ADMN/ 7256 /2026

Office of the
Prl. District and Sessions Court,
Mandya, Dated:28.10.2026

e-Tender Notification

Tender Reference No.03/2026

Tender for providing Service Contract for Housekeeping Services to all the Courts of Mandya District

(All Courts of Mandya, Srirangapatna, Pandavapura, K.R.Pet, Nagamangala, Maddur and Malavalli)

Sub:	Inviting proposals (Quotations) for providing Manpower Services for cleaning purpose through service contract to the Courts of Mandya District Unit based on dimensions of the Court premises – reg.
Ref: 1	Letter No.LAW-LAC/16/2023, dated:13.08.2025 of the Prl. Secretary, Department of LAW, Justice and Human Rights, Karnataka State Government, Vidhana Soudha.
2	Government Letter No.LAW-LAC/82/2025, dated:25.09.2025.
3	Letter No.DJA/82/2007, dated:02.05.2025 and dated:06.02.2026.
4	Office note and orders passed thereon.

* * *

This Office invites e-Bidding request for proposals (Quotations) from Manpower Service providers who are interested to supply- Manpower through Service Contract to all the Courts of Mandya District Unit from eligible and interested Firms/Agencies/Operators having business/branch office in Mandya District, through e-procurement portal http://kppp.karnataka.gov.in/#/portal/searchTender/live, for a period of 01 year (may extended another 02 years), renewable each year, from the date of commencement and extendable beyond, until the on boarding of next subsequent agency. The details of the numbers of manpower required are as under:

Sl. No.	Item	Details
1	Tender Number	ADMN/03/2026-27
2	Tender Name/ Service sought for	Manpower through Service Contract to the Courts of Mandya District

3	Procuring entity	Prl. District and Sessions Judge, Mandya
4	Validity of Tender Contract	1 year which may be extended for 2 years (Total 3 years) renewable each year subject to the satisfactory quality/performance or until order of the accepting authority or discontinuation of the said services by the Government of Karnataka
5	Estimated amount per Sq/Mts per year	Rs.33/-(including consumables cost, workers wages, service charges and GST etc.,)
6	Closing date and time for submission of tender proposal	11.11.2026 at 05.00 pm
7	Tender opening date and time a) Technical Bid b) Financial Bid	 12.11.2026 at 5.30 pm (after approval of Technical Bid)
8	Office contact number and e-mail ID	08232-224124 pdjmdy2024@gmail.com
9	EMD amount	Rs.58,000-00

TABLE OF CONTENTS

Title	Particulars
Eligibility of Bidders	Annexure-1
Submission of Tenders	Annexure-2
General Terms and Conditions	Annexure-3
Scope of Service	Annexure-4
Other Terms and Conditions	Annexure-5
Technical Bid	Annexure-6
Calculation Sheet Format for Commercial Bid	Annexure-7
Declarations	Annexure-8 & 9

ANNEXURE - 1

ELIGIBILITY OF BIDDERS

a) 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 replace with an exemption and condonation self declaration certificate.

b) The bidder should not have been banned from carrying out business either with any department under Karnataka Government, State Government, Central Government or the Ministry of Electronics and IT, Government of India or the Hon'ble 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.

c) The Bidder should have Valid Registration Certificate for the establishment of Agency issued from Department of Labour.

d) The Bidder should be registered with State Insurance Corporation regarding implementation of ESI to the employees.

e) The Bidder should be registered with Regional PF Commissioner.

f) The Bidder should have valid GST registration.

g) The Bidder should have PAN Number.

h) The Bidder should submit Declaration as per Annexure-8.

i) The Bidder should submit Declaration as per Annexure-9.

IMPORTANT: In the e-Procurement Portal, the Bidders are requested to enter/quote **ONLY GRAND TOTAL OF SERVICE CHARGES AND CONSUMABLES** for a total period of 12 months (1 year) including all Applicable Taxes. Bids showing the above said amount for less than 1 year period / Nos / excluding Applicable Taxes will be rejected.

ANNEXURE - 2

SUBMISSION OF TENDER

1. Applicants shall have to participate through the process of e-Procurement only and the applications submitted directly in the form of hard Copies will not be accepted.

2. Prl. District and Sessions Court, Mandya cannot be held responsible for technical problems resulting in non-submission/non-uploading of tenders within the stipulated time.

3. The Bidder shall bear all costs associated with the preparation and submission of his bid and Prl. District and Sessions Court, Mandya will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

4. The Bidder shall pay processing fee and EMD at e-Procurement Portal through the following four modes of payment:

    a) Debit Card
    b) Credit Card
    c) OTC (Over the Courter) at designated ICICI Bank Branches
    d) Net Banking
    e) NEFT (National Electronics Fund Transfer)

5. The Soft copies of the Documents in proof of Eligibility need to be uploaded to e-Procurement Portal of Government of Karnataka. If asked for, the Hard copies need to be produced before Prl. District and Sessions Court, Mandya.

6. The Bidders should enter only the Grand Total (C) (as indicated in the Calculation Sheet for Commercial Bid Format vide Annexure-7), in the e- Procurement Portal. Any other Amount will result in rejection of the Financial Bid.

ANNEXURE – 3

GENERAL TERMS & CONDITIONS

1. Opening of Bids by Prl. District and Sessions Court, Mandya.

a) The Bids will be opened in two stages i.e., the Technical Bid and Commercial Bid. Only those Bidders found eligible in Technical Bid will qualify for participation in the Commercial Bid opening.

b) The date fixed for opening of bids, if subsequently declared as holiday by the Hon'ble High Court of Karnataka, the revised date of schedule will be notified. However, in absence of such notification, the bids will be opened on next working day, time remaining unaltered.

c) Return of EMD: The EMDs of unsuccessful Bidders will be returned after the successful Bidder is selected.

d) **Forfeiture of EMD** : EMD is liable to Forfeiture in the event of

- Withdrawal of offers during validity period of the offer.
- Failure to sign the Contract Agreement and furnish the required Security Deposit within the stipulated time.
- Any unilateral revision made by the Bidder during the validity period of the offer.
- Action will be taken as per Declaration vide Annexure-09.
- The bidder quoting unrealistic / nil amount towards Services charges and Consumables

e) **Security Deposit**: The successful Bidder will have to furnish Security Deposit Rs.58,000-00, in the form of DD payable to Prl. District and Sessions Judge, Mandya payable at Mandya. No interest will be payable on EMD or Security Deposit in any case. Security Deposit will be for the entire Contract Period with Prl. District and Sessions Court, Mandya. The Security Deposit shall be payable to the Prl. District and Sessions Court, Mandya as compensation for any loss resulting from the Vendor's failure to complete its obligations under the Contract.

f) **Acceptance of the Purchase Order**: The successful Tenderer shall clearly confirm the acceptance of the Purchase Order within 7 days from the date of receipt of the Purchase Order by him. In case of failure to do so, the EMD amount will be forfeited / action will be taken to disqualify the bidder from participating in any of the tenders of Prl. District and Sessions Court, Mandya for one year. Purchase order will be withdrawn / cancelled at the discretion of Prl. District and Sessions Court, Mandya.

g) The Successful Bidder will have to sign the Contract Agreement and furnish the required Security Deposit within 7 days of the issuance of Work Order by Prl. District and Sessions Court, Mandya.

h) **Return of Security Deposit**: The Security Deposit will be returned after 1 month after successful completion of the Contract, after deducting dues, if any, payable to the K Prl. District and Sessions Court, Mandya SFC.

i) In the event of breach of any Terms and Conditions of tender or delay or default, the Contract will be terminated and the Security Deposit will be forfeited by the Prl. District and Sessions Court, Mandya.

2. Award of Contract:

a) The Lowest Quoted (L1) party to be considered for award of the Contract in general. However, based on the background of the Bidder, Prl. District and Sessions Court, Mandya is at liberty to reject L1 Bidder to ensure that service of good quality provided to Prl. District and Sessions Court, Mandya. Prl. District and Sessions Court, Mandya reserves the right to reject the offers submitted by the Bidder either in part or full without assigning any reasons what so ever. The decision of Prl. District and Sessions Court, Mandya is final in this regard.

b) In case the selected Bidder fails to sign the Contract Agreement and furnish the required Security Deposit within 7 days of the issuance of Work/Purchase Order, Prl. District and Sessions Court, Mandya has the discretion to award the contract to next eligible Bidder. Prl. District and Sessions Court, Mandya is not bound to give any notice/reminder to selected Bidder for their failure to sign the Contract Agreement and furnish the required Security Deposit within 5 days of the issuance of Work/Purchase Order within the stipulated period. In such case the EMD of such Bidder will be forfeited.

c) The Bidders who had past association with Prl. District and Sessions Court, Mandya and had received at two or more letter/notices from Prl. District and Sessions Court, Mandya regarding unsatisfactory service are not eligible to bid for this Tender. Even if they bid indirectly through partners, relative etc., such Bids will be rejected and

3. Contract Period:

The Contract Period is for 1 (one) year subject to may be extending for another 2 (Two) years on the same Rates and Terms &

Conditions, subject to Satisfactory Performance of the Service provider.

Note:The Service Provider will be on Trial for initial 3 (Three) Months of the Contract Period and will be confirmed, based on the quality of service

4. Billing & Payments:

a) The Service Provider should submit bills before 5th of the succeeding month, to Prl. District and Sessions Court, Mandya. Payments will be made through Treasury – Khajane-2 portal only after necessary verification.

b) It is mandatory that the Agency shall make all the payment to its Employees within 7th of the every month irrespective of payment received from Prl. District and Sessions Court, Mandya. All the payments made to its Employees shall be through digital form only.

c) The Service provider should also submit GST payment acknowledgements along with the Monthly bill submitted to Prl. District and Sessions Court, Mandya. The Prl. District and Sessions Court, Mandya reserves the right to deduct GST and other statutory dues from the payments of the Service provider.

d) It is the responsibility of the Service provider to pay all the statutoy payments of its employees and government and Prl. District and Sessions Court, Mandya is not responsible for payment of any of its dues.

e) Prl. District and Sessions Court, Mandya will release payment only on compliance of the above said conditions and payment will be released monthly basis. No advance payment will be made to the Service provider.

ANNEXURE – 4

SCOPE OF SERVICE

Scope of Service to be provided to all the Court buildings in Mandya District including all the Court Halls, Office Rooms, Chambers, Corridors and other places within the Court Complex

Sl. No.	Name of the Court Complex	Area in Square Feet
1	Mandya	1.Total Ground Area except the plinth area of building 21584.20 Sq/mtr. 2.Total Floor area of Court Building is 5028.65 Sq/mtr. **Total Toilets- 32**
2	Srirangapatna	1.Total Ground Area except the plinth area of building 3520.00 Sq/mtr. 2.Total Floor area of Court Building is 2030.00 Sq/mtr. **Total Toilets- 12**
3	Pandavapura	1.Total Ground Area except the plinth area of building 1277.01 Sq/mtr. 2.Total Floor area of Court Building is 4545.00 Sq/mtr. **Total Toilets- 48**
4	K.R.Pet	1.Total Ground Area except the plinth area of building 7094.00 Sq/mtr. 2.Total Floor area of Court Building is 3534.00 Sq/mtr. **Total Toilets- 26**
5	Nagamangala	1.Total Ground Area except the plinth area of building 9500.00 Sq/mtr. 2.Total Floor area of Court Building is 5700.00 Sq/mtr. **Total Toilets- 48**
6	Maddur	1.Total Ground Area except the plinth area of building 22.26 Sq/mtr. 2.Total Floor area of Court Building is 2364.00 Sq/mtr. **Total Toilets- 08**
7	Malavalli	1.Total Ground Area except the plinth area of building 3200.00 Sq/mtr. 2.Total Floor area of Court Building is 950.00 Sq/mtr. **Total Toilets- 06**

Total 70,349.12 Sq/ Mtr
Total Toilets-180

Sl. No.	Description of work	Schedule for doing the work
1	Sweeping & Mopping of all the Floors	Twice Daily
2	Sweeping & Mopping of staircase &	Twice Daily

	Corridors of all the Floors	
3	Sweeping & Mopping of Rest Rooms all the Floors	Twice Daily
4	Scrubbing & Cleaning of Wash Basins of all the Floors	Twice Daily
5	Scrubbing & Cleaning of Urinal Basins of all the Floors	Twice Daily
6	Scrubbing & Cleaning of Commodes of all the Floors	Twice Daily
7	Sweeping of Caller Vehicle Parking Area	Once Daily
8	Sweeping of Front & Rear Parking Area	Once Daily
9	Dusting & Wet Cloth Cleaning of Furniture on all the Floors	Once Daily
10	Dusting & Wet Cloth Cleaning of Window Panes and Partition on of all the Floors	Once a Week
11	Vacuum Cleaning Carpets	Once a Month
12	Cleaning of Over-Head Tank and Sumps using Bleaching Power/ any other recognized cleaning agent	Once a Month
13	Cleaning of Commodes and Urinals with Acid on a Holiday	Once a Week
14	Cleaning of DG Set Shed	Once a Week

1. Approximate Details involved in the Cleaning Work. (**)

a)Area of cleaning – Entire building
b)Rest Rooms
c)Wash Basins
d)Urinal Basins
e)Commode/Closet - Indian & western
f)Front Parking Area
g)DG Set Shed & Elevators (lifts) – cleaning
h)Type of Flooring: Mix of Marble, Cudppah, cement and Mosaic

**** The interested parties who wish to participate in the Tender process shall personally visit the place and collect the information regarding total area covered & other details required from Prl. District and Sessions Court, Mandya.**

Number of Workers to be Deployed: It is up to the discretion of the Service Provider to provide requisite number of workers so as to maintain strict and full hygiene, cleanliness in the entire Court Complexes of the all the Court buildings coming under Mandya District.

2. Timings for Cleaning:
   1st Round of Cleaning: 8.00 am to 10.00 am – Sweeping, Mopping & Rest rooms Cleaning.
   2nd Round of cleaning: 10.30 am to 1.00 pm – Glass, Door, Window cleaning
   3rd Round of Cleaning: 2.00 pm to 4.00 pm - Toilet / Restroom cleaning

3. The Chambers of Officers, Departments and Corridors should be sprayed with Air- Freshener every day after cleaning work is completed.

4. The Material used for Cleaning, Sweeping, Washing, Mopping etc., should be supplied by the Contractor.

5. Separate Cloth should be used each for cleaning Telephones, Computers and Furniture. Wet cloth should not used for cleaning Electric / Electronic equipments.

6. The service provider shall make arrangement to clean the carpets, floor area etc., by using heavy duty vacuum cleaning equipment frequently in order to keep the premises dust free.

ANNEXURE - 5

OTHER TERMS AND CONDITIONS

1. Rights of Prl. District and Sessions Court, Mandya:

   (a) Prl. District and Sessions Court, Mandya reserves the right to accept or reject any or all the tenders in part or full, without assigning any reason whatsoever.

   (b) PRL. DISTRICT AND SESSIONS COURT, Mandya reserves the right reject any Tender due to failure on the part of the Bidder to observe the prescribed procedure.

   (c) Any attempt from the Mandya to canvas through any means, for the securing work order from PRL. DISTRICT AND SESSIONS COURT, Mandya will prejudice the Bidder's quotation and the same will be rejected without assigning any reason whatsoever.

   (d) The Prl. District and Sessions Court, Mandya reserves the right to deduct GST and other statutory dues from the payments of the Service provider.

   (e) In case of any complaints from the employees of Service provider regarding non-payment / short payment of eligible Salary & other perks, the Prl. District and Sessions Court, Mandya reserves the right to deduct the same from the payment of the service provider and terminate the contract.

2. The Bidder should not sub-let the Contract order to the third party, for which act, is liable for Termination of Contract within 24 hours.

3. No escalation of rates during the period of contract would be allowed on any account.

4. No request for making Advance Payment on any ground shall be entertained.

5. **Penalty Clause:**

   a) In case the agency fails to provide the services of Cleaning /Menials Staff from the date of contract order, a penalty at the rate of 0.5% per week subject to a maximum of 10% of the remuneration payable will be deducted from the amount to be paid to the Agency for the delayed deployment of Cleaning /Menials Staff to PRL. DISTRICT AND SESSIONS COURT, Mandya.

b) The Agency has to supply the required number of Cleaning /Menials Staff. If any Staff fails to attend duty, Rs.500-00 per Staff will be deducted per day.

c) In case the Agency fails to provide a Cleaning /Menials Staff for an entire month then the entire month remuneration will be deducted and notice will be issued. In such case, PRL. DISTRICT AND SESSIONS COURT, Mandya reserves the rights to terminate Contract.

6. **Requirements for Cleaning Staff.**

a) The Cleaning Staff provided shall be able bodied, physically fit and mentally sound, well trained and disciplined.

b) Knowledge of Kannada is a must.

c) **Replacement:** Agency shall provide continuous service of Cleaning Staff by making standby/reserve staff and no void shall be allowed. It is the primary responsibility of the Agency to provide UN-interrupted continuous Cleaning Staff at the designated locations.

d) Holidays: The Agency shall make arrangement to provide weekly holidays and other holidays to Cleaning Staff posted on duty by making alternate arrangements.

e) Deployed Cleaning Staff shall be issued a laminated I.D. affixing latest photograph with details of Name, EPF & ESI Account numbers, Name of the Agency, Date of Appointment and other details if any.

f) **Uniform:** The Agency should ensure that the Cleaning Staff wear uniform In case, the person so deployed is found to be not in proper uniform, dress or commits any breach of any of the terms and conditions of the contract, PRL. DISTRICT AND SESSIONS COURT, Mandya shall have the right to impose any punishment or fine upto Rs.1,000-00 (Rupees One Thousand Only) on the agency.

g) The Service Provider shall agree to PRL. DISTRICT AND SESSIONS COURT, Mandya conditions and shall arrange to effectively carry out the social and other responsibilities. Staff of Service Provider shall not misbehave with Court Employees/Officers/Advocates/General Public nor shall cause any loss to Court property. For any such lapses the Service Provider is solely held responsible.

7. The Service Provider will be responsible for obtaining a license/renewing the license, as the case may be, from the Licensing Authority under the Contract Labour (R&A) Act and PRL. DISTRICT

AND SESSIONS COURT, Mandya will not be responsible for any damages/losses on this account.

8. The Service Provider will be responsible for compliance of all statutory provisions relating to Minimum Wages, Provident Fund, Employees State Insurance, Maternity Benefit and other labour laws in respect of the persons deployed by it in all the Court complexes of Mandya District The Service Provider will be liable to pay the staff at least the minimum wages fixed from time to time.

9. The Service Provider will be liable for depositing all taxes, levies, cess etc. on account of service rendered by it to PRL. DISTRICT AND SESSIONS COURT, Mandya, to the concerned Authorities from time to time as per extant rules and regulations in the matter.

10. In case the Service Provider fails to comply with any statutory duty/liability under appropriate law, and as a result thereof, PRL. DISTRICT AND SESSIONS COURT, Mandya is put to any loss/obligation, monetary or otherwise, PRL. DISTRICT AND SESSIONS COURT, Mandya will be entitled to get itself reimbursed out of the outstanding bills and the Security Deposit of the Service Provider, to the extent of the loss or obligation in monetary terms. If any amount is still required to be recovered, the same will recovered through process of Law.

11. The Service Provider will maintain all statutory registers under the applicable Laws. The Service Provider will produce the same, on demand, to the concerned authority of PRL. DISTRICT AND SESSIONS COURT, Mandya or any other authority under Law.

12. The Service provider shall not employ any person below the age of 18 years.

13. All the staff deputed to the Courts of Mandya District should always be in neat and clean uniform provided by the Service Provider. In case an employee of the Service Provider is not found in proper uniform, PRL. DISTRICT AND SESSIONS COURT, Manyda reserves the right not to allow such person within the premises. The Service Provider will supply the complete uniforms to the staff within 7 working days from the date of entering into contract.

14. All the persons engaged by the Service Provider should be healthy, physically fit and free from communicable diseases.

15. The antecedents of the personnel deployed by the Service Provider will be above board.

16. The staff deployed will be issued identity cards by the Service Provider which will be required to be displayed at the time of duty.

17. The Service provider will be solely responsible for the redressal of grievances/resolution of disputes relating to persons deployed. PRL. DISTRICT AND SESSIONS COURT, Mandya will, in no way, be responsible for settlement of such issues whatsoever. PRL. DISTRICT AND SESSIONS COURT, Mandya will not be responsible for any damages, losses, claims, financial or other injury or loss of life to any person deployed by the Service Provider in the course of their performing the functions/duties, or for payment towards any compensation.

18. The persons provided by the Service Provider will always remain employees of the Service Provider for all intents and purposes, and the Service Provider alone will be liable for any dispute which may have any sought of legal repercussions in a court of law.

19. The Service Provider will communicate the name, parentage, residential address, date of birth, etc. along with a photograph of the persons deputed, to all the Courts of Mandya District.

20. In case work or conduct of the deployed manpower is found unsatisfactory he/she will be sent back without assigning any reason. The Service Provider will be liable to provide his/her replacement on demand within 24 hours.

21. The Service Provider shall at its own expenses make good any loss or damage suffered by the Bureau as a result of the acts or omission, negligently or otherwise of its personnel while providing the said services at any time of the premises of Courts of Mandya District or otherwise.

22. It is the responsibility of the Service provider to ensure its staff following all COVID related protocols and guidelines issued by the Government of Karnataka / Govt. of India. The Service Provider should provide all required necessary medical and other help to its employees in case of any health issues or any other issues.

23. Materials for Cleaning: All cleaning materials required shall be provided by the Service Provider.

a) Floor Duster
b) Dish Washing Powder for Wash Basins
c) Hit Spray
d) Room Freshener / Room Spray
e) Toilet cleaning Liquid (Harpik Domex/Lizol
f) Soap Oil
g) Naphthalene Balls / Urinal cakes for Urinals and Wash Basins
h) Brushes for Toilet and Floor cleaning
i) White Duster Cloth

j) Yellow Duster Cloth
k) Acid for Monthly Cleaning
l) Phenyl
m) Colin Spray for Glass Surfaces
n) Toilet Brush
o) Scrubber
p) Garbage Bag-Big/Small
q) Gloves
r) Dust Pans
s) Naphthalene Balls
t) Scotches Brit Pads
u) Big Size Bags for Garbage removal
v) Stain remover
w) Kabob sticks
x) Heavy duty vacuum cleaner
y) Any other material required but not specified in the tender

24. The agency will have to maintain an inventory of 100% of all consumable items at all times.

25. The Signature of concerned in every Court should be obtained everyday on a register, for having carried out satisfactory work. Failure to comply with the same will result in Penalty of Rs 100/Day per Person.

26. Termination of Contract: The Contract can be terminated after issuing one month's notice for the following reasons:

a) If the Bidder Assigns or Sub-contracts of this service to third Party.

b) Violation/Contravention of any of the Terms and Conditions mentioned in the Tender Document.

c) Does not improve the performance of the services in spite of instructions.

d) Misconduct and suppression facts by the Personnel of the Bidder.

27. If the service is terminated during the period of agreement for the above said reasons, the Security Deposit provided by the Bidder will be forfeited.

28. **Arbitration:** Any dispute or difference or claim arising out of, or in connection with, or relating to the contact or the breach, termination or invalidity thereof, shall be referred to and settled under the Arbitration Centre, Karnataka (Domestic and International) rules 2012, by one or more Arbitrators appointed in accordance with its Rules.

29. Bidder should be quote the price in Rupees.

Procuring Entity	Prl. District and Sessions Court, Mandya
Tendering Authorities	**Inviting Authority:** The Chief Administrative Officer, Prl. District and Sessions Court, Mandya **Evaluating Authority:** The Chief Administrative Officer, Prl. District and Sessions Court, Mandya **Accepting Authority:** Hon'ble Principal District and Sessions Judge, Mandya **Appellate Authority:** The Registrar General, Hon'ble High Court of Karnataka, Bengaluru

BY ORDER OF THE COURT

Inviting Authority
The Chief Administrative Officer
Prl. District and Sessions Court, Mandya

Place:Mandya
Dated:28.10.2026

Chief Administrative Officer
District and Sessions Court
MANDYA.

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. All the Prl. District & Sessions Judges of Karnataka State.
3. All the courts coming under the Mandya District Unit.
4. The Director, Department of Information (Vaartha Ilakhe), No. 17, Vartha Soudha, Infantry Road, Bengaluru – 560001 along with Tender Notification requesting for publication of the same in two widely circulated Daily News Paper each of Kannada and English language for wide publication.
5. The Software Technician, District and Sessions Court, Mandya to Web Host on the District Court website.
6. The Accounts Branch of this Court.
7. Notice Board
8. Office Copy.

ANNEXURE-6

TECHNICAL BID

1. Full Name of the Bidder:

2. Address:

3. Telephones/Fax numbers and Email ID:

4. Constitution:

5. Names of Proprietor/Partners/All Directors:

Sl. No.	Name of Proprietor / Partners / All Directors

6. Address:

Address & Telephone No. of the Registered Officer & Contact Person's Name	Address & Telephone No. of the Branch Office if any, Contact Person's Name

7. Year of commencement of Operations:

8. Addresses and Contact Details of Existing Customers:

Name of existing Customers	Address	Contact No's	Details of execution of work

9. Soft Copies of the following Documents have been uploaded to e-Procurement Portal along with other necessary Documents:

Sl. No.	Documents
i	Document showing proof that Bidder has a minimum of 5 (FIVE) year experience in providing Cleaning/Menial Services in Central/State Govt. Departments or a reputed Private Organizations having minimum staff strength of 200 & **produce latest copies of the Contract order issued** during 2023-24, 2024-25, 2025-26 along with **performance certificates** issued by the institutions for having completed the contract successfully **(Failure to submit latest Purchase order / Performance certificate, the bid is liable to be rejected without any reason)**
ii	Turnover Certificate for the last 3 financial years i.e., 2023-24, 2024-25, 2025-26 duly certified by Chartered Accountant – **(Mandatory)**
iii	Document showing manpower strength of the Service provider to deploy for Cleaning Persons/Menials service
iv	Valid Registration Certificate for the establishment of Agency issued from Department of Labour
v	Certificate from State Insurance Corporation regarding implementation of ESI to the Employees
vi	Certificate from the Regional PF Commissioner
vii	Document showing that the Bidder has Head Office or full-fledged Branch Office in Bengaluru
viii	Copy of Certificate of Registration for GST
ix	Copy of PAN
x	Technical Bid as per Annexure-6
xi	Declaration as per Annexure-8 & 9
xii	Income tax Returns filed for the Financial years 2023-24, 2024-25, 2025-26
xiii	Copy of the Latest GST Returns filed
xiv	Copies of the Audited financial statements for the Financial year 2023-24, 2024-25, 2025-26
xv	ISO Certificate (if available) – optional

We hereby acknowledge that we have understood all the Terms and Conditions indicated in this Tender

Signature & Name of the Bidder

Designation:

(Office Seal)

Date:

ANNEXURE - 7

CALCULATION SHEET FOR FINANCIAL BID

Sl. No.	Particulars	Amount in Rs.
1	Total of estimated contract amount per month (including Consumables cost + Workers' wages)	Bidder should be quote the price in E-Portal only
2	Service Charges on consumables @_____% (not less than 2%)	Bidder should be quote the price in E-Portal only
3	GST @ 18%	Bidder should be quote the price in E-Portal only
	Grand Total per month - - - >	Bidder should be quote the price in E-Portal only
	Grant Total of estimated contract amount (including Consumables cost + worker's wages) for 12 months	Bidder should be quote the price in E-Portal only

Note:

1. It shall also include cost of Training, Uniform, ID Card etc.
2. The total amount quoted shall be inclusive of any Tax, Service Tax, Education Cess, Secondary and Higher Education Cess or any other applicable Taxes as may be levied by the Government from time-to-time and the same shall be charged in addition to the quoted rate.
3. The Bidders should enter only the Grand Total shown above (including all applicable Taxes), in the e-Procurement Portal.
4. The quoted amount on e-Procurement Portal should be for **1 (One) year**. If Amount is quoted for any other period, it will result in rejection of the Financial Bid.
5. PRL. DISTRICT AND SESSIONS COURT, Mandya reserves the right to reject the Financial bids quoted by the bidders towards Service Charges/ Consumables cost as NIL or the amount quoted is very unrealistic / non responsive to meet the requirement of providing required consumables, uniform, administrative cost, machinery without giving any notice / reason.
6. In case of Tie in quoting of the amount, the PRL. DISTRICT AND SESSIONS JUDGE, Mandya reserves the right to decide the bidder based on the technical bid score / lottery or any other method in accordance with law.

ANNEXURE – 8

DECLARATION

We have submitted our Bid in response the Tender No.02/2026-27 for providing Housekeeping Services to all the Courts coming under Mandya District. In this regard we solemnly declare the following from our end.

1. All the Eligibility Conditions as per the Annexures have been fulfilled by us.
2. No Child Labour will be employed by us.
3. We do not have past association with PRL. DISTRICT AND SESSIONS COURT, Mandya where we had received letter/notice on two or more occasions regarding unsatisfactory service.

We have entered only the Grand Total (Service charges and consumables cots and workers wages for a period of 1 year), in the e-Procurement Portal, as indicated in the Calculation Sheet for Commercial Bid Format vide Annexure-7 of Tender Document. fully. We further declare that if we fail to comply with any/all of the above said conditions, PRL. DISTRICT AND SESSIONS COURT, Mandya is at liberty to take any/all the following actions.

1. Forfeiture of our EMD.
2. Our Tender may be rejected summarily even if we are declared as L1 Bidder by e- Procurement Portal, after the Commercial Bids are opened.
3. PRL. DISTRICT AND SESSIONS COURT, Mandya will not be liable to compensate for any damages to us in any way, if our Bid is rejected for non-compliance of any of the conditions of the tender document.
4. PRL. DISTRICT AND SESSIONS COURT, Mandya can send recommendation to Centre for e-Governance, Government of Karnataka, for inclusion our names in the List of Black-Listed Suppliers or any other suitable action as per the tender document / Declaration submitted by us

Signature & Name of the Bidder

(Office Seal and full address)

Designation:

Date:

ANNEXURE-9

EMD DECLARATION

I, hereby submit a declaration that the tender submitted by the undersigned, on behalf of the tenderer.....(Name of the Tenderer), shall not be withdrawn or modified during the period of validity or extended period of validity.

I, on behalf of the tenderer.....(Name of the Tenderer), also accept the fact that in case the tender is withdrawn or modified during the period of its validity/extended validity period or if we fail to sign the contract in case the contract is awarded to us or we fail to submit a Performance Security and Additional Performance Security, if any, before the deadline fixed in the Tender Document, then..... (name of the tenderer) will be debarred for participation in the tendering process for the Procurements of this Procurement Entity for a period of **one year** from the date of default.

Signature of the Authorized Signatory

(Official Seal)