

ON No 3691/25

OFFICE OF THE PRL. DISTRICT AND SESSIONS JUDGE, U.K., KARWAR
SHORT-TENDER NOTIFICATION

NO. 1 /2025 DATED: 23/07/2025

**Providing manpower (Menials) for sanitation & cleaning services
at Prl. District Court & Trial Courts in Uttara Kannada District
through Service Agencies on Contract Basis.**

Sub: For providing Cleaning Persons (Menials) through Service Agencies on contract basis to the Court Complexes in Uttara Kannada Karwar District.

- Ref: 1. Hon'ble High Court of Karnataka, letter No. DJA 82/2007 Bengaluru dated 28/03/2025, 26/06/2025 & 27/06/2025
2. Government of Karnataka letter No. LAW-LAC/16/2023 Bengaluru dated: 07/03/2025.
3. Relevant provision of Karnataka Transparency Public Procurement Act 1999 and Rules as amended up to date.
4. Circular No. DJA-157/2025 (e-procurement) dated: 25/04/2025 of Hon'ble High Court of Karnataka Bengaluru.
5. This office note and order passed there on dated: 23/07/2025.

Sealed tenders are invited by the undersigned from the intending registered Sanitation Service Providers/Man Power Agencies for providing sanitation services at Sub-Ordinate Courts in Uttara Kannada 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 three months from the date of acceptance of the Tender, which is earlier.**

The sealed quotations are sent to **Prl. District & Sessions Judge, U.K., Karwar** & shall be superscribed **"TENDER FOR PROVIDING MAN POWER SERVICE ON CONTRACT BASIS (MENIALS / CLEANING STAFF)"**

Last date of submitting the tender quotation is 11/08/2025 till 5.00p.m.

Sealed Tenders will be opened at 5.00p.m. on 12/08/2025 by the Hon'ble Prl. District and Sessions Judge, U.K., Karwar at his Chamber, in the presence of bidders who will be present at that time.

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 Uttara Kannada Karwar District. The tenderer shall submit the quote in the prescribed format only. The tender accepting authority reserve 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.10,000/- by way of Demand Draft drawn in favour of Prl. District & Sessions Judge, U.K., Karwar.
- 4) After acceptance of the tender, the tenderer shall deploy his personnel within 07 days from the date of acceptance of the tender and if 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.
- 5) The tenderer shall produce the bill along with attendance certificate of each employee with due countersignature of the Presiding Officers of the concerned Courts within 5th of every month.
- 6) The sanitation services shall include both basic cleaning and deep cleaning Ex., cleaning the floors with brooms, wet wash, mopping the floors, removing the dust from the office fixtures, was rooms cleaning, cleaning of floors of offices, chambers, Court halls, open areas, steps and all the areas of all the Trial Courts Courts in Uttara Kannada 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.

- 7) The tenderer shall be liable to pay the compensation as per Workmen Compensation Act 1923 if any of their employees suffers any accidents during their work.
- 8) The tenderer shall produce the Registration Certificate under Shops and Establishments Act, Minimum Wages Act and other related Acts and Regulations.
- 9) The tenderer shall be registered with Labour Department, Government of Karnataka and other statutory Agencies (If applicable).
- 10) The tenderer shall be registered with the GST(If applicable) and shall furnish the GSTN number allotted.
- 11) Complying with Labour Regulations etc., will be the responsibility of the tenderer.
- 12) The working hours will be from 7.00 A.M., to 2.00 P.M. In case of urgent requirements, they may have to extend the working hours.
- 13) The working days will be the Court working Days. In case of urgent requirements they may have to extend the working days.
- 14) Tenderer will have to provide the manpower with required uniform suitable for the job.
- 15) 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 wide 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.
- 16) 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.

- 17) 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.
- 18) The tenderer should provide the personnel who are having required experience in the sanitation work.
- 19) If the tenderer desires to terminate the contract, he should give one month prior written notice to the undersigned.
- 20) It will be the responsibility of the Tenderer to ensure that their personnel provide proper sanitation services at the Court Complexes.
- 21) No request for advance payment will be considered. Payment will be made in the succeeding month.
- 22) The tenderer shall quote separate rates for salary, P.F., ESI, Service charge and Service Tax and other charges in figures and words.
- 23) The tenderer shall have to submit the statements for having paid taxes to the concerned Government/Authorities (if applicable) at regular intervals.
- 24) All the persons who submit quotation are required to be present on 12/08/2025 at 5.00 PM. The best rate quote tender will be selected through negotiations.
- 25) The undersigned reserves the right either to accept or to reject any application without assigning any reason.
- 26) The personnel provided by the Tenderer to ensure the smooth handling of the equipments and material provided by Court for cleaning purpose. Also to ensure that no harm is done to the facilities and fixtures available in the wash rooms and in all the Courts in Uttara Kannada District.
- 27) 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.

- 28) Failure to comply with the terms and conditions entails rescinding of the contracts.
- 29) Formal agreement will have to be executed before the commencement of the job by agreeing to the terms and conditions.
- 30) 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.
- 31) The age limit of the persons deployed should be above 18 years and below 50 years.
- 32) The final quote will be accepted under the intimation to the Hon'ble High Court of Karnataka, Bengalur.

**The commencement of the agreement in each Court in
the District is as under.**

Sl. No.	Name of the Court Complex	Commencement of the Period	Number of persons required to be deployed
01	Court Complex Karwar	Immediately after acceptance of tender	3 persons
02	Court Complex Ankola	Immediately after acceptance of tender	1 person
03	Court Complex Kumta	Immediately after acceptance of tender	2 persons
04	Court Complex Honnavar	Immediately after acceptance of tender	2 persons
05	Court Complex Bhatkal	Immediately after acceptance of tender	2 persons

06	Court Complex Sirsi	Immediately after acceptance of tender	3 persons
07	Court Complex Siddapur	Immediately after acceptance of tender	1 person
08	Court Complex Yellapur	Immediately after acceptance of tender	2 persons
09	Court Complex Haliyal	Immediately after acceptance of tender	2 persons
10	Court Complex Dandeli	Immediately after acceptance of tender	1 person
11	Court Complex Mundgod	Immediately after acceptance of tender	1 person

The Commencement of work of sanitation services should start from the date shown in the above mentioned statement.


Prl. District & Sessions Judge,
Uttara Kannada Karwar.

Eccl: 1. Tender Format.

Copy to:

1. The Hon'ble Registrar General, High Court of Karnataka with covering letter for kind information.
2. All Prl. District & Sessions Judge, Bengaluru(City)/Bengaluru(Rural) /Raichur/Ballari/Koppal/Vijaypur/Bagalkot/Belagavi/Dharwad/Gadag/ Haveri/Kolar/Mysuru/Mandya/Mangaluru/Hassan/Chamarajnagar/Udupi /Ramnagar/Chikkaballapur/Bidar/Tumkur/Chikkamagalore/Davanagere/

Shivamogga/Chitradurga/Kodagu-Madikeri/Yadgir/Kalaburgi with a request to display on notice board of your office (through E-Mail).

3. All the Trial Courts of this unit for display in the notice board of your Court (through E-Mail).
4. The Director Department of Public Information and publicity, Bhagwan Mahaveer Road, Bengaluru-1 with a request to publishing the Gazette, for wide publicity.
5. The Deputy Director, Department of Information and Broadcasting Karwar.
6. ✓ Computer Section of this office for web-hosting the copy on District Court Website: **<https://uttarakannada.dcourts.gov.in/>**
7. Notice Board of the office.
8. The Accountant Sheristedar of this Court for information and necessary action.
9. Office Copy.

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, U.K., Karwar Unit (Area covering)

	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)		

Date:

Place:

Name & Signatures of the Tenderer