O.W No. ADM - 19588/2025
(Cleaning Persons)
E-mail : pdj.belagavi@gmail.com
Tel. No : 0831-2420500

Office of the
Prl. District & Sessions Judge,
Belagavi, dated 20.11.2025

e-Tender Notification

Sub: Inviting Proposals(Quotations) for procurement of Cleaning Persons for cleaning purpose through Outsource on Service Contract Service basis to the Belagavi Courts and Taluka Courts.

Ref: 01) Letter No. LAW-LAC/82/2025 dated 25.09.2025 of The Prl. Secretary to the Government, LAW, Justice and Human Rights, Karnataka State Government, Vidhana Soudha.

02) Letter No. DJA/82/2007 dated 08.10.2025 of the Hon'ble High Court Of Karnataka, Bengaluru.

03) Office note and order passed thereon.

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This office invites e-Bidding request for proposals (Quotations) from Manpower Service providers who are interested to supply Cleaning Persons for cleaning purpose through outsource on Service Contract basis to Belagavi Court and Taluka Courts of Belagavi District from eligible and interested Firms/Agencies/Operators having business/branch office, through e-procurement portal (https://kppp.karnataka.gov.in/), for a period of 3 years, renewable each year, from the date of commencement and extendable beyond, until the onboarding of next subsequent agency. The details of the numbers of manpower required, are as under:

Sl. No.	**Item**	**Details**
1	Tender Number	**ADM/3/2025 Cleaning Persons, dated 20.11.2025**
2	Tender Number (as issued by KPPP)	**HCK/2025-26/SE00_____ dated 20.11.2025**
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., 103606 Sq.m 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	The Chief Administrative Officer, District and Sessions Court, Belagavi
5	Tendering Authorities	Inviting Authority = The Chief Administrative Officer, District & Sessions Court, Belagavi. Evaluating Authority = The Chief Administrative Officer, District & Sessions Court, Belagavi. Accepting Authority = Prl. District & Sessions Judge, Belagavi. Appellate Authority = The Registrar General, Hon'ble High Court Of Karnataka, Bengaluru
6	Validity of the Tender- Contract	**3 years**, renewable each year, subject to the satisfactory quality/performance or until order of discontinuation of the said services.
7	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, not exceeding 5,00,000/- rupees per month.
8	Estimated Approximate Total Tender Cost	No estimation drawn, as no such reference to calculate for the said services is found. Rs. 60,00,000/- (per annum) is taken as Nominal Estimated Tender Cost for KPP website requirement only.
9	EMD Amount	**1,20,000/- (Nominal EMD with no link to Tender estimation coast)** **PBG will be based on the Tender awarded value.**
10	Billing model	**Billing** after completion of each calendar month, subject to the satisfactory performance.
11	Last date for	**04.12.2025 at 5.30 p.m.**

	clarifications	
12	Closing Date & Time for submission of Tender proposal	**10.12.2025 at 5.30 p.m.**
13	Tender Opening Date & Time	**Technical: 12.12.2025** at **11.00 a.m.** **Financial:** Upon approval of Technical Bid
14	Office Contact Number & e-mail ID	0831-2420500 adm1.pdjbgm@gmail.com
15	Pre-bid Meeting Venue	**06.12.2025 at 1.30 p.m.,** at the chamber of Chief Administrative Officer, District Court, Belagavi Map: (https://maps.app.goo.gl/8QhGQusfmQVGjKTi7)
16	Pre-bid Meeting Attendance compulsory	**Yes. Certificate of Attendance issued by this Office, to be uploaded at relevant column in KPP portal.**

BUILDING UNITS/PREMISES AND THEIR AREA WHERE THE SAID SERVICES ARE TO BE EXECUTED		
1	**2**	**3**
SL. NO.	**COURT COMPLEX**	**TOTAL GROUND AREA EXCEPT PLINTH AREA OF THE BUILDING IN SQ.M AND TOTAL AREA FOR THE PURPOSE OF CLEANING IN SQ.M**
1	District Court Old Court Complex, Belagavi	4500 SQ. MTR
2	New Court Complex, Belagavi	13293 SQ. MTR
3	Athani Court Complex	6248 SQ. MTR
4	Bailahongal Court Complex	14090 SQ. MTR
5	Chikkodi Court Complex	7132 SQ. MTR
6	Gokak Court Complex	4500 SQ. MTR
7	Hukkeri Court Complex	4679 SQ. MTR
8	Kagawad Court Complex	500 SQ. MTR
9	Khanapur Court Complex	7400 SQ. MTR
10	Kittur Court Complex	6960 SQ. MTR
11	Mudalagi Court Complex	5000 SQ. MTR
12	Nippani Court Complex	8683 SQ. MTR
13	Ramadurga Court Complex	10704 SQ. MTR
14	Raibag Court Complex	5000 SQ. MTR
15	Saundatti Court Complex	2737 SQ. MTR
16	Sankeshwar Court Complex	2180 SQ. MTR
TOTAL		**103606 SQ. MTR**

The stipulated procedure, terms & conditions are hereunder:-

1) This invitation to bid is for Request for Proposal for Procurement of Cleaning Persons for cleaning purpose through Outsource on Service Contract basis on the basis of area of the premises i.e., 103606 Sq.m in total, the breakup of locations and area is as given above, to perform all cleaning but not limited to following services:

- Dusting- Once in every 2 days at a given location
- Sweeping- Thrice in a day, specifically once before the commencement of Office Working Hours i.e., 10 a.m.
- Mopping- Twice a day, specifically once before the commencement of Office Working Hours i.e., 10 a.m.
- Note that the whole premises is a mixture of different types of areas such as Tar road, granite corridor, cemented and tiles surface, muddy earth with and without grass,

from eligible and interested Firms/Agencies/Operators having business/branch office.

2) The agreement will be initially for a period of one year from date of signing of the contract which may be extended for a period of two more years on year to year basis on same rates, terms and conditions. The Hon'ble Principal District & Sessions Judge, Belagavi may extend the period of contract for a further period till completion of the process of on boarding new vendor after expiry of the period of contract.

3) The Bidders shall enter the total monthly cost of the services in Rupees upto two decimals only, inclusive of all the expenditure such as wages and any 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, as their Price Bids. Bidders are free to choose on how many number of cleaning persons they would hire or any number of shifts to execute the said work service and/or reduce the number of manpower by employing mopping machines suitably and wherever feasible. It is compulsory on the Bidders to carefully study the local requirements of each units of premises as appended above and enter Price Bid Amount appropriately, keeping delivery of services in view. Failure to discharge the services after underquoting with a sole view to win the Tender, will result in confiscation of the entire PBG amount or 5 times the EMD, if withdrawn before the depositing of PBG and Blacklisting the

agency as per the proper statute.

4) 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/portal-home 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://kppp.karnataka.gov.in

5) 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.

6) 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 relationship with one another (i.e. when one or more 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.

7) Bidder who has downloaded the notification document from the Belagavi District Judiciary website https://belagavi.dcourts.gov.in/and Karnataka Public Procurement Portal (KPPP) website https://kppp.karnataka.gov.in/#/portal/portal-home, 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/PBG would be forfeited and Bidder will be liable to be blacklisted from doing business with the Prl. District & Sessions Judge Court, Belagavi.

8) Intending bidders are advised to check Belagavi District Judiciary website https://belagavi.dcourts.gov.in/ tender section and KPPP website https://kppp.karnataka.gov.in/#/portal/portal-home 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.

9) 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 contained in the Tender Document-Brief Table is considered final, for all purpose.
10) The Bidders shall submit an **EMD (Earnest Money Deposit)/Bid Security amount as indicated in this notification**, 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.
11) There shall be no bid document/tender fee. 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) in a nationalized Bank and execution of Service Level Agreement (SLA), upon successful awarding of Tender. Further, it is the duty of the L1 Bidder 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 L1 Bidder 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 Prl. District & Sessions Court, Belagavi, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Bidding process.
12) 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 acknowledgement of the submission of the bid.

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

14) 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. The Bidders shall ensure that not more than 5 experience certificates are uploaded.

15) 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 District and Sessions Court, Belagavi, 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 Procuring authority and Bid evaluation, Bid comparison or Contract award decisions may result in the rejection of the Bidder's Bid.

16) 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, tables, 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 document.

17) Prices quoted must be full and final and shall not be subject to any upward modifications, on any account whatsoever throughout the contract, except after increment as a result of the revision of minimum 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. All such extra costs and charges shall be made public in the pre-bid meeting, so that, equal grounds are created for all the interested bidders. 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.

18) 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 the District and Sessions Court, Belagavi

19) Un-signed, un-stamped and without certificate for authorized person, bid will not be accepted. The bid shall contain any interlineations, erasures or overwriting except as necessary to correct errors made by the Bidder, in which case such corrections shall be initialled 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.

20) The evaluation will be done in two phases i.e., Technical and Commercial evaluation, by the Tender Inviting Authority i.e,. Chief Administrative Officer, Prl. District & Sessions Court, Belagavi & The Accepting Authority i.e., Hon'ble Principal District & Sessions Judge, Belagavi, as designated by Hon'ble High Court Of Karnataka, Bengaluru. Any time during the process of evaluation the Chief Administrative Officer, District & Sessions Court, Belagavi, 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),

21) 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. If 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

Important Note:

a. The Office of the District and Sessions Court, Belagavi, will hold right to seek clarification/original documentary evidence on any of the submitted documents at any point during the evaluation. Bidders shall submit supporting documents if required during the evaluation.

b. The Office of the District and Sessions Court, Belagavi, may independently verify the claims made by the bidder in the technical bid, if required.

c. The Office of the District & Sessions Court, Belagavi, reserves the right to reject any Technical Proposal in case the bidder fails to satisfy any of the condition mentioned in the Technical Criteria during the evaluation.

22) The Commercial Bids of only those bidders who are technically qualified will be opened in KPP Portal on the date and time mentioned by the Chief Administrative Officer, District and Sessions Court, Belagavi. The Commercial Bids will be evaluated by the Purchaser for completeness and accuracy.
Arithmetical errors will be rectified on the following basis:
   - If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected.
   - If there is discrepancy between words and figures, the amount in words shall prevail.

   Commercial evaluation exclusion criterion:
   - Conditional bids shall NOT be accepted and shall be rejected.
   - The bids, found lacking in strict compliance to the commercial bid format shall be rejected.
   - Evaluation of the bid will be online and offline both.

23) The "Commercial Quotes" submitted by technically qualified bidders will be opened in e-procurement portal.

24) While neither the KPP portal nor the Tendering process requires the Complete Commercial costs to be entered, some of the items, that should be accounted are:
   - The Commercial Bid shall take into account all expenses including the applicable GST.
   - Costs shall be expressed in absolute terms in rupees up to two decimal points and not in percentage.
   - The service charge quoted by the bidder shall include all the costs associated with the assignment. In addition to the service charge, The Office of the District and Sessions Court, Belagavi, shall reimburse the remunerations of manpower as per the terms and conditions prescribed under the RFP, the minimum employer's contribution towards PF and ESI in respect

of manpower eligible under the provisions of the Scheme, who are eligible for such payment and essentially required to be paid under the provisions of the contract and respective law. All other costs, including those required for fulfilment of scope of work of the contract and required to discharge the liabilities under various labour legislations are to be built within the quotation for service charge.

- The total service charge indicated in the Commercial Proposal shall be without any condition attached or subject to any assumption, and shall be final and binding. In case any assumption or condition is indicated in the Commercial Proposal, it shall be considered non-responsive and liable to be rejected.

25) The Office of the District and Sessions Court, Belagavi, may at any time during the period of engagement, by a written order given to the Bidder, make changes within the general scope of the Engagement.
26) The Office of District and Sessions Court, Belagavi, reserves the right to accept any bid and to annul the bid process and reject all bids at any time prior to Engagement of agencies, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for having taken the said action.
27) The Office of District and Sessions Court, Belagavi, will notify through Notification of award (NOA) the successful Bidder in writing by letter or by email, to be confirmed in writing by letter, that its bid has been accepted. Within 7 days of receipt of this NOA, the bidder has to render his acceptance of notification of this award. The notification of award will constitute the acceptance of the Terms and Conditions as mentioned in the NOA, upon the successful Bidder's furnishing of performance security.
28) The Office of the District and Sessions Court, Belagavi, will initiate the refund/return of the EMD/Bid Securing Declaration, as soon as the Financial Evaluation is completed. All further queries are to be addressed by the e-Governance department maintaining the KPP portal.
29) The Bids prepared by the Bidder and all correspondence and documents relating to the bids exchanged by the Bidder and The Office of District and Sessions Court, Belagavi, shall be written in the English or Kannada language, provided that any printed

literature furnished by the Bidder may be written in another language so long the same is accompanied by an English translation in which case, for purposes of interpretation of the bid, the English translation shall govern.

30) It will be imperative on each Bidder to fully acquaint himself with the local conditions and factors, which would have any effect on its performance and / or the cost. It will be imperative for each Bidder to fully inform themselves of all legal conditions and factors which may have any effect on the Engagement as described in the bid documents. The Office of District and Sessions Court, Belagavi, shall not entertain any request for clarification from the Bidder regarding such local condition. It is the responsibility of the Bidder that such factors have properly been investigated and considered while submitting the bid proposals and that no claim whatsoever including those for financial adjustment to the Engagement contract awarded under the bidding documents will be entertained by the office of District and Sessions Court, Belagavi and that neither any change in the time schedule of the contract nor any financial adjustments arising thereof shall be permitted by the Office of District and Sessions Court, Belagavi on account of failure of the Bidder to appraise themselves of local laws/condition.

31) The Prl. District and Sessions Judge, Belagavi will determine to its satisfaction whether the Bidder selected as having submitted the best responsive bid is qualified to satisfactorily perform the scope of work. This determination will take into account the Bidder's responsiveness, implementation, post-implementation, technical, financial and capabilities, in the same order. It will be based upon an examination of the documentary evidence submitted by the Bidder as per document sought in the bid document as well as such other information sourced independently, as the Office of the District and Sessions Court, Belagavi deems necessary and appropriate. An affirmative determination will be a prerequisite for the Engagement of the Bidder. A negative determination will result in rejection of the Bidder's bid, in which case, The Office of the District and Sessions Court, Belagavi will proceed to the next best evaluated bid to make a similar determination of that Bidder's capabilities to perform satisfactorily.

32) At any time prior to the last date and time for receipt of bids, the Office of the District and Sessions Court, Belagavi, may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the Bid

Document by an amendment. The amendment will be notified by the office of District and Sessions Court, Belagavi and binding on all bidders. In order to provide prospective Bidders reasonable time in which to take the amendment into account in preparing their bids, the Office of District and Sessions Court, Belagavi, may, at its discretion, extend the last date for the receipt of Bids.

33) It is required that Bidders participating in the engagement adhere to the highest ethical standards, both during the selection process and throughout the execution of a contract.
The Purchaser:

a. defines, for the purpose of this paragraph, the terms set forth below as follows:
   - "corrupt practice" means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of a public official or members of the Evaluation Committee, in the selection process or in scope of work execution;
   - "fraudulent practice" means a misrepresentation or omission of facts in order to influence a selection process or the execution of scope of work;
   - "collusive practices" means a scheme or arrangement between two or more Bidders with or without the knowledge of the Purchaser, designed to establish prices at artificial, non-competitive levels;
   - "coercive practices" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process, or affect the execution of a scope of work;

b. will reject a proposal for award, if it determines that the Bidder recommended for Engagement has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the Engagement in question;

34) A prospective Bidder requiring any clarification of the Bid Document may notify the Office of the District and Sessions Court, Belagavi in writing and/or to the e-mail addresses pdj.belagavi@gmail.com & adm1.pdjbgm@gmail.com (primary e-mail ID and mandatory to keep this e-mail in the loop). The queries shall follow the format as follows:

Sl. No.	Section No	Clause No	Page number	Existing provision in the clause	Clarification Sought

The Office of the District and Sessions Court, Belagavi will respond, to request for clarifications of the Bid Document, received not later than the date prescribed. The Office of the District and Sessions Court, Belagavi, will respond to the clarifications without identifying the name of the bidder to ensure fair bid process. Alternatively, such queries may also be answered through Telephone call by the Prl. District & Sessions Court, Belagavi, to ensure effective and speedier communication, specially if numbers of such queries are too high to be cleared off in time.

36) Information relating to evaluation of Proposals, recommendations concerning Engagement shall not be disclosed to the Bidders who submitted the Proposals or to other persons not officially concerned with the process, until the publication of the letter of Engagement. The undue use by any Bidder of confidential information related to the process may result in the rejection of its Proposal.

37) Job descriptions mentioned in the RFP are of generic nature and prescribe broad qualification and experience. Specific and detailed requirements will be provided to the selected bidder.

Cadre= Cleaning Person

Role & Responsibility

- To clean and maintain the Building (In & Around) premises of Belagavi City Courts and Taluka Courts of Belagavi District.
- To mark attendance on every working day.
- To attend duty on other timings and days apart from the regular Court working days, at no extra payment, whatsoever.The duty to get the said work done is on the Bidding agency completely, irrespective of the employees hired by the agency for regular basis or by hiring people other than their regular employees.

Qualification & Experience

i. No qualification/experience/age limit has been made mandatory or such statute, found by this Office, at the time of preparing this document for the said Job. If any found, will be implemented, prospectively.

ii. The selection of the Candidates is responsibility of the Manpower Agency.

38) The Service provider, shall ensure that, any amount received as a part of such statutory benefits, be remitted to the Employees compulsorily and the Service Provider is liable to keep the book of

account in this regard. A monthly statement shall be furnished to the Office of City Civil Court, in the next billing month, for having not divulged any such funds. Any such funds lying unutilized, shall be returned or be matched in the next monthly bill.

The Office of District and Sessions Court, Belagavi, shall reimburse the payment made by the Agency towards employer's share of contribution under the respective scheme on submission of proof of actual payment made by the Agency. The reimbursements shall be processed only after due intimation to this Office, along with proof of contribution, made towards the Employees account.

39) The Agency shall be solely responsible for hiring of suitable and efficient manpower resources for the Belagavi City and Taluka Courts of Belagavi District. No additional cost shall be paid for hiring of manpower.

40) The persons deployed by the Agency should not have any Police record/criminal cases against them. The agency should make adequate enquiries about the character and antecedents of the persons whom they are recommending.

41) Any person deployed by the contracting agency should not indulge in act of misconduct. In case any such incident comes to the knowledge or brought to the knowledge of this Office, the contracting agency shall withdraw such person immediately and the Office will be at liberty to take appropriate action against such person as well as contracting agency.

42) The contracting agency shall conduct a thorough background verification of the candidate at its own cost. The background verification shall essentially include the verification of the following credentials:
    - Verification of education and academic credentials
    - Verification of prior employment
    - Criminal background checks for convictions including police verification
    - Address verification

43) The contracting agency shall ensure that the personnel deployed are medically fit. The Agency shall withdraw such employees who are not found medically suitable by the office immediately on receipt of such a request.

44) The Cleaning Employees will be detailed to work at respective areas, for limited time on any given day as per the prevailing statues or rules. Besides this, the Office of District and Sessions

Court, Belagavi also observes the Gazetted holidays notified by the HIGH COURT OF KARNATAKA from time to time. However, the work hours may be rescheduled on shift basis and the employees may have to report for work occasionally on weekend or holidays. The attendance report maintained at ADM Branch of respective Court Units are considered for making payroll and the report so provided is final.

45) The said attendance report will be made available to the contracting agency immediately on completion of a month. All personnel deployed under the contract shall adhere to punctuality in the strictest sense.

46) The contracting agency shall disburse the remunerations to the individual manpower within three working days from the receipt of attendance details from the Office of District and Sessions Court, Belagavi through electronic transfer directly in the bank account of the individual manpower. The contracting agency shall submit the proof of disbursement of remuneration to the individual manpower along with the monthly invoice.

47) All the personnel employed by the contracting agency shall adhere to the general procedures, code of conduct, service rules and practices, prescribed and followed by the Office of District and Sessions Court, Belagavi and are strictly bound by it.

48) The contracting agency shall preserve a copy of the following documents in respect of the individual manpower who will be deployed by it in the Office of District and Sessions Court, Belagavi and submit the same on quarterly basis.
    - List of persons deployed.
    - Bio-data of the persons along with the certificates in respect of educational/ professional qualifications etc.
    - Certificate of verification of antecedents of persons by local police authority including background verification.
    - Detailed proof of identity like Aadhaar, driving license, bank account details, proof of residence and recent photograph of the personnel deployed.

49) The contracting agency shall replace the manpower within two working days if any of its personnel are unacceptable to the Authority because of security risk, incompetence, conflict of interest and breach of confidentiality or frequent absence from duty/misconduct on the part of the manpower supplied by the agency.

50) Notwithstanding above, the Authority has the right to ask to

change/replace the personnel at any point of time without assigning any reason by giving a notice of one month.

51) The personnel deputed to the Office of Distirct and Sessions Court, Belagavi through the Outsources, shall not be changed by the agency in any circumstances unless there is a specific request, in writing.

52) The Office of District and Sessions Court, Belagavi, will not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment's or vehicles of the personnel of the contracting agency. The successful bidder should be solely responsible for all acts of omission and commission occasioned by this personnel in carrying out the terms of the tender.

53) The contracting agency shall be responsible for any damages done to the property of the Authority by the personnel so employed. The Office of District and Sessions Court, Belagavi, will be free to recover it from the performance security given by the contracting agency or from any other monthly payments to contracting agency.

54) The contracting agency's personnel working should be polite, cordial, positive and efficient, while handling the assigned work. In case, the person employed by the Agency commits any act of omission/ commission that amounts to misconduct/ indiscipline/ incompetence, the Agency will be liable to take appropriate disciplinary action against such persons, including their instant removal from site of work, if required by this Office.

55) The contracting agency's personnel shall not divulge or disclose to any person, any details of office, operational process, technical know-how, security arrangements and administrative/ organizational matters as all are of confidential/ secret nature.

56) Office of the District and Sessions Court, Belagavi will allow free entry and access to the authorized personnel of the successful bidder for providing services specified in this RFP during the working hours in the office. Due intimation of time of such entry if it is out of the Office Working Hours and antecedent of each such authorized personnel shall be made to the Office of District and Sessions Court, Belagavi and it's respective units shall made in prior. And no employee shall be in under age of 18 years and engaging of service personnel adhering to the Labour code is entirely the responsibility of the Service Providing Agency. Service staff should be provided with apron indicating the name of the Outsource agency and ID card, which shall be worn at all times,

inside the premises of the Courts. The cost with regard to uniform, ID Cards and any other expenses for the maintenance of employees shall be borne by the Service provider and be included within the Service charges. No other cost shall be shown in the commercial proposal apart from the mentioned breakup.

57) The contracting agency shall nominate a Coordinator to the Office of District and Sessions Court, Belagavi, where the manpower is deployed under the contract, who will be responsible for interaction with the Belagavi City and Taluka Courts of Belagavi District, in all matters related to manpower outsourced by that Agency, including submission of bills, submission of certificates relating to statutory authorities/payments, providing replacements on time-bound basis, supply of additional manpower, if required, on emergent basis. The Coordinator will also be responsible for ensuring attendance and punctuality of outsourced manpower and thereon redress the grievances of its resources so deployed. The proprietor may himself discharge this responsibility, in case of unavailability of a designated co-ordinator.

58) Contracting agency shall ensure monthly meeting with deployed manpower to attend their grievances. Contracting agency shall ensure that deployed resources shall not make any representation directly to the Office of District and Sessions Court, Belagavi. The contracting agency shall be solely responsible for the redressal of grievances/ resolution of disputes relating to person deployed. The Office of District and Sessions Court, Belagavi shall, in no way, be responsible for settlement of such issues whatsoever.

59) The Office of District and Sessions Court, Belagavi shall not be responsible for any financial or other injury to any person deployed by service providing agency in the course of their performing the functions/duties, or for payment towards any compensation.

60) For all intents and purposes, the contracting agency shall be the "Employer" within the meaning of different Labour Legislations in respect of manpower so employed and deployed Office of District and Sessions Court, Belagavi. The persons deployed by the contracting agency in this Office shall not have claims of any Employer and Employee relationship nor have any principal and agent relationship with or against the Authority.

61) The contracting agency's personnel shall not have any right to claim any benefit/compensation /absorption/regularization of

services with this Office under the provision of Industrial Disputes Act, 1947 or Contract Labour (Regulation & Abolition) Act, 1970. Undertaking from the person to this effect in the form annexed will be required to be submitted by the contracting agency to this office. In case of the termination of the contract on its expiry or otherwise, the persons deployed by the contracting agency shall not be entitled to any claim for absorption or for any relaxation. The person deployed by the contracting agency shall be the employees of the Agency for all purpose.

62) The contracting agency, if applicable will be responsible for compliance of all statutory provisions including but not limited to Minimum Wages, Provident Fund, Employees State Insurance, Contract Labour (R&A) Act etc. in respect of the persons deployed by it in the Office of District and Sessions Court, Belagavi.

63) The matter with regard extension of benefits of Employees Compensation Act, Bonus, and Maternity Benefits will be placed before Hon'ble High Court of Karnataka, for clarification. And whenever such orders are passed at the sole discretion of the Hon'ble High Court, the same will be made applicable under this Tender to the Contracting employees, in prospective nature, unless otherwise specified by the Hon'ble High Court.

64) The contracting agency shall be liable for depositing all taxes, levies, cess etc. on account of service rendered by it to the Office of District and Sessions Court, Belagavi to concerned tax collection authorities from time to time as per extant rules and regulations on the matter. In case, the contracting agency fails to comply with any statutory/ tax liability under appropriate law, and as a result thereof the Office of District and Sessions Court, Belagavi is put to any loss/obligation, monetary or otherwise, the Office of District and Sessions Court, Belagavi will deduct the same from the monthly bills and or the Performance Security Deposit of the agency, to the extent of the loss or obligation in monetary terms.

65) If after the date of the Engagement, there is any change in the applicable laws of India with respect to such taxes, duties, fees, statutory payments and other impositions, which are directly payable by the contracting agency in future, which increases or decreases the cost, then the corresponding adjustments shall be made to the discovered rates, prospectively, unless otherwise explicitly mentioned.

66) The contracting agency shall maintain all statutory registers as

required by the Law. The agency shall produce the same, on demand, to the concerned authority of the Prl. District and Sessions Court, Belagavi or any other authority under Law.

67) The contracting agency shall not assign, transfer, pledge or sub-contract the performance or service without the prior written consent of the Authority. The firm shall not assign or sublet the work/job or any part of it to any other person or party without having first obtained permission in writing of the Office of District and Sessions Court, Belagavi, which will be at liberty to refuse if thinks fit. The tender is not transferable. Only one tender shall be submitted by one bidder.

68) The contracting agency shall submit a declaration cum indemnity bond to indemnify the Authority, its officers and employees and representatives against all third party claims, charges, penalties, fines, expenses, losses, damages, costs, suits or any other levy against the Authority and/or the officers and employees due to the failure of the Contractor to observe or follow any of the laws in the pro forma prescribed.

69) Nothing contained herein shall be construed as establishing a relationship of master and servant or of principal and agent as between the “Purchaser” and the Bidder.

70) This Contract, its meaning and interpretation, and the relation between the Parties shall be governed by the applicable Laws of India.

71) The General terms and Conditions and Letter of Engagement have been executed in English, which shall be the binding and controlling language for all matters relating to the meaning or interpretation.

72) A Party may change its address for notice hereunder by giving the other Party notice in writing of such change to the address.

73) The Purchaser may terminate the Engagement if it determines at any time that representatives of the Bidder were engaged in corrupt, fraudulent, collusive or coercive practices during the selection process or the execution of that work under Engagement, without the Bidder having taken timely and appropriate action satisfactory to the Purchaser to remedy the situation;

74) The Prl. District & Sessions Court, Belagavi, may also apply sanction/s against the Bidder, including declaring the Bidder

ineligible, either indefinitely or for a stated period of time, to be awarded a contract/ Engagement if it at any time determines that the Bidder has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for, or in executing, the activities as mentioned in the Scope of Work;

- Within 7 days after the issuance of Notification of Award by the Purchaser to the Bidder, the successful Bidder shall furnish a Bank Guarantee towards performance security which shall be five per cent of the total contract value specified in the notification of award, to the Purchaser from a scheduled bank.
- The Bank Guarantee should be valid till the entire term of the Engagement and for an additional period of 90 days after the completion of the term of Engagement or until the completion and onboarding of new vendor after the subsequent Tender procedure. In case the duration of the Engagement is extended by the office of District and Sessions Court, Belagavi, the successful bidder will have to extend the Bank Guarantee by that period. The Bank Guarantee shall be invoked by the Office of District and Sessions Court, Belagavi, in the event the successful bidder fails to perform the responsibilities and obligations as set out in the RFP to the complete satisfaction of the Prl. District and Sessions Judge, Belagavi and Misrepresentations of facts/information submitted to the Office of District and Sessions Court, Belagavi.

75) The Bidder:

- shall keep accurate and systematic accounts and records in respect of the Services to be provided under the RFP, in accordance with accepted accounting principles and in such form and detail as will clearly identify all relevant time changes and costs, and the bases thereof, and
- with respect to such accounts and records related to this Engagement, shall periodically permit this Office, to inspect the same and make copies thereof, as well as to have them audited by inspectors/auditors appointed by this Office, if so required

76) The Bidder shall disclose to the Purchaser in writing, all actual and potential conflicts of interest that exist, arise or may arise (either for the Bidder or the Bidder's Team) in the course of

performing the Services as soon as practical after it becomes aware of that conflict.

77) This Engagement shall come into effect on the date the letter of Engagement is signed and submitted by the Manpower Agency with the Office of District and Sessions Court, Belagavi or the commencement of services by the successful bidder. The date the Engagement comes into effect is defined as the Effective Date.

78) For the purposes of this Engagement, "Force Majeure" means an event which is beyond the reasonable control of a Party, is not foreseeable, is unavoidable and not brought about by or at the instance of the Party claiming to be affected by such events and which has caused the non-performance or delay in performance, and which makes a Party's performance of its obligations hereunder impossible or so impractical as reasonably to be considered impossible in the circumstances, and includes, but is not limited to, war, riots, civil disorder, earthquake, fire, explosion, storm, flood or other extreme adverse weather conditions, strikes, lockouts or other industrial action (except where such strikes, lockouts or other industrial action are within the power of the Party invoking Force Majeure to prevent), confiscation or any other action by Government agencies.

    Force Majeure shall not include:

    - any event which is caused by the negligence or intentional action of a Party or by or of such Party's agents or employees, nor
    - any event which a diligent Party could reasonably have been expected both to take into account at the time of the conclusion of this Engagement, and avoid or overcome in the carrying out of its obligations hereunder.
    - insufficiency of funds or inability to make any payment required hereunder.

79) The failure of a Party to fulfill any of its obligations stated as Terms and Conditions shall not be considered to be a breach of, or default under, this Engagement insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event

    - has taken all reasonable precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of this Engagement, and
    - has informed the other Party as soon as possible about the occurrence of such an event.

80) A Party affected by an event of Force Majeure shall continue to perform its obligations under the specified Terms and Conditions as far as is reasonably practical, and shall take all reasonable measures to minimize the consequences of any event of Force Majeure.

81) During the period of their inability to perform the Services as a result of an event of Force Majeure, the Bidder, upon instructions by the "Purchaser", shall either:
   - Demobilize; or
   - Continue with the Services to the extent possible, in which case the Bidder shall continue to be paid proportionately and on pro-rata basis, under the terms and conditions of this Engagement.

82) Upon termination of this Engagement by notice of either Party hereof, the Bidder shall, immediately upon dispatch or receipt of such notice, take all necessary steps to bring the Services to a close in a prompt and orderly manner and shall make every reasonable effort to keep expenditures for this purpose to a minimum.

83) The Bidder shall not engage either directly or indirectly, in any business or professional activities which would conflict with the activities assigned to them.

84) The contracting agency shall submit the monthly bills in triplicate enclosing the certificates as mentioned in this RFP as which shall be got duly certified by the officer incharge and the same shall be paid within 15 days thereof after making recovery if any, subject to availability of funds.

85) The Tax Deduction at Source (T.D.S.) shall be made as per the provisions of Income Tax and the GST Acts and Rules, as amended from time to time and a certificate to this effect shall be provided to the agency by this office.

86) No Payment shall be made in advance to either the Service Provider or any loan from any bank or financial institution be recommended on the basis of work award.

87) After the award of the contract, if the selected bidder does not perform satisfactorily or delays execution of the contract, the Office of District and Sessions Court, Belagavi, reserves the right to get the balance contract executed by another party of its choice by giving one month's notice for the same at the risk and expense of the selected bidder. In this event, the selected bidder is bound

to make the additional expenditure, which the Office of City Civil Court may have to incur to carry out bidding process for the execution of the balance of the contract.

88) A Pre-bid meeting is scheduled on the date and time as mentioned in this document and attendance to this meeting will be compulsory. A certificate of attendance will be issued, on the day of the meeting, which must compulsorily be uploaded in relevant space of KPP portal.

Any information and feedback, which need to be brought to the notice of the interested parties, provided on the day of Pre-bid meeting will be collated and an addendum notification will be published through the same means as this notification. The bidders who fail to attend the meeting on the said date, may at the discretion of Chief Administrative Officer, District and Sessions Court, Belagavi, obtain exemption certificate, before the last date to apply for Tender and the same must be uploaded in suitable space on KPP portal. Providing of such attendance/exemption certificate is at the discretion of the Chief Administrative Officer, District and Sessions Court, Belagavi and the same is not challengeable in any case.

The issuance of Pre-bid meeting participation certificate is not a matter of right, to every person/representative who attends the meeting.

89) Bidder should not have been declared ineligible for corrupt and fraudulent practices by any of the Offices of Government of Karnataka. The Bidder shall furnish a non-blacklisting certificate that the agency has not been blacklisted in the past by any Govt. or PSUs in Karnataka.

90) Upon opening of Financial Bid Cover on the KPP Portal, the Chief Administrative Officer, District and Sessions Court, Belagavi, shall negotiate with the L1 Bidder to offer competitive rates in comparison with that of the other bidders for those listed items which are priced costlier, so as to benefit the Government by reducing the cost. If at cases, wherein any or some of the bidders, who were ineligible or disqualified on Technical basis, emerge as lowest bidders after Financial Opening, such commercial proposals are bound to be rejected and the tender will be awarded to the non-L1 bidder, notwithstanding anything given in KTPP Act or KTPP Rules.

91) The E.M.D. will be returned to the unsuccessful bidder through the KPP portal. The EMD Demand Draft of successful bidder will be refunded at end of the Tender period on satisfactory service.

92) The Contract will be awarded to the successful Bidder whose Bid has been determined to be substantially responsive, competitive, previous track record of maintenance in above said Work services and has been determined as the Best Value Bid in terms of lowest commercial value.

The acceptance or rejection of the proposal is at the discretion of the Principal District and Sessions Judge, Belagavi.

In cases of multiple bidders placed at L1 position and since the said work service cannot be split, only 1 Bidder among the L1 position holders will be awarded the said work service. Since there is no relevant statutes/G.O/rules/Memorandum in place, with regard to the procedure and criteria in arriving at awarding the said Tender to only 1 agency among the equally placed bidder, the Tender committee and the Hon'ble Principal District & Sessions Judge, Belagavi, will execute their discretionary power.

The Bidders during the Pre-bid meeting shall bring to the notice of the Tender Inviting authority of any statutes or rules, which is either not included in the document or has been effected before the publication of this notification, with regard to this Tender notification. Any representations made after this date, is not liable to be considered by the Tendering authority, specially if it is deemed to adversely affect the interests of stakeholders.

93) The personnel provided by the agency may be deputed by this Office to any of the Court Complexes, Offices and assign othe duties, at any point of time, without informing the agency, in view of administrative reasons and the same shall not be challenged. No additional remuneration/allowances will be provided in this regard.

94) In case of any deviations/aberrations/variation from the terms stipulated in the whole Tender document or the annexures, orders passed in pre-bid meeting and associated documents, or intentional attempt to feed inappropriate/irrelevant data, so as to postpone/nullify the whole Tender, the Hon'ble Principal District and Sessions Judge, Belagavi, may take suitable action, as per law and further prevent the participation in upcoming Tenders from this Office.

95) In case of dispute arises, after exhausting discussion and negotiation, if any, dispute among the parties arising out of this

contract or otherwise shall be settled by arbitration in accordance with the Arbitration Centre –Karnataka, (Domestic & International) Acts and rules and has been established under the aegis of the High Court of Karnataka, Bengaluru on 3rd Floor, 'Khanija Bhavan' (East Wing), Race Course Road, Bangalore, vide G.O. No. LAW 273 LAC 2012 dated 06.12.2012. Judgment upon the award rendered by the Arbitrator may be entered in court having venue and jurisdiction at Bangalore. This Agreement is to be construed in accordance with the laws of the State of Karnataka.

96) The acceptance of work order shall constitute signing of the agreement. Once the Office of District and Sessions Court, Belagavi, notifies the successful Bidder that its bid has been accepted simultaneously, it is the responsibility of the successful Bidder to draft the Agreement after obtaining the proforma from the Office of District and Sessions Court, Belagavi, incorporating all points as per this Tender notification and produce the agreement copy drafted on stamp paper of appropriate stamp amount, as per the clauses of Contract Law.

97) Refunds to unsuccessful bidders will be issued only after the completion of the procedure of onboarding of the agency i.e., the signing of agreement. Subsequently, Results Notification will be published only after the above said completion of procedure. If the successful bidder fails to comply and reach the above said stage, within the stipulated time, then the Hon'ble Principal District & Sessions Judge, Belagavi, reserves right to proceed ahead engaging next eligible-subsequent identical bidder L1 Bidder, for awarding of Tender and commencement of Work Services.

98) The conditions stipulated in the agreement shall be strictly adhered to and violation of any of the conditions will entail termination of the contract without prejudice to the rights of The Prl. District and Sessions Judge, Belagavi with such penalties as specified in the tender document and the Agreement. For any such termination, The Prl. District and Sessions Judge, Belagavi, reserves the right to blacklist the bidder from participation in the tender for a period of 4 years.

Sd/-
Chief Administrative Officer,
District and Sessions Court, Belagavi.

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

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 District Court, Belagavi. This document is only for guidance]

Sl. No.	Document Name	Description	Annexure No.	Uploading Compulsory
1	Company Contact Information as per Annexure-1		**1**	Yes
2	Self-Declaration Of Non Blacklist as per Annexure-2		**2**	Yes
3	Technical Proposal Submission and Unconditional Acceptance Letter of Terms and Condition of Tender Form as per Annexure-3		**3**	Yes
4	Self-Declaration for having placed bids of service charge not exceeding 5,00,000/- rupees per month Annexure-4		**4**	Yes
5	Responsiveness Declaration as per Annexure-5		**5**	Yes
6	Pre-bid Meeting Attendance/Exemption Certificate as per Annexure-6, signed and issued by the Tendering authority		**6**	Yes
7	GST Registration Certificate & Company Registration Certificate			Yes
8	Registration and Licence No. under Contract Labour (R&A) Act, 1970 i.e., Form-C			Yes
9	Registration Certificate issued by EPFO Authority			Yes
10	Registration Certificate issued by ESI Authority			Yes
11	Experience Certificate issued by previous employer or Self Declaration if such certificate not available			Yes

Annexure-01

Company Contact Information

Sl. No.	Item description	Details
1	Business Name of the company and its Registered office Postal address.	
2	Alternate address of company / bidder, as incorporated in other tenders,	
3	Contact Information:- • Permanent Landline No./No.s: • Mobile No. of the Proprietor: • e-mail address of the Business:	
4	Name and Contact No. of the Authorized Representative/Field Executive	
5	Name and Contact No. of the Co-Ordinator, deputed to manage, deploy the manpower at the Office of City Civil Court.	
6	Name and Contact No. of the Authorized Representative and designation who is uploading this RFP tender bids.	
7	GST No. of the firm/agency	
8	PAN No. of the firm/agency	
9	Banker of Agenc 1) Name of the Bank and Branch: 2) Telephone number 3) Address:	
10	K2 Recipient ID(generated at K2, if available)	

Signature of the Proprietor/Authorized Agent

Annexure 02

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 03

Technical Proposal Submission Form and Declaration

Of Unconditional Acceptance of Terms and Condition of Tender

To:

The Chief Administrative Officer,
District and Sessions Court,
Belagavi,

Sir,

With reference to your RFP Document I/we, the undersigned, having examined all relevant documents and understood their contents,

1. Hereby submit our offer to provide services for providing Manpower Services in the Office of the District and Sessions Court, Belagavi, in accordance with your Request for Proposal dated __/__/2025, and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Commercial Proposal as per packets mentioned through KPP Portal. The proposal is unconditional and unqualified.

2. I/We hereby declare that all the information and statements made in this Proposal and in the Appendices are true and correct, nothing has been omitted which renders such information misleading; and all documents accompanying such Proposal are true copies of their respective originals and accept that any misinterpretation contained in it may lead to our disqualification. I/We shall make available to the Office of the District and Sessions Court, Belagavi, any additional information it may deem necessary or require for supplementing or authenticating the Proposal.

3. I/We declare that I/We have examined and have no reservations to the RFP Documents, including any Addendum/Clarification issued by the Office of the District and Sessions Court, Belagavi, and I/We do not have any conflict of interest in accordance with RFP Document.

4. I/We undertake, if our Proposal is accepted and we have been engaged for providing the services to the Office of the District and Sessions Court, Belagavi, and District Judiciary, we shall abide by the conditions of the RFP.

5. I/We understand that you may cancel the Selection Process at any time and that you are neither bound to accept any Proposal that you may receive nor to select the agency, without incurring any liability to the Applicants in accordance with clauses of the RFP document. I/We understand that you have right to reject our application without assigning any reason or otherwise. I/we hereby waive our right to challenge the same on any account whatsoever.

6. I/We agree and understand that the proposal is subject to the provisions of the RFP document. In no case, shall I/we have any claim or right if proposal is not opened or rejected.

7. I/We agree to keep this offer valid for 180 days after the last date of submission of bids specified in the RFP.

8. A Power of Attorney in favour of the authorized signatory to sign and submit this Proposal and documents is attached herewith.

9. The Financial Proposal is being submitted separately as specified in RFP. This Technical Proposal read with the Financial Proposal shall constitute the Application which shall be binding on us.

10. I/We certify that that (Company Name) has not been banned from carrying out business either with the entire Government of India or any constitutional bodies or statutory bodies as on date. I/We also undertake that a similar ban imposed before the award of the contract under this RFP shall disqualify the company from being considered and all claims arising out of this RFP, other than the refund of the bid security, shall stand forfeited.

11. I/We certify that M/s (Company Name) is a Single Applicant in response to your RFP for Providing Manpower Services in the Office of the District and Sessions Court, Belagavi.

12. I/We agree and undertake to abide by all the terms and conditions of the RFP Document. I/we hereby unconditionally accept the RFP conditions of the Office of the District and Sessions Court, Belagavi, RFP documents in its entirety for the above work. In witness thereof, I/we submit this Proposal under and in accordance with the terms of the RFP Document.

13. I, _____, Son/Daughter/Wife of Shri_____, Director/ authorized signatory of the Agency mentioned below, am competent to sign this declaration and execute this tender document.

14. I/we hereby certify that I/we have inspected the site and carefully read and understood all the terms and conditions of the tender document which shall form part of the contract agreement and I/We undertake to abide by the conditions/clauses contained therein.

15. The information/documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/We am/are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Yours sincerely,

Authorized Signature [In full and initials]:
Name and Title of Signatory:
Name of Company:
Address:
Location:
Date:
Seal:

Annexure 04

SELF DECLARATION OF HAVING PLACED FINANCIAL BIDS- SERVICE CHARGE NOT EXCEEDING 5,00,000/- RUPESS PER MONTH

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

To

The Chief Administrative Officer,
District and Sessions Court,
Belagavi.

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 District and Sessions Court, Belagavi, in which we have entered the **Service charge not to exceed 5,00,000/- rupees per month and in terms of rupess upto two decimal points only**, as per the this **Tender Notification, published on the KPP portal with the No.** _____, of Office of the District and Sessions Court, Belagavi.

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 05

RESPONSIVENESS SELF-DECLARATION

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

To

The Chief Administrative Officer,
District and Sessions Court,
Belagavi.

We, the undersigned, declare that:

We, M/s_____(herein referred as vendor) declare that, we have shown interest in the Tender:_____, of the Office of the District and Sessions Court, Belagavi, by participating through KPP portal, wherein, we declare that, we do not qualify for any appeal nor we can claim any priority in the Tender process whatsoever. 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 or the general guidelines issued during the pre-bid meeting.

We further declare that, mere attending the pre-bid meeting does not automatically make me/my firm/ my company, eligible for issuing the attendance certificate, and is not a matter of right.

We further declare that, in case of any deviations/aberrations/ /variation from the terms stipulated in the whole Tender document or the annexures, orders passed in pre-bid meeting and associated documents, or intentional attempt to feed inappropriate/irrelevant data, so as to postpone/nullify the whole Tender, the Hon'ble Principal District and Sessions Judge, Belagavi, may take suitable action, as per law and further prevent the participation in upcoming Tenders from this Office.

(Signature)

Authorized Signatory

Name :

Designation:

Office Seal:

Place & Date:

IN THE COURT OF PRINCIPAL DISTRICT AND SESSIONS JUDGE, BELAGAVI

NOTIFICATION NO: 19588/2025 DATED: 20.11.2025
(Cleaning Persons)

Annexure-06

Pre-Bid Meeting ATTENDANCE CERTIFICATE

This is to certify that Sri./Smt..... Name & Designation) from..... ..... (Proprietorship/Company name) has attended the Pre-bid Meeting scheduled on **06.12.2025 at 1.30 PM.**, in lieu of e-Tender notification inviting proprsals for procurement of cleaning persons, 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 purpose of filling in one of the Technical Criteria.

Chief Administrative Officer,
District and Sessions Court,
Belagavi.