ADM/1529/2025

Office of the
Prl. District and Sessions Court,
Dharwad Date: 17 .12.2025.

e - Tender Notification
Tender Reference No. HCK/2025-26/SE0126.

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

(All Courts of Dharwad, Kalaghatagi, Kundgol, Navalgund Talukas)

Sub: Inviting proposals (Quotations) for providing Manpower Services for cleaning purpose through service contract to the courts of Dharwad District based on dimensions of the court premises-reg.

Ref.: 1.Letter No. LAW-LAC/16/2013 dated: 07.03.2025 and 13.08.2025 of the Chief Secretary, Department of LAW, Justice and Human Rights, Karnataka State Government, Vidhana Soudha.
2.Government Letter No. LAW-LAC/82/2025, dated: 12.08.2025.
3.Letter No. DJA/82/2007 dated: 27.06.2025 and 29.08.2025 and 08.10.2025 of the Hon'ble High Court of Karnataka, Bengaluru.
4.Office note dated:..... 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 Dharwad District (Dharwad, Navalgund, Kalaghatagi and Kundgol) from eligible and interested Firms/Agencies/Operators having business/branch office, in Dharwad District, through e-procurement portal https://kppp.karnataka.gov.in/#/portal/searchTender/live, for a period of 1 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	**HCK/2025-26/SE0126**
2	Tender Number (as issued by KPPP)	**HCK/2025-26/SE0126**

3	Tender Name/Services sought for	Manpower through Service Contract to the courts of Dharwad District
4	Procuring entity	Chief Administrative Officer Dharwad
5	Validity of Tender Contract	1 year which may be extended for 2 or more 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
6	Closing date and time for submission of tender proposal	29-12-2025 05:00 pm.
7	Technical bid opening date and time	30-12-2025 05:30 pm
8	Financial bid opening date and time	As per E-Portal
9	Office contact number and email ID	Phone No. Email: dharwadpdj@gmail.com 0836-2448552
10	EMD amount	Rs. 20,000/- (2% of the estimated cost)

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ANNEXURE-1

ELIGIBILITY OF BIDDERS

1. 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.
2. 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.
3. The Bidder should have Valid Registration Certificate for the establishment of Agency issued from Department of Labour.
4. The Bidder should be registered with State Insurance Corporation regarding implementation of ESI to the employees.
5. The Bidder should be registered with Regional PF Commissioner.
6. The Bidder should have valid GST registration
7. The Bidder should have PAN Number
8. The Bidder should submit Declaration as per Annexure-8
9. 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 & Sessions Court, Dharwad 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 & Sessions Court Dharwad 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. Net Banking
    d. 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 & Sessions Court, Dharwad

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. Bidders are advised to study the Bid document carefully. Online submission of bids shall be deemed to have been done after careful study and examination of the bid document with full understanding of its implications. Offers prepared in accordance with the procedures enumerated in this Bid Document should be submitted online only through KPP portal https://kppp.karnataka.gov.in/#/portal/searchTender/live not later than the date, time and address laid down in this Tender document. The bidders will be required to register themselves with the "Centre for e-Governance" to participate in the bidding process and also get necessary digital signature certificates. The details of the process of registration and obtaining the digital signature certificates are available on the website https://dharwad.dcourts.gov.in/

2. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document. Manual bids will not be accepted.

3. Multiple bids shall not be submitted by one bidder or bidders having business relationship. Under no circumstance will father/mother and his/her son(s)/daughter(s) or other close relations who have business one or more relationship with one another (i.e. when partner(s)/director(s) are common) be allowed to tender/bid for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.

4. Bidder who has downloaded the notification document from the Dharwad District website https://dharwad.dcourts.gov.in/and Karnataka Public procurement Portal (KPPP) website https://kppp.karnataka.gov.in/#/portal/search Tender/live shall not tamper/modify the tender form including downloaded price bid template in any manner. In case if the same is found to be tampered/modified in any manner, tender will be completely rejected and EMD would be forfeited and Bidder will be liable to be blacklisted from doing business with the Dharwad District unit.

5. Intending bidders are advised to check Dharwad District Judiciary website https://dharwad.dcourts.gov.in/ tender section and website https://kppp.karnataka.gov.in/#/portal/searchTender/live at least three days prior to closing date of submission of tender for any corrigendum /addendum/ amendment on this RFP. Bids will be opened as per date/time as mentioned in this Tender document. After online opening of Technical-Bid, the technically qualified bids, Price-bids will be opened.

6. In case of conflicting information with regard to scheduled dates, costs and other details, among Tender Document and the data shown on KPP website, the information contained in the Tender Document-Brief Table is considered final, for all purpose.

7. The Bidders shall submit an EMD (Earnest Money Deposit)/Bid Security amount of Rs. 20,000/-, in the KPP Portal online payment only before the last date and time of bid submission. EMD in any Other form will not be accepted. No proposals would be accepted without the EMD amount in the prescribed method.

8. The disputes related to return and refund of EMD may be addressed with the Centre for e-Governance department. It is the duty of the Successful Bidder, to furnish the Performance Bank Guarantee (PBG) and execution of Service Level Agreement (SLA), upon successful awarding of Tender. Further, it is the duty of the L1 Bidder to furnish and renew the Service Level Agreement on appropriate value of stamp paper at regular intervals, wherever applicable, at their own cost. The liability of failure in furnishing and renewal of such documents is entirely on the L1 Bidder only. Repercussions of any Cause of Action arising out of such failure in renewing the Agreement is to be borne by the Service Provider only. The Prl. District & Sessions Judge Dharwad, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Bidding process.

9. The timeline of this Tender is appended in this notification document itself and the bidder shall adhere to it. Bidder should log into the website well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to any issues. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document. The bid summary has to be printed and kept as an acknowledgment of the submission of the bid.

10. The tender shall be submitted online (complete in all respect) must upload the Signed and Scanned copy of all the required documents on and https://kppp.karnataka.gov.in/#/portal/searchTender/live must follow the procedure as detailed in the Tender document.

11. All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of the nature of content of the documents before uploading. All the files mentioned should be in PDF format. Zip files are strictly prohibited, especially when multiple files are to be uploaded. In such scenario, most important documents to be prioritized and then merged together in to one single .pdf file.

12. The offers submitted by Fax/email shall not be considered, unless otherwise specifically mentioned. No correspondence will be entertained in this matter. No Bidder shall contact the Office of The Prl. District & Sessions Judge Court, Dharwad District on any matter relating to its Bid, from the time of the Bid opening to the time the Contract is awarded. Any effort by a Bidder to influence the Office of The Prl. District & Sessions Judge Court, Dharwad and Bid evaluation, Bid comparison or Contract award decisions may result in the rejection of the Bidder's Bid.

13. The Bidder shall prepare the bid based on details provided in the Bid documents. The bidders shall, as much as possible use the same annexures, tables, wordings and other details, as provided in this notification. Bidder shall carry out the detailed study of the facilities in accordance with the requirements of the Bid document and it shall be the responsibility of the Bidder to fully meet all the requirements of the Bid document.

14. Prices quoted must be full and final and shall not be subject to any upward modifications, on any account whatsoever throughout the contract, except after increment as a result of the revision of wages and statutory benefits. The cost of all activities and statutory liabilities other than taxes and duties incidental to discharge of responsibilities under this RFP shall be covered under service

charges and the bidder shall quote its prices accordingly. Prices in any form or by any reason before opening the Commercial Bid should not be revealed, failing which the offer shall be liable to be rejected.

15. Bid must contain the name, office and office addresses including telephone number(s) of the person(s) who are authorized by the bidder to submit the bid with their signatures. A Power of Attorney or board resolution must be enclosed with the bid certifying that the person(s) who signed the bid is an authorized person on behalf of company. The Bidder shall designate the official mailing address, place, and email to which all correspondence shall be sent by the Office of Prl. District & Sessions Judge Court, Dharwad.

16. Un-signed, un-stamped and without certificate for authorized person, bid will not be accepted. The bid shall contain any interlineations, erasures or overwriting except as necessary to correct errors made by the Bidder, in which case such corrections shall be initialed by the person or persons signing the bid. All pages of the bid being submitted must be legible, signed and sequentially numbered by the bidder irrespective of the nature of content of the documents before uploading. Ambiguous bids will be rejected outright.

17. The evaluation will be done in two phases i.e., Technical and Commercial evaluation, by the Tender Inviting Authority i.e.. Chief Administrative Officer, District & Sessions Court, Dharwad District & The Accepting Authority i.e., Hon'ble Prl. District & Sessions Judge, Dharwad District, as designated by Hon'ble High Court Of Karnataka, Bengaluru. Any time during the process of evaluation the Office of the Prl. District & Sessions Judge Court, Dharwad District, may seek specific clarifications from any or all Bidders on the recommendation of Tender Inviting & Accepting Authority. The Evaluating Authority due to paucity of time may seek such clarification over Telephone call or e-mail. And in case the bidder does not respond back within 24 hours of placing of Telephone call and/or sending e-mail(both in case of successful or unsuccessful communication).

18. The Tender Inviting & Accepting Authority will first evaluate the Technical Proposal as per the Technical Qualification Criteria mentioned below. The Technical proposal will be evaluated based on the information provided and the supporting documents. Bidders bid failing to either meet any of the technical qualification criteria or not furnishing the requisite supporting documents/documentary evidence will be liable to be rejected.

19. The successful bidder shall give priority of hiring the currently working menials at court of Dharwad, Navalgund, kundgol and Kalaghatagi in order ensure their continuation of services.

2. Award of Contract:

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 & Sessions Court Dharwad is at liberty to reject L.1 Bidder to ensure that service of good quality provided to Prl. District & Sessions Court Dharwad. Prl. District & Sessions Court Dharwad 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 & Sessions Court Dharwad is final in this regard.

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 & Sessions Court Dharwad has the discretion to award the contract to next eligible Bidder. Prl. District & Sessions Court Dharwad 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.

The Bidders who had past association with Prl. District & Sessions Court Dharwad and had received at two or more letter/notices from Prl. District & Sessions Court Dharwad 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 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 after completion of each calendar month before 5th of the succeeding month to Prl. District and Sessions Court, Dharwad Payments will be made through Treasrury-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 & Sessions Court Dharwad. All the payments made to its Employees shall be through digital form only.

c. The Service provider should also submit GST payment acknowledgments along with the Monthly bill submitted to Prl. District & Sessions Court Dharwad. The Prl. District & Sessions Court Dharwad 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 statutory payments of its employees & government and Prl. District & Sessions Court Dharwad is not responsible for payment of any of its dues.

e. Prl. District & Sessions Court Dharwad 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 to be provided to all the Court buildings in Dharwad District (All Courts of Dharwad, Kalaghatagi, Kundgol, Navalgund Talukas) including all the court Halls, Office Rooms, Chambers, Corridors and other places of the court complex.

No of Court Complex	Total Area in Sq Mtr (inside & outside)	No of Floors each complex	No of Toilets
Dharwad	19930.7	Basement and G+2	14
Kalaghatagi	9964.02	G+1	2
Kundagol	5631	G+1	2
Navalgund	3997.04	G+1	2
Total	39522.76		20

Sl. No.	Description of work	Schedule for doing the work
1	Sweeping and Mopping of all the Floors	Twice Daily
2	Sweeping and Mopping of Staircase and Corridors of all the Floors	Twice Daily
3	Sweeping and Mopping of Rest Rooms of all the Floors	Twice Daily
4	Scrubbing and Cleaning of Wash Basins of all the Floors	Twice Daily
5	Scrubbing and Cleaning of Urinal Basins of all the Floors of Court Complexes	Twice Daily
6	Scrubbing and Cleaning of Commodes of all the Floors	Twice Daily
7	Sweeping of Cellar Vehicle Parking Area	Once Daily
8	Sweeping of Front and Rear Parking Area	Once Daily
9	Dusting and Wet Cloth Cleaning of Furniture on all the Floors	Once Daily
10	Dusting and Wet Cloth Cleaning of Window Panes and Partition of all the Floors	Once a week

11	Vacuum Cleaning Carpets	Once a Month
12	Cleaning of Over-Head Tank and Sumps using Bleaching Powder/any other recognized cleaning agent	Once a Month
13	Cleaning 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 and backside Parking Areas
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 & Sessions Court Dharwad .**

1. **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 Dharwad District.**

2. Timings for Cleaning

1st Round of Cleaning:- 8.00 am to 10.00 am - Toilet / Restroom cleaning, Sweeping & Mopping

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 & Sessions Court Dharwad :

   a. Prl. District & Sessions Court Dharwad reserves the right to accept or reject any or all the tenders in part or full, without assigning any reason whatsoever.
   b. Prl. District & Sessions Court Dharwad 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 Bidder to canvas through any means, for the securing work order from Prl. District & Sessions Court Dharwad will prejudice the Bidder's quotation and the same will be rejected without assigning any reason whatsoever.
   d. PRL, DISTRICT AND SESSIONS COURT, DHARWAD is not bound to accept the lowest tender.
   e. The Prl. District & Sessions Court Dharwad reserves the right to deduct GST and other statutory dues from the payments of the Service provider.
   f. In case of any complaints from the employees of Service provider regarding nonpayment/short payment of eligible Salary & other perks, the Prl. District & Sessions Court Dharwad 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 House Keeping 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 House Keeping Staff to Prl. District & Sessions Court Dharwad
   b. The Agency has to supply the required number of House Keeping Staff. If any Staff fails to attend duty, Rs.500/- per Staff will be deducted per day.
   c. In case the Agency fails to provide a House Keeping Staff for an entire month then the entire month remuneration will be deducted and notice will be issued. In such case, Prl. District & Sessions Court Dharwad 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 L.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 & Sessions Court Dharwad shall have the right to impose any punishment or fine upto Rs.1,000/- (Rupees One Thousand Only) on the agency.

g. The Service Provider shall agree to Prl. District & Sessions Court Dharwad 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 PRI. DISTRICT AND SESSIONS COURT, Dharwad 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 labor laws in respect of the persons deployed by it in all the Court complexes of Dharwad 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 & Sessions Court Dharwad , 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 & Sessions Court Dharwad is put to any loss/obligation, monetary or otherwise, Prl. District & Sessions Court Dharwad 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 & Sessions Court Dharwad 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 Dharwad district and its talukas mentioned above 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 & Sessions Court Dharwad 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 & Sessions Court Dharwad will, in no way, be responsible for settlement of such issues whatsoever. Prl. District & Sessions Court Dharwad 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 Dharwad 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 Dharwad 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 Brite 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 time

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

26. Termination of Contract: The Contract can be terminated after issuing one month's notice 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 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, Security Deposit provided by the Bidder will be forfeited.

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

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

Place: Dharawd
Date: 17-12-2025

Inviting Authority:
sd/-
I/c The Chief Administrative Officer,
Prl. District and Sessions Court,
Dharwad
District,Dharwad

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.	Names of Propretor/Partners/All Directors

6. Address:

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

7. Year of commencement of Operations:

8. Address and Contact Details of Existing Customers:

Name of Existing Customers	Address	Contact Nos.	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 House Keeping/Cleaning 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 2022-23, 2023-24, 2024-25 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	Document showing manpower strength of the Service provider to deploy for housekeeping service
III	Valid Registration Certificate for the establishment of Agency issued from Department of Labour.
IV	Certificate from State Insurance Corporation regarding implementation of ESI to the Employees
V	Certificate from the Regional PF Commissioner.
VI	Document showing that the Bidder has Head Office or full-fledged Branch Office in Dharwad
VII	Copy of Certificate of Registration for GST
VIII	Copy of PAN
IX	Technical Bid as per Annexure-6
X	Declaration as per Annexure-8
XI	Income tax Returns filed for the Financial years 2022-23, 2023-24, 2024-25
XII	Copy of the Latest GST Returns filed
XIII	Copies of the Audited financial statements for the Financial year 2022-23, 2023-24, 2024-25
XIV	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)	
2	Service charges on consumables @ _____% (not less than 2 %)	
3	GST @ 18%	
	Grand Total per month	
	Grand Total of estimated contract amount (including Consumables cost + Workers' wages for 24 month)	

Note:

a. It shall also include cost of Training, Uniform, ID Card etc.

b. 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.

c. The Bidders should enter only the Grand Total shown above (including all applicable Taxes), in the e-Procurement Portal.

d. 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.

e. Prl. District & Sessions Court Dharwad 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.

f. In case of Tie in quoting of the amount, the Prl. District & Sessions Court Dharwad reserves the right to decide the bidder based on the technical bid score/lottery or any other method in accordance with law

g. The above financial bid format is only for your reference don't upload in E- Portal.

Annexure-8

DECLARATION

We have submitted our Bid in response the Tender No:ADM/…….. /2025-Courts/Housekeeping/2025-26 for providing Housekeeping/cleaning Services to all the Courts coming under Dharwad District (All Courts of Dharwad, Kalaghatagi, Kundgol, Navalgund Talukas). 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, Dharwad District, Dharwad where we had received letter/notice on two or more occasions regarding. unsatisfactory service.
4. We have entered only the Grand Total (Service charges and consumables costs and workers wages for a period of 1 years), in the e-Procurement Portal, as indicated in the Calculation Sheet for Commercial Bid Format vide Annexure-7 of Tender Document. We further declare that if we fail to comply with any/all of the above said conditions, Prl. District & Sessions Court Dharwad 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 L.1 Bidder by e-Procurement Portal, after the Commercial Bids are opened.
    3. Prl. District & Sessions Court Dharwad 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 & Sessions Court Dharwad 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 Designation

(With office seal and full address) Date

ANNEXURE-09

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)