

: TENDER NOTIFICATION NO. 08 /2023, DATED:20.11.2023:

Subject: Providing of **Four Numbers** of Manpower in the cadre of Typist, Attender and Peon in the Court of the Addl. District and Sessions Judge, FTSC-I(POCSO), Shivamogga.

- Ref:**
1. Government Order No. LAW-99 LAC 2019, dated:14.10.2019 and 10.12.2019.
 2. Circular No. LD 51 LWA 2017, dated: 29.12.2017 of Labour Department R/W No.KAE 106 LWA 2021, dated:28.07.2022.
 3. Relevant provisions of Karnataka Transparency in Public Procurement Act 1999 and Rules as amended upto date.
 4. This office Tender Notification No.5/2023, dated:27.06.2023 (Cancelled vide Order dated:26.08.2023 for some technical discrepancies).

* * * * *

Inviting Fresh Sealed Tender from the reputed Service Providers/Manpower Agencies who are interested to provide **Four Numbers** of Manpower in the cadre of Typist, Attender and Peon to work in the Court of Addl. District and Sessions Judge, FTSC-I (POCSO), Shivamogga situated at Court Complex, Shivamogga.

Last date for submitting the tender quotations is **20.12.2023 at 05.00 P.M.**

Details of man –power required for the Court of the Addl. District and Sessions Judge, FTSC-I (POCSO), Shivamogga is as follows :

Sl.No.	Name of the Post	Number of Posts	Qualification required for the Post
1	Typist	02	1. Must have passed II PUC or equivalent & 2. Must have passed Kannada and English Typewriting Senior Grade or Diploma in Commercial Practice or equivalent examination.
2	Attender	01	1. Must have Passed S.S.L.C. or equivalent examination. 2. Must be able to read and write Kannada.
3	Peon	01	1. Must have Passed S.S.L.C. or equivalent examination. 2. Must be able to read and write Kannada.
	Total	04	

TERMS & CONDITIONS

1. The Service Provider shall have to be registered with appropriate statutory agencies as required under Law i.e, i) Registered under Societies Registration Act/ Company Act/ Co-operative Societies Act, ii) Registered under State Labour Department and valid License required under Contract Labour Act and Shops and Commercial Establishment Act 1961, iii) Registered with the Commissioner for Service Tax (GST) and PT, iv) Registered with ESI, v) Registered with EPF and shall furnish a copy of the registration Certificates with current validity alongwith tender.
2. The Service Provider shall produce the necessary certificates of related Act and Regulations in force.
3. The Service Provider shall furnish copies of ESI, EPF, PT, GST paid and clearance challans of previous three months of the current year.
4. The Service Provider should have Income Tax Registration (PAN) and shall furnish the copies of Income Tax returns of last three assessment years.
5. The Service Provider shall submit the quotation in the prescribed format attached to this Notification .
6. The Service Provider shall produce an **E.M.D. of 5% of the total annual tender value by way of D.D.** in favour of Prl. District and Sessions Judge, Shivamogga.
7. Complying with Labour regulation/Rule etc., will be the responsibility of the Service Provider.
8. The Service Provider should furnish the audit reports of last three years transactions.
9. **If the Agency /Service Provider mention that they will provide staff Services at '0' (Zero)% or its derivatives as Service Charge such agencies cannot be considered in the tender. The Service Charges should be adequate to meet statutory deductions towards TDS and other levies laid by Government.**
10. The Service Provider shall quote separate rates for Salary, P.F., E.S.I. Service Charges and other charges in figure and words and it shall not be less than the figures fixed under the Minimum Wages Act.
11. **The successful tenderer shall deposit an amount equivalent to 5% of the Tender amount as Security deposit.**
12. 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, the working hours will be extended and they have to work on the holidays also. However, no additional remuneration will be paid for such extended work.
13. Service Provider will have to provide the manpower with required uniform and Identity Card for the suitable job.

14. The contract will be for a period of **One year** or until further orders, whichever is earlier. However, the Prl. District and Sessions Judge, Shivamogga being the Tender accepting Authority reserves the right to cancel the contract or the services rendered by the Service Provider, if the work of the manpower supplied, found unsatisfactory, inefficient and untrustworthy.
15. The Prl. District and Sessions Judge, Shivamogga reserves the right to extend the period of Contract for one more year, if the service rendered by the Service Provider is satisfactory.
16. The Service Provider offering service shall have experience in providing such services / manpower to reputed organizations.
17. The Service provider shall be responsible for paying wages to Man Power at rates not less than the minimum wages as notified by the Government of Karnataka. Further the Service Provider shall not make any unauthorised deductions from the wages of the Man Power/staff.
18. The Agency should not have been blacklisted by any State/Central Government Departments/Organisations/Institutes/ Boards OR Central /State Public Sector Under takings. The Agency should provide an undertaking in the form of an affidavit in 100 Rs. Stamp paper, to that effect.
19. The Service Provider should furnish an undertaking to comply with the Tender Terms & Conditions.
20. The Service Provider should provide such personnel, who have requisite experience to attend the work of the said post. If the performance / Conduct of any personnel provided by the Service Provider is found to be unsatisfactory, such personnel should be replaced within three days from the date of receipt of communication from this office.
21. If the Service Provider desires to terminate the contract, he shall give one month prior written notice to the Prl. District and Sessions Judge, Shivamogga.
22. Submission of all above documents is mandatory. Failure to furnish any of them will result in disqualification at technical bid stage itself.
23. Undertaking for subsequent submission of any of the above documents will not be entertained under any circumstances. However, this authority reserves the right to seek fresh set of documents or originals or seek clarifications on the already submitted documents.
24. Each page of the tender document must be signed alongwith seal of the Agency indicating the name and designation of the authourised signatory of the organisation.
25. 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.

26. The Service Provider shall have to submit the statement for having paid taxes to the concerned Govt. / Authority, if applicable at regular intervals.
27. The Service Provider shall submit monthly statement regarding deduction of EPF, ESI of Employees Share and depositing the same to the concerned department alongwith employer contribution and subsequent months invoices.
28. 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, Shivamogga in selection of the Service Provider will be final.
29. The Service Provider shall make the payment of salary to the staff on or before 5th of every month without fail, and shall produced a copy of the same to the concerned Courts for making payments.
30. Formal agreement will have to be executed before the commencement of the job by agreeing the terms and conditions.

The Technical bid shall consists of the documents as per check list at ANNEXURE-I and they shall be arranged as per checklist.

The Tenders shall be submitted in sealed cover superscribed as "**TENDER FOR PROVIDING SERVICE OF TYPIST, ATTENDER AND PEON TO THE COURT OF ADDL. DISTRICT AND SESSIONS JUDGE, FTSC-I (POCSO), SHIVAMOGGA.**".

The sealed tenders shall reach the undersigned on or before **5.00 p.m. on 20.12.2023** and **Technical Bid** will be opened at 5.30 p.m. **on 20.12.2023** in the chamber of Prl. District and Sessions Judge, Shivamogga in the presence of the Bidder or a duly authorised representative, if present. No separate intimation will be given in this regard.


(MANJUNATH NAYAK),
Prl. District & Sessions Judge,
Shivamogga.

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. City Civil and Sessions Judge, Bengaluru City, the Chief Judge, Court of Small Causes, Bengaluru and the Prl. District & Sessions Judge, Bagalkote / Ballari / Bidar / Bengaluru Rural / Chamarajanagar / Chikkamagaluru/ Chikaballapur / Chitradurga / Davanagere / Dharwad / Dakshina Kannada / Gadag / Hassan / Haveri / Kalaburagi / Koppa / Kodagu-Madikere / Koppal / Mandya / Mysuru / Ramanagar / Raichur/ 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.
3. The District Information Officer, Shivamogga.
4. All the Courts of this unit through e-mail.
5. Software Technician of this unit- to Web-host in the District Court Website and to send to all the Courts mentioned above.
6. Court Notice Board.
7. Office Copy.

APPLICATION

TENDER FOR PROVIDING SERVICE CONTRACT OF TYPIST, ATTENDER AND PEON TO WORK IN THE COURT OF ADDL.DISTRICT AND SESSIONS JUDGE, FTSC-I (POCSO), SHIVAMOGGA.

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 :

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

FINANCIAL BID FOR MANPOWERS

The rate should be per post/Manpower per month

Sl. No.	Particulars	Typist -1	Typist-1	Attender -1	Peon-1
1.	Basic + VDA				
2.	Employer PF Contribution				
3.	Employer ESI Contribution				
4.	Service Charge				
	Total				
5.	GST				
	Grand Total				

Signature of the authorised
persons of the firm with seal