No. ADMN/A/21814/2025

Office of the
Prl. District & Sessions Judge,
Mysuru, dated 15.11.2025.

SHORT TERM TENDER NOTIFICATION NO.04/2025, DATED: 15.11.2025

Subject: Providing of **08 Numbers** of Part Time Menials/ Cleaning Staff to work at Law Court Complex, Chamarajapuram, Mysuru by way of out source- reg.

Ref:

1. Hon'ble High Court's Order No. HCB/31/GD/SC/2019 dated 23.12.2019.
2. Letter No. LAW-LAC/16/2023 dated 07.03.2025 of the Prl. Secretary to Govt., Law, Justice and Human Rights Dept. Vidhana Soudha, Bengaluru.
3. Hon'ble High Court's Letter No. DJA-82/2007, dated 08.10.2025
4. Relevant provisions of Karnataka Transparency in Public Procurement Act 1999 and Rules as amended upto date.
5. This office notes and orders passed thereon.

* * * * *

Sealed Tenders are invited from the registered reputed Service Providers/ Manpower Agencies who are interested to provide **08 Numbers** of Part Time Menials/ Cleaning Staff to work at Law Court Complex, Chamarajapuram, Mysuru by way of Out Source.

Last date for submitting the tender quotations is 04.12.2025 at 05.00 p.m.

Details of Man- Power required in Law Court Complex and Annex Building at Chamarajapuram, Mysuru is as follows:

Sl. No.	Name of the Court	No. of Part Time Menials/ Cleaning Staff
1	Prl. District & Sessions Court and Addl. District & Sessions Courts, Mysuru, including FTSC-1 Court, Mysuru.	4
2	Labour Court, Mysuru and Court of Small Causes, Mysuru	1
3	Prl. Civil Judge & JMFC Court and Addl. Civil Judge & JMFC Courts, Mysuru	3
	Total	**8**

Essential/ desirable requisites from the Part Time Menials/ Cleaning Staff:-

1. Cleaning and deep cleaning i.e., cleaning of floors and toilets attached to the Courts including chambers and pubic toilets, with brooms, wet wash, moping the floors, removing the dust from the office fixtures, washrooms cleaning, cleaning of floors of offices, chambers, Court halls, corridors, open areas, ceiling, steps, other allied works, daily.
2. Cleaning of garden and maintenance of the same.
3. The timings of work is **8.00 a.m. to 12.00 p.m.** daily.
4. The cleaning staff shall work without causing any damage to office structures/ instruments etc.,

TERMS AND CONDITIONS

1. The Service Provider shall have to be registered with appropriate statutory agencies as required under Law and also Registered with the Commissioner for Service Tax (GST) and PT, Registered with ESI, Registered with EPF and shall furnish a copy of the registration certificates with current validity along with 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 Rs. 12,000/-by way of DD** in favour of the Prl. District & Sessions Judge, Mysuru.
7. Complying with Labour regulation/ Rule etc., will be the responsibility of the Service Provider.
8. **The Service Provider shall quote separate rates for Salary, Service Charges and other charges applicable in figures and words and the salary shall be at a fixed rate of Rs.10,000/- only.**
9. **The successful tenderer shall deposit an amount equivalent to 5% of the Tender amount as Security Deposit in the form of Performance Bank Guarantee (PDG) in favour of the Prl. District and Sessions Judge, Mysuru.**
10. The working hours will be from 08.00 a.m. to 12.00 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.

11. Service Provider will have to provide the manpower with required uniform and Identity Card for the the suitable job.
12. The contract will be for a period of **Six Months** or until further orders, whichever is earlier. The Hon'ble Prl. District & Sessions Judge, Mysuru may extend the period of contract for a further period, if the service rendered by the Service Provider is satisfactory. However, the Prl. District & Sessions Judge, Mysuru 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.
13. The Service provider offering service shall have experience in providing such service/ manpower to reputed organizations.
14. The Tenderer should provide the personnel who are having required experience in the Sanitation work.
15. The Service provider shall be responsible for paying wages to Manpower at rates not less than Rs.10,000/- as notified. Further the Service Provider shall not make any unauthorized deductions from the wages of the Manpower/ Cleaning staff.
16. The Agency should not have been blacklisted by any State/ Central Government Department/ Organizations/ Institutes/ Boards or Central State Public Sector Under takings. The Agency should provide an undertaking in the form of an affidavit in Rs.500/- stamp paper, to that effect.
17. The Service Provider should furnish an undertaking to comply with the Tender Terms and Conditions.
18. It shall be the responsibility of the Tenderer to provide efficient and trustworthy service/ personnel. 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.
19. The personnel provided by Tenderer must ensure the smooth handling of the equipments and material provided by Court, also to ensure that, no harm is done to the facilities and fixtures available in the Court Complexes.
20. If the Service provider desires to terminate the contract, he shall give one month prior written notice to the Prl. District & Sessions Judge, Mysuru.
21 Each page of the tender document must be signed along with seal of the Agency indicting the name and designation of the authorized signatory of the organization.
22. 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.
23. The Service Provider shall have to submit the statement for having paid taxes to the concerned Government/ Authority, if applicable at regular intervals.

24. The interested persons can visit the office of District & Sessions Court, Mysuru for any kind of clarifications regarding terms and conditions mentioned above. They can also visit to have a look at the area of work.
25. 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, Mysuru in selection of the Service Provider will be final.
26. The Service Provider shall make the payment of salary to the cleaning staff on or before 5the of every month without fail, and shall produced a copy of the same to the Prl. District & Sessions Court, Mysuru for making payments.
27. Formal agreement will have to be executed before the commencement of the job by agreeing the terms and conditions.
28. The age limit of persons deployed should be above 18 years and below 50 years.
29. The tenderer shall be liable to pay the compensation as per workmen Compensation Act 1923 if any of their employees sufferes any accident during their work.
30. The final quotation will be accepted under the intimation to the Hon'ble High Court of Karnataka, Bengaluru.

The 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 PART TIME MENIALS/ CLEANING STAFF FOR LAW COURT COMPLEX AND ANNEX BUILDING AT CHAMARAJAPURAM, MYSURU".**

The sealed tenders shall reach the undersigned on or before **5.00 p.m. on 04.12.2025** and sealed covers will be opened at **5.30 p.m. on 05.12.2025** in the chamber of Prl. District & Sessions Judge, Mysuru in the presence of the Bidders or a duly authorized representatives, if present. No separate intimation will be given in this regard.

sd/-
(Usha Rani)
Prl. District & Sessions Judge,
Mysuru.

Copy to:

The Registrar General, Hon'ble High Court of Karnataka, Bengaluru.

Copy forwarded to, for wide publicity:

1. All the Prl. District & Sessions Judges of Karnataka.
2. All the Courts coming under the Unit of Prl. District & Sessions Judge, Mysuru.
3. The Director, Department of Information (Vaartha Ilakhe), No.17, Vartha Soudha, Infantry Road, Bengaluru- 560001: along with Tender Notification, requesting for publication of the same in two widely circulated Daily New papers, each of Kannada and English Language, for wide publication.
4. The District Information Officer, Department of Information and Publicity, Mysuru.
5. The Deputy Commissioner, Mysuru District, Mysuru with a request to publish in the tender bulletin.
6. The Chief Executive Officer, Zilla Panchayath, Mysuru.
7. The Commissioner, Mysuru City Corporation, Mysuru.
8. The Executive Engineer, PWD, Mysuru.
9. The Chief Librarian, City Central Library, Mysuru.
10. The Executive officer, Taluk Panchayath, Mysuru.
11. The Tahasildar, Taluk Office, Mysuru.
12. The Software Technician, Prl. District & Sessions Court, Mysuru to web host on the District Court website.
13. Notice Board
14. Office Copy.

ಅನುಬಂಧ-1

ಟೆಂಡರ್ ಫಾರಂ ಭಾಗ-ಎ (ಚೆಕ್ ಲಿಸ್ಟ್)

"TENDER FOR PROVIDING SERVICE OF PART TIME MENIALS/ CLEANING STAFF FOR LAW COURT COMPLEX AND ANNEX BUILDING AT CHAMARAJAPURAM, MYSURU".

1	ಟೆಂಡರ್ ಪ್ರಕಟಣೆ ಸಂಖ್ಯೆ ಮತ್ತು ದಿನಾಂಕ	:	
2	ಟೆಂಡರ್ ದಾರರ ಸಂಸ್ಥೆಯ ಹೆಸರು ಮತ್ತು ವಿಳಾಸ ಮತ್ತು ಸ್ವಂತ ಪಾಲುದಾರಿಕೆಯ ವಿವರ	:	
3	E.M.D. ಮೊತ್ತ ಹಾಗೂ ವಿವರಗಳು (ಟೆಂಡರ್ ಮೊತ್ತಕ್ಕೆ ಶೇ. 2.5%)	:	
4	ಹೊರಗುತ್ತಿಗೆ ಸಂಸ್ಥೆಯು ನೊಂದಾಯಿತ ಸಂಸ್ಥೆಯಾಗಿರತಕ್ಕದ್ದು ಏಜೆನ್ಸಿಯು ಸಂಸ್ಥೆ, ಕಂಪೆನಿ, ಪಾಲುದಾರರ ಮಾಲಿಕತ್ವ ಹೊಂದಿದಲ್ಲಿ ಕೋ-ಆಪರೇಟಿವ್ ಸೊಸೈಟಿ ಆಕ್ಟ್ ಅಥವಾ ಸರ್ಕಾರೇತರ ಸಂಸ್ಥೆಯಾಗಿರುವ ಬಗ್ಗೆ ಕಾನೂನಿನಡಿ ನೋಂದಣಿಯಾಗಿರಬೇಕು ಹಾಗೂ ಈ ಸಂಬಂಧ ಅಗತ್ಯ ದಾಖಲಾತಿ ಸಲ್ಲಿಸಬೇಕು.	:	
5	ಹೊರಗುತ್ತಿಗೆ ಸಂಸ್ಥೆಯು ಕಾರ್ಮಿಕ ಇಲಾಖೆಯಲ್ಲಿ ನೊಂದಾಯಿಸಿದ ಬಗ್ಗೆ ಪ್ರಮಾಣ ಪತ್ರದ ಪ್ರತಿ Form-C ಲಗತ್ತಿಸಬೇಕು. (ಚಾಲ್ತಿ ನೋಂದಣಿ ಪ್ರತಿ ಲಗತ್ತಿಸಬೇಕು)	:	
6	ಹೊರಗುತ್ತಿಗೆ ಸಂಸ್ಥೆಯ ವಿರುದ್ಧ ಯಾವುದೇ ಕಾರ್ಮಿಕ ಕಾಯಿದೆಗಳು ಉಲ್ಲಂಘನೆಯಾಗದೇ ಇರುವ ಬಗ್ಗೆ ಕಾರ್ಮಿಕ ಇಲಾಖೆಯಿಂದ ಪಡೆದ ದೃಢೀಕರಣ ಪತ್ರವನ್ನು ಲಗತ್ತಿಸಬೇಕು.	:	
7	ಹೊರಗುತ್ತಿಗೆ ಸಂಸ್ಥೆಯು ಕರ್ನಾಟಕ ಅಂಗಡಿ ಮತ್ತು ವಾಣಿಜ್ಯ ಸಂಸ್ಥೆ ಕಾಯಿದೆ 1961 ರಡಿ ನೋಂದಣಿಯಾಗಿರಬೇಕು. ನೋಂದಣಿಯಾದ ಬಗ್ಗೆ ನೋಂದಣಿ ಪತ್ರದ ಪ್ರತಿ ಸಲ್ಲಿಸಬೇಕು.	:	
8	ESI ನೋಂದಣಿ ಪಡೆದಿರುವ ಕೋಡ್ ಸಂಖ್ಯೆ ಹೊಂದಿದ ಪ್ರತಿ	:	
9	ಇತ್ತೀಚಿನ ESI ಪಾವತಿ ಮಾಡಿದ ಪ್ರತಿ ಹಾಗೂ ಇಲ್ಲಿಯವರೆಗೂ ಪಾವತಿಸಿದ ಬಗ್ಗೆ ಸಂಬಂಧಿಸಿದ ಇಲಾಖೆಯಿಂದ ದೃಢೀಕರಣ ಪತ್ರ (Clearance Certificate)	:	
10	EPF ನೋಂದಣಿ ಪಡೆದಿರುವ ಕೋಡ್ ಸಂಖ್ಯೆ ಹೊಂದಿದ ಪ್ರತಿ	:	
11	ಇತ್ತೀಚಿನ PF ಪಾವತಿ ಮಾಡಿದ ಪ್ರತಿ ಹಾಗೂ ಇಲ್ಲಿಯವರೆಗೂ ಪಾವತಿಸಿದ ಬಗ್ಗೆ ಸಂಬಂಧಿಸಿದ ಇಲಾಖೆಯಿಂದ ದೃಢೀಕರಣ ಪತ್ರ (Clearance Certificate)	:	
12	ವೃತ್ತಿ ತೆರಿಗೆ ನೋಂದಣಿ ಪತ್ರದ ಪ್ರತಿ	:	
13	ಇತ್ತೀಚಿನ ವೃತ್ತಿ ತೆರಿಗೆ ಪಾವತಿಸಿದ ಪ್ರತಿ ಹಾಗೂ ಇಲ್ಲಿಯವರೆಗೂ ಪಾವತಿಸಿದ ಬಗ್ಗೆ ಇಲಾಖೆಯಿಂದ ದೃಢೀಕರಣ ಪತ್ರ (Clearance Certificate)	:	

14	GST ನೋಂದಣಿ ಪ್ರತಿ	:	
15	ಇತ್ತೀಚಿನ ಸೇವಾ ತೆರಿಗೆ (GST) ಪಾವತಿ ಪ್ರತಿ ಹಾಗೂ ಇಲ್ಲಿಯವರೆಗೂ ಪಾವತಿಸಿದ ಬಗ್ಗೆ ಇಲಾಖೆಯಿಂದ ದೃಢೀಕರಣ ಪತ್ರ (Clearance Certificate)	:	
16	ISO Certificate- ISO 9001:2015 (Optional)	:	
17	ಸಂಸ್ಥೆಯ ಹೆಸರಿನಲ್ಲಿನ PAN Card ಪ್ರತಿ	:	
18	ಕಳೆದ 3 ವರ್ಷಗಳಲ್ಲಿ (2022-23, 2023-24, 2024-25) ಆರ್ಥಿಕ ವರ್ಷದ ಸಂಸ್ಥೆಯ ಹೆಸರಿನಲ್ಲಿನ ಆದಾಯ ತೆರಿಗೆ ರಿಟರ್ನ್ಸ್ ಪ್ರತಿ (I.T. Returns)	:	
19	ಟೆಂಡರ್ ದಾರರು ಕಳೆದ 3 ವರ್ಷಗಳಲ್ಲಿ (2022-23, 2023-24, 2024-25) ವಾರ್ಷಿಕ ವಹಿವಾಟು ನಡೆಸಿದ ಬಗ್ಗೆ ನೋಂದಾಯಿತ ಲೆಕ್ಕಪರಿಶೋಧಕರಿಂದ ಪಡೆದ ಟರ್ನ್ ಓವರ್ ಸರ್ಟಿಫಿಕೇಟ್	:	
20	2022-23, 2023-24, 2024-25 ನೇ ಸಾಲಿನಲ್ಲಿ ಟೆಂಡರ್ ದಾರರು ಬೇರೆ ಬೇರೆ ಸರ್ಕಾರಿ/ ಅರೆ ಸರ್ಕಾರಿ ಸಂಸ್ಥೆಗಳಿಗೆ ಮಾನವ ಸಂಪನ್ನೂಲ ಸೇವೆ ಒದಗಿಸುವ ಬಗ್ಗೆ ಅನುಭವ ಪ್ರಮಾಣ ಪತ್ರ	:	
21	ಕರ್ನಾಟಕ ರಾಜ್ಯ ಪೊಲೀಸ್ ಇಲಾಖೆಯಿಂದ ಯಾವುದೇ ಪ್ರಕರಣ ಇಲ್ಲವೆಂದು ಪೊಲೀಸ್ ಇಲಾಖೆಯಿಂದ ಪ್ರಮಾಣ ಪತ್ರವನ್ನು ಲಗತ್ತಿಸುವುದು.	:	
22	ಚುನಾಯಿತ ಸದಸ್ಯರು, ಕಪ್ಪು ಪಟ್ಟಿಯಲ್ಲಿರುವ ಸಂಸ್ಥೆಯವರು ಟೆಂಡರ್ ನಲ್ಲಿ ಭಾಗವಹಿಸಲು ಅವಕಾಶವಿರುವುದಿಲ್ಲ ಹಾಗೂ ರೂ. 500/- ರ ಛಾಪಾ ಕಾಗದದಲ್ಲಿ ಕಪ್ಪು ಪಟ್ಟಿಯಲ್ಲಿ ಸೇರಿರದೇ ಇರುವ ಬಗ್ಗೆ ಹಾಗೂ ಚುನಾಯಿತ ಸದಸ್ಯರಲ್ಲದೇ ಇರುವ ಬಗ್ಗೆ ನೋಟರಿಯಿಂದ ಪಡೆದ ಅಫಿಡೆವಿಟ್ ಪ್ರತಿ. (ಸದರಿ ಅಫಿಡೆವಿಟ್ ಈ ಪ್ರಕರಣ ಹೊರಡಿಸಿದ ದಿನಾಂಕದ ನಂತರದ ದಿನಾಂಕದ್ದಾಗಿರಬೇಕು)	:	
23	ಟೆಂಡರ್ ನಿಯಮಗಳು ಮತ್ತು ಷರತ್ತುಗಳನ್ನು ಅನುಸರಿಸುವ ಕುರಿತು ಮುಚ್ಚಳಿಕೆಯನ್ನು ಸಲ್ಲಿಸಬೇಕು.	:	

ಟೆಂಡರ್ ದಸ್ತಾವೇಜುಗಳನ್ನು ಪರಿಶೀಲಿಸಿ ಮೇಲಿನ ಮಾಹಿತಿ ನೀಡಿದ್ದು, ಎಲ್ಲಾ ಮಾಹಿತಿಯು ಸರಿ ಇದೆ ಎಂದು ದೃಢೀಕರಿಸಿದೆ.

ಟೆಂಡರ್ ದಾರರ ಹೆಸರು, ಸಹಿ ಮತ್ತು ಮೊಹರು

Tender Format

TENDER NOTIFICATION NO.04/2025 (Menials-Outsource), dated 15.11.2025

"FOR PROVIDING SERVICE OF PART TIME MENIALS/ CLEANING STAFF FOR LAW COURT COMPLEX AND ANNEX BUILDING AT CHAMARAJAPURAM, MYSURU".

1. Name and Full Address of the Service Provider :
2. Organization/ Agency Name :
3. Address of the Tenderer :
4. Contact Number :
5. E-mail I.D. :
6. Whether registered/ renewed the registration for the current year (Please enclose self attested copy) :
7. If so, class of registration :
8. Experience :
9. EMD details :

Cost Estimate

For providing Manpower (Full time/ Part time) for sanitation services for Law Court Complex and Annex Building at Chamarajapuram, Mysuru.

	Sl. No.	Particulars	Units/ No. of Persons	Total
A	1	Basic Salary		
	2	PF		
	3	ESI		
	4	Service Charge/ Administrative Charges/ Any other charge with details		
	5	GST (if applicable)		
		Total Cost per month		
B	1	Consumables Cost (inclusive of all taxes)		
		Grand Total (A+B)		

Signature of the authorized persons of the firm with seal

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 do 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