No. ACCTS/ /2025 Office of the
Prl District & Sessions Judge,
Chikkamagaluru, dtd: 13-01-2026.

SHORT TERM TENDER NOTIFICATION NO.07/2025-26,

DATED: 13-01-2026

Subject: Providing Cleaning Staffs to work at Court Complexes, in Chikkamagaluru unit by way of out source- reg.

Ref: 1. Letter No. DJA/82/2007 dated: 27.06.2025 of the Hon'ble High Court of Karnataka, Bengaluru.

2. Hon'ble High Court's Letter No. DJA 82/ 2007, dated 08.10.2025

4. Letter No: ಹಿಕಾನಿಚಿ -1/ಸಿಆರ್ -02/2025-26 ದಿನಾಂಕಃ 07-07-2025.

5. This office orders passed on 21-11-2025.

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Sealed Tenders are invited from the registered reputed Service Providers/ Manpower Agencies who are interested to provide Cleaning Staffs to work at Court Complexes in Chikkamagaluru unit by way of Out Source.

Last date for submitting the Tender Quotations is 22-01-2026 at 05.00 p.m.

Details of Measurement Court Complexes in Chikkamagaluru unit.

Sl. No.	Total area for the purpose of cleaning in Sq.Mtr.	Measurement (Sq Mtr)
1	**Prl. District and Sessions Court, Chikkamagaluru**	
	District Court corridor	554.40 Sq.Mtr
	Annex building corridor	373.86 Sq.Mtr
	POCSO Court Corridor	33.02 Sq.Mtr
	District Court Toilet Room	30.00 Sq.Mtr
	Annex building Toilet Room	148.80 Sq.Mtr
	POCSO Court Toilet Room	18.20 Sq.Mtr
	District Court Judges chambers	535.23 Sq.Mtr
	TOTAL	**1693.51 Sq. Mtr.**
2	**Senior Civil Judge and JMFC Court Mudigere**	
	Senior Civil Judge Chamber	17.00 Sq.Mtr
	Senior Civil Judge Chamber Toilet Room	3.97 Sq.Mtr
	Addl. Civil Judge Chamber	14.21 Sq.Mtr
	Addl. Civil Judge Chamber Toilet Room	1.44 Sq.Mtr
	Prl. Civil Judge Chamber	19.47 Sq.Mtr
	Prl. Civil Judge Chamber Toilet Room	2.00 Sq.Mtr
	Corridor	179.52 Sq.Mtr
	Staff Toilet Room	18.60 Sq.Mtr
	APP Toilet Room	2.25 Sq.Mtr
	Public Toilet Room	37.80 Sq.Mtr
	TOTAL	**1338.82 Sq. Mtr.**
3	**Prl. Civil Judge and JMFC Court (OLD building) Mudigere**	
	First floor (ಮೇಲ್ಪಾಯ)	712.55 Sq.Mtr
	Ground floor (ನೆಲಪಾಯ)	570.10 Sq.Mtr
	TOTAL	**1282.55 Sq. Mtr.**
4	**Senior Civil Judge and JMFC Court, Kadur**	
	Court complex(Ground and First Floor)	455.29 Sq. Mtr
5	**Prl. Civil Judge and JMFC Court, Kadur**	
	Court complex(Ground and First Floor)	629.46 Sq. Mtr
	TOTAL	**1084.75 Sq. Mtr.**

6	**Senior Civil Judge and JMFC Court, Tarikere**	
	Judges Chambers (including toilet rooms)	57.48 Sq. Mtr
	Corridor (Ground Floor)	130.29 Sq. Mtr
	Staff Toilet Room	14.742 Sq. Mtr
	Court premises (including vehicle parking)	846.94 Sq. Mtr
	Public Toilet Room	72.60 Sq. Mtr
	TOTAL	**1122.05 Sq. Mtr.**
7	**Civil Judge and JMFC Court, Koppa**	
	Plot Area	8502.33 Sq. Mtr
	Court Complex Area	1536.02 Sq. Mtr
	Judge Quarters Area	99.75 Sq. Mtr
	Area proposed for Bar Association and Canteen Building	273.95 Sq. Mtr
	TOTAL	**10412.05 Sq. Mtr.**
8	**Civil Judge and JMFC Court, N.R.Pura**	
	Existing Junior Civil Judge Court	749.50 Sq. Mtr
	Area available for proposed construction of Senior Civil Judge Court	1466 Sq. Mtr
	Area available for proposed construction of Senior Civil Judge Quarters	687 Sq. Mtr
	TOTAL	**2902.5 Sq. Mtr.**
9	**Civil Judge and JMFC Court, Sringeri**	
	Corridors	1800 Sq.ft
	Toilet Rooms	1000 Sq.ft
	TOTAL	**2800 Sq. Mtr.**
	Grand Total	**37,336.23 Sq, Mtr.**

Essential/ desirable requisites from the Cleaning Staff:-

1. Cleaning and deep cleaning i.e., cleaning of floors and toilets attached to the Courts including chambers and pubic toilets, with brooms, wet wash, moping the floors, removing the dust from the office fixtures, washrooms cleaning, cleaning of floors of offices, chambers, Court halls, corridors, open areas, ceiling, steps, lifts, other allied works, daily.

2. Cleaning of garden and maintenance of the same.
3. The timings of work is **8.00 a.m. to 5.00 p.m.** daily.
4. The cleaning staff shall work without causing any damage to office structures/ instruments etc.,

TERMS AND CONDITIONS

1. The Service Provider shall have to be registered with appropriate statutory agencies as required under Law and also Registered with the Commissioner for Service Tax (GST) and PT, Registered with ESI, Registered with EPF and shall furnish a copy of the registration certificates with current validity along with tender.
2. The Service Provider shall produce the necessary certificates of related Act and Regulations in force.
3. The Service Provider should have Income Tax Registration (PAN) and shall furnish the copies of Income Tax returns of last three assessment years.
4. The Service Provider shall submit the quotation in the prescribed format attached to this Notification.
5. The Service Provider shall produce an **E.M.D. of 5% of total amount by way of D.D.** in favour of the Prl. District & Sessions Judge, Chikkamagaluru.

6. Complying with Labour regulation/ Rule etc., will be the responsibility of the Service Provider.

7. **The successful tenderer shall deposit an amount equivalent to 5% of the Tender amount as Security Deposit in the form of Performance Bank Guarantee (PBG) in favour of the Prl. District and Sessions Judge, Chikkamagaluru.**

8. The working hours will be from 08.00 a.m. to 5.00 p.m. on all Court working days and in case of urgent requirement, the working hours will be extended and they have to work on the holidays also. However, no additional remuneration will be paid for such extended work.

9. Service Provider will have to provide the manpower with required uniform and Identity Card for the suitable job.

10. The contract will be for a period of one year or until further orders, whichever is earlier. The Hon'ble Prl. District & Sessions Judge, Chikkamagaluru may extend the period of contract for a further period, if the service rendered by the Service Provider is satisfactory. However, the Prl. District & Sessions Judge, Chikkamagaluru being the Tender accepting Authority reserves the right to cancel the contract or the services rendered by the Service Provider, if the work of the manpower supplied, found unsatisfactory, inefficient and untrustworthy.

11. The Service provider offering service shall have experience in providing such service/ manpower to reputed organizations.

12. The Tenderer should provide the personnel who are having required experience in the Sanitation work.

13. The Service provider shall be responsible for paying wages to Manpower at rates not less than Rs.10,000/- as notified. Further the Service Provider shall not make any unauthorized deductions from the wages of the Manpower/ Cleaning staff.

14. The Agency should not have been blacklisted by any State/ Central Government Department/ Organizations/ Institutes/ Boards or Central State Public Sector Under takings. The Agency should provide an undertaking in the form of an affidavit in Rs.500/ stamp paper, to that effect.

15. The Service Provider should furnish an undertaking to comply with the Tender Terms and Conditions.

16. 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 Service Provider is found to be unsatisfactory, such personnel should be replaced within three days from the date of receipt communication from this office.

17. To provide the materials by the tneders at their end for the purpsoe of the cleaning of court complexes and also to ensure that no harm is done to the facilities and fixtures available in the court complexes.

18. If the Service provider desires to terminate the contract, he shall give one month prior written notice to the Prl. District & Sessions Judge, Chikkamagaluru.

19. Each page of the tender document must be signed along with seal of the Agency indicting the name and designation of the authorized signatory of the organization.

20. No request for advance payment will be considered. Payment will be made in the succeeding month on receipt of the particulars out of the allotment available in the Court for the said purpose.

21. The Service Provider shall have to submit the statement for having paid taxes to the concerned Government/ Authority, if applicable at regular intervals.

22. The interested persons can visit the office of District & Sessions Court, Chikkamagaluru for any kind of clarifications regarding terms and conditions mentioned above. They can also visit to have a look at the area of work

23. The personnel deployed in the Court Complex shall maintain devotion towards duty and integrity. Professional

competence will not be compromised. The selection of the Service Provider will be made purely on past reputation, dependability and credibility. Merely quoting of lowest rates will not make any Service provider an automatic choice for selection. The decision of the Prl. District & Sessions Judge, Chikkamagaluru in selection of the Service Provider will be final.

24. The Service Provider shall make the payment of salary to the cleaning staff on or before 05th of every month without fail, and shall produced a copy of the same to the Prl. District & Sessions Court, Chikkamagaluru for making payments.

25. Formal agreement will have to be executed before the commencement of the job by agreeing the terms and conditions

26. The age limit of persons deployed should be above 18 years and below 50 years.

27. The final quotation will be accepted under the intimation to the Hon'ble High Court of Karnataka, Bengaluru.

The bid shall consists of the documents as per check list at ANNEXURE I and they shall be arranged as per checklist.

The Tenders shall be submitted in sealed cover superscribed as **"TENDER FOR PROVIDING SERVICE OF PART TIME CLEANING STAFFS FOR COURT COMPLEXS AT CHIKKAMAGALURU".**

The sealed tenders shall reach the undersigned on or before **5.00 p.m. on 22-01-2026** and sealed covers will be opened at 5.30 p.m. **on 23-01-2026** in the chamber of Prl District & Sessions Judge, Chikkamagaluru in the presence of the Bidders or a duly authorized representatives, if present. No separate intimation will be given in this regard.

13/1/2026

Prl. District & Sessions Judge,

Chikkamagaluru.

PRL DISTRICT & SESSIONS JUDGE
CHIKMAGALUR

Copy to:

1. The Register General, High Court of Karnataka, Bengaluru.

Copy forwarded to, for wide publicity;

2. The Prl. Judge, Family Court, Chikkamagaluru.

3. The Prl. Senior Civil Judge & CJM,

   Chikkamagaluru. Through E-Mail

4. The Presiding Officer, Labour Court,

Chikkamagaluru.

5. The Senior Civil Judge & Member Secretary,

   DLSA, Chikkamagaluru.

6. The Prl. Civil Judge & JMFC, Chikkamagaluru - Through E-mail.

7. Taluk Courts in this unit - Through E-mail.

8. The Director, Department of Public information and Publicity, No. 17, Bhagwan Mahaveer Road, Bengaluru-01, with a request to publish in the Gazettee, for wide publicity.

9. Notice Board of this office.

10. The District Information Officer, Chikkamagaluru.

TN 8/4/26

11. The Software Technician, Prl. District & Sessions Court, Chikkamagaluru to web host on the District Court website.

12. Office copy.

ಅನುಬಂಧ-1

ಟೆಂಡರ್ ಫಾರಂ ಭಾಗ ಎ (ಚೆಕ್ ಲಿಸ್ಟ್)

"TENDER FOR PROVIDING SERVICE OF CLEANING STAFF FOR COURT COMPLEX AT CHIKKAMAGALURU".

1	ಟೆಂಡರ್ ಪ್ರಕಟಣೆ ಸಂಖ್ಯೆ ಮತ್ತು ದಿನಾಂಕ	
2	ಟೆಂಡರ್ ದಾರರ ಸಂಸ್ಥೆಯ ಹೆಸರು ಮತ್ತು ವಿಳಾಸ ಮತ್ತು ಸ್ವಂತ ಪಾಲುದಾರಿಕೆಯ ವಿವರ	
3	ಇ ಎಂ ಡಿ ಮೊತ್ತ ಹಾಗೂ ವಿವರಗಳು (ಟೆಂಡರ್ ಮೊತ್ತಕ್ಕೆ ಶೇ.5%)	
4	ಹೊರಗುತ್ತಿಗೆ ಸಂಸ್ಥೆಯು ನೊಂದಾಯಿತ ಸಂಸ್ಥೆಯಾಗಿರತಕ್ಕದ್ದು ಏಜೆನ್ಸಿಯು ಸಂಸ್ಥೆ, ಕಂಪೆನಿ, ಪಾಲುದಾರರ ಮಾಲಿಕತ್ವ ಹೊಂದಿದ್ದಲ್ಲಿ ಕೋ-ಆಪರೇಟಿವ್ ಸೊಸೈಟಿ ಆಕ್ಟ್ ಅಥವಾ ಸರ್ಕಾರೇತರ ಸಂಸ್ಥೆಯಾಗಿರುವ ಬಗ್ಗೆ ಕಾನೂನಿನಡಿ ನೋಂದಣಿಯಾಗಿರಬೇಕು ಹಾಗೂ ಈ ಸಂಬಂಧ ಅಗತ್ಯ ದಾಖಲಾತಿ ಸಲ್ಲಿಸಬೇಕು.	
5	ಹೊರಗುತ್ತಿಗೆ ಸಂಸ್ಥೆಯು ಕಾರ್ಮಿಕ ಇಲಾಖೆಯಲ್ಲಿ ನೊಂದಾಯಿಸಿದ ಬಗ್ಗೆ ಪ್ರಮಾಣ ಪತ್ರದ ಪ್ರತಿ Form-C ಲಗತ್ತಿಸಬೇಕು.(ಚಾಲ್ತಿ ನೋಂದಣಿ ಪ್ರತಿ ಲಗತ್ತಿಸಬೇಕು. (ಚಾಲ್ತಿ ನೋಂದಣಿ ಪ್ರತಿ ಲಗತ್ತಿಸಬೇಕು.)	
7	ಹೊರಗುತ್ತಿಗೆ ಸಂಸ್ಥೆಯು ಕರ್ನಾಟಕ ಅಂಗಡಿ ಮತ್ತು ವಾಣಿಜ್ಯ ಸಂಸ್ಥೆ ಕಾಯಿದೆ 1961 ರಡಿ ನೋಂದಣಿಯಾಗಿರಬೇಕು. ನೋಂದಣಿಯಾದ ಬಗ್ಗೆ ನೋಂದಣಿ ಪತ್ರದ ಪ್ರತಿ ಸಲ್ಲಿಸಬೇಕು.	
13	ಇತ್ತೀಚಿನ ವೃತ್ತಿ ತೆರಿಗೆ ಪಾವತಿಸಿದ ಪ್ರತಿ ಹಾಗೂ ಇಲ್ಲಿಯವರೆಗೂ ಪಾವತಿಸಿದ ಬಗ್ಗೆ ಇಲಾಖೆಯಿಂದ ದೃಢೀಕರಣ ಪತ್ರ (Clearance Certificate)	
14	GST ನೋಂದಣಿ ಪ್ರತಿ	

15	ಇತ್ತೀಚಿನ ಸೇವಾ ತೆರಿಗೆ (GST) ಪಾವತಿ ಪ್ರತಿ ಹಾಗೂ ಇಲ್ಲಿಯವರೆಗೂ ಪಾವತಿಸಿದ ಬಗ್ಗೆ ಇಲಾಖೆಯಿಂದ ದೃಢೀಕರಣ ಪತ್ರ (Clearance Certificate)	
16	ISO Certificate- ISO 9001:2015(Optional)	
17	ಸಂಸ್ಥೆಯ ಹೆಸರಿನಲ್ಲಿನ PAN Card ಪ್ರತಿ	
18	ಕಳೆದ 3 ವರ್ಷಗಳಲ್ಲಿ (2022-23, 2023-24, 2024-25) ಆರ್ಥಿಕ ವರ್ಷದ ಸಂಸ್ಥೆಯ ಹೆಸರಿನಲ್ಲಿನ ಆದಾಯ ತೆರಿಗೆ ರಿಟರ್ನ್ಸ್ ಪ್ರತಿ (I.T Returns)	
19	ಟೆಂಡರ್ ದಾರರು ಕಳೆದ 3 ವರ್ಷಗಳಲ್ಲಿ (2022-23, 2023-24, 2024-25) ವಾರ್ಷಿಕ ವಹಿವಾಟು ನಡೆಸಿದ ಬಗ್ಗೆ ನೋಂದಾಯಿತ ಲೆಕ್ಕಪರಿಶೋಧಕರಿಂದ ಪಡೆದ ಟರ್ನ್ ಓವರ್ ಸರ್ಟಿಫಿಕೇಟ್	
20	2022-23, 2023-24, 2024-25 ನೇ ಸಾಲಿನಲ್ಲಿ ಟೆಂಡರ್ ದಾರರು ಬೇರೆ ಬೇರೆ ಸರ್ಕಾರಿ/ಅರೆ ಸರ್ಕಾರಿ ಸಂಸ್ಥೆಗಳಿಗೆ ಮಾನವ ಸಂಪನ್ಮೂಲ ಸೇವೆ ಒದಗಿಸುವ ಬಗ್ಗೆ ಅನುಭವ ಪ್ರಮಾಣ ಪತ್ರ	
21	ಕರ್ನಾಟಕ ರಾಜ್ಯ ಪೊಲೀಸ್ ಇಲಾಖೆಯಿಂದ ಯಾವುದೇ ಪ್ರಕರಣ ಇಲ್ಲವೆಂದು ಪೊಲೀಸ್ ಇಲಾಖೆಯಿಂದ ಪ್ರಮಾಣ ಪತ್ರವನ್ನು ಲಗತ್ತಿಸುವುದು.	
22	ಚುನಾಯಿತ ಸದಸ್ಯರು, ಕಪ್ಪ ಪಟ್ಟಿಯಲ್ಲಿರುವ ಸಂಸ್ಥೆಯವರು ಟೆಂಡರ್ ನಲ್ಲಿ ಭಾಗವಹಿಸಲು ಅವಕಾಶವಿರುವುದಿಲ್ಲ ಹಾಗೂ ರೂ.500/- ರ ಛಾಪಾ ಕಾಗದದಲ್ಲಿ ಕಪ್ಪು ಪಟ್ಟಿಯಲ್ಲಿ ಸೇರಿರದೇ ಇರುವ ಬಗ್ಗೆ ಹಾಗೂ ಚುನಾಯಿತ ಸದಸ್ಯರಲ್ಲದೇ ಇರುವ ಬಗ್ಗೆ ನೋಟರಿಯಿಂದ ಪಡೆದ ಅಫಿಡವಿಟ್ ಪ್ರತಿ, (ಸದರಿ ಅಫಿಡವಿಟ್ ಈ ಪ್ರಕಟಣೆ ಹೊರಡಿಸಿದ ದಿನಾಂಕದ ನಂತರದ ದಿನಾಂಕದ್ದಾಗಿರಬೇಕು.	

23	ಟೆಂಡರ್ ನಿಯಮಗಳು ಮತ್ತು ಷರತ್ತುಗಳನ್ನು ಅನುಸರಿಸುವ ಕುರಿತು ಮುಚ್ಚಳಿಕೆಯನ್ನು ಸಲ್ಲಿಸಬೇಕು.	

ಟೆಂಡರ್ ದಸ್ತಾವೇಜುಗಳನ್ನು ಪರಿಶೀಲಿಸಿ ಮೇಲಿನ ಮಾಹಿತಿ ನೀಡಿದ್ದು, ಎಲ್ಲಾ ಮಾಹಿತಿಯು ಸರಿ ಇದೆ ಎಂದು ದೃಢೀಕರಿಸಿದೆ.

ಟೆಂಡರ್ ದಾರರ ಹೆಸರು, ಸಹಿ ಮತ್ತು ಮೊಹರು

Tender Format

TENDER NOTIFICATION NO.07/2025-26
(Cleaning Staff Outsource), dated 13-01-2026

"FOR PROVIDING SERVICE OF CLEANING STAFF FOR COURT COMPLEXES, CHIKKAMAGALURU UNIT".

1	Name and Full Address of the Service Provider	
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	

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 undertake 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 upto date.

Place:

Date:

Signature of the Authorised persons of the firm with Seal