PRL DISTRICT AND SESSIONS COURT, BELAGAVI

SHORT TENDER

NOTIFICATION NO: 1/2025

DATED: 23.07.2025

Sub: For Hiring Cleaning Persons (Menials) through Services Agencies on contract basis as per the order of Government letter No. LAW/LAC/16/ 2023 dated 07.03.2025. for the cleaning the Court premises.

Ref:
1. Government Order No. FD 3 TFP 2017, Bengaluru dated 07.07.2017
2. Letter No.LAW-LAC/16/2023 dated 07.03.2025 of Principal Secretary to Government, Law, Justice & Human Rights Department, Vidhana Soudha, Bengaluru
3. Letter No. DJA/82/2007 dated 28.03.2025 of Hon'ble High Court of Karnataka
4. Circular vide No. DJA – 157/2025 (e-procurement) dated 25.04.2025 of Hon'ble High Court of Karnataka
5. Letter No. DJA/82/2007 dated 02.05.2025 of Hon'ble High Court of Karnataka
6. Letter No.DJA/82/2007 dated 27.06.2025 of Hon'ble High Court of Karnataka
7. Circular No: ಸಿಆಸುಇ 06 ಸೆನೆನಿ 2024 dated 20.05.2024 of the Secretariat, Vidhana Soudha, Karnataka State Government

Sealed short tenders are invited by the undersigned from the intending registered services agencies for providing cleaning persons / menials at Court Premises of Belagavi Unit.

Last date for submitting the tender quotation is: 12.08.2025 at 5.00 p.m.

TERMS AND CONDITIONS:

1. The tenders offering services shall have an experience in providing such service/Manpower to reputed organizations.

2. The tenderer shall submit their quotation in the prescribed format attached to this notification. The tender accepting authority reserves the right either to accept or reject the proposal.
3. The tenderer shall enclose EMD of Rs. 10,000/ by way of demand draft in favour of **"Prl. District & Sessions Judge, Belagavi".**
4. The Tenderer shall produce necessary license details.
5. The services shall include both basic cleaning and deep cleaning eg: cleaning of floors with brooms, wet wash, moping the floors, removing the dust from the office fixtures, wash rooms cleaning, cleaning of floors of offices, chambers, court halls, open areas, all the areas and steps of the court complex to keep it neat and in hygienic condition by usage of safe consumables. Any other activity to make the court complex clean and hygienic all the time.
6. Tenderer shall produce the necessary certificates of related Act and regulations in force.
7. The Tenderer shall also be registered with statutory agencies as required under law.
8. The tenderer shall have been registered with the commissioner of service tax and shall furnish the registration number allotted.
9. Complying with labour regulation etc., will be the responsibility of the tenderer.
10. The working hours will be from 8.00 a.m. to 4.00 p.m and may be extended as per the requirement of the Court hours.
11. The working days will be the court working day. In case of urgent requirement, they may have to extend the service on holidays also.
12. Tenderer will have to provide the cleaning persons with required uniform suitable for the job.
13. The contract will be for a period not exceeding 01 year or until further orders whichever is earlier and extendable for further period of another one year subject to satisfactory service. However the undersigned reserves the right of cancellation of this contract if the services rendered by the tenderer is not satisfactory.

14. It shall be the responsibility of the tenderer to provide better sanitation services. If the services provided by the Tenderer is found unsatisfactory, the contract is liable to be terminated without any prior notice.

15. It shall be the responsibility of the tenderer to provided trustworthy service/personnel. If the performance/conduct of any cleaning person provided by the tenderer is found to be unsatisfactory, such personnel shall be replaced within three days from the date of receipt of communication from this office.

16. The tenderer should provide the cleaning persons who are having required experience in the sanitation work and to provide dress code with ID cards.

17. If the tenderer desire to terminate the contract, he/she should give one month prior written notice to the undersigned.

18. It will be the responsibility of the tenderer to ensure that cleaning persons shall provide proper sanitation service at the court complex.

19. No request for advance payment will be considered. Payment will be made in the succeeding month that too after release of budget by the Government.

20. The tenderer shall quote separate rates for salary, PF, ESI, Service charges and service tax and other charges in figure and words.

21. The tenderer shall have to submit the statement for having paid taxes to the concerned Government/Authorities (if applicable) at regular intervals.

22. All the persons/Agencies who submit quotations on or before 12.08.2025 at 5.00 p.m and request to present on 13.08.2025 at 05.00 p.m. The best quote will be selected through negotiation.

23. The final quote will be accepted under the intimation to the Hon'ble High Court of Karnataka, Bengaluru.

24. Also to ensure that no harm is done to the facilities and fixtures available in the wash rooms and the court complex.

25. The cleaning persons deployed in the Court complex shall maintain devotion to duty and integrity. Professional competence will not be compromised. The selection of the tenderer will be made purely on past reputation, dependability and credibility. Merely quoting lowest rate will not make any tenderer an automatic choice for selection. The decision of the Tender Accepting Authority in selection of the tenderer will be final.
26. Failure to comply with the terms and conditions entails rescinding of the contract.
27. Formal agreement will have to be executed before the commencement of the job by agreeing to the terms and conditions.
28. The interested persons can visit the office of all the court complexes in the district during the office working hours to see the area of sanitation and may take assistance of the Sheristedar of the Prl. Courts of the concerned Taluka. They can also visit the complexes to have a look at area of work.
29. The age of the persons deployed should be above 18 years and below 60 years.
30. As per the Circular No: ಸಿಆಸುಇ 06 ಸೆನೆನಿ 2024 dated 20.05.2024 of the Secretariat, Vidhana Soudha, Karnataka State Government should maintain the reservation.
31. The Government in its letter No: LAW/139/LAM/2019(1) dated 19.12.2019 has instructed to engage cleaning personnel at fixed wages of Rs. 8,000/- p.m. for each worker. Later, the Government vide letter No: LAW-LAC/16/2023 dated 07.03.2025 has accorded sanction for enhancement of Rs. 2,000/- p.m. for part time menials with a condition to procure the services through service agency henceforth.
32. The Service provider shall quote separate rates for salary, service charges and other charges within Rs. 10,000/- per person as per the letter No: LAW-LAC/16/2023 dated 07.03.2025 of the Prl. Secretary to Government, Law, Justice & Human Rights Department, Vidhana Soudha, Bengaluru.

The sealed quotations are to be sent to Prl. District and Sessions Judge, Belagavi on or before 12.08.2025 before 05.00 p.m. and will be opened on 13.08.2025 at 05.00 p.m. The sealed cover shall be super-scribed as "TENDER FOR PROVIDING SERVICE CONTRACT FOR MENIALS/CLEANING STAFF".

The following is the list of Courts for which the man power required:-

Sl. No	**Name of the Court**	**No. of the persons required**
1	Prl. District and Sessions Court, Belagavi	13
2	Family Court, Belagavi	2
3	Prl. Senior Civl Judge and CJM Court, Belagavi	2
4	Prl. Civil Judge and JMFC Court, Belagavi	3
5	JMFC-II Court, Belagavi	1
6	JMFC-III Court, Belagavi	
7	JMFC-IV Court, Belagavi	1
8	JMFC-V Court, Belagavi	
9	JMFC-VI Court, Belagavi	1
10	JMFC-VII Court, Belagavi	
11	JMFC-VIII Court, Belagavi	1
12	Labour Court, Belagavi	
13	XI Addl. District Court, Belagavi (to sit at Athani)	3
14	Senior Civil Judge & JMFC Court, Athani	
15	Civil Judge & JMFC Court, Athani	
16	Senior Civil Court, Bailhongal	2
17	Civil Judge and JMFC Court, Bailhongal	
18	VII Addl. District Court, Belagavi (Sitting at Chikkodi)	3
19	Senior Civil Court, Chikkodi	
20	Civil Judge & JMFC Court, Chikkodi	

21	XII Addl. District Court, Belagavi (Sitting at Gokak)	3
22	Senior Civil Court, Gokak	
23	Civil Judge and JMFC Court, Gokak	
24	Senior Civil Judge Court, Hukkeri	2
25	Civil Judge and JMFC Court, Hukkeri	
26	Senior Civil Court, Khanapur	1
27	Civil Judge & JMFC Court, Khanapur	
28	Civil Judge & JMFC Court, Kagawad	1
29	Civil Judge & JMFC Court, Kittur	1
30	Civil Judge & JMFC Court, Mudalagi	1
31	Senior Civil Court, Nippani	2
32	Civil Judge & JMFC Court, Nippani	
33	Senior Civil Judge, Raibag	2
34	Civil Judge & JMFC Court, Raibag	
35	Senior Civil Court, Ramdurg	2
36	Civil Judge & JMFC Court, Ramdurg	
37	Civil Judge & JMFC Court, Sankeshwar	1
38	Senior Civil Court, Saundatti	2
39	Civil Judge & JMFC Court, Saundatti	

The commencement of work of sanitation services should start immediately after acceptance of the short tender.

B.O.C.

OW-9964/2025

23/7/25

Date: 23/7/25
Place: Belagavi

Chief Administrative Officer,
District & Sessions Court, Belagavi.

Chief Administrative Officer
District & Sessions Court, Belagavi

Copy forwarded to:

1. The Deputy Commissioner, Belagavi.
2. The Prl. District & Sessions Judge, Bengaluru(City)/Bengaluru (Rural)/Raichur/Ballari/Koppal/Vijayapur/Bagalkot/Dharwad/Gadag/Haveri/Kalaburgi/Karwar/Mysuru/Mandya/Mangaluru/Hassan/Chamrajnagar/Udupi/Ramnagar/Chikkaballapur/Kolar/Tumkur/Chikkamagalore/Davanagere/Shivamogga/Chitradurga/Kodagu/Yadgir/Bidar **with a request to display on notice board of your office.**

3. The XI Addl. District Court, Belagavi (to sit at Athani)
4. The VII Addl. District Court, Belagavi (Sitting at Chikkodi)
5. The XII Addl. District Court, Belagavi (Sitting at Gokak)
6. The District Judge, OOD, Chairman, Permanent Lok Adalat, Belagavi.
7. The Presiding officer, Karnataka Waqf Tribunal, Belagavi
8. The Labour Court, Belagavi
9. The Family Court, Belagavi
10. The Prl. Senior Civil Judge and CJM Court, Belagavi
11. The Senior Civil Judge & OOD, Member Secretary, DLSA, Belagavi.
12. Prl. Civil Judge and JMFC Court, Belagavi
13. JMFC-II/III/IV/V/VI/VII/VIII Court, Belagavi
14. The Senior Civil Judge Court, Athani/Bailhongal/Chikkodi/ Gokak/Hukkeri /Khanapur/Nippani/Raibag/Ramdurg/ Saundatti.
15. Civil Judge & JMFC Court, Athani/Bailhongal/Chikkodi/Gokak/ Hukkeri/Khanapur/Kagawad/Kittur/Mudalagi/Nippani/Raibag/ Ramdurg/Sankeshwar/Saundatti
16. The Deputy Director, Department of Information and Publicity Belagavi to give wide publicity by publishing in regional and local new paper.
17. The Software Technician, Prl. District & Sessions Court, Belagavi for web hosting on official website of this unit.
18. The Senior Sheristedar, Account Branch of this court for information and necessary action.
19. Notice Board of this court.

Tender Format (Sanitation Services for Court Complex)

Name of the Tenderer :

Organization /Agency name :

Address of the Tenderer :

Contact number :

Cost Estimate

For providing manpower (Full time/Part time) for sanitation services for Court Complex, Belagavi and Taluka units.

	Sl. No.	Particulars	Units/No of persons	Amount in Rs.
A	1	Basic Pay		
	2	P.F		
	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)		

Date:
Place:

Name and Signatures of the Tenderer