

PROCEEDINGS OF THE PRL. DISTRICT AND SESSIONS COURT, KOPPAL.**: TENDER NOTIFICATION NO.01/2023, DATED:26.10.2023:**

Sub:	Providing of Five different cadre of Manpower for maintaining office work of the court of Prl. Family Court, Koppal.
Ref: 1	Government Order No. LAW 94(9) LCE 2018, dated 30-04-2020 regarding sanction of a new "Family Court, Koppal.
2	G.O. No. LAW 94 LCE 2018, dated: 20-08-2019 regarding sanction of Judicial Officer and Nine Assisting Staff, out of which the service of One post of Typist, One post of Attender/Jamedar, Two Post Peon and One post of Sweeper cum Watch Man shall be avail through outsource.
3	G.O. No. LAW 94 LCE 2018 Bengaluru dated: 05-11-2020 regarding merger of post of Attender/Jamedar, Peon and Sweeper cum Watch Man as peons and Corrigendum Letter No. LAW 94 LCE 2018, Dated: 05-11-2020 Typist-copyist as Typist.

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The sealed tenders are invited from the reputed service providers/Man Power Agencies to provide Five number of Man Power in different cadres for maintaining office work of the court of Prl. Judge, Family Court, Koppal. The last date for submission of sealed Tender quotations is 09-11-2023 at 05:00 P.M.,

**TERMS AND CONDITIONS**

Providing of Five number of Man Power in different cadres are as follows:

Sl.No.	Name of the Post	No. of the Post	Qualification required for the post
01	Typist	01	Should have Passed PUC or equivalent with Kannada and passed English Senior Typing examination.
02	Peons	04	Should have passed SSLC
	<b>Total</b>	<b>05</b>	--

- 1) The Service Provider offering service shall have an experience in providing such services/manpower to reputed organization.

- 2) The service provider shall submit the quotation in the prescribed format attached to this notification.
- 3) 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 "Prl. District and Sessions Judge, Koppal."
- 4) The Service Provider shall submit the necessary certificate of related Act and Regulations in force.
- 5) 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 copy of registration.
- 6) Complying with Labour regulation etc., will be the responsibility of the Service Provider.
- 7) 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.
- 8) 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 on the holidays.
- 9) Service Provider will have to provide the manpower with required uniform and Identity Card for the suitable job.
- 10) The contract will be for a period of 11 months or until further order from the date of work order issued by this office. However, the Prl. District and Sessions Judge, Koppal, is the Tender accepting Authority and also reserves the right to cancel the contract of the service rendered by the Service Provider at any time if found not satisfactory, efficient and trustworthy.
- 11) 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.
- 12) If the Service Provider desires to terminate the contract, he shall give one month prior written notice to the Prl. District and Sessions Judge, Koppal.
- 13) 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.
- 14) The Service Provider shall have to submit the statement for having paid

taxes to the concerned Govt./Authority if applicable at regular intervals.

- 15) 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. District and Sessions Judge, Koppal in selection of the Service Provider will be final.
- 16) Formal agreement will have to be executed before the commencement of the job by agreeing the terms and condition.

The Tenders shall be submitted in sealed cover super scribed as **"Tenders for providing of service contract for office work of the court of Prl. Judge, Family Court, Koppal."**

The last date to reach the sealed quotations to this office on or before 05:00 P.M. on 09.11.2023 the tenders will be opened at 05:30 P.M. on 09.11.2023 in the chamber of the under signed in the presence of tenderers or their representatives (If present).

Place: Koppal.  
Date: 26.10.2023.

  
(CHANDRA SEKHAR C)  
Prl. District and Sessions Judge,  
Koppal.

Copy submitted to:

1. Registrar General, Hon'ble High Court of Karnataka, Bengaluru.

**Copy FWCs to**

1. The Information Officer, Department of Information and Publicity, Koppal to give wide publicity.
2. The Deputy Commissioner, Koppal.
3. The Chief Executive Officer, Zilla Panchayat, Koppal.
4. The Commissioner, Municipal Corporation, Koppal.
5. The Executive Engineer, PWD, Koppal.
6. The Tahasildhar, Taluka Office, Koppal/Gangavathi/Yelburga/Kushtagi.
7. The All Prl. District and Sessions Judges in the State. *by Email to S-T.*
8. Prl. Judge, Family Court, Koppal.
9. The Software Technician, of this Court.
10. The Accounts Branch, of this Court. .
11. Notice Board of this office.

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ಟೆಂಡರ್ ಫಾರಂ ಭಾಗ-ಎ (ತಾಂತ್ರಿಕ ಬಿಡ್ ಚೆಕ್ ಲಿಸ್ಟ್)

1	ಟೆಂಡರ್ ಪ್ರಕಟಣೆ ಸಂಖ್ಯೆ ಮತ್ತು ದಿನಾಂಕ	:	
2	ಟೆಂಡರ್‌ದಾರರ ಸಂಸ್ಥೆಯ ಹೆಸರು ಮತ್ತು ವಿಳಾಸ ಮತ್ತು ಸ್ವಂತ/ಪಾಲುದಾರಿಕೆಯ ವಿವರ	:	
3	ಇ.ಎಂ.ಡಿ. ಮೊತ್ತ ಹಾಗೂ ವಿವರಗಳು (ಟೆಂಡರ್ ಮೊತ್ತಕ್ಕೆ ಶೇ. 5% ) <b>(Basic+ESI 3.25% + PF13%+ Service Charge+ GST 18%) = Sum x 5%)</b>	:	
4	ಹೊರಸಂಪನ್ಮೂಲ ಸಂಸ್ಥೆಗಳು ಕಾರ್ಮಿಕ ಇಲಾಖೆಯಲ್ಲಿ ನೋಂದಾಯಿಸಿದ ಬಗ್ಗೆ ಪ್ರಮಾಣ ಪತ್ರದ ಪ್ರತಿ Form-C. (ಚಾಲ್ತಿ ನೋಂದಣಿ ಪತ್ರದ ಪ್ರತಿಗಳು)	:	
5	ಹೊರಗುತ್ತಿಗೆ ಸಂಸ್ಥೆಯು ಕರ್ನಾಟಕ ಅಂಗಡಿ ಮತ್ತು ವಾಣಿಜ್ಯ ಸಂಸ್ಥೆ ಕಾಯ್ದೆಯಡಿ ನೋಂದಣಿಯಾಗಿರಬೇಕು. ನೋಂದಣಿಯಾದ ಬಗ್ಗೆ ನೋಂದಣಿ ಪತ್ರದ ಪ್ರತಿ.	:	
6	<b>ESI</b> ನೋಂದಣಿ ಪಡೆದಿರುವ ಕೋಡ್ ಸಂಖ್ಯೆ ಹೊಂದಿದ ಪ್ರತಿ.	:	
7	ಇತ್ತೀಚಿನ ಇ.ಎಸ್.ಐ. ಪಾವತಿ ಮಾಡಿದ ಪ್ರತಿ ಹಾಗೂ ಇಲ್ಲಿಯವರೆಗೂ ಪಾವತಿಸಿದ ಬಗ್ಗೆ ಸಂಬಂಧಿಸಿದ ಇಲಾಖೆಯಿಂದ ದೃಢೀಕರಣ ಪತ್ರ. (ಕ್ರಿಯರೆನ್ಸ ಪ್ರಮಾಣ ಪತ್ರ).	:	
8	<b>EPF</b> ನೋಂದಣಿ ಪಡೆದಿರುವ ಕೋಡ್ ಸಂಖ್ಯೆ ಹೊಂದಿದ ಪ್ರತಿ.	:	
9	ಇತ್ತೀಚಿನ ಪಿ.ಎಫ್. ಪಾವತಿ ಮಾಡಿದ ಪ್ರತಿ ಹಾಗೂ ಇಲ್ಲಿಯವರೆಗೂ ಪಾವತಿಸಿದ ಬಗ್ಗೆ ಸಂಬಂಧಿಸಿದ ಇಲಾಖೆಯಿಂದ ದೃಢೀಕರಣ ಪತ್ರ. (ಕ್ರಿಯರೆನ್ಸ ಪ್ರಮಾಣ ಪತ್ರ).	:	
10	ವೃತ್ತಿ ತೆರಿಗೆ ನೋಂದಣಿ ಪತ್ರದ ಪ್ರತಿ	:	
11	ಇತ್ತೀಚಿನ ವೃತ್ತಿ ತೆರಿಗೆ ಪಾವತಿಸಿದ ಪ್ರತಿ ಹಾಗೂ ಇಲ್ಲಿಯವರೆಗೂ ಪಾವತಿಸಿದ ಬಗ್ಗೆ ಇಲಾಖೆಯಿಂದ ದೃಢೀಕರಣ ಪತ್ರ (ಕ್ರಿಯರೆನ್ಸ ಪ್ರಮಾಣ ಪತ್ರ).	:	



12	ಜಿ.ಎಸ್.ಟಿ. ನೋಂದಣಿ ಪ್ರತಿ	:	
13	ಇತ್ತೀಚಿನ ಸೇವಾ ತೆರಿಗೆ (ಜಿ.ಎಸ್.ಟಿ) ಪಾವತಿ ಪ್ರತಿ ಹಾಗೂ ಇಲ್ಲಿಯವರೆಗೂ ಪಾವತಿಸಿದ ಬಗ್ಗೆ ಇಲಾಖೆಯಿಂದ ದೃಢೀಕರಣ ಪತ್ರ (ಕ್ರಿಯರೆನ್ಸ ಪ್ರಮಾಣ ಪತ್ರ).	:	
14	ISO Certificate- ISO 9001:2015.		
15	ಸಂಸ್ಥೆಯ ಹೆಸರಿನಲ್ಲಿನ ಪಾನ್ ಕಾರ್ಡ್‌ನ ಪ್ರತಿ	:	
16	ಕಳೆದ 3 ವರ್ಷಗಳಲ್ಲಿ ಆರ್ಥಿಕ ವರ್ಷದ ಸಂಸ್ಥೆಯ ಹೆಸರಿನಲ್ಲಿನ ಆದಾಯ ತೆರಿಗೆ ರಿಟರ್ನ್ಸ್ ಪ್ರತಿ (ಐ.ಟಿ.ರಿಟರ್ನ್ಸ್).	:	
17	ಟೆಂಡರ್‌ದಾರರು ಕಳೆದ 3 ವರ್ಷಗಳಲ್ಲಿ ವಾರ್ಷಿಕ ವಹಿವಾಟು ನಡೆಸಿದ ಬಗ್ಗೆ ನೋಂದಾಯಿತ ಲೆಕ್ಕಪರಿಶೋಧಕರಿಂದ ಪಡೆದ ಟರ್ನ್ ಒವರ್ ಸರ್ಟಿಫಿಕೇಟ್.	:	
18	ಚುನಾಯಿತ ಸದಸ್ಯರಲ್ಲದೆ ಇರುವ ಬಗ್ಗೆ/ಸಂಸ್ಥೆಯು ಕಪ್ಪು ಪಟ್ಟಿಯಲ್ಲಿ ಸೇರಿಸದೆ ಇರುವ ಬಗ್ಗೆ/ಸರ್ಕಾರಿ ನೌಕರರು/ ನಿವೃತ್ತ ನೌಕರರ ಅಲ್ಲದಿರುವ ಬಗ್ಗೆ ಅಫಿಡೆವಿಟ್ (Notary).	:	
19	ಕಳೆದ 3 ವರ್ಷಗಳಲ್ಲಿ ಟೆಂಡರ್‌ದಾರರು ಬೇರೆ ಬೇರೆ ಸರ್ಕಾರಿ/ಅರೆ ಸರ್ಕಾರಿ ಸಂಸ್ಥೆಗಳಿಗೆ ಮಾನವ ಸಂಪನ್ಮೂಲ ಸೇವೆ ಒದಗಿಸುವ ಬಗ್ಗೆ ಅನುಭವ ಪ್ರಮಾಣ ಪತ್ರ.	:	
20	ಕರ್ನಾಟಕ ರಾಜ್ಯ ಪೊಲೀಸ್ ಇಲಾಖೆಯಿಂದ ಯಾವುದೇ ಪ್ರಕರಣ ಇಲ್ಲವೆಂದು ಪೊಲೀಸ್ ಇಲಾಖೆಯಿಂದ ಪ್ರಮಾಣ ಪತ್ರವನ್ನು ಲಗತ್ತಿಸುವುದು		





**FINANCIAL BID FOR SUPPLY OF MANPOWERS TO THE****COURT OF :** \_\_\_\_\_**The rate should be per post/Manpower per month.**

Sl. No.	Particulars	Typist	Peon	Peon	Peon	Peon
1	Basic + VDA					
2	Employer PF Contribution @ 13%					
3	Employer ESI Contribution @ 3.25%					
4	Service Charge @ 2%					
5	Sub Total					
6	GST 18%					
7	Grand Total					
8	Round Down Value					
9	Grand Total					

**Employee Deduction**

10	Basic+VDA					
11	PF Employee Contribution @ 12%					
12	ESI Employee Contribution 0.75%					
13	Take Home Salary					

