

F. No. ADM II 09/2025  
(Manpower Outsource)  
cccadm2@gmail.com

Office of The  
City Civil Court, Bengaluru  
080 2293 9220



**CCC.ADM.II. 09/2025/(Manpower Outsource-FTSC1234)**

**Date: 07.02.2025**

### **e-Tender Corrigendum Notification**

- Ref: 1. Tender Notification of this Office F.No. ADM.II. 09/2025/(Manpower Outsource), Dated: 28.01.2025, published on the KPP portal with the No. HCK/2024-25/SE/0032.**
- 2. Minutes of the Pre-bid Meeting held at the Registrar Chamber, City Civil Court, Bengaluru, as notified in the Tender notification Sl. No. 95.**

In pursuance of the Pre-bid meeting held at the Registrar Chamber, City Civil Court, Bengaluru, as notified in the Tender notification Sl. No. 95, the following suggestion were received and in concurrence by all the attendees of the meeting, put up before the Hon'ble Principal City Civil & Sessions Judge, Bengaluru City, for kind orders.

I am directed to publish through this Corrigendum, as per the orders passed by the Hon'ble Principal City Civil & Sessions Judge, Bengaluru City vide Office Note CCC.ADM.II. 09/2025/(Manpower Outsource-FTSC1234) dated 05.02.2025, the following Correction point, wherever applicable, for kind perusal of the bidders and necessary action in updating their bids.

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105. As per the Dept. of Expenditure(Procurement Policy Division), Govt. of India, Office memorandum no. F.6/1/2023-PPD dated 06.01.2023, the Bidders are hereby notified that, they may quote the Service Charge, **in INR units** between the range 3.85% to 7% on the final total, i.e., Basic+VDA+ESI(Employer)+EPF(Employer)+GST, in **INR ₹ only and not in terms of %**, as the nature of the work services prescribed in the current Tender involves service charges and expenditures, requiring to prescribe a minimum ceiling, so that it is sustainable on the end of the Service Provider to carry out their business.

Therefore, suitable changes may be made, wherever required, to implement the above, by all the Bidders and **must compulsorily submit a self-declaration**, either to through Tappal Branch of City Civil Court or to the e-mail ID [cccadm2@gmail.com](mailto:cccadm2@gmail.com) and [reg.pa.ccc@gmail.com](mailto:reg.pa.ccc@gmail.com), stating that they have quoted the Service charge not lesser than 3.85%.

Additionally, payment against the bill will not be made to the Service provider, until copies of salary slips issued to their employees in their company/firm letterheads, after making payment towards salaries, counter signed by each employee, are produced before the Office of City Civil Court, Bengaluru.

Further, the Sheet 2 of Annexure 05 Commercial Proposal(**Not to be uploaded on KPP portal before Technical Evaluation stage**), stands corrected as appended below.

**Annexure 05**  
**Commercial Proposal**  
**Sheet 2**

*[Strictly to be entered in respective fields provided in KPP Portal only]*

1	2	3	4	5	6	7	8
Sl. No.	Type of resource	Monthly Remuneration in ₹	Employer Contribution EPF @ 12% on Basic & VDA(3), capped at ₹15,000/- wages in ₹	Employer Contribution ESI @ 3.25 % on Basic & VDA (3), capped to ₹21,000/- wages in ₹	Service Charges(including transaction charges) in INR units between the range 3.85% to 7% on the final total, i.e., Basic+VDA+ESI(Employer)+EPF(Employer)+GST, in INR ₹ only and not in terms of %	GST in ₹	Total monthly cost per employee in ₹
1	Typists	Basic=16564.02 VDA=2223.60 Total=18787.62	As per the prevailing rates prescribed by the Government	As per the prevailing rates prescribed by the Government		As per the prevailing rates prescribed by the Government	
2	Attender/Peon	Basic=13974.62 VDA=2223.60 Total=16198.22					
3	<b>Grand Total in ₹</b>						

Important Note: Price Bid shall be submitted only in dedicated fields given in the KPP Portal only. **This annexure not to be uploaded or brought before the notice of the Tendering Authority in any manner, whatsoever, before Financial Evaluation.**

Bidders may take note of the following conditions while preparing their commercial bid:

1. Costs shall be expressed in absolute terms in rupees up to two decimal points and not in percentage.
2. The service charge quoted by the bidder shall include all the costs associated with the assignment. All costs including those required for fulfillment of scope of work of the contract including but not limited to cost towards providing identity card to all persons, cost towards providing uniform to the Support Staff and Drivers, hiring cost etc. are to be built in the service charge component. Similarly, cost towards discharging the liabilities under various labour legislations for which there is no commitment from the Office of the City Civil Court, Bengaluru, in the contract are to be built within the quotation for service charge.
3. The cost towards providing medical insurance and workman compensation insurance to the individual manpower not covered under ESI Scheme, reimbursement of bonus, if required, and maternity benefits to the eligible employees and all other costs which the Office of the City Civil Court, Bengaluru, has committed to reimburse the contracting agency shall not be included in the commercial bid. Similarly, testing of candidates during hiring process shall be done by the Purchaser; hence cost towards this may not be included in the service charges.
4. The total service charge indicated in the Commercial Proposal shall be without any condition attached or subject to any assumption, and shall be final and binding.

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Further, it is hereby re-iterated, as per Sl. No. 7 of the main Tender Notification, which reads as,

“ 7. Intending bidders are advised to check Bengaluru City District Judiciary website <https://bengaluru.dcourts.gov.in/tender> section and KPPP website <https://kppp.karnataka.gov.in/#/portal/portal-home> at least three days prior to closing date of submission of tender for any corrigendum / addendum/ amendment on this RFP. Bids will be opened as per date/time as mentioned in this Tender document. After online opening of Technical-Bid, the technically qualified bids, Price-bids will be opened. “

**- Indicating that it is the duty of the Bidder to check this Addendum notification and make suitable changes/modifications/amendments to their proposals/quotations.**

Sd/-  
Registrar,  
City Civil Court,  
Bengaluru.

**Copy To, For wide Publication:**

1. The Registrar General, Hon'ble High Court of Karnataka, Bengaluru, with a request to publish the Tender notification on the Hon'ble High Court Website.
2. The Prl. District & Sessions Judge, Bengaluru Rural Court, Bengaluru.
3. All the Prl. District & Sessions Judges of Karnataka.
4. Principal Judge, Family Courts, Bengaluru.
5. The Presiding Officers of all Labour Courts, Bengaluru.
6. The Presiding Officers of all Industrial Tribunals, Bengaluru.
7. The Chief Judicial Magistrate, Bengaluru.
8. The Registrar, Court of Small Causes, Bengaluru.
9. The Director, Department of Information (Vaartha Ilakhe), No.17, Vartha Soudha, Infantry Road, Bengaluru - 560001:- along with Tender Notification & Brief Tender Notification, requesting for publication of the same in two widely circulated Daily News Papers, each of Kannada and English language, for wide publication.
10. The Software Technician/Sheristedar, City Civil Court, Bengaluru:- to Web Host on the Bengaluru Urban District Judiciary Website
11. Notice Boards
12. Office Copy