PRL. DISTRICT AND SESSIONS COURT.
KALABURAGI

SHORT TENDER

DATED: 18.07.2025

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

Ref: 1. 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 (ADMI) 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. LCAII 118/017 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-I57/2025 (e-procurement) dated: 25/04/2025 of Hon'ble High Court.

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: 18.07.2025

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

Last date for submitting the tender quotation is :02.08.2025 at 5.00 p.m.

TERMS AND CONDITIONS

1. The tenders offering services shall have an experience in providing such service/Manpower to reputed organizations.
2. The tenderer shall submit their quotation in the prescribed format attached to this notification. The tenderer accepting authority reserves the right either to accept or reject the proposal.
3. The tenderer shall enclose EMD of Rs. 10,000/ by way of demand draft in favour of **"Prl. District & Sessions Judge**, **Kalaburagi"**.
4. The Tenderer shall produce necessary license details.
5. The services shall include both basic cleaning and deep cleaning eg: cleaning of floors with brooms, wet wash, moping the floors, removing the dust from the office fixtures, wash rooms cleaning, cleaning of floors of offices, chambers, court halls, open areas, steps and all the areas and steps of the court complex to keep it neat and hygienic condition by usage of safe consumables. Any other activity to made the court complex clean and hygienic all the time.
6. Tenderer shall produce the necessary certificates of related Act and regulations in force.
7. The Tenderer shall also be registered with statutory agencies as required under law.
8. The tenderer shall have been registered with the commissioner or service tax and shall furnish the registration number allotted.
9. Complying with labour regulation etc., will be the responsibility of the tenderer.
10. The working hours will be from 9.00 a.m. to 6.00 p.m. or 6.30 A.M. to 2.30 P.M. depending on the court working hours. In case of urgent requirement, they may have extended working hours.
11. The working days will be the court working day. In case of urgent requirement, they may have to extend the service on holidays also.
12. Tenderer will have to provide the cleaning persons with required uniform suitable for the job.

13. The contract will be for a period not exceeding 01 year or until further orders whichever is earlier and extendable for further period of another one year subject to satisfactory of service. However the undersigned reserves the right of cancellation of this contract if the services rendered by the tenderer is not satisfactory.
14. It shall be the responsibility of the tenderer to provide better sanitation services. If the services provided by the Tenderer is found to the unsatisfactory, the contract is liable to be terminated without any prior notice.
15. It shall be the responsibility of the tenderer to provided efficient and trustworthy service/personnel. If the performance/conduct of any cleaning person provided by the tenderer is found to be unsatisfactory, such personnel shall be replaced within three days from the date of receipt of communication from this office.
16. The tenderer should provide the cleaning persons who are having required experience in the sanitation work.
17. If the tenderer desire to terminate the contract, he/she should give onemonth prior written notice to the undersigned.
18. It will be the responsibility of the tenderer to ensure that cleaning persons shall provide proper sanitation service at the court complex.
19. No request for advance payment will be considered. Payment will be made in the succeeding month that too after release of budget by the Government.
20. The tenderer shall quote separate rates for salary, PF, ESI, Service charges and service tax and other charges in figure and words.
21. The tenderer shall have to submit the statement for having paid taxes to the concerned Government/Authorities (if applicable) at regular intervals.
22. All the persons/Agencies who submit quotations are required to be present on 06**.08.2025at 5.00 p.m.** The best quote will be selected through negotiation.
23. The final quote will be accepted under the intimation to the Hon'ble High Court of Karnataka, Bengaluru.

24. The Tender Accepting Authority reserves the right either to accept or to reject any application without assigning any reason.
25. The cleaning persons provided by tenderer to ensure the smooth handling of the equipments and materials 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 the court complex.
26. The cleaning persons deployed in the Court complex shall maintain devotion to duty and integrity. Professional competence will not be compromised. The selection of the tenderer will be made purely on past reputation, dependability and credibility. Merely quoting lowest rate will not made any tenderer an automatic choice for selection. The decision of the Tender Accepting Authority in selection of the tenderer will be final.
27. Failure to comply with the terms and conditions entails rescinding of the contract.
28. Formal agreement will have to be executed before the commencement of the job by agreeing to the terms and conditions.
29. The interested persons can visit the office of all the court complexes in the district during the office working hours to see the area of sanitation and may take assistance of the Sheristedar of the Prl. Courts of the concerned Taluka. They can also visit the complexes to have a look at area of work.
30. The following is the list of Courts for which the man power required.

Sl No	Name of the Court	Name of the persons
1	District & Sessions Court, Kalaburagi (including Family Court and Labour Court, Kalaburagi)	7
2	Senior Civil Judge & CJM Court, Kalaburagi	2
3	Senior Civil Judge & JMFC Court, Jewargi	1
4	Senior Civil Judge & JMFC Court, Aland	1
5	Senior Civil Judge & JMFC Court, Sedam	1

Sl No	Name of the Court	Name of the persons
6	Senior Civil Judge & JMFC Court, Chincholi	1
7	Senior Civil Judge & JMFC Court, Chittapur	1
8	Senior Civil Judge & JMFC Court, Afzalpur	1
9	Civil Judge & JMFC Court, Kalaburagi	3
10	Civil Judge & JMFC Court Aland	1
11	IV Addl. District & Sessions Court Kalaburagi Sitting at Sedam and Civil Judge & JMFC Court Sedam	1
12	Civil Judge & JMFC Court Chittapur	1
13	Civil Judge & JMFC Court Chincholi	1
14	Civil Judge & JMFC Court Afzalpur	1
15	Civil Judge & JMFC Court Jewargi	1
16	Civil Judge & JMFC Court Shahabad	1
	TOTAL	**25**

Sd/-
(G.L.Lakshminarayana)
Prl.District & Sessions Judge,
Kalaburagi.

Copy forwarded to:

1. The Deputy Commissioner, Kalaburagi.
2. 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/Kolar/Tumkur/ Chikkamagalore/Davanagere/Shivamogga/Chitradurga/Kodagu/Yadgir/Kalaburagi with a request to display on notice board of your office.

3. The IV Addl District and Sessions Judge, Kalaburagi (Sitting at Sedam)
4. The Prl.Judge, Family Court, Kalaburagi.
5. The Presiding Officer, Labour Court, Kalaburagi.
6. The Presiding officer, Karnataka Waqf Tribunal, Kalaburagi
7. The Chairman, Permanent Lok Adalat, Kalaburagi
8. The Prl. Senior Civil Judge & CJM, Kalaburagi.
9. The Member Secretary, DLSA, Kalaburagi
10. The Senior Civil Judge & JMFC, Sedam/ Aland/ Chittapur/ Chincholi/ Afzalpur/ Jewargi.
11. The Prl.Civil Judge & JMFC, Kalaburagi/ Chincholi/ Aland.
12. The Civil Judge & JMFC, Sedam/ Chittapur/ Jewargi/ Afzalpur/ Shahabad.
13. The Deputy Director, Department of information and publicity Kalaburagi to give wide publicity by publishing in regional and local new paper.
14. The Software Technician, Prl. District & Sessions Court, Kalaburagi for **web hosting on official website of this unit.**
15. The Senior Sheristedar, Account Branch of this court for information and necessary action.
16. Notice Board of this court.

The following is the required format to be furnished by the short tenderer;

FORMAT

Sl. No.	Particulars	Details
1	Name of the short Tenderer	
2	Organization/Agency Name	
3	Address of the Tenderer	
4	Contact Number	
5	Service Charges to be paid for each person	
6	Service charges required to be paid for 25 (Twenty five) persons	

Place:

Date:

Name & Signature of the short Tenderer