Subordinate Courts in the State of Madhya Pradesh.
2. The contract for providing the aforesaid manpower is for a period of one year from the date of effectiveness of the contract i.e. the date of deployment of the required manpower. The period of the contract may be further extended provided the requirement of the High Court for manpower persists at that time or may be curtailed / terminated owing to deficiency in service or substandard quality of manpower deployed by the selected Service Provider or because of change in the High Court requirements. The Registrar General, however, reserves right to terminate this contract at any time after giving one month notice to the Service Provider. The required manpower to be deployed within 15 days from the date of contract.
3. This High Court has tentative requirement of following manpower as given below:-

Sl. No.	Name of the Post*	*Number of post	Place of Posting
1.	Sr. / Technical Officer	3	High Court
2.	Sr. Office/ Technical Assistant	2	High Court
3.	Sr. Developer	3	High Court /MPSJA
4.	Developer	3	High Court
5.	Network Administrators	3	High Court & its Benches.
6.	System Officers	57	High Court & its Benches and District Courts.
7.	System Assistants	53	High Court & its Benches and District Courts.
8.	Legal Quality Control Supervisor	10	High Court & its Benches and District Courts.
9.	Data Entry Operators	2	High Court & its Benches and District Courts
10.	Office Assistant	152	High Court & its Benches and District Courts

11.	Helpers (Class-IV level)	68	--do--
12.	IT Officer	04	District Courts
13.	IT/ Technical Assistant	217	Subordinate Courts
14.	Retired Section Officer	10	High Court
15.	Retired AG-I	58	High Court and District Courts
16.	Retired AG-II	51	High Court and District Courts
17.	Retired AG-III	07	High Court and District Courts

****The name of post and number of post may increase/decrease in any or all the categories as per the requirement of the High Court and District Judiciary.***

4. The interested “**Service Providers**” submit the tender document complete in all respects along with **only online application fee** of Rs.10,000/- (Rs. Ten Thousand only) and Earnest Money Deposit (EMD) of Rs.28,00,000/- (Rupees Twenty Eight Lakh Only) in the form of online mode through e-procurement tender portal www.mptenders.gov.in in favour of “**Registrar General, High Court of Madhya Pradesh, Jabalpur**” valid for the period of 6 months. The Bid submitted without EMD and/or the application fee shall be summarily rejected.
5. The bids submitted by the vendor on e-Mail / Fax will be summarily rejected.
6. The tender has been invited under two bid system i.e. Technical Bid and Financial Bid. The interested Service Provider is advised to submit one separate sealed envelopes super scribing "Technical Bid for Providing Manpower Services to Subordinate Courts of Madhya Pradesh" at High Court of Madhya Pradesh Jabalpur before due date and time and the Financial Bids are to be submitted only in online mode for Providing Manpower Services to the High Court and Subordinate Courts of Madhya Pradesh"
7. The successful tenderer has to deposit a **Performance Security Deposit equal to one month of remuneration** of all the deployed manpower including statutory dues in the form of Bank Guarantee from Nationalized Bank / Scheduled Bank in favor of the **Registrar General, High Court of Madhya Pradesh, Jabalpur** covering the period of contract within 15 days from the date of signing of the

agreement. In case, the contract is further extended beyond the initial period, the Bank Guarantee will have to be accordingly renewed by the successful tenderer.

8. Any conditional bids shall not be considered and will be out rightly rejected in the very first instance.
9. All entries in the tender form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. However, the cuttings, if any, in the Technical Bid Application must be initialed by the person authorized to sign the tender bids.
10. The Technical bids would first be taken into consideration by a Committee for evaluation. The Technical bids shall be opened on the scheduled date and time in the presence of the authorized representatives of the Service Providers, if any, who wish to be present on the spot at that time. Only one person for each bidder shall be allowed to be present at the time of opening the tender.
11. The Financial Bid of only those tenderers will be opened whose Technical bids are found to be in order. The Financial bids shall be opened in the presence of the authorized representatives of the technically qualified Service Providers, if any, who wish to be present on the spot at that time. The lowest bidder (L1) in the Financial bid would be considered. In case the lowest bidder (L1) is disqualified after selection for any reason then the second lowest (L2) bidder shall be considered by the Committee.
12. The competent authority of High Court of Madhya Pradesh reserves the right to annul all bids without assigning any reason.
13. The Authorized signatory shall submit the letter of authorization.
14. The remuneration shall be fixed by the High Court which is not be less than the minimum wage fixed/notified by the Government of Madhya Pradesh and shall include all statutory obligations. The Service provider shall be liable for all kinds of dues payable in respect of the personnel provided under the contract and the government shall not be liable for any dues for availing the services of the personnel. The Performance Security Deposit and the monthly bills will not be released until the service provider produces proof of up to date **payment of EPF & ESI contribution and other certificates as**

per statutory Laws.

15. The registered office or one of the branch offices of the Service Provider should be located within the jurisdiction of the High Court of Madhya Pradesh. **In case there is no branch office, the successful bidder will have to open branch office within two months of the signing the agreement.**
16. All documents submitted shall be consecutively numbered having signature of the authorized signatory on each page and total number of pages shall be mentioned on the top sheet duly signed by the authorized signatory. In case the tender document is signed by the authorized signatory, a copy of the power of attorney/authorization may be enclosed along with the tender.
17. The High Court of Madhya Pradesh reserves the right to call for any documenting original to verify the veracity of the documents.
18. The annual average financial turnover of the firm / company during last 03 financial years i.e. 2017-18, 2018-2019, 2019-20 should be at least 10 Crores in providing technical manpower services to the Government Organization / Reputed private firms.
19. Joint consortium is not allowed to participate in the said bid. The firm as an individual has to qualify all eligibility criteria.
20. The firm should have **valid ISO 9001 certification** in providing technical manpower services / IT professionals.
21. The TA/DA expenses which may be incurred by the respective Manpower shall be paid by the High Court to the service provider and the service provider shall reimburse the same to the respective manpower.
22. **This tender is subject to availability of funds to the High Court from the State Government.**
23. The tendering Service Providers are required to enclose photocopies of the required document (duly self attested and sealed) along with the Technical Bid, failing which their bids shall be summarily rejected and will not be considered in future.

24. The tentative dates for the schedule of key events of this tender are given as under:-

Sl. No.	Events	Date
1.	Date of Pre-Bid meeting.	19 th October, 2020 at 11:30 A.M. in the Conference Hall of the High Court. Note:- The pre-bid meeting is to be held on 19 th October, 2020 at 11:30 A.M in Conference Hall, South Block High Court of M.P., Jabalpur, if the vendors are unable to attend the pre-bid meeting (on account of transportation issues/COVID-19), then they may send the suggestion / query in writing addressed to Registrar General, High Court of M.P., Jabalpur upto 19 th October, 2020 on following e-mail id:- regithcjbpm@mp.gov.in with a copy to mphc@nic.in without failure, further correspondence received in this regard shall not be entertained.
2.	Last date and time of online submission of tender.	18 th November, 2020 before 06:00 P.M.
3.	Last date and time of submission of hardcopy of tender (optional).	19 th November, 2020 before 05:00 P.M. (<i>The submission of hardcopy of the tender document is made optional on account of COVID-19</i>).
4.	Date and time of opening of the technical Bids.	20 th November, 2020 at 11:00 A.M.
5.	Date and time of opening of the financial Bids at High Court of Madhya Pradesh, Jabalpur.	Date and time of opening of financial bids will be intimated to qualified bidders via e-mail / letter / telephone.

TECHNICAL REQUIREMENTS FOR THE TENDERING

The tendering Service Provider should fulfill the following technical specifications: -

1. The Bidder may be a Proprietary firm, Partnership firm, Limited Company, Corporate body legally constituted.
2. There should be no case pending with the police against the Proprietor/Firm/Partner or the Company (Service Provider) and the Service Provider shall not have been blacklisted otherwise to be evidenced by attachment of an affidavit in this regard.
3. The Service Provider should be duly registered with the GST authority and having valid labour license under Contract Labour (Regulation & Control) Act, 1970 is required after winning the tender and before execution of the contract with the High Court.
4. The Service Provider should be registered with the appropriate authorities under Employees Provident Fund and Employees State Insurance Acts.
5. The Service Provider should have its own Bank Account in Nationalized Bank / Scheduled Bank.
6. Any other relevant document/ certificates as per the bid document or as desired by competent authority.

TECHNICAL REQUIREMENTS FOR MANPOWER TO BE DEPLOYED BY THE SUCCESSFUL SERVICE PROVIDER IN THE HIGH COURT AND SUBORDINATE COURTS IN THE STATE OF MADHYA PRADESH.

(1) Sr. / Technical Officer:-

- (a) BE/B. Tech/M.Sc. with specialization in Computer Science / Electronics/ IT with 3 years experience in Server Administration / LAN / DBA/ Technical Troubleshooting & Support in Hardware.
- (b) Antecedent to be verified by the respective Local Police Authority.

(2) Sr. Office/ Technical Assistant:-

- (a) BE/ B.Tech/ M.Sc. with specialization in Computer Science / Electronics / IT with knowledge in Server Administration / LAN /DBA / Technical Troubleshooting & Support in Hardware).
- (b) Antecedent to be verified by the respective Local Police Authority.

(3) Sr. Developer:-

- (a) BE/ B.Tech/ M.Sc./MCA with specialization in Computer Science / Electronics / IT with 3 years experience in software development in PHP + Postgresql/ MySQL environment).
- (b) Antecedent to be verified by the respective Local Police Authority.

(4) Developer:-

- (a) BE/ B.Tech/ M.Sc./MCA with specialization in Computer Science / Electronics / IT with knowledge of software development in PHP + Postgresql/ MySQL environment).
- (b) Antecedent to be verified by the respective Local Police Authority.

(5) Network Administrator:-

- (a) Working Knowledge of Unix/ Open Source Software/ Windows NT/ Oracle and other RDMS packages / Programming languages (PHP/Java) with the following minimum educational qualifications.
- (b) B.E. (Computer Science or equivalent higher qualification University /Institution; related subject) or from a recognized University/institution (with 3 years experience on PHP, Linux MySql and Oracle);

or

M.C.A/M.Sc. (Computer Science or related subject)

from a recognized University/institution (with 3 years experience on PHP, Linux MySql and Oracle);

or

M.E./M. Tech or equivalent degree (Computer Science or related subject) from a recognized University/ Institution.

(c) Antecedent to be verified by the respective Local Police Authority.

(6) System Officer:

(a) B.E. (Computer Science or equivalent higher qualification University /Institution; related subject) or from a recognized University/institution having at least 2 year experience on PHP, Linux MySql or Oracle.

or

M.C.A (Computer Science or related subject) from a recognized University/institution having at least 2 year experience on PHP, Linux MySql or Oracle.

(b) Antecedent to be verified by the respective Local Police Authority.

(7) System Assistant:-

(a) Educational qualification: At least second class bachelor degree from a recognized University in Computer Science or related subject;

or

Second class bachelor degree from a recognized University with 'A' level course certificate from DOEACC.

(b) Antecedent to be verified by the respective Local Police Authority.

(8) Legal Quality Control Supervisor:-

(a) He / she should be above 25 years of age.

(b) The Minimum Educational Qualification for quality control supervisor will be LLB.

(c) The person should be well conversant with computers office application like MS Office, PDF reader/ Writer & internet.

(d) She / He should have Character certificates from a Gazetted Officer of the Central Government / State Government.

(e) He/she should have at least one year experience of working in reputed Public/Private institutions/State Government offices.

(f) Antecedent to be verified by Local Police Authority.

(9) Data Entry Operator:-

(a) Education qualification: At least first class PGDCA/DCA.

(b) Experience: Working knowledge of Operating Systems and Office applications suites with 3 years of working experience of data entry after obtaining required educational qualification.

- (c) Speed: Data entry speed of 5000 keys depression per hour.
- (d) Having experience on MS word / Excel sheet/ Power point software.
- (e) Antecedent to be verified by Local Police Authority.

(10) Office Assistant:-

- (a) He / she should be above 20 years of age;
- (b) The Minimum Educational Qualification for Office Assistant will be graduation in any discipline with one year diploma in computer application.
- (c) The candidate should be well conversant with computers and essentially well trained in Office Application.
- (d) The Office Assistants should be well conversant with the day to day functioning of an office and should also be well conversant with computers and essentially well trained in Office Application.
- (e) She / he should have Character certificates from a Gazetted Officer of the Central Government / State Government;
- (f) Antecedent to be verified by Local Police Authority.

(11) Helper:-

- (a) He should be above 18 years of age;
- (b) The Minimum Educational Qualification should be 10th class.
- (c) He should have Character certificates from a Gazetted Officer of the Central Government / State Government;
- (d) Antecedent to be verified by Local Police Authority.

(12) IT Officer:-

- (a) BE/B. Tech with specialization in Computer Science / Electronics/ IT / MCA with 3 years experience in Server Administration / LAN / DBA / Technical Troubleshooting, good working knowledge of php, postgresql / mysql etc.
- (b) The IT officer to be well behaved and good analytical and communication skills.
- (c) Antecedent to be verified by the respective Local Police Authority.

(13) IT/ Technical Assistant:-

- (a) Educational qualification: At least second class BCA/ Diploma in Computer Science / Electronics / IInd class bachelor degree from a recognized University in Computer Science or related subject having minimum 2 years experience in Server Administration / LAN / Technical Troubleshooting & Support in Hardware.
- (b) Antecedent to be verified by the respective Local Police Authority.

FINANCIAL BID

(For Providing Manpower Services to the High Court and
Subordinate Courts of Madhya Pradesh)

1. Name of tendering Service Provider:
2. Service commission per manpower type per month inclusive of all statutory liabilities, levies, cess etc:

Sl. No.	Name of the Post	*Number of post (approx)	Monthly Remuneration in Rs.	Commission on services in %
1.	Sr. / Technical Officer	3	40,000/-	
2.	Sr. Office/ Technical Assistant	2	19,800/-	
3.	Sr. Developer	3	40,000/-	
4.	Developer	3	40,000/-	
5.	Network Administrators	3	25,000/-	
6.	System Officers	57	40,000/-	
7.	System Assistants	53	26,000/-	
8.	Legal Quality Control Supervisor	10	20,000/-	
9.	Data Entry Operators	2	15,000/-	
10.	Office Assistants (AG-III level)	152	15,000/-	
11.	Helpers (Class-IV level)	68	(as per M.P. Government norms)	
12.	IT Officer	04	35,000/-	
13.	IT/ Technical Assistant	217	26,000/-	
14.	Retired Section Officer	10	17,000/-	
15.	Retired AG-I	58	15,000/-	
16.	Retired AG-II	51	14,000/-	
17.	Retired AG-III	07	14,000/-	

Date:

Signature of the authorized person

Place:

Name:

Seal:

Notes:-

1. The minimum take home remuneration is fixed by the High Court on time to time basis for the mentioned posts. The percentage

commission charges should be fixed for entire period of contract on take home remuneration for the above manpower types. The minimum remuneration includes EPF/ ESI/ other statutory dues if any.

2. GST will be applicable as per Govt. norms and not including in the take home remuneration given to above manpower type. The GST shall be provide by the High Court as per the norms defined by Govt. of India / Government of Madhya Pradesh.
3. The commission quoted by the tendering Service Provider should be inclusive of all expenditure to hire the manpower till the deployment.
4. The payment shall be made on conclusion of the calendar month only on the basis of no. of working days for which duty has been performed by each manpower as certified by the District Court / High Court.
5. The amount mentioned is cost to the company and the tax (GST) shall be paid by the High Court to the successful bidder accordingly as per the bill.
6. Only those firms shall be considered eligible who is having more than **05 years of experience** in providing technical manpower services of pure IT technical persons.
7. In case 02 firms who have quoted the same percentage of commissions in the financial bid, then under such circumstances the experience, turnover and size of organization / firm shall be taken into consideration for finalization of the bid by the High Court.
8. The manpower deployed shall be initially for the period of 01 year and the services can be extended for further one year depending of the satisfactory performance of the vendor and further approval by the High Court.
9. It will be duty of the service provider to make the payment to the technical manpower **latest by 07th of every month without failure, otherwise strict action shall be taken by the High Court for non compliance of the orders.**
10. The technical manpower that are deployed under the project shall have no relation of employee and employer with the High Court and under all circumstances the vendor / services provider shall be liable for their services, terms and condition.
11. The Registrar General, High Court of Madhya Pradesh has full rights to accept or reject any bid, without assigning any reason & alter the

scope of work as per the requirement.

12. The Registrar General, High Court of Madhya Pradesh has right to alter the scope of work as per the requirement or change the monthly remuneration.
13. All Prospective bidders are requested to submit the bid with **all relevant documents in hard bound with proper indexing, otherwise the bid shall not be consider by the High Court.**
14. For all future correspondence / addendum / corrigendum, please refer to the website of the High Court www.mphc.gov.in , Government tender portal www.mptenders.gov.in
15. The AG-I/ AG-II/ AG-III manpower (Retd. Category), shall be retired employee of the High Court and District Courts / Tehsil Courts. The name of the same shall be provided by the High Court.
16. The Digital Certificate Class-III required for the bidding shall be of any location.
17. The bidder will have to specify the amount to be charged towards service charges for providing the technical manpower. It may also be noted that in order to eliminate frivolous bids and disguised charges / deduction form salary of personal service providers bidding at zero percent service charges shall be disqualified (i.e. 0 to 0.9999).
18. Before quoting the bid the bidders may visit the site at Jabalpur for any further clarifications.

TERMS & CONDITIONS

GENERAL

1. The Agreement shall commence w.e.f-.....-2020 the date of effectiveness of the agreement unless it is curtailed or terminated by the authority owing to deficiency of service, sub-standard quality of manpower deployed, breach of contract etc. or change in requirements.
2. The Agreement shall be initially for a period one year w.e.f the date of its effectiveness unless extended further by the mutual consent of the Service Provider and the High Court.
3. The Agreement may be extended, on the same terms and conditions or with some additions / deletions / modifications, for a further specific period mutually agreed upon by the Service Provider and the Authority.
4. The Service Provider shall not be allowed to transfer, assign, pledge or subcontract its rights and liabilities under this Agreement to any other agency or organization by whatever name be called without the prior written consent of the High Court.
5. The High Court, at present, has tentative requirement of manpower. The requirement of the High Court may further increase or decrease marginally, during the period of initial contract also and the tenderer would have to provide additional manpower services, if required, on the same terms and conditions.
6. The Service Provider will be bound by the details furnished by it to the Authority while submitting the tender or at subsequent stage. In case, any of such documents furnished by it is found to be false at any stage, it would be deemed to be a breach of terms of Agreement making it liable for legal action besides termination of the Agreement.
7. The Authority reserves the right to accept or reject any or all bids without assigning any reasons thereof. The Authority also reserves the right to reject any bid which in his opinion is non-responsive or violating any of the conditions/specifications without any liability to any loss whatsoever it may cause to the bidder in the process.
8. The Service provider shall **nominate a project coordinator** who shall be responsible for immediate interaction with the High Court so that optimal services of the persons deployed could be availed without any disruption and will be deployed at High Court of Madhya

Pradesh, Jabalpur for co-ordination purpose.

9. The entire financial liability in respect of manpower services deployed in the High Court/District Court/Tehsil Courts or Office concerned shall be that of the Service Provider and the High Court or Office concerned will in no way be liable.
10. For all intents and purposes, the Service Provider shall be the **"Employer"** within the meaning of different Rules & Acts in respect of manpower so deployed. The persons deployed by the Service Provider shall not have any claim whatsoever like employer and employee relationship against the High Court or Office concerned.
11. The Service Provider shall be solely responsible for the redressal of grievances or resolution of disputes relating to persons deployed. The High Court shall, in no way, be responsible for settlement of such issues whatsoever.
12. The High Court/Authority shall not be responsible for any financial loss or any injury to any person deployed by the Service Provider in the course of their performing the functions/duties, or for payment towards any compensation.
13. The persons deployed by the Service Provider shall not claim nor shall be entitled to pay, perks and other facilities admissible to regular / confirmed employees during the currency or after expiry of the Agreement.
14. In case of termination of this Agreement on its expiry or otherwise, the persons deployed by the Service Provider shall not be entitled to and shall have no claim for any absorption in regular or other capacity.
15. The person deployed shall not claim any benefit or compensation or absorption or regularization of deployment with office under the provision of rules and Acts. **Undertaking from the person deployed to this effect shall be required to be submitted by the Service Provider.**
16. The Service Provider must be registered with the concerned Govt. Authorities, i.e. Labour Commissioner, Provident Fund Authorities, Employees State Insurance Corporation etc., and a copy of the registration should be submitted before executing the contract. The Service Provider shall comply with all the legal requirements for obtaining License under Contract Labour (Regulations and Abolition)

Act, 1970 if any, at his own part and cost.

17. In the event of any engaged personnel being on leave/absent, the service provider shall ensure suitable alternative arrangement to make up for such absence. To meet such eventualities, the agency shall make provision for leave reserve and provide the same under intimation to the concerned authority.
18. The Service provider will provide a list of candidates for the post of IT Personnel/ Technical Manpower. The Selection Committee constituted by the High Court, Madhya Pradesh will select suitable candidates for these posts out of the list of candidates provided by the service provider. Additional 10% of the contracted strength should be kept "on panel" for replacement to meet urgent additions at short notice. The High Court reserves the right to appoint/reject any candidate based on merits of the candidates.
19. The persons deployed by the Service Provider should have good police records and no criminal case should be pending against them.
20. The persons deployed should be polite, cordial and efficient while handling the assigned work and their actions should promote good will and enhance the image of the High Court or office concerned. The Service Provider shall be responsible for any act of indiscipline on the part of the persons deployed.
21. **The contract will be executed on the availability of funds after allocation of funds from the State Government.**
22. The number of manpower may increase/decrease depending upon the requirement.

LEGAL

23. The persons deployed shall, during the course of their work be privacy to certain qualified documents and information which they are not supposed to divulge to third parties. In view of this, they shall be required to take oath of confidentiality and breach of this condition shall make the Service Provider as well as the person deployed liable for penal action under the applicable laws besides, action for breach of contract.
24. The Service Provider shall be responsible for compliance of all statutory provisions relating to minimum wages payable as fixed by the High Court to different types of worker in respect of the persons

deployed by it in the High Court or office concerned. The High Court or office concerned shall have no liability in this regard. The Bidder should produce the evidence in respect of having made payments to the manpower provided as and when called for by the High Court of Madhya Pradesh.

25. The Service Provider shall also be liable for depositing all taxes, levies, cess etc. on account of service rendered by it to the High Court or office concerned to the concerned tax collection authorities, from time to time, as per the rules and regulations in the matter. Attested photocopies of such documents shall be furnished to the High Court or office concerned.
26. The Service Provider shall maintain all statutory registers under the Law and shall produce the same, on demand, to the authority of the High Court or office concerned or any other authority under Law.
27. The Tax deduction at Source (T.D.S.) shall be done as per the provisions of Income Tax Act/ Rules, as amended, from time to time and a certificate to this effect shall be provided by the High Court or office concerned.
28. In case, the Service Provider fails to comply with any liability under appropriate law, and as a result thereof, the High Court or the office concerned is put to any loss / obligation, monetary or otherwise, the High Court or the office concerned will be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the Service Provider, to the extent of the loss or obligation in monetary terms.
29. The Service Provider shall be held responsible for any loss/damage to the equipment's and instruments of the High Court provided to the manpower deployed by the Service Provider due to the negligence or willful damage as assessed by the High Court.
30. The Agreement is liable to be terminated because of non-performance, deviation of terms and conditions of contract, non-payment of remuneration of employed persons and non-payment of statutory dues. The High Court or Office concerned will have no liability towards non-payment of remuneration to the persons employed by the Service Provider and the outstanding statutory dues of the service provider to statutory authorities. If any loss or damage

is caused to the High Court or Office concerned by the persons deployed, the same shall be recovered from the unpaid bills or adjusted from the Performance Security Deposit.

31. The decision of High Court of Madhya Pradesh in this regard to interpretation of the Terms & Conditions and the Agreement shall be final and binding on the Service Provider.

FINANCIAL

32. The interested "Service Providers" may submit the tender document complete in all respects along with online application fee of Rs.10,000/- (Rs. Ten Thousand only) and Earnest Money Deposit (EMD) of Rs.28,00,000/- (Rupees Twenty Eight Lakh only) in the form of online mode through e-procurement tender portal www.mptenders.gov.in in favour of "**Registrar General, High Court of Madhya Pradesh, Jabalpur**" valid for the period of 6 months. The Bid submitted without EMD and/or the application fee shall be summarily rejected.
33. The Earnest Money Deposit in respect of the Service Provider who does not qualify the Technical Bid (First Stage) shall be returned to them without any interest. In case of successful tenderer, if the Service Provider fails to deploy the required manpower against the initial requirement within 15 days from date of placing the order, the EMD shall stand forfeited without giving any further notice.
34. The successful tenderer will have to deposit a Performance Security Deposit of one month remuneration of manpower provided including statutory dues in the form of Bank Guarantee from any Nationalized Bank in favour of the Registrar General, High Court of Madhya Pradesh, Jabalpur, Madhya Pradesh covering the period of contract within 15 days from the date of signing of the agreement. In case, the contract is further extended beyond the initial period, the Bank guarantee will have to be accordingly renewed by the successful tenders. The amount of performance security deposit may be revised by the Authority taking into account the contractual obligation of the Service Provider.
35. In case of breach of any terms and conditions attached to this agreement, the Performance Security Deposit of the Service Provider shall be liable to be forfeited besides annulment of the Agreement.

36. The Service Provider shall raise the bill, in triplicate, along with attendance sheet duly verified by the High Court/District Court/Tehsil Court or Office/Officer concerned in respect of the persons deployed and submit the same to the High Court in the **first week of the succeeding month**. The High Court shall pay the agreed amount on production of monthly bill. No other charges of any kind shall be payable.
37. The agency shall be solely responsible for compliance to the provisions of various labour and industrial laws, such as, wages, allowances, compensations, EPF, Bonus, Gratuity, ESI etc. relating to personnel deployed by it or for any accident caused to them and the High Court shall not be liable to bear any expense in this regard. The Agency shall make payment of wages of a month to the personnel engaged by it by **7th working day** of the succeeding month irrespective of any delay in settlement of its bill by the High Court for whatever reason. The Agency shall also be responsible for the insurance of its personnel.
38. Penalty will be levied and recovered @ **Rs.500/- (Five Hundred Rupees Only)** per day per candidate for delay in providing the manpower either on initial deployment or as replacement subsequently.
39. The Authority reserves the right to withdraw or relax any of the terms and condition mentioned in the tender document so as to overcome the problem encountered at a later stage.
40. In the event of any dispute arising in respect of the clauses of the agreement the same shall be resolved through negotiation. Alternatively the dispute shall be referred to the next higher authority or controlling officer for his decision and the same shall be binding on all parties.
41. The Personnel deployed by the Service Provider in the High Court/District Courts /Tehsil Courts shall work under the direct supervision of the service provider.
42. The registered office or one of the branch offices of the Service Provider should be located within the jurisdiction of the user Department/office. In case there is no branch office, the successful bidder will have to open branch office within two months of the signing

the agreement.

43. All disputes shall be under the jurisdiction of the Court at the place where the headquarters of the authority, who has executed the agreement, is located.
44. The successful bidder will enter into an agreement with this High Court for supply of suitable and qualified technical manpower as per requirement of this High Court on the above terms and conditions.
45. **Arbitration:-**

In case of any dispute following arbitration clause will apply:-

Any question, dispute or difference arising under the contract, shall be referred to the sole arbitrator appointed by Hon'ble the Chief Justice of High Court of M.P., Jabalpur. The award of the arbitrator shall be final and binding on both the parties to the contract. The place of arbitration shall be at Jabalpur only.

The expense of arbitration will be incurred by the parties asked and subject to final award. The Arbitration & Reconciliation Act 1996 and the rules there under, any statutory modification thereof for the time being in force shall be deemed to apply to the arbitration proceedings under this contract.

46. **Force Majeure:-**

Neither party shall be responsible to the other for any delay or failure in performance of its obligations due to any occurrence commonly known as Force Majeure which is beyond the control of any of the parties, including, but without limited to, fire, flood, explosion, Acts of God or any governmental body, public disorder, riots, embargoes, or strikes, acts of military authority, epidemics, strikes, lockouts or other labour disputes, insurrections, civil commotion, war, enemy actions.

If a Force Majeure arises, the Bidder shall promptly notify the Registrar General, High Court of Madhya Pradesh in writing of such condition and the cause thereof. Unless otherwise directed by the Registrar General, High Court of Madhya Pradesh the Bidder shall continue to perform his obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event. The Bidder shall be excused from performance of his obligations in

whole or part as long as such causes, circumstances or events shall continue to prevent or delay such performance.

Note:-These terms and conditions are part of the Contract / Agreement as indicated in the Agreement between High Court and the Service Provider and any noncompliance shall be deemed as breach of the Contract/Agreement.

Declaration by the Tenderer:

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

(Signature of Tenderer with seal)

Address:

Name:

Phone No (O):

Seal:

Date:

**DOCUMENTS TO BE SUBMITTED BY THE SUCCESSFUL SERVICE
PROVIDER BEFORE DEPLOYMENT OF MANPOWER**

1. List of Manpower shortlisted by service provider for deployment in High Court / District Courts and Tehsil Courts in the State of Madhya Pradesh, containing full details i.e. date of birth, marital status, address, educational qualification, photo ID Card provided by the Service Provider asked by the Competent Authority.
2. Bio-data of all persons.
3. Any other document considered relevant.

AGREEMENT

This Agreement is made on this _____ day of _____ Between the High Court of the Madhya Pradesh represented by _____, here-in-after referred to as the "Authority" which expression shall, where the context so requires or admits, also include its successors or assignees of the one part;

And

M/s _____ represented by Shri _____, here-in-after called the "Service Provider" which expression shall, where the context so requires or admits, also include its successors or assignees of the other part.

Whereas, the "Authority" desires that the services of " _____ " are required in _____ High Court/ District Courts/ Tehsil Courts/ Office; And whereas the "Service Provider" has offered its willingness to the same in conformity with the Provisions of the agreement;

And whereas the "Authority" has finalized the rate as per the terms and conditions of the agreement to the "Service Provider"

Now this agreement witnesses as below:-

1. That the Annexure containing the Terms and Conditions shall be deemed to form and to be read and construed as part of this agreement.
2. That in consideration of the payment to be made by the "High Court" to the "Service Provider", the "Service Provider" hereby agrees with the "High Court" to provide personnel to be engaged as " _____ " in the _____ (name of the Department/Office) in conformity with the provisions of the Terms and Conditions.
3. That the "High Court" hereby further agrees to pay the "Service Provider" the contract price at the time and in the manner prescribed in the said Terms and Conditions.
4. That in the event of any dispute that may arise it shall be settled as per the Terms and Conditions of the contract.
5. That this agreement is valid up to.....

IN WITNESS WHEREOF the parties have caused their respective common seals to be here unto affixed or have here unto set their respective hands

and seals on the day and year first written above.

Signature of the person
authorized to sign on behalf of Service
Provider.

Signature of the Authority
(An officer acting in the premises
and on behalf of the High Court of
M.P. Jabalpur)

In the presence of witness:-

Witness

1.Name.....

Address.....

2.Name.....

Address.....

DECLARATION

1. I, _____ Son / Daughter/
wife of Shri..... Proprietor/ Director/ Authorized
Signatory of the Service Provider, mentioned above, am competent
to sign this declaration and execute this tender document;
2. I have carefully read and understood all the terms and conditions of
the tender and undertake to abide by them;
3. The information / documents furnished along with the above
application are true and authentic to the best of my knowledge and
belief. I / we, am / are well aware of the fact that furnishing of any
false information / fabricated document would lead to rejection of my
tender at any stage besides liabilities towards prosecution under
appropriate law.

Date:

Signature of authorized person

Place:

Name:

Seal:

Techno-commercial Bid

S. No.	Description	Indicate also <u>page number</u> where clearly the document attached
1.	Name, address & telephone number of the agency/firm /service provider along with e-mail ID.	
2.	Name, designation, address & telephone number of authorized person	
3.	Please specify as to whether Tenderer is sole Proprietor/Partnership Firm/Private or Limited Company.	
4.	Name, address & telephone number of Directors/Partners, Fax No., e-mail address.	
5.	Copy of PAN Card, Copy of previous 3 Financial Year's Income tax return (ITR) of year 2017-18, 2018-19 and 2019-20.	
6.	Valid ISO 9001 certification of company in providing technical manpower services / IT professionals.	
7.	GST Registration No. (Please attach copy).	
8.	GST Return (Please attach copy).	
9.	Experience Certificates / details of last 5 years of experience in providing IT professional/ personnel services in Government Organization / Reputed Pvt. Firms. The IT personnel means Programmers, Database Administrator, System Administrator, Networking Engineers, Technical support engineer, System Analyst, Technical Solution Consultant and equivalent category of engineer post. <u>Necessary proof in this regard is to be enclosed with the bid.</u>	
10.	Copy of the Labor License/Registration under the Contract Labor (Regulation & Control) Act,1970 is required after winning the tender and before execution of the	

	contract with the High Court.	
11.	Audit Certificates for the last three consecutive financial years duly certified by the Chartered Accountant (Form: PQ-2 BIDDER'S ANNUAL TURNOVER)	
12.	EPF Certificate	
13.	ESIC Certificate	
14.	Banker of the Service Provider	
15.	Details of Bid Security/ Online Earnest Money Deposit: a) Amount: b) Date of issue: c) Reference No.	
16.	Online Tender Fees details: Reference No. Date:	

Note: - Use separate sheet to furnish all relevant details.

Form: PQ-2

BIDDER'S ANNUAL TURNOVER

_____ (Location)

_____ (Date)

From (Name & Address of the Auditor)

To

The Registrar General,
High Court of Madhya Pradesh,
Jabalpur

Ref.: _____

Dear Sir/Madam,

We hereby certify that the average annual turnover of M/s. _____ (name of the bidder) is not less than Rs. **10 Crore** during the last three financial years.

S. No.	Firm	2017-18	2018-19	2019-20
		Amount	Amount	Amount
1.				

Yours Sincerely,

(Signature of Authorized Auditor)

Name of the Authorized Auditor:

Seal:

Form: PQ-3

SIMILAR WORK EXPERIENCE

_____ (Location)

_____ (Date)

From (Name & Address of the Bidder)

To,
The Registrar General,
High Court of Madhya Pradesh,
Jabalpur

Subject: Regarding services of Technical Manpower / IT Professionals.

Ref.: _____

1. We hereby declare and confirm that we, _____ (Name of the Bidder), having registered office at _____ (address) have successfully executed following projects. We are providing the details below: (Note: add rows as required).

S. No	Name of client address, telephone & Fax no	Manpower services provided		Amount of contract (Rs. lakh/crore)	Duration of contract		Remark
		Type of Manpower provided	No. of Manpower		from date	to date	
1.							
2.							
3.							
4.							
5.							

Yours Sincerely,

(Signature of Authorized Signatory)

Name and Designation of the Authorized Signatory:

Name and address of the Bidder Company:

Seal:

Note:-Please clearly indicate the page numbers where orders are attached.

Annexure - 1

DEVIATION STATEMENT FORMAT

The Bidder is required to provide the details of the deviations of the tender clauses **(in any section of the tender)** in the following format.

SI. No.	Section No.	Clause No	Clause Description	Non Compliance/ Partial Compliance	Remarks

LOCATIONS FOR MANPOWER DEPLOYMENT

Sr. No.	District Name	Name of the Court Complex
1.	Jabalpur	High Court of M.P. Principal Seat at Jabalpur.
2.	Indore	High Court of M.P. Bench at Indore.
3.	Gwalior	High Court of M.P. Bench at Gwalior.

Sr. No.	District Name	Name of the Court Complex
1	Alirajpur	District Court, Alirajpur
2	Anuppur	District Court, Anuppur,
3	Ashoknagar	District Court, Ashok Nagar
4	Balaghat	District & Sessions Court, Balaghat
5	Barwani	District & Sessions Court ,Barwani
6	Betul	District & Sessions Court, Betul
7	Bhind	District & Sessions Court Bhind
8	Bhopal	District & sessions Court, Bhopal
9	Burhanpur	District Court Court ,Burhanpur
10	Chhatarpur	District & Sessions Court, Chhatarpur
11	Chhindwara	District & Sessions Court, Chhindwara
12	Damoh	District & Sessions Court,Damoh
13	Datia	District and Session Court , Datia
14	Dewas	District & Sessions Court, Dewas
15	Dhar	District & Sessions Court, Dhar
16	Dindori	District Court,Dindori
17	Guna	District & Sessions Court, Guna
18	Gwalior	District and Sessions Court,Gwalior
19	Harda	District & Sessions Court, Harda
20	Hoshangabad	District & Sessions Court, Hoshagabad
21	Indore	District & Sessions Court, Indore
22	Jabalpur	District & Sessions Court , Jabalpur
23	Jhabua	District & Sessions Court , Jhabua
24	Katni	District & Sessions Court , Jhabua
25	Khandwa	District & Sessions Court ,Khandwa
26	Mandleshwar	District & Session Court, Mandleshwar
27	Mandla	District & Sessions Court,Mandla
28	Mandsaur	District & Sessions Court ,Mandsaur
29	Morena	District & Sessions Court,Morena
30	Narsinghpur	District & Sessions Court, Narsinghpur
31	Neemuch	District & Sessions Court ,Neemuch
32	Panna	District & Sessions Court,Panna
33	Raisen	District & Sessions Court ,Raisen
34	Rajgarh	District & Sessions court ,Rajgarh
35	Ratlam	District & Sessions Court, Ratlam
36	Rewa	District & Sessions Court ,Rewa
37	Sagar	District & Sessions Court ,Sagar
38	Satna	District & Sessions Court, satna
39	Sehore	District & Sessions Court ,Sehore
40	Seoni	District & Session Court Seoni.
41	Shahdol	District & Sessions Court, Shahdol
42	Shajapur	District & Sessions Court, Shajapur
43	Sheopur	District & Sessions Court, Sheopur

44	Shivpuri	District & Sessions Court ,Shivpuri
45	Sidhi	District & Sessions Court, Sidhi
46	Singrouli	District Court, Singrouli (Waidhan)
47	Tikamgarh	District & Sessions Court, Tikamgarh
48	Umaria	District Court, Umaria
49	Ujjain	District Court, Ujjain
50	Vidisha	District & Sessions Court Vidisha

List of Tehsil Courts

Sr	District Name	Name of the Tehsil Court Complex
1	Alirajpur	Civil Court, Jobat
2	Anuppur	Civil Court ,Kotma
3	Anuppur	Civil Court, Rajendragram
4	Ashoknagar	Civil Court, Mungaoli
5	Ashoknagar	Civil Court, Chanderi
6	Balaghat	Civil Court, Baihar
7	Balaghat	Civil Court Complex, Katangi
8	Balaghat	Civil Court, Waraseoni
9	Barwani	Civil Court, Anjad
10	Barwani	Civil Court ,Khetiya
11	Barwani	Civil Court ,Rajpur
12	Barwani	Civil Court , Sendhwa
13	Betul	Civil Court, Bhainsdehi
14	Betul	Civil Court, Multai
15	Betul	Civil Court, Aamla
16	Bhind	Civil Court, Lahar
17	Bhind	Civil Court, Mehgaon
18	Bhind	Civil Court, Gohad
19	Bhopal	Civil Court, Barasia
20	Chhatarpur	Civil court, Bijawar
21	Chhatarpur	Civil Court, Laundi
22	Chhatarpur	Civil Court, Rajnagar
23	Chhatarpur	Civil Court, Bada Malehra
24	Chhatarpur	Civil court ,Nowgaon
25	Chhindwara	Civil Court, Parasiya
26	Chhindwara	Civil Court, Sausar
27	Chhindwara	Civil Court, Amarwara
28	Chhindwara	Civil Court, Chorai
29	Chhindwara	Civil Court, Junnardeo
30	Chhindwara	Civil Court, Pandurna
31	Damoh	Civil Court, Hatta
32	Damoh	Civil Court Pathariya
33	Datia	Civil Court, Bhandar
34	Datia	Civil Court, Seodha
35	Dewas	Civil Court, Bagli
36	Dewas	Civil Court, Kannod
37	Dewas	Civil Court, Khategaon
38	Dewas	Civil Court, Sonkatch

39	Dewas	Civil Court, Tonkhurd
40	Dhar	Civil Court ,Badnawar
41	Dhar	Civil Court ,Dharampuri
42	Dhar	Civil Court ,Kukshi
43	Dhar	Civil Court, Manawar
44	Dhar	Civil Court, Sardarpur
45	Dindori	Civil Court, Shahpura
46	Guna	Civil Court, Aaron
47	Guna	Civil Court, Chachoda
48	Guna	Civil Court, Raghogarh
49	Gwalior	Civil Court, Bhitwar
50	Gwalior	Civil Court, Dabra
51	Hoshangabad	Civil Court, Itarsi
52	Hoshangabad	Civil Court, Pachmarhi
53	Hoshangabad	Civil Court, Pipariya
54	Hoshangabad	Civil Court, Seoni Malwa
55	Hoshangabad	Civil Court, Sohagpur
56	Indore	Civil Court, Depalpur
57	Indore	Civil Court, Hatod
58	Indore	Civil Court, Mhow
59	Indore	Civil Court, Sanwer
60	Jabalpur	Civil Court, Patan
61	Jabalpur	Civil Court, Sihora
62	Jhabua	Civil Court, Petlawad
63	Jhabua	Civil Court, Thandla
64	Katni	Civil Court ,Vijayraghavgarh
65	Khandwa	Civil Court, Harsud
66	Mandleshwar	Civil Court, Khargone
67	Mandleshwar	Civil Court, Sanawad
68	Mandleshwar	Civil Court, Barwaha
69	Mandleshwar	Civil Court, Bhikangaon
70	Mandleshwar	Civil Court, Kasrawad
71	Mandleshwar	Civil Court, Maheshwar
72	Mandla	Civil Court, Nainpur
73	Mandla	Civil Court, Niwas
74	Mandsaur	Civil Court, Bhanpura
75	Mandsaur	Civil Court, Garoth
76	Mandsaur	Civil Court, Narayangarh
77	Mandsaur	Civil Court, Sitamau
78	Morena	Civil court , Ambah
79	Morena	Civil Court ,Jora
80	Morena	Civil Court, Sabalgarh
81	Narsinghpur	Civil Court, Gadarwara
82	Neemuch	Civil Court, Jawad
83	Neemuch	Civil Court, Manasa
84	Neemuch	Civil Court Rampura
85	Panna	Civil Court, Ajaygarh
86	Panna	Civil Court, Pawai
87	Raisen	Civil Court, Bareli

88	Raisen	Civil Court ,Begumganj
89	Raisen	Civil Court,Gairatganj
90	Raisen	Civil Court,Goharganj
91	Raisen	Civil Court,Silwani
92	Raisen	Civil Court ,Udaipura
93	Rajgarh	Civil Court,Biaora
94	Rajgarh	Civil Court ,Khilchipur
95	Rajgarh	Civil Court, Narsinghgarh
96	Rajgarh	Civil Court, Zirapur
97	Rajgarh	Civil Court ,Sarangpur
98	Ratlam	Civil Court ,Alote
99	Ratlam	Civil Court, Jaora
100	Ratlam	Civil Court ,Sailana
101	Rewa	Civil Court,Mauganj
102	Rewa	Civil Court,Sirmour
103	Rewa	Civil Court, Teonther
104	Rewa	Civil Court, Hanumna
105	Sagar	Civil Court,Banda
106	Sagar	Civil Court,Bina
107	Sagar	Civil Court,Deori
108	Sagar	Civil Court,Khurai
109	Sagar	Civil Court, Rehli
110	Sagar	Civil Court,Garacota
111	Satna	Civil Court,Amarpatan
112	Satna	Civil Court , Maihar
113	Satna	Civil Court,Nagod
114	Satna	Civil Court, Rampur Baghela
115	Satna	Civil Court,Chitrakoot
116	Satna	Civil Court,Unchehra
117	Sehore	Civil Court, Ashta
118	Sehore	Civil Court, Budhni
119	Sehore	Civil Court, Nasrullaganj
120	Sehore	Civil Court,Ichhawar
121	Seoni	Civil Court, Lakhnadon
122	Shahdol	Civil Court ,Beohari Beohari
123	Shahdol	Civil Court ,Burhar
124	Shahdol	Civil Court ,Jaisinghnagar
125	Shajapur	Civil Court, Agar
126	Shajapur	Civil Court,Nalkheda
127	Shajapur	Civil Court ,Shujalpur
128	Shajapur	Civil Court ,Susner
129	Sheopur	Civil Court, Vijaypur
130	Shivpuri	Civil Court, Karera
131	Shivpuri	Civil Court , Khaniadhana
132	Shivpuri	Civil Court , Kolaras
133	Shivpuri	Civil Court ,Pichhore
134	Shivpuri	Civil Court,Pohari
135	Sidhi	Civil Court, Churhat
136	Singrouli	Civil Court ,Deosar

137	Sidhi	Civil Court Rampur Naikin
138	Sidhi	Civil Court, Majhouli
139	Tikamgarh	Civil Court,Niwari
140	Tikamgarh	Civil Court,Jatara
141	Tikamgarh	Civil Court,Orchha
142	Ujjain	Civil Court ,Badnagar
143	Ujjain	Civil Court , Khachrod
144	Ujjain	Civil Court,Mahidpur
145	Ujjain	Civil Court ,Nagda
146	Ujjain	Civil Court,Tarana
147	Umaria	Civil Court Birsinghpur Pali
148	Umaria	Civil Court Manpur
149	Vidisha	Civil Court,Basoda
150	Vidisha	Civil Court,Kurwai
151	Vidisha	Civil Court,Lateri
152	Vidisha	Civil Court,Sironj
153	Damoh	Civil Court ,Tendukheda