

Des No 3093/25

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21/7/23

**OFFICE OF THE PRL. DISTRICT AND SESSIONS
JUDGE, KODAGU - MADIKERI**

**SHORT-TENDER NOTIFICATION No.01/2025,
DATED 21/07/2025**

**Providing sanitation services/manpower for
sanitation services/ Cleaning Persons (Menials)
at Trial Courts in Kodagu District through
Service Agencies on Contract basis.**

Sub: Hiring Cleaning Persons (Menials) through Service Agencies on contract basis for cleaning of all the Court Complexes of Kodagu District.

- Ref :** 1. Letter No. LAW-LAC/16/2023 dated 07.03.2025 of the Prl. Secretary to Government, Law, Justice & Human Rights Department, Vidhana Soudha, Bengaluru.
2. Letter No.DJA/82/2007, dated 27-06-2025 of the Hon'ble High Court of Karnataka, Bengaluru.
3. This office note and orders passed thereon dated : 21/07/2025.

Sealed tenders are invited by the undersigned from the intending registered Sanitation Service Providers/Man Power Agencies for providing sanitation services in all the court complexes of Kodagu District by way of out-source, **for a short-period of time until the completion of e-tender process which is in progress for the same purpose or for six months from the date of acceptance of the Tender, whichever is earlier.**

Last date for submitting the tender quotations is **04.08.2025** till **5.00 p.m.**, Sealed Tenders will be opened at **5.00 p.m. on 05.08.2025** by the Undersigned at their Chamber, in the presence of the bidders who will be present at that time. The sealed cover shall be super-scribed as **"TENDER FOR PROVIDING OF SERVICE CONTRACT FOR MENIALS/CLEANING STAFF"**.

Sl. No	Name of the Court complex	Number of persons required to be deployed
01	District Court Complex at Madikeri.	Three persons
02	Court complex at Virajpet.	Two persons
03	Court complex at Ponnampet.	One person
04	Court complex at Kushalanagara	One person
05	Court complex at Somwarpet.	One person

Terms and Conditions:

1. The tender offering services shall have an experience in providing such service/Manpower to reputed Organizations.
2. The tenders are called for providing Sanitation Services at Trial Courts in Kodagu District. The tenderer shall submit the quotation in the prescribed format only. The Tender Accepting Authority reserves the right either to accept or reject sanitation services proposal with consumables or without consumables or both.
3. The tenderer shall enclose EMD of **Rs.12,000/-** by way of Demand Draft drawn in favour of **Prl. District & Sessions Judge, Kodagu-Madikeri.**
4. The E.M.D. will be returned to the unsuccessful bidder. The EMD Demand Draft of successful bidder will be refunded at the end of the Tender period on satisfactory service.
5. After acceptance of the tender, the tenderer shall deploy his personnel within 07 days from the date of acceptance of the tender and if he fails to attend the sanitation service within the said period, 10% of the tender accepted amount will be deducted from the EMD for each week.
6. The tenderer shall produce the bill along with attendance certificate of each employee with due countersignatures of the Presiding Officers of the concerned Courts within 5th of every month.
7. The sanitation services shall include both basic cleaning and deep cleaning i.e., cleaning the floors with brooms, wet wash, mopping the floors, removing the dust from the office fixtures, wash rooms cleaning, cleaning of floors of offices, chambers, Court halls, open areas, steps and all the areas of all the Trial Courts in Kodagu District to keep it in neat and hygienic condition by usage of Eco-friendly and safe consumables. Any other activity to make the Court Complexes clean and hygienic all the times.

8. The tenderer shall be liable to pay the compensation as per Workmen Compensation Act 1923 if any of their employees suffers any accident during their work.
9. The tenderer shall produce the Registration Certificate under Shops and Establishments Act, Minimum Wages Act and other related Acts and Regulations.
10. The tenderer shall be registered with Labour Department, Government of Karnataka and other statutory Agencies (If applicable).
11. The tenderer shall be registered with the GST (If applicable) and shall furnish the GSTN number allotted.
12. Complying with Labour Regulations etc., will be the responsibility of the tenderer.
13. **The working hours will be from 9.00 A.M., to 1.00 P.M.** on all court working days. In case of urgent requirements, they may have to extend the working hours.
14. The working days will be the Court working Days. In case of urgent requirements, they may have to extend the working days.
15. Tenderer will have to provide the manpower with required uniform suitable for the job.
16. 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.
17. **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.**
18. The tenderer shall quote separate rates for salary, P.F., ESI, Service charge and Service Tax and other charges in figures and words.
19. It shall be the responsibility of the Tenderer to provide better sanitation services. If the service provided by the Tenderer is found to be unsatisfactory, the contract is liable to be terminated with immediate effect. No claim is allowed in this matter.

20. 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 Tenderer is found to be unsatisfactory, such personnel shall be replaced within three days from the date of receipt of communication from this office.
21. The tenderer should provide the personnel who are having required experience in the sanitation work.
22. If the tenderer desires to terminate the contract, he should give written notice to the undersigned prior to one month.
23. It will be the responsibility of the Tenderer to ensure that their personnel provide proper sanitation services at the Court Complexes.
24. No request for advance payment will be considered. Payment will be made in the succeeding month.
25. The tenderer shall have to submit the statements for having paid taxes to the concerned Government/Authorities (if applicable) at regular intervals.
- 26. All the persons who submit quotations are required to be present on 05.08.2025 at 5.00 PM.**
27. 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 Undersigned.**
28. The personnel provided by the Tenderer to ensure the smooth handling of the equipments and material provided by Court for cleaning purposes. Also to ensure that no harm is done to the facilities and fixtures available in the wash rooms and in all the Courts in Kodagu District.
29. The personnel deployed in the Courts will be required to maintain devotion to duty. Persons with integrity to be deployed. Professional competence will not be compromised. The selection of the Tenderer will be made purely on past reputation, dependability and credibility. Merely quoting lowest rates will not make any Tenderer an automatic choice for selection. The decision of the Undersigned in selection of the Tenderer will be final.
30. Failure to comply with the terms and conditions entails rescinding of the contract.

31. Formal agreement will have to be executed before the commencement of the job by agreeing to the terms and conditions.
32. The interested persons can visit the Office of District Court for any kind of clarifications regarding terms and conditions mentioned above. They can also visit to have a look at the area of work.
33. The age limit of the persons deployed should be above 18 years and below 50 years.
34. The Undersigned, 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.
35. The Office of Prl. District and Sessions Judge, Kodagu-Madikeri 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.
36. The final quotation will be accepted under the intimation to the Hon'ble High Court of Karnataka, Bengaluru.


(Hosamani Pundalik)
 Prl. District & Sessions Judge,
 Kodagu-Madikeri

Copy Submitted to :

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

Copy forwarded with a request to display the same on their Notice Board for wide Publicity:

1. The Deputy Commissioner, Kodagu District.
2. The Chief Executive Officer, Zilla panchayath, Kodagu District.
3. The Commissioner, CMC, Madikeri.
4. The Executive Engineer, PWD (Kodagu Division), Madikeri
5. The Deputy Director, Department of Information and Broadcasting, Madikeri.
6. The Chief Librarian, Central Library, Madikeri
7. The Executive Officer, Taluk Panchayath, Madikeri/ Virajpet/ Sowmarpet/ Ponnampet /Kushalanagara.

8. The Tahsildar, Taluk Office, Madikeri/ Virajpet/ Sowmarpet/ Ponnampet /Kushalanagara.
9. All the Trial Courts of this unit.
10. The Prl. District & Sessions Judge, Bengaluru (City) / Bengaluru (Rural)/ Raichur/ Ballari/ Koppal/Vijaypur /Bagalkot/ Belagavi/ Dharwad/ Gadag/Haveri/ Karwar/Mysuru/ Mandya/Mangaluru/ Hassan/ Chamrajnagar/Udupi/ Ramnagar/ Chikkaballapur/ Bidar/ Tumkur/ Chikkamagalore/ Davanagere/ Shivamogga/ Chitradurga/ Kolar/ Yadgir/ Kalaburagi with a request to display on notice board of your office.
11. Computer Section of this Office for web-hosting the copy on District Court Website: **<https://kodagu.dcourts.gov.in/notice-category/tenders/>**
12. The Account Branch of this court for information and necessary action.
13. Notice board of this Office.
14. Office Copy.

Tender Format

TENDER NOTIFICATION NO. 01/2025 (Menials -Outsource) ,
dated 21.07.2025

For Providing Sanitation Services to the Court Complexes of
Kodagu District

1. Name of the Tenderer:
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 all the Court Complexes of Kodagu District (Area covering Basement + ...)

	Sl.No	Particulars	Units/No of persons	Amount in Rs.
A	1	Basic Salary		
	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)		

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, rules and regulations and do hereby undertakes 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 up to date.

Place :

Date :

Signature of the Authorised
person of the firm with seal

Sl.No	Particulars	Unit/No of persons	Amount in Rs.
1	Basic Salary		
2	P.F.		
3	E.S.I.		
4	Service Charge/Administrative Charges/Any other charge with details		
5	GST (if applicable)		
	Total Cost per month		
6	Consumables Cost (inclusive of all taxes)		
	Grand Total (A+B)		