OFFICE OF THE PRL. DISTRICT AND SESSIONS JUDGE, KOLAR

SHORT-TENDER NOTIFICATION No. 01/2025 DATED 17/07/2025

Providing sanitation services/manpower for sanitation services/ Cleaning Persons (Menials) at Sub-Ordinate Courts in Kolar District through Service Agencies on Contract basis.

Sub: For Hiring Cleaning Persons (Menials) through Services Agencies on contract basis as per the order of Government letter No. LAW/LAC/16/2023 dated 07-03-2025, for cleaning of the Court premises.

Ref: 1. Hon'ble High Court of Karnataka, Bengaluru letter No. LCA II 82/2007 dated : 05/02/2018, dated : 05/06/2018, dated : 02/05/2025 of Hon'ble High Court.

2. Letter dated : 17/01/2018 of Under Secretary to Government (ADM-I) Law Department Bengaluru.

3. G.O.No. FD 3 TFP 2017 dated : 07/07/2017.

4. Hon'ble High Court of Karnataka, Bengaluru letter No. LCA-II 118-2017 dated : 28-04-2018.

5. Relevant provision of Karnataka Transparency Public Procurement Act 1999 and Rules as amended up to date.

6. Circular No. DJA-157/2025 (e-procurement) dated: 25/04/2025 of Hon'ble High Court of Karnataka, Bengaluru.

7. The Hon'ble High Court of Karnataka, Bengaluru Letter No. DJA/82/2007 dated 27-06-2025.

8. This office note and orders passed thereon dated : 17-07-2025

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 Kolar 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, whichever is earlier.**

Last date for submitting the tender quotations is **01.08.2025 till 5.00 p.m.,**

Sealed Tenders will be opened at **5.00 p.m. on 02.08.2025**. by the Hon'ble Prl. District and Sessions Judge, Kolar 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 Sub-Ordinate Courts in Kolar District. The tenderer shall submit the quote 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.10,000/-** by way of Demand Draft drawn in favour of **Prl. District & Sessions Judge, Kolar.**
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, wash rooms cleaning, cleaning of floors of offices, chambers, Court halls, open areas, steps and all the areas of all the Sub-Ordinate Courts in Kolar 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 accident 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 8.00 A.M., to 4.00 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 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.
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 quotations are required to be present on 02.08.2025 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 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 Kolar 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 contract.
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, Bengaluru.

The commencement of the agreement in each Court in the District is as follows:

Sl.No.	Name of the Court	Commencement of the Period	Number of persons required to be deployed
01	Prl. District & Sessions Court, Kolar I Addl. District & Sessions Court, Kolar II Addl. District & Sessions Court, Kolar	Immediately after acceptance of tender	Three persons
02	Family Court, Kolar	Immediately after acceptance of tender	
03	Prl. Senior Civil Judge & CJM Court, Kolar I Addl. Senior Judge & CJM Court, Kolar II Addl. Senior Civil Judge & CJM Court at Heritage Building (Old Magistrate Building), Kolar III Addl. Senior Civil Judge & CJM, Kolar at Public Prosecutor's Building, Kolar	Immediately after acceptance of tender	
04	Prl. Civil Judge & JMFC Court, Kolar, I Addl. Civil Judge & JMFC Court, Kolar. II Addl. Civil Judge & JMFC Court, Kolar at Heritage Building (Old Magistrate Building), Kolar III Addl. Civil Judge & JMFC Court, Kolar at Public Prosecutor's Building, Kolar	Immediately after acceptance of tender	
05	Entire Court complex i.e., III	Immediately	

	Addl. District Court, Senior Civil Judge Courts and Civil Judges Court at KGF	**after acceptance of tender**	**Two persons**
06	**Civil Judge & JMFC Court, Bangarpet** **Addl. Civil Judge & JMFC Court, Bangarpet**	**Immediately after acceptance of tender**	**Two persons**
07	**Senior Civil Judge Court, Malur**	**Immediately after acceptance of tender**	**Two persons**
08	**Prl. Civil Judge & JMFC Court, Malur** **I Addl. Civil Judge & JMFC Court, Malur** **II Addl. Civil Judge & JMFC Court, Malur**	**Immediately after acceptance of tender**	
09	**Senior Civil Judge Court, Mulabagal** **Prl. Civil Judge & JMFC Court, Mulbagal** **I Addl. Civil Judge & JMFC Court, Mulabagal**	**Immediately after acceptance of tender**	**Two persons**
10	**Prl. Civil Judge & JMFC Court, Srinivasapura** **I Addl. Civil Judge & JMFC, Srinivasapura**	**Immediately after acceptance of tender**	**One person**

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

Sd/-
(MANJUNATHA. G. A.)
PRL.DISTRICT AND SESSIONS JUDGE,
KOLAR.

District Court, Kolar
Encl: 1. Tender Format

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

1. The Deputy Commissioner, Kolar
2. The Chief Executive Officer, Kolar, Zilla panchayath, Kolar

3. The Commissioner, CMC, Kolar
4. The Executive Engineer, PWD, Kolar
5. The Deputy Director, Department of Information and Broadcasting, Kolar
6. The Chief Librarian, Central Library, Kolar
7. The Executive Officer, Taluk Panchayath, Kolar
8. The Tahsildar, Taluk Office, Kolar
9. All Prl. Subordinate 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/Kodagu/ 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://kolar.dcourts.gov.in/notice-category/tenders/**
12. The Account Sheristedar of this court for information and necessary action.
13. Copy to Hon'ble High Court of Karnataka, Bengaluru with covering letter for kind information.
14. Notice board of the Office.
15. 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 servies for Court Complex, Kolar (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)		

Date:
Place: Name & Signatures of the Tenderer