

ADM/123/2021

Office of the  
Prl. District & Sessions Judge,  
Bengaluru Rural District,  
Bengaluru, Date: 25.04.2022

**TENDER NOTIFICATION**

Subject : Providing of 04 No. different Cadre of Manpower for maintaining office work of the Commercial Court i.e., XI Addl. District & Sessions Judge, Bengaluru Rural District, Bengaluru-reg.

Reference :1. Proceedings in Order No. LAW-LCE/05/2020, dated 22.09.2021 of the Under Secretary to Government (ADM-1), Law Department, Bengaluru.  
Notification No. LAW-LCE/5/2020, dated 10.11.2021 of the Government of Karnataka.  
2. Government Order No. DPAR 26 EGV 2003, Bengaluru, dated 15.05.2004.  
3. Circular No. LD 51 LWA 2017 dt: 29.12.2017 of Labour Department.  
4. Relevant provisions of Karnataka  
5. 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 04 No. of Manpower in different cadre for maintaining office work of one Commercial Court i.e., XI Additional District and Sessions Court, Bengaluru Rural District, Bengaluru situated at B.S.N.L Building, Telephone House, Rajabhavan Road,

Bengaluru. Last date for submitting the tender quotation is 27.05.2022 by 5:45 p.m.

### **TERMS & CONDITIONS**

1. Requirement of 04 No. Man Power in different cadres for one Commercial Court is as follows:

<b>Sl. No.</b>	<b>Name of the Post</b>	<b>Number of Post</b>	<b>Qualification required for the post</b>
1.	Typist	01	Passed S.S.L.C with Kannada & English Senior Typing
2.	Attender	01	Passed S.S.L.C
3.	Peon	02	
	<b>Total</b>	<b>04</b>	

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 of D.D in favour of Prl. District & Sessions Judge, Bengaluru Rural District, 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 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 to extend working hours and 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. District & Sessions Judge, Bengaluru Rural District, Bengaluru, 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 said post. 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 Prl. District & Sessions Judge, Bengaluru Rural District, Bengaluru.
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. District & Sessions Judge, Bengaluru Rural District, Bengaluru 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 conditions.

The sealed cover shall be superscribed as **“TENDER FOR PROVIDING SERVICE CONTRACT FOR COURT OF THE XI ADDL. DISTRICT & SESSIONS JUDGE, BENGALURU RURAL DISTRICT, BENGALURU”**.

The sealed tenders shall reach the undersigned on or before 27.05.2022 by 05:45 p.m. and will be opened on 30.05.2022 at 05:45 p.m. in the chamber of Prl. District & Sessions Judge, Bengaluru Rural District, Bengaluru.

*Sd/-*  
**(Tyagaraja N. Inavally)**  
Prl. District & Sessions Judge,  
Bengaluru Rural District,  
Bengaluru

**Copy to:-**

1. The Registrar General, Hon'ble High Court of Karnataka, Bengaluru, with a covering letter.

**Copy forwarded for wide publicity to:-**

2. The Principal City Civil & Sessions Judge, Bengaluru City.
3. The Chief Judge, Court of Small Causes, Bengaluru.
4. The Chief Metropolitan Magistrate, Bengaluru.
5. The Director, Department of Information and Public Relations, No. 17, "Varthasoudha" Bhagavan Mahaveer Road (Infantry Road), Bangalore-560001 with two copies of Notification with a request to publish in the Gazette, for wide publicity.
6. Taluk Courts of this unit through e-mail.
7. The Accounts Branch of this office.
8. Web-hosting.
9. Court Notice Board.
10. Office Copy.

**Proforma**

<b>Sl. No.</b>	<b>Manpower required in different cadre</b>	<b>No. of persons required</b>	<b>Basic Salary for each manpower</b>	<b>E.S.I.</b>	<b>P.F.</b>	<b>Service Tax/ G.S.T.</b>	<b>Any other payments</b>	<b>Grand Total</b>
1.	Typist	02						
2.	Attender	01						
3.	Peon	01						
	<b>Total</b>	<b>04</b>						