

**TENDER NOTIFICATION**

Sub: Providing of 05 No. different Cadre of Manpower for maintaining office work of the LXXXI Addl. City Civil & Sessions Judge Court, Bengaluru City

- Ref: 1. Govt. Orders LAW LAC 22/2023 dt: 02.02.2023 of Under Secretary, Govt. of Karnataka.  
2. Letter No. DJA-II(LCA-II) 132/2018 dt: 21.12.2021 of the Hon'ble High Court of Karnataka.  
3. Circular No. LD 51 LWA 2017 dt: 29.12.2017 of Labour Department.  
4. Relevant provisions of Karnataka Transparency in Public Procurement Act 1999 and Rules as amended upto date

Inviting Tender from the reputed Service Providers/Manpower Agencies who are interested to provide 05 Nos. of Manpower in different cadres for maintaining office work of the LXXXI Addl. City Civil & Sessions Judge Court, Bengaluru City. Last date for submitting the tender quotations is 28.03.2023 at 05:00 P.M.

**TERMS & CONDITIONS**

1. Providing 05 Nos. of Manpower in different cadres are as follows:

Sl. No.	Name of the Post	Number of Post	Qualification required for the post
1.	Typist	01	Passed S.S.L.C with Kannada & English Senior Typing Test
2.	Attender	01	Passed 10 <sup>th</sup> Standard
3.	Peon	02	
4.	Driver	01	Passed 7 <sup>th</sup> Standard and having valid driving license
	<b>Total</b>	<b>05</b>	

for maintaining office work of the LXXXI Addl. City Civil & Sessions Judge court, Bengaluru City.

2. The Service Provider offering service shall have an experience in providing such services/manpower to reputed organizations.  
3. The Service Provider shall submit the quotation in the prescribed format attached to this notification.

4. The Service Provider shall produce an E.M.D of 5% of the total amount quoted in the prescribed format of the quotation by way D.D in favour of Registrar, City Civil Court, Bengaluru.
5. The Service Provider shall produce the necessary certificates of related Act and Regulations in force.
6. The Service Provider shall be registered with statutory agencies as required under Law and also been registered with the Commissioner for Service Tax and shall furnish the registration number allotted.
7. Complying with Labour regulation etc., will be the responsibility of the Service Provider.
8. The Service Provider shall quote separate rates for salary, P.F, E.S.I, Service Charges and other charges in figure and words as per the minimum wages act.
9. The working hours will be from 10:00 A.M. to 06:00 P.M. on all Court working days and in case of urgent requirement they may have extended working hours and also the holidays.
10. Service Provider will have to provide the manpower with required uniform and Identity Card for the suitable job.
11. The contract will be for a period of **one year** or until further orders whichever is earlier. However, the Prl. City Civil & Sessions Judge, Bengaluru City, is the Tender accepting Authority, and also reserves the right to cancel the contract of the services rendered by the Service Provider if not satisfactory, efficient and trustworthy.
12. The Service Provider should provide the personnel who are having requisite experience in the Judicial Work. If the performance/Conduct of any personnel provided by the Service Provider is found to be unsatisfactory, such personnel shall be replaced within three days from the date of receipt of communication from this office.
13. If the Service Provider desires to terminate the contract, he shall give one month prior written notice to the Registrar, City Civil Court, Bengaluru City.
14. No request for advance payment will be considered. Payment will be made in the succeeding month on receipt of the particulars out of the allotment available in the court for the said purpose.
15. The Service Provider shall have to submit the statement for having paid taxes to the concerned Govt. /Authority if applicable at regular intervals.
16. The personnel deployed in the Court Complex shall maintain devotion towards duty and integrity, professional competence

will not be compromised. The selection of the Service Provider will be made purely on past reputation, dependability and credibility. Merely quoting of lowest rates will not make any Service Provider an automatic choice for selection. The decision of the Prl. City Civil & Sessions Judge, Bengaluru City in selection of the Service Provider will be final.

17. Formal agreement will have to be executed before the commencement of the job by agreeing the terms and condition.

The sealed quotations shall reach the undersigned on or before **28.03.2023** before 5-00 p.m. and will be opened at 5:30 p.m. on **29.03.2023**.

The sealed cover shall be super-scribed as **“TENDER FOR PROVIDING OF SERVICE CONTRACT FOR OFFICE WORK OF THE LXXXI ADDL. CITY CIVIL SESSIONS COURT, BENGALURU CITY (CCH-82) (Special Court exclusively to deal with criminal cases related to elected MPs/ MLAs in the State of Karnataka)”** in the chamber of Registrar, City Civil Court, Bengaluru.

Registrar,  
City Civil Court,  
Bengaluru.

**Copy to:**

- 1) The Prl. District & Sessions Judges, Bengaluru Rural District, with a request to cause publication of the notification.
  - 2) The Registrar, Court of Small Causes, Bengaluru.
  - 3) The Chief Metropolitan Magistrate, Bengaluru,
  - 4) The Assistant Registrar, City Civil Court, Mayo Hall Unit, Bengaluru City,
  - 5) The Director, Department of Public information and Publicity, No. 17, Bhagwan Mahavir Road, Bengaluru-01, with two copies of Notification with a request to publish in the Gazette, for wide publicity.
  - 6) Software Technician, Computer Branch, City Civil Court with a request to **(webhost the Tender Notification)**.
  - 7) Court Notice Board
- } for publication  
in the Notice  
Board.

8) Office Copy.