

ADM.4629/2024

Office of the  
Prl. District and Sessions Judge,  
Chikkamagaluru, Dated: 20.08.2024.

**-: TENDER NOTIFICATION :-**

**Subject** : Providing of **Four Numbers** different Cadre of Manpower for maintaining office work of the Fast Track Special Court-1, Chikkamagaluru.

**Reference** : 1. Proceedings in Order No. LAW-99 LAC 2019, dated: 27.02.2020 of the Under Secretary to Government(ADM-1), Law Department, Bengaluru.  
2. Circular No. LD 51 LWA 2017, dated: 29.12.2017 of Labour Department.  
3. 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 Service Providers/Manpower Agencies who are interested to provide **Four Numbers** of Manpower in different cadre for maintaining office work of Fast Track Special Court-1, Chikkamagaluru situated at Court Complex, Chikkamagaluru. Last date for submitting the tender quotations is 03.09.2024 at 05.30 P.M.

**TERMS & CONDITIONS**

1. Requirement of **Four Numbers** Man Power in different cadres for Fast Track Special Court-1 is as follows :

| Sl.No. | Name of the Post | Number of Post | Qualification required for the Post  |
|--------|------------------|----------------|--|
| 1      | Typist           | 02             | 1. Must have passed PUC or equivalent &<br>2. Must have passed Kannada and English Typewriting Senior Grade or Diploma in Commercial Practice or equivalent. |

|   |              |           |  |
|---|--------------|-----------|--|
| 2 | Attender     | 01        | Must have passed S.S.L.C or equivalent |
| 3 | Peon         | 01        |  |
|   | <b>Total</b> | <b>04</b> |  |

2. The Service Provider offering service shall have 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 and Sessions Judge, Chikkamagaluru.
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 and Sessions Judge, Chikkamagaluru 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 Prl. District and Sessions Judge, Chikkamagaluru reserves the right to extend the period of Contract for one more year, if the service rendered by the Service Provider is satisfactory.

13. 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.

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, Chikkamagaluru.

15. 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.

16. The Service Provider shall have to submit the statement for having paid taxes to the concerned Govt. / Authority, if applicable at regular intervals.

17. 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, Chikkamagaluru 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 cover shall be superscribed as “ **TENDER FOR PROVIDING SERVICE CONTRACT FOR OFFICE WORK OF THE FAST TRACK COURT-1, CHIKKAMAGALURU** ”.

The sealed tenders shall reach the undersigned on or before 5.30 p.m. on 03.09.2024 and will be opened at 5.30 p.m. on 04.09.2024 in the chamber of Prl. District and Sessions Judge, Chikkamagaluru.

Sd/-  
Prl. District & Sessions Judge,  
Chikkamagaluru.

**Copy to :**

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

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

1. The Prl. District & Sessions Judge, Bagalkote / Ballari /Bidar / Bengaluru Rural / Chamarajanagar / Chikaballapur / Chitradurga / Davanagere / Dharwad / Dakshina Kannada /Gadag / Hassan / Haveri / Kalaburagi /Koppa / Kodagu-Madikere / Koppal / Mandya / Mysuru / Ramanagar / Raichur/ Shivamogga / Tumakuru / Udupi / Uttara-Kannada / Vijayapura / Yadagir.
2. 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.
2. Taluk Courts of this unit through e-mail.
3. Web-host.
4. Court Notice Board.
5. Office Copy.

| Sl. No. | Manpower required in different Cadre | No. of persons required | Base Salary for each manpower | E.S.I. | P.F. | Service Tax / G.S.T. | Grand Total |
|---------|--------------------------------------|-------------------------|-------------------------------|--------|------|----------------------|-------------|
| 1       | Typist                               | 02                      |                               |        |      |                      |             |
| 2       | Attender                             | 01                      |                               |        |      |                      |             |
| 3       | Peon                                 | 01                      |                               |        |      |                      |             |
|         | Total                                | 04                      |                               |        |      |                      |             |

**APPLICATION**  
**TENDER FOR PROVIDING SERVICE CONTRACT FOR OFFICE**  
**WORK OF THE FAST TRACK SPECIAL COURT-I,**  
**CHIKKAMAGALURU**

1. Name and Full Address :  
of the Service Provider
2. Whether registered/renewed :  
the registration for the  
current year
3. If so, class of registration :
4. Details of remuneration to :  
the Manpower

| Sl. No. | Manpower required in different Cadre | No. of persons required | Base Salary for each manpower | E.S.I. | P.F. | Service Tax / G.S.T. | Grand Total |
|---------|--------------------------------------|-------------------------|-------------------------------|--------|------|----------------------|-------------|
| 1       | Typist                               | 02                      |                               |        |      |                      |             |
| 2       | Attender                             | 01                      |                               |        |      |                      |             |
| 3       | Peon                                 | 01                      |                               |        |      |                      |             |
|         | Total                                | 04                      |                               |        |      |                      |             |

**DECLARATION**

I, \_\_\_\_\_ the designated authority of the firm do hereby declare that I have read all the terms and conditions as mentioned under the Tender Notification and rules & regulations and to hereby undertake to bind by the said terms and conditions of Circular No.LD 51 LWA 2017 dated: 29.12.2017 of Labour Department and Relevant provisions of Karnataka Transparency in Public Procurement Act 1999 and Rules as amended upto date.

Signature of the authorised  
persons of the firm with seal