

TENDER NOTIFICATION

Sub: Providing of 04nos. different cadre of manpower for maintaining office work of the **FTSC-I (Spl. Court), Mandya District.**

Ref:1.Letter No. DJA-II (LCA-II) 550/2019,
Dated:16.03.2021 of the Hon'ble High Court of
Karnataka.

2.Govt. Order No.LAW 99/LAC/2019, Dated:10.12.2019
of Under Secretary to Govt. of Karnataka.

3.Circular No.LD 51 LWA 2017, Dated:29.12.2017 of
Labour Department.

4.Relevant provisions of Karnataka Transparency
in Public Procurement Act 1999 and Rules as
amended upto date.

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Inviting tender from the reputed manpower agencies / service providers who are interested to provide 04 nos. of manpowers in different cadre for maintaining office work of the **FTSC-I (Special Court) Mandya District.** Last date for submitting the Tender Quotations is **20.03.2024 at 5.00 p.m.** subject to the following terms and conditions.

Sl. No.	Name of the Post	No. of Post	Qualification required for the post
1	Typist	02	Passed SSLC with Kannada and English Senior Grade Typing Test
2	Attender	01	Passed in SSLC Examination
3	Peon	01	Passed in SSLC Examination

2.The services provider offering service shall have as experience in deployment of services/manpower to reputed organization.

3.The service provider shall submit the quotation in the prescribed format.

- 4.The service provider shall produce an EMD of 5% on the total amount for one year quoted in the prescribed format of the quotation by way of DD in favour of Prl. District and Sessions Judge, Mandya.
- 5.The service provider shall produce the necessary certificates of related act and regulation in force.
- 6.The service provider shall be registered service provider 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 basic VDA, PF, ESI, GST service charges for other charged in figure and words as per the minimum wages act for the existing financial year 2024-2025.
- 9.The working hours will be from 10.00 am to 6.00 pm on all working days and in case of urgent requirement they may have to work extra hours and also the holidays and there is no any additional remuneration in this regard.
- 10.Service provider will have to provide the man power with required uniform and identity card the suitable job.
- 11.The contract will be for the period of one year w.e.f. **02.04.2024** to **31.03.2025** or until further orders, whichever is earlier.
- 12.However, the Prl. District and Sessions Judge, Mandya is 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 trust worthy.
- 13.The service provider should provide the personnel who are having requisite experience in the Judicial Work. If the performance/contract unsatisfactory such personal shall be replaced within three days from the date of receipt of communication from this office.
- 14.If the service provider desires to terminate the contract, he shall give one month prior written notice to the Prl. District and Sessions Judge, Mandya.
- 15.No request for advance payment will be considered the payment will be made in the succeeding month on receipt of the particulars on available allotment for the said purpose.
- 16.The service provide shall have to submit the statement for having paid taxes to the concerned Govt./Authoirty of applicable at regular intervals.

17. The personnel deployed in the court complex, shall maintain devotion towards duty and integrity and the 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, Mandya in selection of the service provider will be final.
18. Formal agreement will have to be executed before the commencement of the job by agreeing the terms and conditions.

The sealed quotation shall reach the undersigned on or before **20.03.2024 before 5.00 p.m. and will be opened at 5.30p.m. on 26.03.2024** The sealed cover shall be superscribed as 'Tender for providing of service contract for office work of the **FTSC-I (Special Court) Mandya District.**

Sd/---
Prl. District and Sessions Judge,
Mandya.

FORMAT

PRL.DISTRICT AND SESSIONS COURT, MANDYA

RATE FOR PER PERSON/PER MONTH

	TYPIST	ATTENDER	PEON
Basic+VDA			
ESI			
EPF			
Total			
Service Charge			
Total			
GST 18%			
Grand Total			