No.ADM.DJS. 1164-66/2025

Office of the
Prl. District and Sessions Judge,
Shivamogga, Dated:24.07.2025.

: SHORT TERM TENDER NOTIFICATION NO. 04/2025, DATED:24.07.2025:

Subject: Providing of **Seven Numbers** of Part Time Menials/Cleaning Staff to work at Court Complex and Annexe Building at Shivamogga by way of out source- reg.

Ref:

1. Honble High Court's Order No.HCB/31/GD/SC/2019 Dated 23.12.2019.
2. Govt. Order No.FD 148 BRS 2019 Dated 18.12.2019.
3. Hon'ble High Court's letter No.DJA-II(LCA-II-82/2007), dated:07.05.2020.
4. Hon'ble High Court's letter No.DJA-II(LCA-II-82/2007), dated:04.05.2021.
5. Letter No.LAW-LAC/16/2023 dated 07.03.2025 of the Prl. Secretary to Govt., Law, Jusitce and Human Rights Dept. Vidhana Soudha, Bengaluru.
6. Hon'ble High Court's letter No.DJA/82/2007, dated:28.03.2025.
7. Hon'ble High Court's letter No.DJA/82/2007, dated: 02.05.2025
8. Relevant provisions of Karnataka Transparency in Public Procurement Act 1999 and Rules as amended upto date.

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Sealed Tenders are invited from the registered reputed Service Providers/Manpower Agencies who are interested to provide **Seven Numbers** of Part Time Menials/Cleaning Staff to work at Court Complex and Annexe Building at Shivamogga, by way of out Source.

Last date for submitting the tender quotations is **11.08.2025 at 05.00 P.M.**

Details of Man –Power required in Court Complex and Annexe Building at Shivamogga is as follows :

Court Complex and Annexe Buliding at Shivamogga: **07** Part Time Menials/Cleaning Staff are required, for the courts mentioned below:

Sl.No.	Name of the Court	No. of Part Time Menials / Cleaning Staff Required
1	Prl. District and Sessions Court, Shivamogga	02
2	Prl. Senior Civil Judge and CJM Court, Shivamogga	01
3	Prl. Civil Judge and JMFC Court, Shivamogga	02
4	DLSA, Shivamogga and JMFC-II Court, Shivamogga.	01
5	Family Court , Shivamogga and JMFC-III Court, Shivamogga	01

Essential/desirable requisites from the Part Time Menials / Cleaning Staff:-

1. Cleaning and deep cleaning ie., cleaning of floors and toilets attached to the Courts including chambers and public toilets, 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, 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 12.00** noon daily. (including General Holidays).
4. The cleaning staff shall work without causing any damage to office structures/instruments etc.,

TERMS & CONDITIONS

1. The Service Provider shall have to be registered with appropriate statutory agencies as required under Law i.e, i) Registered under Societies Registration Act/ Company Act/ Co-operative Societies Act, ii) Registered under State Labour Department and valid License required under Contract Labour Act and Shops and Commercial Establishment Act 1961, iii) Registered with the Commissioner for Service Tax (GST) and PT, iv) Registered with ESI, v) Registered with EPF and shall furnish a copy of the registration Certificates with current validity alongwith tender.

2. The Service Provider shall produce the necessary certificates of related Act and Regulations in force.

3. The Service Provider shall furnish copies of ESI, EPF, PT, GST paid and clearance challans of previous three months of the current year.

4. The Service Provider should have Income Tax Registration (PAN) and shall furnish the copies of Income Tax returns of last three assessment years.

5. The Service Provider shall submit the quotation in the prescribed format attached to this Notification .

6. The Service Provider shall produce an **E.M.D. of 2.5% i.e., Rs.10,500/- by way of DD** in favour of the Prl. District and Sessions Judge, Shivamogga.

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

8. The Service Provider should furnish the audit reports of last three years transactions.

9. **If the Agency /Service Provider mention that they will provide staff Services at '0' (Zero)% or its derivatives as Service Charge such agencies cannot be considered in the tender. The Service Charges should be adequate to meet statutory deductions towards TDS and other levies laid by Government.**

10. **The Service Provider shall quote separate rates for Salary, Service Charges and other charges applicable in figures and words and the salary shall be at a fixed rate of Rs.10,000/- only.**

11. **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, Shivamogga.**

12. The working hours will be from **08.00 A.M. to 12.00 noon** 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.

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

14. The contract will be for a period of **Six Months** or until further orders, whichever is earlier. The Hon'ble Principal District and Sessions Judge, Shivamogga may extend the period of contract for a further period till completion of the process of on boarding new vendor after expiry of the period of contract. However, the Prl. District and Sessions Judge, Shivamogga 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.

15. The Prl. District and Sessions Judge, Shivamogga reserves the right to extend the period of Contract for further period, if the service rendered by the Service Provider is satisfactory.

16. The Service Provider offering service shall have experience in providing such services / manpower to reputed organizations.

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

18. The Agency should not have been blacklisted by any State/Central Government Departments/Organisations/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.

19. The Service Provider should furnish an undertaking to comply with the Tender Terms & Conditions.

20. 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 of communication from this office.

21. The personnel provided by Tenderer must ensure the smooth handling of the equipments and material provided by Court, also to ensure that, no harm is done to the facilities and fixtures available in the Court Complexes.

22. If the Service Provider desires to terminate the contract, he shall give one month prior written notice to the Prl. District and Sessions Judge, Shivamogga.

23. Submission of all above documents is mandatory. Failure to furnish any of them will result in disqualification at technical bid stage itself.

24. Undertaking for subsequent submission of any of the above documents will not be entertained under any circumstances. However, this authority reserves the right to seek fresh set of documents or originals or seek clarifications on the already submitted documents.

25. Each page of the tender document must be signed alongwith seal of the Agency indicating the name and designation of the authorised signatory of the organisation.

26. 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.

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

28. 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 and Sessions Judge, Shivamogga in selection of the Service Provider will be final.

29. The Service Provider shall make the payment of salary to the Cleaning staff on or before 5th of every month without fail, and shall produced a copy of the same to the Prl. District and Sessions Court, Shivamogga for making payments.

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

The Technical 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 MENIALS/CLEANING STAFF FOR COURT COMPLEX AND ANNEXE BUILDING AT SHIVAMOGGA"**.

The sealed tenders shall reach the undersigned on or **before 5.00 p.m. on 11.08.2025** and **Technical Bid** will be opened at **5.30 p.m. on 12.08.2025 in the** chamber of Prl. District and Sessions Judge, Shivamogga in the presence of the Bidder or a duly authorised representative, if present. No separate intimation will be given in this regard. The Financial Bid shall be opended upon verification and approval of the Technical Bid and the date and time of the same will be intimated.

(MANJUNATH NAYAK)
Prl. District & Sessions Judge,
Shivamogga.

Copy to :

The Registrar General, Hon'ble High Court of Karnataka, Bengaluru, with a covering letter.

Copy forwarded to, for wide publicity :

1. All the Prl. District & Sessions Judges of Karnataka.
2. All the Courts coming under the Unit of Prl. District and Sessions Judge, Shivamogga.
3. 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 Papers, each of Kannada and English language, for wide publication.
4. The District Information Officer, Department of Information and Publicity, Shivamogga.
5. The Software Technician Prl. District and Sessions Court, Shivamogga to Web Host on the District Court Website.
6. Notice Boards
7. Office Copy

ಅನುಬಂಧ-1

ಟೆಂಡರ್ ಫಾರಂ ಭಾಗ-ಎ (ತಾಂತ್ರಿಕ ಬಿಡ್ ಚೆಕ್ ಲಿಸ್ಟ್)

" TENDER FOR PROVIDING SERVICE OF PART TIME MENIALS/CLEANING STAFF FOR COURT COMPLEX AND ANNEXE BUILDING AT SHIVAMOGGA".

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.2.5%)	:	
4	ಹೊರಗುತ್ತಿಗೆ ಸಂಸ್ಥೆಯು ನೊಂದಾಯಿತ ಸಂಸ್ಥೆಯಾಗಿರತಕ್ಕದ್ದು, ಏಜೆನ್ಸಿಯು ಸಂಸ್ಥೆ, ಕಂಪೆನಿ, ಪಾಲುದಾರರ ಮಾಲಿಕತ್ವ ಹೊಂದಿದಲ್ಲಿ ಕೋ-ಆಪರೇಟಿವ್ ಸೊಸೈಟಿ ಆಕ್ಟ್ ಅಥವಾ ಸರ್ಕಾರೇತರ ಸಂಸ್ಥೆಯಾಗಿರುವ ಬಗ್ಗೆ ಕಾನೂನಿನಡಿ ನೊಂದಣಿಯಾಗಿರಬೇಕು ಹಾಗೂ ಈ ಸಂಬಂಧ ಅಗತ್ಯ ದಾಖಲಾತಿ ಸಲ್ಲಿಸಬೇಕು.	:	
5	ಹೊರಗುತ್ತಿಗೆ ಸಂಸ್ಥೆಯು ಕಾರ್ಮಿಕ ಇಲಾಖೆಯಲ್ಲಿ ನೋಂದಾಯಿಸಿದ ಬಗ್ಗೆ ಪ್ರಮಾಣ ಪತ್ರದ ಪ್ರತಿ Form-C ಲಗತ್ತಿಸಬೇಕು. (ಚಾಲ್ತಿ ನೋಂದಣಿ ಪ್ರತಿ ಲಗತ್ತಿಸಬೇಕು).		
6	ಹೊರಗುತ್ತಿಗೆ ಸಂಸ್ಥೆಯ ವಿರುದ್ಧ ಯಾವುದೇ ಕಾರ್ಮಿಕ ಕಾಯಿದೆಗಳು ಉಲ್ಲಂಘನೆಯಾಗದೇ ಇರುವ ಬಗ್ಗೆ ಕಾರ್ಮಿಕ ಇಲಾಖೆಯಿಂದ ಪಡೆದ ಧೃಢೀಕರಣ ಪತ್ರವನ್ನು ಲಗತ್ತಿಸಬೇಕು.		
7	ಹೊರಗುತ್ತಿಗೆ ಸಂಸ್ಥೆಯು ಕರ್ನಾಟಕ ಅಂಗಡಿ ಮತ್ತು ವಾಣಿಜ್ಯ ಸಂಸ್ಥೆ ಕಾಯ್ದೆ 1961 ರಡಿ ನೋಂದಣಿಯಾಗಿರಬೇಕು. ನೋಂದಣಿಯಾದ ಬಗ್ಗೆ ನೋಂದಣಿ ಪತ್ರದ ಪ್ರತಿ ಸಲ್ಲಿಸಬೇಕು.	:	
8	**ESI** ನೋಂದಣಿ ಪಡೆದಿರುವ ಕೋಡ್ ಸಂಖ್ಯೆ ಹೊಂದಿದ ಪ್ರತಿ.	:	
9	ಇತ್ತೀಚಿನ ಇ.ಎಸ್.ಐ ಪಾವತಿ ಮಾಡಿದ ಪ್ರತಿ ಹಾಗೂ ಇಲ್ಲಿಯವರೆಗೂ ಪಾವತಿಸಿದ ಬಗ್ಗೆ ಸಂಬಂಧಿಸಿದ ಇಲಾಖೆಯಿಂದ ದೃಢೀಕರಣ ಪತ್ರ. (ಕ್ಲಿಯರೆನ್ಸ ಪ್ರಮಾಣ ಪತ್ರ).	:	
10	**EPF** ನೋಂದಣಿ ಪಡೆದಿರುವ ಕೋಡ್ ಸಂಖ್ಯೆ ಹೊಂದಿದ ಪ್ರತಿ.	:	
11	ಇತ್ತೀಚಿನ ಪಿ.ಎಫ್. ಪಾವತಿ ಮಾಡಿದ ಪ್ರತಿ ಹಾಗೂ ಇಲ್ಲಿಯವರೆಗೂ ಪಾವತಿಸಿದ ಬಗ್ಗೆ ಸಂಬಂಧಿಸಿದ ಇಲಾಖೆಯಿಂದ ದೃಢೀಕರಣ ಪತ್ರ. (ಕ್ಲಿಯರೆನ್ಸ ಪ್ರಮಾಣ ಪತ್ರ).	:	
12	ವೃತ್ತಿ ತೆರಿಗೆ ನೋಂದಣಿ ಪತ್ರದ ಪ್ರತಿ	:	

13	ಇತ್ತೀಚಿನ ವೃತ್ತಿ ತೆರಿಗೆ ಪಾವತಿಸಿದ ಪ್ರತಿ ಹಾಗೂ ಇಲ್ಲಿಯವರೆಗೂ ಪಾವತಿಸಿದ ಬಗ್ಗೆ ಇಲಾಖೆಯಿಂದ ದೃಢೀಕರಣ ಪತ್ರ(ಕ್ಲಿಯರೆನ್ಸ ಪ್ರಮಾಣ ಪತ್ರ).	:	
14	ಜಿ.ಎಸ್.ಟಿ. ನೋಂದಣಿ ಪ್ರತಿ	:	
15	ಇತ್ತೀಚಿನ ಸೇವಾ ತೆರಿಗೆ (ಜಿ.ಎಸ್.ಟಿ) ಪಾವತಿ ಪ್ರತಿ ಹಾಗೂ ಇಲ್ಲಿಯವರೆಗೂ ಪಾವತಿಸಿದ ಬಗ್ಗೆ ಇಲಖೆಯಿಂದ ದೃಢೀಕರಣ ಪತ್ರ(ಕ್ಲಿಯರೆನ್ಸ ಪ್ರಮಾಣ ಪತ್ರ).	:	
16	ISO Certificate-ISO 9001:2015 (Optional)	:	
17	ಸಂಸ್ಥೆಯ ಹೆಸರಿನಲ್ಲಿನ ಪಾನ್ ಕಾರ್ಡ್‌ನ ಪ್ರತಿ	:	
18	ಕಳೆದ 3 ವರ್ಷಗಳಲ್ಲಿ(2022-23, 2023-24, 2024-25) ಆರ್ಥಿಕ ವರ್ಷದ ಸಂಸ್ಥೆಯ ಹೆಸರಿನಲ್ಲಿನ ಆದಾಯ ತೆರಿಗೆ ರಿಟರ್ನ್ಸ್ ಪ್ರತಿ(ಐ.ಟಿ. ರಿಟರ್ನ್ಸ್).	:	
19	ಟೆಂಡರ್ದಾರರು 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, ಕಪ್ಪು ಪಟ್ಟಿಯಲ್ಲಿರುವ ಸಂಸ್ಥೆಯವರು ಟೆಂಡರ್ ನಲ್ಲಿ ಭಾಗವಹಿಸಲು ಅವಕಾಶವಿರುವುದಿಲ್ಲ ಹಾಗೂ ರೂ.500.00 ರ ಛಾಪಾ ಕಾಗದದಲ್ಲಿ ಕಪ್ಪು ಪಟ್ಟಿಯಲ್ಲಿ ಸೇರಿರದೇ ಇರುವ ಬಗ್ಗೆ ಹಾಗೂ ಚುನಾಯಿತ ಸದಸ್ಯರಲ್ಲದೇ ಇರುವ ಬಗ್ಗೆ ನೋಟರಿಯಿಂದ ಪಡೆದ ಅಫಿಡೆವಿಟ್ ಪ್ರತಿ.(ಸದರಿ ಆಫಿಡೆವಿಟ್ 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

ಸ್ಥಳ:
ದಿನಾಂಕ:

APPLICATION

" TENDER FOR PROVIDING SERVICES OF PART TIME MENIALS/CLEANING STAFF FOR COURT COMPLEX AND ANNEXE BUILDING AT SHIVAMOGGA".

1. Name and Full Address of the Service Provider :

2. Whether registered/renewed the registration for the current year :

3. If so, class of registration :

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 and rules & regulations and to 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.

Signature of the authorised persons of the firm with seal

FINANCIAL BID FOR MANPOWERS

The rate should be per post/Manpower per month

Sl. No	Particulars	Part Time Menials/Cleaning Staff for Court Complex and Annexe Building at Shivamogga-07 posts.							TOTAL
1.	Basic	Rs.10,000/-							
2.	Employer PF Contribution	If applicable							
3.	Employer ESI Contribution	If applicable							
4.	Service Charge								
	Total								
5.	GST	As per rules							
	Grand Total								

Signature of the authorised persons of the firm with seal