

SCC/ADM-2/ 01/2025

Office of the
Court of Small Cause
Bengaluru, Date:13.01.2026.

e – Tender Notification- Re-Tender
Tender Reference No.HCK/2025-26/SE 0118 CALL2

**Tender for providing & Service Contract for Housekeeping &
Services to Court of Small Causes City Unit and Mayohall Unit,
Bengaluru**

Sub: Inviting proposals (Quotations) for providing Manpower Services for cleaning purpose through service contract to the court of Small Causes, Bengaluru & its Units based on dimensions/area of the court premises-reg.

Ref.: 1.Letter No. LAW-LAC/16/2013 dated: 07.03.2025 and 13.08.2025 of the Chief Secretary, Department of LAW, Justice and Human Rights, Karnataka State Government, Vidhana Soudha.
2.Government Letter No.LAW-LAC/82/ 2025. dated: 12.08.2025.
3. Letter No. DJA/82/2007 dated: 27.06.2025 and 29.08.2025 of the Hon'ble High Court of Karnataka, Bengaluru.
4.Order of the Hon'ble Chief Judge, Court of Small Causes, Bengaluru dated 09.01.2026.

This Office invites e-Bidding Request For Proposals (Quotations) from Manpower Service providers who are interested to supply - Manpower through Service Contract to the Court of Small Causes City Unit and Mayohall Unit, Bengaluru, from the eligible and interested Firms /Agencies/ Operators having business/branch office, in Bengaluru City, through e-procurement portal <https://kppp.karnataka.gov.in/#portal/portal-home> searchTender/live , for a period of 1 year, renewable each year, from the date of commencement and extendable beyond, until the on boarding of next subsequent agency. The details of the numbers of manpower required are as under:

Sl. No	Item	Details
1	Tender Number	ADM-2/ 01 /2025 Dt:13.01.2026
2	Tender Number (as issued by KPPP)	HCK/2025-26/SE0118/CALL2 Dated 13.01.2026
3	Tender Name/ Services sought for	Procurement of Cleaning Persons for cleaning purpose through Outsource on Service Contract basis on the basis of area of the premises i.e., 4646 Sq.mtr in total to perform all cleaning but not limited to following services: 1. Dusting- Once in every 2 days at a given location. 2. Sweeping- Thrice in a day, specifically once before the commencement of Office Working Hours 3. Mopping- Twice a day, specifically once before the commencement of Office Working Hours 4. And any other services that may arise during the engagement of work services. The Bidding amount should include all the expenditure such as wages and statutory benefits, if applicable to the manpower, cost of the cleaning materials, equipment costs, charges and taxes, for the above said services, whatsoever it may be.
4	Procuring entity	Chief Judge, Court of Small Causes.Bengaluru
	Tendering Authorities	Inviting Authority = The Registrar, Court of Small Causes, Bengaluru Evaluating Authority = The Registrar, Court of Small Causes, Bengaluru Accepting Authority = Chief Judge, Court of Small Causes, Bengaluru Appellate Authority =The Registrar General, Hon'ble High Court Of Karnataka, Bengaluru
5	Validity of Tender Contract	1 year which may be extended for 2 or more years (Total 3 years) renewable each year subject to the satisfactory/quality/performance or until order of the accepting authority or discontinuation of the said services by the Government of Karnataka

6	Bidding Mode	The total monthly cost of the services, including all the expenditure such as wages to the manpower, cost of the cleaning materials, charges and taxes, for the above said services, whatsoever it may be.
7	Billing model	Billing after completion of each calendar month, subject to the satisfactory performance.
8	Last date for clarifications	20.01.2026 at 1.30 p.m.
9	Closing date and time for submission of tender proposal	22.01.2026 at 5.00 p.m.
10	Tender opening date and time	Technical: 23.01.2026 at: 10.01 AM. Financial Bid: Upon approval of Technical bid
11	Office Contact Number & e-mail ID	080 2293 9429 smallcause@gmail.com (Primary)
12	Pre-bid Meeting Venue	<u>20.01.2026 at 1.30 p.m., at The Chamber of Registrar, Court of Small Causes, Ground Floor, City Civil Court Complex, Next to Kaveri Bhavan, Ambedkar Veedhi, Bengaluru-09</u>
13	EMD amount	Rs. 20,000/- or (1% of the estimated cost)
14	Pre-bid Meeting Attendance compulsory	Yes. Certificate of Attendance issued by this Office, to be uploaded at relevant column in KPP portal.

Scope of Service to be provided to the Court of Small Cuases,Bengaluru City Unit and Mayohall Unit including all the court Halls, Office Rooms, Chambers, Corridors and other places within the court complex.

Sl. No.	Name of the Court Complex	Area in Square Feet			
		Total Area	Total floor		No. of Toilets
1	Court Complex, Bengaluru City Unit	3747 Sq.Mtr	Basement	3747 Sq.Mtr	07
			Ground Floor		04
			05 th Floor		09
			06 th Floor		11
2	Court Complex, Bengaluru, Mayohall Unit	899 Sq.Mtr	SCCH-19 to SCCH-21 Court Halls, Court premises, staircae, Old Canara Bank ,passage of 1 st floor and infront of Court Hall 33,34 and 19	899 Sq.Mtr	04
	Total Area	4646.00 Sq.Mtr		4646.00 Sq.Mtr	35

1. General Terms and Conditions

1. Bidders are advised to study the Bid document carefully. Online submission of bids shall be deemed to have been done after careful study and examination of the bid document with full understanding of its implications. Offers prepared in accordance with the procedures enumerated in this Bid Document should be submitted online only through KPP Portal <https://kppp.karnataka.gov.in/#/portal/search Tender/live> not later than the date, time and address laid down in this Tender document. The bidders will be required to register themselves with the "Centre for e-Governance" to participate in the bidding process and also get necessary digital signature certificates. The details of the process of registration and obtaining the digital signature certificates are available on the website. <https://bengaluru.dcourts.gov.in/>.

2. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document, Manual bids will not be accepted.

3. Multiple bids shall not be submitted by one bidder or bidders having business relationship. Under no circumstance will father/mother and his/her son(s)/daughter(s) or other close relations who have business one or more relationship with one another (i.e. when partner(s)/director(s) are common) be allowed to tender/bid for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.

4. Bidder who has downloaded the notification document from the Bengaluru Urban Courts website <https://bengaluru.dcourts.gov.in> and Karnataka Public procurement Portal (KPPP) website <https://kppp.karnataka.gov.in/#/portal/searchTender/live> shall not tamper/modify the tender form including downloaded price bid template in any manner. In case if the same is found to be tampered/modified in any manner, tender will be completely rejected and EMD would be forfeited and Bidder will be liable to be blacklisted from doing business with the Bengaluru urban District .

5. Intending bidders are advised to check Bengaluru Urban Courts website <https://bengaluru.dcourts.gov.in> tender section and website <https://kppp.karnataka.gov.in/#/portal/searchTender/live> at least three days prior to closing date of submission of tender for any corrigendum/addendum/ amendment on this RFP. Bids will be opened as per date/time as mentioned in this Tender document. After online opening of Technical-Bid, the technically qualified bids, Price-bids will be opened.

6. In case of conflicting information with regard to scheduled dates, costs and other details, among Tender Document and the data shown on KPP website, the information combined in the Tender Document-Brief Table is considered final, for all purpose.

7. The Bidders shall submit an EMD (Earnest Money Deposit)/.Bid Security amount of Rs. 20,000/-, in the KPP Portal online payment only before the last date and time of bid submission. EMD in any Other form will not be accepted . No proposals would be accepted without the EMD amount in the prescribed method.

8. The disputes related to return and refund of EMD may be addressed with the Centre for e-Governance department. It is the duty of the Successful Bidder, to furnish the Performance Bank Guarantee (PBG) and execution of Service Level Agreement (SLA), upon successful awarding of Tender. Further, it is the duty of the Lowest Bidder (L-1) to furnish and renew the Service Level Agreement on appropriate value of stamp paper at regular intervals, wherever applicable, at their own cost The liability of failure in furnishing and renewal of such documents is entirely on the lowest bidder (L-1) only. Repercussions of any Cause of Action arising out of such failure in renewing the Agreement is to be borne by the Service Provider only. The Chief Judge, Court of Small Causes, Bengaluru, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Bidding process.

9. The timeline of this Tender is appended in this notification document itself and the bidder shall adhere to it Bidder should log into the website well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to

any issues. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document. The bid summary has to be printed and kept as an acknowledgment of the submission of the bid.

10. The tender shall be submitted online (complete in all respect) must upload the Signed and Scanned copy of all the required documents on and <https://kppp.karnataka.gov.in/#/portal/searchTender/live> must follow the procedure as detailed in the Tender document.

11. All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of the nature of content of the documents before uploading. All the files mentioned should be in PDF format Zip files are strictly prohibited, especially when multiple files are to be uploaded. In such scenario, most important documents to be prioritized and then merged together in to one single .pdf file.

12. The offers submitted by Fax/email shall not be considered, unless otherwise specifically mentioned. No correspondence will be entertained in this matter. No Bidder shall contact the Office of The Chief Judge, Court of Small Causes, Bengaluru on any matter relating to its Bid, from the time of the Bid opening to the time the Contract is awarded. Any effort by a Bidder to influence the Office of The Chief Judge, Court of Small Causes, Bengaluru and Bid evaluation, Bid comparison or Contract award decisions may result in the rejection of the Bidder's Bid.

13. The Bidder shall prepare the bid based on details provided in the Bid documents. The bidders shall, as much as possible use the same annexures, Labels, wordings and other details, as provided in this notification. Bidder shall carry out the detailed study of the facilities in accordance with the requirements of the Bid document and it shall be the responsibility of the Bidder to fully meet all the requirements of the Bid documents.

14. Prices quoted must be full and final and shall not be subject to any upward modifications, on any account whatsoever through out the contract, except after increment as a result of the revision of wages and statutory benefits. The cost of all activities and statutory liabilities other than taxes and duties incidental to discharge of responsibilities under this RFP shall be covered under service charges and the bidder shall quote its prices accordingly. Prices in any form or by any reason before opening the Commercial Bid should not be revealed, failing which the offer shall be liable to be rejected.

15. Bid must contain the name, office and office addresses including telephone number(s) of the person(s) who are authorized by the bidder to submit the bid with their signatures. A Power of Attorney or board resolution must be enclosed with the bid certifying that the person(s) who signed the bid is an authorized person on behalf of company. The Bidder shall designate the official mailing address, place, and email to which all correspondence shall be sent by the Office of Chief Judge, Court of Small Causes, Bengaluru.

16. Un-signed, un-stamped and without certificate for authorized person, bid will not be accepted. The bid shall contain any inter lineations, erasures or overwriting except as necessary to correct errors made by the Bidder, in which case such corrections shall be initiated by the person or persons signing the bid. All pages of the bid being submitted must be legible,

signed and sequentially numbered by the bidder irrespective of the nature of content of the documents before uploading. Ambiguous bids will be rejected outright.

17. The evaluation will be done in two phases i.e., Technical and Commercial evaluation, by the Tender Inviting Authority i.e.. The Registrar, Court of Small Causes, Bengaluru & The Accepting Authority i.e., Hon'ble Chief Judge, Court of Small Causes, Bengaluru, as designated by Hon'ble High Court Of Karnataka, Bengaluru. Any time during the process of evaluation the Office of the Chief Judge, Court of Small Causes, Bengaluru, may seek specific clarifications from any or all Bidders on the recommendation of Tender Inviting & Accepting Authority. The Evaluating Authority due to paucity of time may seek such clarification over Telephone call or e-mail.

And in case the bidder does not respond back within 24 hours of placing of Telephone call and/or sending e-mail (both in case of successful or unsuccessful communication).

18. The Tender Inviting & Accepting Authority will first evaluate the Technical Proposal as per the Technical Qualification Criteria mentioned below. The Technical proposal will be evaluated based on the information provided and the supporting documents. Bidders bid failing to either meet any of the technical qualification criteria or not furnishing the requisite supporting documents/documentary evidence will be liable to be rejected.

Sl. No.	Parameter	Technical Qualification Criteria	Evidence required
1	Legal Entity/ Registration	a) Bidder should be a registered legal entity having license to employ the said manpower b) Bidder should have its own GST Registration No. and PAN Number. c) The Agency must be registered/ have license under Contract Labour (Regulation & Abolition) Act, 1970. d) The Agency should be registered with appropriate authorities under Employees Provident Fund and Employees State Insurance Acts	a) Self-attested copy of Certificate of Incorporation or Registration or License as the case may be. b) Self-attested copies of valid GST Registration Certification and PAN Card Number c) Self-attested copies of the certificate mentioning Registration and License Number d) Self-attested copies of the registration with EPF and ESIC

2	Experience	The Bidder should have a prior experience in supplying of manpower to Government Departments; Statutory/ Autonomous Bodies; Public Sector Undertakings, Banks and Financial Institutions, Information Technology company or any other entity there is no prior experience certificate is available, then the same shall be replaced with an exemption and condonation self-declaration certificate.	Copy of the oldest work order or contract relating to Manpower Services or proof of completion of work. If such experience certificate is not available, then furnish the exemption and condonation self-declaration certificate.
3	Blacklisting	The bidder should not have been banned from carrying out business either with the any department under Karnataka Government, State Government, Central Government or the Ministry of Electronics & IT, Govt. of India or the HIGH COURT OF KARNATAKA at the time of the submission of the bid. A similar ban subsequent to the submission of the bid, but before the award of the contract shall also disqualify the bidder.	Certificate / Declaration from the Authorized Signatory

2. Award of Contract:

The Lowest Quoted (L 1) party to be considered for award of the Contract in general. However, based on the background of the Bidder, Chief Judge, Court of Small Causes, Bengaluru is at liberty to reject L1 Bidder to ensure that service of good quality provided to Chief Judge, Court of Small Causes, Bengaluru. And also Chief Judge, Court of Small Causes, Bengaluru reserves the right to reject the offers submitted by the Bidder either in part or full without assigning any reasons what so ever. The decision of Chief Judge, Court of Small Causes, Bengaluru is final in this regard

In case the selected Bidder fails to sign the Contract Agreement and furnish the required Security Deposit within 7 days of the issuance of

Work/Purchase Order, Chief Judge, Court of Small Causes, Bengaluru has the discretion to award the contract to next eligible Bidder. Chief Judge, Court of Small Causes, Bengaluru is not bound to give any notice/reminder to selected Bidder for their failure to sign the Contract

Agreement and furnish the required Security Deposit within 5 days of the issuance of Work/Purchase Order within the stipulated period. In such case the EMD of such Bidder will be forfeited.

The Bidders who had past association with Chief Judge, Court of Small Causes, Bengaluru and had received at two or more letter/notices from Chief Judge, Court of Small Causes, Bengaluru regarding unsatisfactory service are not eligible to bid for this Tender. Even if they bid indirectly through partners, relative etc., such Bids will be rejected.

3. Contract Period:

The Contract Period is for 1(one) Year subject to extending for another 2 (two) Years on the same Rates and Terms & Conditions, subject to Satisfactory Performance of the Service provider.

Note: The Service Provider will be on Trial for initial 3 (Three) Months of the Contract Period and will be confirmed, based on the quality of service.

4. Billing & Payments:

a. The Service Provider should submit bills after completion of each calendar month before 5th of the succeeding month to Chief Judge, Court of Small Causes, Bengaluru. Payments will be made through Treasury- Khajane-2 portal only after necessary verification and availability of funds.

b. It is mandatory that the Agency shall make all the payment to its Employees within 7th of the every month irrespective of payment received from Chief Judge, Court of Small Causes, Bengaluru. All the payments made to its Employees shall be through digital form only.

c. The Service provider should also submit GST payment acknowledgments along with the Monthly bill submitted to The Registrar, Court of Small Causes, Bengaluru. The Chief Judge, Court of Small Causes, Bengaluru reserves the right to deduct GST and other statutory dues from the payments of the Service provider.

d. It is the responsibility of the Service provider to pay all the statutory payments of its employees & government and Chief Judge, Court of Small Causes, Bengaluru is not responsible for payment of any of its dues. The Chief Judge, Court of Small Causes, Bengaluru will release payment only on compliance of the above said conditions and payment will be released monthly basis. **No advance payment will be made to the Service provider.**

Sd/-
Registrar
Court of Small Causes
Bengaluru

Copy To, For wide Publication:

1. The Registrar General, Hon'ble High Court of Karnataka, Bengaluru, with a request to publish the Tender notification on the Hon'ble High Court Website.
2. The Prl. District & Sessions Judge, Bengaluru Rural Court, Bengaluru.
3. The Prl. District & Sessions Judge, City Civil Court, Bengaluru
4. All the Prl. District & Sessions Judges of Karnataka.
5. Principal Judge, Family Courts, Bengaluru.
6. The Presiding Officers of all Labour Courts, Bengaluru.
7. The Presiding Officers of all Industrial Tribunals, Bengaluru.
8. The Chief Judicial Magistrate, Bengaluru.
9. The Registrar, Court of Small Causes, Bengaluru.
10. The Director, Department of Information (Vaartha Ilakhe), No.17, Vartha Soudha, Infantry Road, Bengaluru – 560001:- along with Tender Notification & Brief Tender Notification, requesting for publication of the same in two widely circulated Daily News Papers, each of Kannada and English language, for wide publication.
11. The Software Technician/Sheristedar, City Civil Court, Bengaluru:- to Web Host on the Bengaluru Urban District Judiciary Website
12. Notice Boards
13. Office Copy

**LIST OF DOCUMENTS TO UPLOAD AND SUBMIT A COPY OF THE SAME TO THIS
OFFICE (Technical Qualification Criteria)**

[This document is not to be uploaded or submitted to the Office of Court of Small Causes, Bengaluru. This document is only for guidance]

Sl. No.	Document Name	Description	Annexure No.	Uploading Compulsory
1	Company Contact Information as per Annexure-5		5	Yes
2	Self-Declaration Of Non Blacklist as per Annexure-9		9	Yes
3	Eligibility Of Bidders Annexure-1		1	Yes
4	Calculation Sheet as per Annexure-6		6	No
5	Self-Declaration for having placed bids of service charge not less than 3.85% as per Annexure-10		10	Yes
6	Responsiveness Declaration as per Annexure-7		7	Yes
8	GST Registration Certificate & Company Registration Certificate			Yes
9	Registration and Licence No. under Contract Labour (R&A) Act, 1970 i.e., Form-C			Yes
10	Registration Certificate issued by EPFO Authority			Yes
11	Registration Certificate issued by ESI Authority			Yes
12	Experience Certificate issued by previous employer or Self Declaration if such certificate not available			Yes
13	Pre-bid Meeting Attendance as per Annexure-11, signed and issued by the Tendering authority		11	Yes

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Pre-bid Meeting Attendance Certificate signed and issued by the Tendering authority	Annexure-11

ELIGIBILITY OF BIDDERS

1. The Bidder should have a prior experience In supplying of Man power to Government Departments: Statutory/ Autonomous bodies: Public Sector undertakings, Banks and Financial Institutions, information technology company or any other entity. .
2. The bidder should not have been banned from carrying out business either with any department under Karnataka Government, state government, central government or the ministry of electronics and it, government of India or the hon'ble high court of karnataka at the time of the submission of the bid. A similar ban subsequent to the submission of the bid, but before the award of the contract shall also disqualify the bidder.
3. The Bidder should have Valid Registration Certificate for the establishment of Agency issued from Department of Labour.
4. The Bidder should be registered With State Insurance Corporation regarding implementation of ESI to the employees.
5. The Bidder should be registered with Regional PF Commissioner.
6. The Bidder should have valid GST registration
7. The Bidder should have PAN Number
8. The Bidder should submit Declaration as per Annexure-7,8 & 9

Important: IN THE E-PROCUREMENT PORTAL, THE BIDDERS ARE REQUESTED TO ENTER / QUOTE ONLY GRAND TOTAL (WORKERS' WAGES(INCLUDING ESI+PF) SERVICE CHARGES, CONSUMABLES COST + AND GST) for a total period of 12 months (1 year) including all Applicable Taxes. Bids showing the above said amount for less than 01 Year period / excluding applicable taxes will be rejected.

ANNEXURE-2**Submission of Tender**

1. Applicants shall have to participate through the process of e-Procurement only and the applications submitted directly in the form of hard copies will not be accepted.
2. Chief Judge, Court of Small Causes, Bengaluru cannot be held responsible for technical problems resulting in non-submission/non-uploading of tenders within the stipulated time.
3. The bidder shall bear all costs associated with the preparation and submission of bid and Chief Judge, Court Of Small Causes, Bengaluru will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.
4. The Bidder shall pay processing fee and EMD at e-Procurement Portal through the following four modes of payment:
 - a) Debit Card
 - b) Credit Card
 - c) Net Banking
 - d) NEFT (National Electronics Fund Transfer)
5. The Soft copies of the Documents in proof of Eligibility need to be uploaded to e- Procurement Portal of Government of Kamataka. If asked for, the Hard copies need to be produced before Chief Judge, Court of Small Causes, Bengaluru
6. The Bidders should enter only the Grand Total (as indicated in the Calculation Sheet for Commercial Bid Format vide Annexure-6), in the e-Procurement Portal. Any other Amount will result in rejection of the Financial Bid.

ANNEXURE-3

Scope of Service to be provided to the Court of Small Cuases,Bengaluru City Unit and Mayohall Unit including all the court Halls, Office Rooms, Chambers, Corridors and other places within the court complex.

Sl. No.	Name of the Court Complex	Area in Square Feet			
		Total Area	Total floor		No. of Toilets
1	Court Complex, Bengaluru City Unit	3747 Sq.Mtr	Basement	3747 Sq.Mtr	07
			Ground Floor		04
			05 th Floor		09
			06 th Floor		11
2	Court Complex, Bengaluru, Mayohall Unit	899 Sq.Mtr	SCCH-19 to SCCH-21 Court Halls, Court premises, staircae, Old Canara Bank ,passage of 1 st floor and infront of Court Hall 33,34 and 19	899 Sq.Mtr	04
	Total Area	4646.00 Sq.Mtr		4646.00 Sq.Mtr	35

Sl.No	Description of Work	Schedule for doing the work
01	Sweeping & Mopping of all the floors	Twice Daily
02	Sweeping & Mopping of staircase and corridors of all the floors	Twice Daily
03	Sweeping & Mopping of rest room of all the floors	Twice Daily
04	Scrubbing and cleaning of wash basin of the floors	Twice Daily

05	Scrubbing and cleaning of Urinal basin of Basement	Twice Daily
06	Scrubbing and cleaning of commodes of all the floors	Twice Daily
07	Sweeping of front parking area	Once Daily
08	Dusting and wet cloth cleaning of furniture on all the floor	Once Daily
09	Dusting and wet cloth cleaning of window panes of all the	Once a Week
10	Cleaning a commodes and urinals with acid on a holiday	Once a Week

1. Approximate Details involved in the Cleaning Work. (**)

- a. Area of cleaning – Entire building
- b. Rest Rooms
- c. Wash Basins
- d. Urinal Basins
- e. Commode/Closet Indian & western:
- f. Front Parking Area

**** The interested parties who wish to participate in the Tender process shall personally visit the place and collect the information regarding total area covered & other details required from the ADM-02, Court of Small Causes, Bengaluru.**

1. Number of workers to be deployed it is up to the discretion of the service provider to

provide requisite number of workers so as to maintain strict and full hygiene, cleanliness

in the entire court complexes of the all the court buildings coming under Court Of Small

Causes, Bengaluru

2. Timings for Cleaning

1st Round of Cleaning:- Between 8.00 am to 10.00 am - Sweeping, Mopping & Rest rooms Cleaning

2nd Round of cleaning:- Between 10.30 am to 1.00 pm- Glass, Door, Window cleaning

3rd Round of Cleaning:- Between 2.00 pm to 4.00 pm - Toilet / Restroom cleaning

3. The Chambers of Officers, Departments and Corridors should be sprayed with Air Freshener every day after cleaning work is completed.

4. The Material used for Cleaning, Sweeping, Washing, Mopping etc., should be supplied by the Contractor.

5. The service provider shall make arrangement to clean the corridor windows by using vacuum cleaning equipment frequently in order to keep the premises dust free.

ANNEXURE-4

Other Terms and Conditions

1. Rights of Chief Judge, Court of Small Causes, Bengaluru
 - a. Chief Judge, Court of Small Causes, Bengaluru reserves the right to accept or reject any or all the tenders in part or full, without assigning any reason whatsoever.
 - b. Chief Judge, Court of Small Causes, Bengaluru reserves the right reject any Tender due to failure on the part of the Bidder to observe the prescribed procedure.
 - c. Any attempt from the Bidder to canvas through any means, for the securing work order from Chief Judge, Court of Small Causes, Bengaluru will prejudice the Bidder's quotation and the same will be rejected without assigning any reason whatsoever.
 - d. CHIEF JUDGE, COURT OF SMALL CAUSES, BENGALURU is not bound to accept the lowest tender.
 - e. The Chief Judge, Court of Small Causes, Bengaluru reserves the right to deduct GST and other statutory dues from the payments of the Service provider.
 - f. In case of any complaints from the employees of Service provider regarding non-payment/short payment of eligible Salary & other perks, the Chief Judge, Court of Small Causes, Bengaluru reserves the right to deduct the same from the payment of the service provider and terminate the contract
2. The Bidder should not sub-let the Contract order to the third party, for which act, is liable for Termination of Contract within 24 hours
3. No escalation of rates during the period of contract would be allowed on any account.
4. No request for making Advance Payment on any ground shall be entertained.
5. **Penalty Clause:**
 - a) In case the agency fails to provide the services of House Keeping Staff from the date of contract order, a penalty at the rate of 0.5% per week subject to a maximum of 10% of the remuneration payable will be deducted from the amount to be paid to the Agency for the delayed deployment of House Keeping Staff to Chief Judge, Court of Small Causes, Bengaluru

b) The Agency has to supply the required number of House Keeping Staff. If any Staff fails to attend duty, Rs.500/- per Staff will be deducted per day.

c) In case the Agency fails to provide a House Keeping Staff for an entire month then the entire month remuneration will be deducted and notice will be issued. In such case, Chief Judge, Court of Small Causes, Bengaluru reserves the rights to terminate Contract

6. Requirements for Cleaning Staff.

- a) The Cleaning Staff provided shall be able bodied, physically fit and mentally sound, well trained and disciplined.
- b) Knowledge of Kannada is a must.
- c) **Replacement:** Agency shall provide continuous service of Cleaning Staff by making standby/reserve staff and no void shall be allowed. It is the primary responsibility of the Agency to provide un-interrupted continuous Cleaning Staff at the designated locations.
- d) **Holidays:** The Agency shall make arrangement to provide weekly holidays and other holidays to Cleaning Staff posted on duty by making alternative arrangements.
- e) Deployed Cleaning Staff shall be issued a laminated I.D. affixing latest photograph with details of Name, EPF & ESI Account numbers, Name of the Agency, Date of Appointment and other details if any.
- f) **Uniform:** The Agency should ensure that the Cleaning Staff wear uniform. In case, the person so deployed is found to be not in proper uniform, dress or commits any breach of any of the terms and conditions of the contract, Chief Judge, Court of Small Causes, Bengaluru shall have the right to impose any punishment or fine upto Rs.1,000/- (Rupees One Thousand Only) on the agency.
- g) The Service Provider shall agree to Chief Judge, Court of Small Causes, Bengaluru conditions and shall arrange to effectively carry out the social and other responsibilities. Staff of Service Provider shall not misbehave with Court Employees/Officers/Advocates/General Public nor shall cause any loss to Court property. For any such lapses the Service Provider is solely held responsible.

7. The service provider will be responsible for obtaining a license/renewing the license, as the case may be, from the licensing authority under the contract labour (r&a) act and CHIEF JUDGE, COURT OF SMALL CAUSES, BENGALURU will not be responsible for any damages/losses on this account.

8. The Service Provider will be responsible for compliance of all statutory provisions relating to Minimum Wages, Provident Fund, Employees State Insurance, Maternity Benefit and other labor laws in respect of the persons deployed by it in all the court complexes of Court of Small Causes,

Bengaluru, the Service Provider will be liable to pay the staff at least the minimum wages fixed from time to time.

9. The Service Provider will be liable for depositing all taxes, levies, cess etc. on account of service rendered by it to Chief Judge, Court of Small Causes, Bengaluru, to the concerned Authorities from time to time as per extant rules and regulations in the matter.

10. In case the Service Provider fails to comply with any statutory duty/liability under appropriate law, and as a result thereof, Chief Judge, Court of Small Causes, Bengaluru is put to any loss/obligation, more or otherwise, Chief Judge, Court of Small Causes, Bengaluru will be entitled to get itself reimbursed out of the outstanding bills and the Security Deposit of the Service Provider, to the extent of the loss or obligation in monetary terms. If any amount is still required to be recovered, the same will be recovered through process of Law.

11. The Service Provider will maintain all statutory registers under the applicable Laws. The Service Provider will produce the same, on demand, to the concerned authority of Chief Judge, Court of Small Causes, Bengaluru or any other authority under Law.

12. The Service provider shall not employ any person below the age of 18 years.

13. All the staff deputed to the Courts of Court of Small Causes, Bengaluru should always be in neat and clean uniform provided by the Service Provider. In case an employee of the Service Provider is not found in proper uniform, Chief Judge, Court of Small Causes, Bengaluru reserves the right not to allow such person within the premises. The Service Provider will supply the complete uniforms to the staff within 7 working days from the date of entering into contract.

14. All the persons engaged by the Service Provider should be healthy, physically fit and free from communicable diseases.

15. The antecedents of the personnel deployed by the Service Provider will be above board.

16. The staff deployed will be issued identity cards by the Service Provider which will be required to be displayed at the time of duty.

17. The Service provider will be solely responsible for the redressal of grievances/resolution of disputes relating to persons deployed. Chief Judge, Court of Small Causes, Bengaluru will, in no way, be responsible for settlement of such issues whatsoever. Chief Judge, Court of Small Causes, Bengaluru will not be responsible for any damages, losses, claims, financial or other injury or loss of life to any person deployed by the Service Provider in the course of their performing the functions/duties, or for payment towards any compensation.

18. The persons provided by the Service Provider will always remain employees of the Service Provider for all intents and purposes, and the Service Provider alone will be liable for any dispute which may have any sought of legal repercussions in a court of law.

19. The Service Provider will communicate the name, parentage, residential address, date of birth, etc. along with a photograph of the persons deputed, to all the Courts of Court of Small Causes, Bengaluru.

20. In case work or conduct of the deployed manpower is found unsatisfactory he/she will be sent back without assigning any reason. The Service Provider will be liable to provide his/her replacement on demand within 24 hours.

21. The Service Provider shall at its own expenses make good any loss or damage suffered by the Bureau as a result of the acts or omission, negligently or otherwise of its personnel while providing the said services at any time of the premises of Court of Small Causes, Bengaluru or otherwise.

22. It is the responsibility of the Service provider to ensure its staff following all COVID related protocols and guidelines issued by the Government of Karnataka / Govt. of India. The Service Provider should provide all required necessary medical and other help to its employees in case of any health issues or any other issues

23. Materials for Cleaning: All cleaning materials required shall be provided by the Service Provider.

- a. Floor Duster
- b. Dish Washing Powder for Wash Basins
- c. Hit Spray
- d. Room Freshener / Room Spray
- e. Toilet cleaning Liquid (Harpik Domex/Lizol)
- f. Soap Oil
- g. Naphthalene Balls / Urinal cakes for Urinals and Wash Basins
- h. Brushes for Toilet and Floor cleaning
- i. White Duster Cloth
- j. Yellow Duster Cloth
- k. Acid for Monthly Cleaning
- l. Phenyl
- m. Colin Spray for Glass Surfaces
- n. Toilet Brush
- o. Scrubber
- p. Garbage Bag-Big/Small
- q. Gloves
- r. Dust Pans
- s. Naphthalene Balls
- t. Big Size Bags for Garbage removal
- u. Stain remove
- v. Vacuum cleaner
- w. Any other material required but not specified in the tender

24. The agency will have to maintain an inventory of 100% of all consumable items at all time

25. The Signature of concerned in every Court should be obtained everyday on a register, having carried out satisfactory work. Failure to comply with the same will result in Penalty of Rs 100/Day per Person

26. Termination of Contract The Contract can be terminated after issuing one month's prior notice to the following reasons:

- a.If the Bidder Assigns or Sub-contracts of this service to third Party
- b.Violation/Contravention of any of the Terms and Conditions mentioned in Tender Document
- c. Does not improve the performance of the services in spite of instructions
- d. Misconduct and suppression facts by the Personnel of the Bidde

27. If the service is terminated during the period of agreement for the above said reasons, Security Deposit provided by the Bidder will be forfeited.

28. Arbitration: Any dispute or difference or claim arising out of, or in connection with, relating to the contract or the breach, termination or invalidity thereof, shall be referred to settled under the Arbitration Centre, Karnataka (Domestic and International) rules 2012, one or more Arbitrators appointed in accordance with its Rules.

Procuring Entity	Chief Judge, Court of Small Causes.Bengaluru
Tendering Authorities	Inviting Authority: Chief Judge, Court of Small Causes.Bengaluru Evaluating Authority: The Registrar Court of Small Causes, Bengaluru, Accepting Authority: Chief Judge, Court of Small Causes, Bengaluru. <u>Appellate Authority</u> The Registrar General, Hon'ble High Court of Kamataka, Bengaluru.

Annexure-5Technical Bid/Company Contact information

Full Name of the Bidder:

Address:

Telephones/Fax numbers and Email ID:

Constitution:

Names of Proprietor/Partners/All Directors:

Sl. No.	Names of Propretor/Partners/All Directors

6. Address:

Address & Telephone No./Mobile No. of the Registered Office & Contact Person's Name	Address & Telephone No. of the Branch Office if any, Contact Person's Name

7. Year of commencement of Operations:

8. Address and Contact Details of Existing Customers:

Name of the Existing Customers	Address	Contact Nos	Details of execution of works

9. Soft Copies of the following Documents have been uploaded to e- Procurement Portal along with other necessary Documents:

SI. No.	Documents
I	Document showing proof that Bidder has a minimum of 3 (Three) years experience in providing House Keeping Services in Central/State Govt. Departments or a reputed Private Organisations & produce latest copies of the Contract order issued during 2022-23, 2023-24, 2024-25 along with performance certificates issued by the institutions for having completed the contract successfully (Failure to submit latest Purchase order/Performance certificate, the bid is liable to be rejected without any reason)
II	<i>Document showing manpower strength of the Service provider deploy for housekeeping service</i>
III	<i>Valid Registration Certificate for the establishment of Agency issued from Department of Labour.</i>
IV	<i>Certificate from State Insurance Corporation regarding implementation of ESI to the Employees</i>
V	<i>Certificate from the Regional PF Commissioner.</i>
VI	<i>Document showing that the Bidder has Head Office or full-fledged Branch Office in Bengaluru</i>
VII	<i>Copy of Certificate of Registration for GST</i>
VIII	<i>Copy of PAN</i>
IX	<i>Technical Bid as per Annexure-5</i>
X	<i>Declaration as per Annexure-7,8 & 9</i>
XI	<i>Income tax Returns filed for the Financial years 2022-23, 2023-24, 2024-25</i>
XII	<i>Copy of the Latest GST Returns filed</i>
XIII	<i>Copies of the Audited financial statements for the Financial year 2022-23, 2023-24, 2024-25</i>
XIV	<i>ISO Certificate (if available) – optional</i>

We hereby acknowledge that we have understood all the terms and conditions indicated in this tender

Signature & Name of the Bidder

Designation:

(Office Seal)

Date:

ANNEXURE-6

Calculation Sheet For Financial Bid

SI. No.	Particulars	Amount in Rs.
01	Total of estimated contract amount per month (including consumables cost + Workers' wages(including ESI+PF))	
02	Service charges @ ____ % (not less than 3.85 %)	
03	GST @ 18%	
	Grand Total per month	

Note:

- a) It shall also include cost of Training, Uniform, ID Card etc.
- b) The Total Amount quoted shall be inclusive of any Tax, Service Tax, Education Cess, Secondary and Higher Education Cess or any other applicable Taxes as may be levied by the Government from time-to-time and the same shall be charged in addition to the quoted rate.
- c) The Bidders should enter only the Grand Total shown above (including all applicable Taxes), in the e-Procurement Portal
- d) The quoted amount on e-Procurement Portal should be for 1 (one) year. If Amount is quoted for any other period, it will result in rejection of the Financial Bid.
- e) Chief Judge Court of Small Cause, Bengaluru reserves the right to reject the Financial bids quoted by the bidders towards Service Charges/Consumables cost as NIL or the amount quoted is very unrealistic / non responsive to meet the requirement of providing required consumables, uniform, administrative cost, machinery without giving any notice/reason.
- f) In case of Tie in quoting of the amount, the Chief Judge, Court of Small Causes, Bengaluru reserves the right to decide the bidder based on the technical bid score/lottery or any other method in accordance with law

DECLARATION

We have submitted our Bid in response the Tender No:ADM-2/ /2025-Courts/Housekeeping/2025-26 for providing Housekeeping Services to all the Courts coming under Court of Small Causes, Bengaluru . In this regard we solemnly declare the following from our end.

- 1 All the Eligibility Conditions as per the Annexures have been fulfilled by us.
- 2 No Child Labour will be employed by us
- 3 We do not have past association with Chief Judge, Court of Small Causes, Bengaluru where we had received letter/notice on two or more occasions regarding unsatisfactory service.
- 4 We have entered only the Grand Total (Service charges and consumables cost and workers wages for a period of 1 years). in the e-Procurement Portal, as indicated in the Calculation Sheet for Commercial Bid Format vide Annexure-6 of Tender Document. fully. We further declare that if we fail to comply with any/all of the above said conditions, Chief Judge, Court of Small Causes, Bengaluru is at liberty to take any/all the following actions.
 - a) Forfeiture of our EMD.
 - b) Our Tender may be rejected summarily even if we are declared as L-1 Bidder by e-Procurement Portal, after the Commercial Bids are opened.
 - c) Chief Judge, Court of Small Causes, Bengaluru will not be liable to compensate for any damages to us in any way, if our Bid is rejected for non-compliance of any of the conditions of the tender document.
 - d) Chief Judge, Court of Small Causes, Bengaluru can send recommendation to Centre for e-Govenance, Government of Karnataka, for inclusion our names in the List of Black-Listed Suppliers or any other suitable action as per the tender document/Declaration submitted by us.

Signature & Name of the Bidder

Designation

(With office seal and full address)

Date

Annexure-8EMD DECLARATION

I, hereby submit a declaration that the tender submitted by the undersigned, on behalf of the tenderer.....(Name of the Tenderer), shall not be withdrawn or modified during the period of validity or extended period of validity.

I, on behalf of the tenderer.....(Name of the Tenderer), also accept the fact that in case the tender is withdrawn or modified during the period of its validity/extended validity period or if we fail to sign the contract in case the contract is awarded to us or we fail to submit a Performance Security and Additional Performance Security, if any, before the deadline fixed in the Tender Document, then..... (name of the tenderer) will be debarred for participation in the tendering process for the Procurements of this Procurement Entity for a period of one year from the date of default.

(Signature of the Authorized Signatory),
(Official Seal)

ANNEXURE 09

SELF DECLARATION OF NON BLACKLIST

I, Sri./Smt. _____ s/o or
d/o Sri./Smt. _____, being the
Propreitor Authorized representative/agent of
M/s _____ (Name of the firm/agency) hereby
declare that the above said firm is not blacklisted, or is under
enquiry/suspension in the last 5 years.

It is hereby further submitted that, the above said information and any
other information, documents provided during the course of the application
showing interest to participate in this Tender, is true and I fully bear
consequences of all the misrepresentation, if so, arising out in any near future.

Signature of the Proprietor/Authorized Agent

ANNEXURE-10

**SELF DECLARATION OF HAVING PLACED FINANCIAL BIDS-SERVICE
CHARGE NOT LESSER THAN 3.85%**

(To be entered and signed by the Proprietor or Owner of the Firm Only)

To

The Registrar,
Court OF Small Causes,
Bengaluru - 560 009.

We, the undersigned, declare that:

We, M/s _____ (herein referred as vendor) declare that, we have placed the financial bids for the Tender: _____, of the Office of the Court of Small Causes, Bengaluru, in which we have entered the **Service charge not lesser than 3.85% and in terms of %(percentage) upto two decimal points only**, as per the this **Tender Notification, published on the KPP portal with the No. _____**, of Office of the Court of Small Causes, Bengaluru.

Further, we declare that, our bids are liable to be rejected, at any time, if found not in accordance with the Tender Notification, it's Addendum and Corrigendum.

Further, I declare that, I own the responsibility of any mistakes/errors committed by the employees/agents, that I have employed for this purpose.

(Signature)

Authorized Signatory

Name :

Designation:

Office Seal:

Place & Date:

ANNEXURE -11Pre- Bid MeetingATTENDANCE CERTIFICATE

This is to certify that
sri./smt. _____
_____ (Name & Designation)
from _____ Proprietorship/Company name)
has attended the Pre- bid meeting scheduled on _____ 2025, in
lieu of e-tender notification HCK/2025-2026/ _____,
published by this office, through the KPP portal.

This certificate does not create any eligibility or priority in evaluation
phases of the Tender and shall only be used for the purposes of
filling in one of the Technical criteria.

Registrar
Court of Small Causes
Bengaluru.