

TENDER NOTIFICATION NO. 01/2023**DATED: 06-07-2023**

Sub: Providing Manpower in the cadre of Typist, Attender and Peon to work in the Court of Addl. District & Sessions Judge-FTSC-I, D.K., Mangaluru and Court of Addl. District & Sessions Judge-FTSC-II, D.K., Mangaluru - reg.

- Ref: 1. G.O. No. LAW 99 LAC 2019, dated 14.10.2019, 27.02.2020 and 03.03.2020
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 up to date.

Sealed Tenders are invited in the prescribed format attached to this Notification from the reputed Service Providers/manpower Agencies to provide Manpower in cadre of **Typist, Attender** and **Peon** to work in the Court of Addl. District & Sessions Judge-FTSC-I, D.K., Mangaluru and Court of Addl. District & Sessions Judge-FTSC-II, D.K., Mangaluru.

Last date for receipt of the tender quotations is **07.08.2023 at 5.00 P.M.**

Details of man-power required for the Court of the Addl. District & Sessions Judge-FTSC-I & FTSC -II, D.K., Mangaluru

Sl. No.	Name of the Post	Number of Posts	Qualification required for the Post
1.	Typist	04	1. Pass in II PUC or equivalent 2. Pass in Kannada and English Type Writing Senior Grade or equivalent examination
2.	Attender	02	1. Must have passed the SSLC or equivalent examination 2. Must be able to read and write Kannada
3.	Peon	02	1. Must have passed the SSLC or equivalent examination 2. Must be able to read and write Kannada

TERMS & CONDITIONS

1. The Service Provider shall have to be registered with statutory agencies as required under Law and registered with the Commissioner for Service Tax and shall furnish a copy of the registration Certificate along with tender.
2. The Service Provider shall have experience in the field of providing such services/manpower to reputed organizations.
3. The Service Provider shall quote separate rates for Salary, P.F., E.S.I., Service Charges and other charges in figure and works as per the Minimum Wages Act. It is the responsibility of the service provider to comply with Labour regulation etc.
4. The working hours will be from 10.00 A.M. to 06.00 P.M. on all Court working days. 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.
5. 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.
6. Service Provider will have to provide the manpower with Identity Cards and suitable uniform to the Attender and Peon.
7. The contract will be for a period of **11 months** or until further orders, whichever is earlier. However, the Prl. District & Sessions Judge, D.K., Mangaluru 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 or untrustworthy.
8. The Prl. District & Sessions Judge, D.K., Mangaluru reserves the right to extend the period of contract, if the service rendered by the Service Provider is found satisfactory.

9. If the Service Provider desires to terminate the contract, he shall give one month prior written notice to the Prl. District & Sessions Judge, D.K., Mangaluru.
10. No request for advance payment will be considered. Payment will be made in the succeeding month out of the allotment available in the Court for the said purpose or on receipt of sufficient allotment from the Hon'ble High Court.
11. The Service Provider shall have to submit the statement for having paid taxes to the concerned Government/Authority if applicable, at regular intervals.
12. 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, D.K., Mangaluru in selection of the Service Provider will be final.
13. Formal agreement will have to be executed before the commencement of the job by agreeing the terms and conditions.
14. 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, D.K., Mangaluru".

The sealed cover shall be superscribed as **"TENDER FOR PROVIDING SERVICE OF TYPIST, ATTENDER AND PEON TO THE COURT OF THE ADDL. DISTRICT & SESSIONS JUDGE-FTSC-I & FTSC-II, D.K. MANGALURU"**.

The sealed tenders shall reach the undersigned **on or before 5.00 p.m. on 07.08.2023** and will be opened on the same day in the chamber of Prl. District & Sessions Judge, D.K., Mangaluru.


(Ravindra M. Joshi)
Prl. District & Sessions Judge,
D.K., Mangaluru

Copy submitted to: The Registrar General, Hon'ble High Court of Karnataka, Bengaluru – with a covering letter.

Copy forwarded for information and wide publicity:

1. The Prl. District & Sessions Judge, Bengaluru City / Bengaluru Rural / Bagalkot / Ballari / Belagavi / Bidar / Chamarajanagar / Chikkaballapur / Chikkamagaluru / Chitradurga / Davangere / Dharwad/ Gadag / Hassan / Haveri / Kalaburagi / Kolar / Koppal / Kodagu – Madikeri / Mandya / Mysuru / Ramanagar / Raichur / Shivamogga / Tumakuru / Uttara Kannada / Udupi / Vijayapura / Yadagir
2. The District Information Officer, Mangaluru, Dakshina Kannada
3. All Taluk Courts in this Unit – through E-mail
4. Software Technician of this Court – to web-host
5. Notice Board of this Court
6. Office Copy

APPLICATION

TENDER FOR PROVIDING SERVICE CONTRACT OF TYPIST, ATTENDER & PEON TO WORK IN THE COURT OF THE ADDL. DISTRICT & SESSIONS JUDGE-FTSC-I & FTSC-II, D.K., MANGALURU

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	04					
2.	Attender	02					
3.	Peon	02					

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 and 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 Authorized
Persons of the firm with seal**