No. ADM.DJS.30226/2025
(Cleaning Staff - Outsource)

Office of the
Prl. District and Sessions Judge,
Shivamogga, Dated: 24.11.2025.
Phone No:08182-270321.
E-mail : **pdjshimogacourt@gmail.com**

e-Tender Notification No.ADM.I.10/2025
E-TENDER REFERENCE NUMBER:HCK/2025-26/SE0106

Sub:- **Inviting proposals(quotations) for procurement of cleaning persons for cleaning all the Courts of Shivamogga District unit through outsource on contract service basis (All Court Buildings and premises of Shivamogga, Bhadravathi, Sagara, Soraba, Shikaripura, Thirthahalli and Hosanagara)**

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. Circular No. LD 51 LWA 2017, dated: 29.12.2017 of Labour Department R/W No.KAE 106 LWA 2021, dated:28.07.2022.
4. Relevant provisions of Karnataka Transparency in Public Procurement Act 1999 and Rules as amended upto date.
5. Circular of the Hon'ble Government of Karnataka, Finance Department ಸಂ:ಆಇ 951 ವೆಚ್ಚ-12/2024 (FD951EXP-12-2024)-Dtd-16.01.2025
6. Hon'ble High Courts letter No.DJA/157/2025 (E-Procurement-Outsource), dated:10.03.2025.
7. Letter No.DJA/82/2007, dated:18.08.2025 of the Hon'ble High Court of Karnataka, Bengaluru.
8. Letter No.LAW-LAC/16/2023, dated:13.08.2025 of the Under Secretary to Government, Law, Justice and Human Rights Department (Admin-1), Vudhana Soudha, Bengaluru.
9. Letter No. LAW-LAC/82/2025 dated 25.09.2025 of The Prl. Secretary to the Government, LAW, Justice and Human Rights, Karnataka State Government, Vidhana Soudha.
10. Letter No. DJA/82/2007 dated 08.10.2025 of the Hon'ble High Court Of Karnataka, Bengaluru.
11. Office note submitted and Orders passed thereon on 24.11.2025.

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This Office invites e-Bidding calling for Proposals (Quotations) from Manpower Service providers who are interested to supply cleaning persons through Outsource on service contract basis to the Court Complexes and its premises of Shivamogga District i.e., Shivamogga, Bhadravathi, Sagara, Soraba, Shikaripura, Thirthahalli and Hosanagara, from eligible and interested Firms/Agencies/Operators, through e-procurement portal (https://kppp.karnataka.gov.in/), for a period of 3 years, renewable each year, from the date of commencement and extendable beyond, until the on boarding of next subsequent tenderer. The details of area of the building / premises where are cleaning services are to be executed are as below:

Sl.No.	Taluks	Name of the Court Complex	Total Ground Area except plinth area of the building in Sq. Mts.	Total Built up area in Sq. Mts.	Total Area for the purpose of cleaning (in sq.mts.)
1	Shivamogga	District Court Complex	9554.16	6808	18218.16
		Annex Court Building		1856	
2	Bhadravathi	Court Complex	3000	5112	8112
3	Sagara	Old Court Complex	4434.5	4405.5	8840
		New Court Complex			
4	Shikaripura	New Court Complex	19733.12	2180	23031.12
		Old Court Complex		1118	
5	Soraba	Court Complex	12534	3006	15540

6	Thirthahalli	Court Complex	10090.6	4100	14190.6
7	Hosanagara	Court Complex	3771	2552	6323
TOTAL AREA					**94,254.88**

Sl. No.	**Item**	**Details**
1	Tender Number	**ADM.I.10/2025/(Cleaning Staff - Outsource) Dated:24.11.2025**
2	Tender Number (as issued by KPPP)	HCK/2025-26/SE0106
3	Tender Name/Services sought for:	Procurement of Cleaning persons through Outsource on service contract basis on the basis of area of the building / premises i.e., **94,254.88** sq. mts in total, to perform all cleaning but not limited to the services mentioned in this notification in the table at **Para 1 below.** **The Bidding amount should include all the expenditure such as wages and statutory benefits, if applicable to the manpower, cost of cleaning materials, equipment cost, charges and taxes for the above said services, whatsoever it may be.**
4	Procuring Entity	**Prl. District and Sessions Judge, Shivamogga.**
5	Tendering Authorities	1. Inviting authority – Chief Administrative Officer, District and Sessions Court, Shivamogga. 2. Evaluating Authority - Chief Administrative Officer, District and Sessions Court, Shivamogga. 3. Accepting Authority – Prl. District and Sessions Judge, Shivamogga. 4. Appellate Authority – The Registrar General, Hon'ble High Court of Karnataka, Bengaluru.

6	Validity of the Tender-Contract	**3 years**, renewable each year, subject to the satisfactory quality/performance or until order of discontinuation of the said services.
7	Bidding Mode	**The total monthly cost of the services, including all the expenditure such as wages to the manpower, statutory benefits, if applicable to the man power, cost of the cleaning materials, equipment cost, charges and taxes for the above said services, whatsoever it may be.**
8	Estimated Approximate Total Tender Cost	**No estimation drawn, as no such reference to calculate for the said services is found. ₹.50,00,000/- is taken as Nominal Estimated Tender Cost for KPP website requirement only.**
9	EMD Amount	**₹.50,000/- (Nominal EMD with no link to Tender estimation cost)** **PBG will be based on the Tender awarded value.**
10	Billing model	Billing after completion of each calendar month, subject to the satisfactory performance.
11	Closing Date & Time for submission of Tender proposal	**15/12/2025 at 4.00 p.m.**
12	Tender Opening Date & Time	**Technical: 16/12/2025** at 04.00 p.m. **Financial:** Upon approval of Technical Bid
13	Office Contact Number & e-mail ID	**08182-270321** **pdjshimogacourt@gmail.com**

The stipulated procedure, terms & conditions are hereunder:-

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1. This invitation to bid is a Request for Proposal for procurement of cleaning persons for cleaning purpose through Outsource on service contract basis on the basis of area of the premises i.e., **94,254.88** sq. mts in total, the breakup of locations and area is as given above, to perform all cleaning but not limited to following services:

Sl. No.	Description of work	Schedule for doing the work
1	Sweeping and Mopping of all Court halls and offices (specifically once before the commencement of office working hours)	Twice daily
2	Sweeping and Mopping of staircase and corridors of all the floors	Once daily
3	Scrubbing and cleaning of all the washbasins and toilets (specifically once before the commencement of office working hours)	Twice daily
4	Sweeping of Front and Rear parking area	Once daily
5	Sweeping of Gardens	Twice in a week
6	Dusting and cleaning of walls & Sunshades/Canopy (Chajja) and Dusting & Wet cloth cleaning of Window panes and partitions of all the floors	Once in a week
7	Deep cleaning of the Central Record Room (other than regular cleaning)	Once in a month
8	Cleaning of Over-Head tanks and Sumps	Once in three months
9	Acid wash of toilets	Once in a week (on a holiday)

(NOTE: The whole premises is a mixture of different types of areas such as Office Rooms and Court halls with furnitures, steps and corridors, Inter-locking tiles, Tar Road, cemented and tiles surfaces, toilets, garden etc.)

2. The agreement will be initially for a period of one year from the date of signing of the contract which may be extended for a period of two more years on year to year basis on same rates, terms and conditions. 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.

3. The Bidders shall enter the **total monthly cost of the services in Rupees upto two decimals only, inclusive of all the expenditure as per law, such as wages and any statutory benefits if applicable to the manpower, cost of the cleaning materials, equipment costs, charges and taxes, for the above said services**, **whatsoever it may be, as their Price Bids. Bidders are free to choose on how many number of cleaning persons they would hire or any number of shifts to execute the said work service and/or reduce the number of manpower by employing mopping machines suitably and wherever feasible**. **It is compulsory on the Bidders to carefully study the local requirements of each units of premises as appended above and enter Price Bid Amount appropriately, keeping delivery of services in view. Failure to discharge the services after underquoting with a sole view to win the Tender, will result in confiscation of the entire PBG amount or 5 times the EMD, if withdrawn before the depositing of PBG and Blacklisting the agency as per the proper statute.**

4. 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/ 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://kppp.karnataka.gov.in

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

6. Not more than one tender shall be submitted by one bidder or bidders having business relationship. Under no circumstance will father and his son(s) or other close relations who have business relationship with one another (i.e. when one or more 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.

7. Tenderer who has downloaded the tender from the Shivamogga District Judiciary website https://shivamogga.dcourts.gov.in/ and Karnataka Public Procurement Portal (KPPP) website https://kppp.karnataka.gov.in/, shall not tamper/modify the tender form 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 tenderer will be liable to be blacklisted from doing business with the Prl. District and Sessions Court unit Shivamogga.

8. Intending bidders are advised to check Shivamogga District Court website https://shivamogga.dcourts.gov.in/ and KPPP website https://kppp.karnataka.gov.in/ 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 Price Bids of the technically qualified bids will be opened.

9. All Bids must be accompanied by Bid Security or Bid Securing Declaration. The Pre-Qualification criteria for the bidders should be fulfilled for consideration of the bid. The Bid Document is confidential and not transferable.

10. 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.

11. The Bidders shall submit an **EMD (Earnest Money Deposit)/Bid Security amount as indicated in this notification,** 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.

12. There shall be no bid document/tender fee. 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) in a nationalized Bank 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 and Sessions Court, Shivamogga, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Bidding process.

13. 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 acknowledgement of the submission of the bid.

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

15. 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 into one single .pdf file. The bidders shall ensure that not more than five experience certificates are uploaded.

16. The offers submitted by Fax/email shall not be considered. No correspondence will be entertained in this matter. No Bidder shall contact the Office of The Prl. District and Sessions Court, Shivamogga, 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 and Sessions Court Shivamogga and Bid evaluation, Bid comparison or Contract award decisions may result in the rejection of the Bidder's Bid.

17. 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.

18. 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 minimum 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.

19. Bid must contain the name, office and office addresses including telephone number(s) of the person(s) who are authorized by the tenderer 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 the Prl. District and Sessions Court, Shivamogga.

20. Un-signed, un-stamped and without certificate for authorized person, bid shall not be accepted. The bid shall contain no 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.

21. The evaluation will be done in two phases i.e., Technical and Commercial evaluation, by the Tender Inviting & Accepting Authority setup by the Office of The Prl. District and Sessions Court, Shivamogga. Any time during the process of evaluation the Office of The Prl. District and Sessions Court, Shivamogga, 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 incase of successful or unsuccessful communication).

22. The Tender Inviting & Accepting Authority shall first evaluate the Technical Proposal as per the Technical Qualification Criteria mentioned below. The Technical proposal shall 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.

Sl. No.	Parameter	Technical Qualification Criteria	Evidence required
1	Legal Entity/ Registration	a) Bidder should be a registered legal entity having license to employ the said manpower. b) Bidder should have its own GST Registration No. and PAN Number. c) The Agency must be registered/ have license under Contract Labour (Regulation & Abolition) Act, 1970. d) The Agency should be registered with appropriate authorities under Employees Provident Fund and Employees State Insurance Acts	a) Self-attested copy of Certificate of Incorporation or Registration or License as the case may be. Copy of audited accounts or income tax return/ acknowledgement for last three years. b) Self-attested copies of valid GST Registration Certification and PAN Card Number c) Self-attested copies of the certificate mentioning Registration and License Number d) Self-attested copies of the registration with EPF and ESIC
2	Experience	The Bidder should have as a prior experience in supplying of manpower to Government	Copy of the oldest work order or contract relating to Manpower Services or proof

		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 available, then the same shall be replaced with an exemption and condonation self-declaration certificate.	of completion of work. If such experience certificate is not available, then furnish the exemption and condonation self-declaration certificate.
3	Blacklisting	The bidder should not have been banned from carrying out business either with the any department under Karnataka Government, State Government, Central Government or the Ministry of Electronics & IT, Govt. of India or the 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.	Certificate / Declaration from the Authorized Signatory

Important Note:

a) The Office of The Prl. District and Sessions Court, Shivamogga, may seek clarification/original documentary evidence on any of the submitted documents at any point during the evaluation. Bidders may have to submit supporting documents if required during the evaluation.

b) The Office of The Prl. District and Sessions Court, Shivamogga, may independently verify the claims made by the bidder in the technical bid, if required.

c) The Hon'ble Prl. District and Sessions Court, Shivamogga, reserves the right to reject any Technical Proposal in case the bidder fails to satisfy any of the condition mentioned in the Technical Criteria during the evaluation.

23. The Commercial Bids of only those bidders who are technically qualified shall be opened in KPP Portal on the date and time mentioned by The Office of Prl. District and Sessions Court, Shivamogga. The Commercial Bids shall be evaluated by the Purchaser for completeness and accuracy.

Arithmetical errors will be rectified on the following basis:
• If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected.
• If there is discrepancy between words and figures, the amount in words shall prevail.

Commercial evaluation exclusion criterion:
• Conditional bids shall NOT be accepted and shall be rejected.
• The bids, found lacking in strict compliance to the commercial bid format shall be rejected.
• Evaluation of the bid will be online and offline both.

24. The "Commercial Quotes" submitted by technically qualified bidders will be opened in e-procurement portal. Bidders shall quote price i.e., Grand Total, inclusive of all applicable taxes, service charges, Consumables costs, Workers' wages and all other expenses. This price shall be quoted by the bidders directly in KPP Portal. **No communication regarding the commercial bids shall be made to the Tendering authorities or any officials involved in the Tendering procedure**. **The decision of The Hon'ble Prl. District and Sessions Judge, Shivamogga, in this regard shall be final.**

25. While neither the KPP portal nor the Tendering process requires the Complete Commercial costs to be entered, some of the items, that should be accounted are:

* The Commercial Bid shall take into account all the expenses including the applicable GST.
* Costs shall be expressed in absolute terms in Rupees up to two decimal points and not in percentage.
* The service charge quoted by the bidder shall include all the costs associated with the assignment. Since this Tender is a Service Contract Arrangement, the number of manpower that the Bidder would hire to execute the said services is entirely dependent on themselves. Further, remuneration and statutory and social security benefits to the manpower essentially required to be paid under the provisions of the contract and respective law is to be taken care at their end only. All other costs, including those required for fulfillment of scope of work of the contract and required to discharge the liabilities under various labour legislations are to be built within the quotation for service charge.

The total service charge indicated in the Commercial Proposal shall be without any condition attached or subject to any assumption, and shall be final and binding. In case any assumption or condition is indicated in the Commercial Proposal, it shall be considered non-responsive and liable to be rejected.

26. The Hon'ble Prl. District and Sessions Judge, Shivamogga, may at any time during the period of Engagement, by a written order given to the Bidder, make changes within the general scope of the Engagement.

27. The Hon'ble Prl. District and Sessions Judge, Shivamogga reserves the right to accept any bid and to annul the Bid process and reject all bids at any time prior to Engagement of agencies, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for having taken the said action.

28. The Hon'ble Prl. District and Sessions Judge, Shivamogga, will notify through Notification of award (NOA) the successful Bidder in writing by letter or by email, to be confirmed in writing by letter, that its bid has been accepted. Within 7 days of receipt of this NOA, the bidder has to render his acceptance of notification of this award. The notification of award will constitute the

acceptance of the Terms and Conditions as mentioned in the NOA, upon the successful Bidder's furnishing of performance security.

29. The Office of the Prl. District and Sessions Court, Shivamogga, will initiate the refund/return of the EMD/Bid Securing Declaration, as soon as the Financial Evaluation is completed. All further queries are to be addressed by the e-Governance department maintaining the KPP portal.

30. The Bids prepared by the Bidder and all correspondence and documents relating to the bids exchanged by the Bidder and The Office of the Prl. District and Sessions Court, Shivamogga, shall be written in the English or Kannada language, provided that any printed literature furnished by the Bidder may be written in another language so long the same is accompanied by an English translation in which case, for purposes of interpretation of the bid, the English translation shall govern.

31. It will be imperative on each Bidder to fully acquaint himself with the local conditions and factors, which would have any effect on its performance and / or the cost. It will be imperative for each Bidder to fully inform themselves of all legal conditions and factors which may have any effect on the Engagement as described in the bid documents. The Office of the Prl. District and Sessions Court, Shivamogga shall not entertain any request for clarification from the Bidder regarding such local condition. It is the responsibility of the Bidder that such factors have properly been investigated and considered while submitting the bid proposals and that no claim whatsoever including those for financial adjustment to the Engagement contract awarded under the bidding documents will be entertained by The Office of The Prl. District and Sessions Court, Shivamogga and that neither any change in the time schedule of the contract nor any financial adjustments arising thereof shall be permitted by The Office of The Prl. District and Sessions Court, Shivamogga on account of failure of the Bidder to appraise themselves of local laws/condition.

32. The Office of The Prl. District and Sessions Court, Shivamogga will determine to its satisfaction whether the Bidder selected as having submitted the best responsive bid is qualified to satisfactorily perform the scope of work. This determination will take into account the Bidder's responsiveness, implementation, post-implementation, technical, financial and capabilities, in the same order. It will be based upon an examination of the documentary evidence submitted by the Bidder as per document sought in the bid document as well as such other information as well as other information sourced independently as The Office of The Prl. District and Sessions Court, Shivamogga deems necessary and appropriate. An affirmative determination will be a prerequisite for the Engagement of the Bidder. A negative determination will result in rejection of the Bidder's bid, in which case, The Office of the Prl. District and Sessions Court, Shivamogga will proceed to the next best evaluated bid to make a similar determination of that Bidder's capabilities to perform satisfactorily.

33. At any time prior to the last date and time for receipt of bids, The Office of The Prl. District and Sessions Court, Shivamogga, may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the Bid Document by an amendment. The amendment will be notified by The Office of The Prl. District and Sessions Court, Shivamogga and binding on all bidders. In order to provide prospective Bidders reasonable time in which to take the amendment into account in preparing their bids, The Office of The Prl. District and Sessions Court, Shivamogga, may, at its discretion, extend the last date for the receipt of Bids.

34. It is required that Bidders participating in the Engagement adhere to the highest ethical standards, both during the selection process and throughout the execution of a contract. The Purchaser:
    a) defines, for the purpose of this paragraph, the terms set forth below as follows:
        i. "corrupt practice" means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to

influence the action of a public official or members of the Evaluation Committee, in the selection process or in scope of work execution;

ii. "fraudulent practice" means a misrepresentation or omission of facts in order to influence a selection process or the execution of scope of work;

iii. "collusive practices" means a scheme or arrangement between two or more Bidders with or without the knowledge of the Purchaser, designed to establish prices at artificial, noncompetitive levels;

iv. "coercive practices" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process, or affect the execution of a scope of work;

b) will reject a proposal for award, if it determines that the Bidder recommended for Engagement has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the Engagement in question;

35. A prospective Bidder requiring any clarification of the Bid Document may notify The Office of The Prl. District and Sessions Court, Shivamogga in writing and/or to the e-mail address pdjshimogacourt@gmail.com. The queries shall follow the format as follows:

Sl. No.	Section No	Clause No	Page number	Existing provision in the clause	Clarification Sought

The Office of The Prl. District and Sessions Court, Shivamogga will respond, to request for clarifications of the Bid Document, received not later than the date prescribed by The Office of The Prl. District and Sessions Court, Shivamogga. The Office of The Prl. District and Sessions Court, Shivamogga will respond to the clarifications without identifying the name of the bidder to ensure fair bid process. Alternatively, such queries may also be answered through Telephone call by the Office of Prl. District and Sessions Court, Shivamogga, to ensure effective and speedier communication, specially if numbers of such queries are too high to be cleared off in time.

36. Information relating to evaluation of Proposals, recommendations concerning Engagement shall not be disclosed to the Bidders who submitted the Proposals or to other persons not officially concerned with the process, until the publication of the letter of Engagement. The undue use by any Bidder of confidential information related to the process may result in the rejection of its Proposal.

37. Job descriptions mentioned in the RFP are of generic nature and prescribe broad qualification and experience. Specific and detailed requirements will be provided to the selected bidder.

Cadre : Cleaning Staff / Part Time Menial

Roles & Responsibilities

1. To clean and maintain the building (In and Around) premises of the all the Courts in the Unit of Prl. District and Sessions Judge, Shivamogga i.e, Court complexes of Shivamogga, Bhadravathi, Sagar, Soraba, Shikaripura, Thirthahalli and Hosanagara, as mentioned in this notification.

2. To attend duty on other timings and days apart from the regular Court working days, at no extra payment, whatsoever. The duty to get the said work done is on the Bidding Agency completely, irrespective of the employees hired by the agency for regular basis or by hiring people other than their regular employees.

   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, Central Record Room, corridors, open areas, ceiling, steps, lifts etc. as described in this notification and other allied works, daily.

   2. Cleaning of garden and parking areas and maintenance of the same.

   3. The cleaning staff shall work without causing any damage to office structures/instruments etc.,

3. To maintain the inventory of 100% of all consumables at all the

time.

Qualification & Experience

i. No qualification/experience/age limit has been made mandatory or such statute, found by this Office, at the time of preparing this document for the said Job. If any found, will be implemented, prospectively.
ii. The selection of the Candidates is the responsibility of the man power agency.

38. The service provide shall ensure that any amount received as a part of such statutory benefits be remitted to the employees compulsorily and the Service Provider is liable to keep the book of account in this regard. A monthly statement shall be furnished to the Office of Prl. District and Sessions Court, Shivamogga in the next billing month, for having not divulged any such funds. Any such funds lying unutilized, shall be returned or be matched in the next monthly bill.

39. The Agency shall be solely responsible for hiring of suitable and efficient manpower resources for the Court complexes of Shivamogga District Unit. No additional cost shall be paid for hiring of manpower.

40. The persons deployed by the Agency should not have any Police record/criminal cases against them. The agency should make adequate enquiries about the character and antecedents of the persons whom they are recommending.

41. Any person deployed by the contracting agency should not indulge in act of misconduct. In case any such incident comes to the knowledge or brought to the knowledge to this Office, the contracting agency shall withdraw such person immediately and the Office will be at liberty to take appropriate action against such person as well as contracting agency.

42. The contracting agency shall conduct a thorough background verification of the candidate at its own cost. The background verification shall essentially include the verification of the following credentials:

a. Verification of prior employment

b. Criminal background checks for convictions including police verification
c. Address and Identity verification

43. The contracting agency shall ensure that the personnel deployed are medically fit. The Agency shall withdraw such employees who are not found medically suitable by the office immediately on receipt of such a request.

44. The Cleaning Person Employees will be detailed to work at respective areas, for limited time on any given day as per the prevailing statues or rules. Besides this, the Office of Prl. District and Sessions Court, Shivamogga also observes the Gazetted holidays notified by the HIGH COURT OF KARNATAKA from time to time. However, the work hours may be rescheduled on shift basis and the employees may have to report for work occasionally on weekend or holidays. The attendance report maintained at ADM Branch of respective Court Units are considered for making payroll and the report so provided is final.

45. The said attendance report will be made available to the contracting agency immediately on completion of a month. All personnel deployed under the contract shall adhere to punctuality in the strictest sense.

46. The contracting agency shall disburse the remunerations to the individual manpower within three working days from the receipt of attendance details from the concerned courts of this unit through electronic transfer directly in the bank account of the individual manpower.

47. All the personnel employed by the contracting agency shall adhere to the general procedures, code of conduct, service rules and practices, prescribed and followed by the Office of Prl.District and Sessions Court, Shivamogga and are strictly bound by it.

48. The contracting agency shall preserve a copy of the following documents in respect of the individual manpower who will be deployed by it in the Office of Prl. District and Sessions Court, Shivamogga and submit the same on quarterly basis.

a. List of persons deployed.
b. Bio-data of the persons along with the certificates in respect of educational/ professional qualifications etc.
c. Certificate of verification of antecedents of persons by local police authority including background verification.
d. Detailed proof of identity like Aadhaar, driving license, bank account details, proof of residence and recent photograph of the personnel deployed.

49. The contracting agency shall replace the manpower within two working days if any of its personnel are unacceptable to the Authority because of security risk, incompetence, conflict of interest and breach of confidentiality or frequent absence from duty/misconduct on the part of the manpower supplied by the agency.

50. Notwithstanding above, the Authority has the right to ask to change/replace the personnel at any point of time without assigning any reason by giving a notice of one month.

51. The personnel deputed to the Courts of the unit of Prl. District and Sessions Judge, Shivamogga, shall not be changed by the agency in any circumstances unless there is a specific request, in writing.

52. The Office of the Prl. District and Sessions Judge, Shivamogga, shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment's or vehicles of the personnel of the contracting agency. The successful bidder should be solely responsible for all acts of omission and commission occasioned by this personnel in carrying out the terms of the tender.

53. The contracting agency shall be responsible for any damages done to the property of the Authority by the personnel so employed. The Office of Prl. District and Sessions Judge, Shivamogga, will be free to recover it from the performance security given by the

contracting agency or from any other monthly payments to contracting agency.

54. The contracting agency's personnel working should be polite, cordial, positive and efficient, while handling the assigned work. In case, the person employed by the Agency commits any act of omission/ commission that amounts to misconduct/ indiscipline/ incompetence, the Agency will be liable to take appropriate disciplinary action against such persons, including their instant removal from site of work, if required by this Office.

55. The contracting agency's personnel shall not divulge or disclose to any person, any details of office, operational process, technical know-how, security arrangements and administrative/ organizational matters as all are of confidential/ secret nature.

56. The Hon'ble Prl. District and Sessions Judge, Shivamogga will allow free entry and access to the authorized personnel of the successful bidder for providing services specified in this RFP during the working hours in the office. Due intimation of time of such entry if it is out of the Office Working Hours and antecedent of each such authorized personnel shall be made to the Office of Prl. District and Sessions Judge, Shivamogga and it's respective units shall made in prior. And no employee shall be in under age of 18 years and engaging of service personnel adhering to the Labour code is entirely the responsibility of the Service Providing Agency. Service staff should be provided with full uniform and ID card, which shall be worn at all times, inside the premises of the Courts. The cost with regard to uniform, ID Cards and any other expenses for the maintenance of employees shall be borne by the Service provider and be included within the Service charges. No other cost shall be shown in the commercial proposal apart from the mentioned breakup.

57. The contracting agency shall nominate a Coordinator / Supervisor to the Office of Prl. District and Sessions Judge, Shivamogga, where the manpower is deployed under the contract, who will be responsible for interaction with the Prl. District and

Sessions Judge, Shivamogga, in all matters related to manpower outsourced by that Agency, including submission of bills, submission of certificates relating to statutory authorities/payments, providing replacements on time-bound basis, supply of additional manpower, if required, on emergent basis. The Coordinator/Supervisor will also be responsible for ensuring attendance and punctuality of outsourced manpower and thereon redress the grievances of its resources so deployed. **The Coordinator / Supervisor shall ensure that the cleaning of the court building / premises is done effectively by the cleaning staff and he shall be answerable to any lapses in this regard.** The proprietor may himself discharge this responsibility, in case of unavailability of a designated Co-ordinator/Supervisor.

58. Contracting agency shall ensure monthly meeting with deployed manpower to attend their grievances. Contracting agency shall ensure that deployed resources shall not make any representation directly to the Office of Prl. District and Sessions Judge, Shivamogga. The contracting agency shall be solely responsible for the redressal of grievances/ resolution of disputes relating to person deployed. The Office of Prl. District and Sessions Judge, Shivamogga shall, in no way, be responsible for settlement of such issues whatsoever.

59. The Office of Prl. District and Sessions Judge, Shivamogga shall not be responsible for any financial or other injury to any person deployed by service providing agency in the course of their performing the functions/duties, or for payment towards any compensation.

60. For all intents and purposes, the contracting agency shall be the "Employer" within the meaning of different Labour Legislations in respect of manpower so employed and deployed Office of Prl. District and Sessions Judge, Shivamogga. The persons deployed by the contracting agency in this Office shall not have claims of any Employer and Employee relationship nor have any principal and agent relationship with or against the Authority.

61. The contracting agency's personnel shall not have any right to claim any benefit/compensation /absorption/regularization of services with this Office under the provision of Industrial Disputes Act, 1947 or Contract Labour (Regulation & Abolition) Act, 1970. Undertaking from the person to this effect in the form annexed will be required to be submitted by the contracting agency to this office. In case of the termination of the contract on its expiry or otherwise, the persons deployed by the contracting agency shall not be entitled to any claim for absorption or for any relaxation. The person deployed by the contracting agency shall be the employees of the Agency for all purpose.

62. The contracting agency will be responsible for compliance of all statutory provisions including but not limited to Minimum Wages, Provident Fund, Employees State Insurance, Contract Labour (R&A) Act etc. in respect of the persons deployed by it in the Office of Prl. District and Sessions Judge, Shivamogga

63. The matter with regard extension of benefits of Employees Compensation Act, Bonus, and Maternity Benefits will be placed before Hon'ble High Court of Karnataka, for clarification. And whenever such orders are passed at the sole discretion of the Hon'ble High Court, the same will be made applicable under this Tender to the Contracting employees, in prospective nature, unless otherwise specified by the Hon'ble High Court.

64. The contracting agency shall be liable for depositing all taxes, levies, cess etc. on account of service rendered by it to the Office of the Prl. District and Sessions Court, Shivamogga to concerned tax collection authorities from time to time as per extant rules and regulations on the matter. In case, the contracting agency fails to comply with any statutory/ tax liability under appropriate law, and as a result thereof the Office of Prl. District and Sessions Court, Shivamogga is put to any loss/obligation, monetary or otherwise, the Office of Prl. District and Sessions Judge, Shivamogga will deduct the same from the monthly bills and or the Performance Security Deposit of the agency, to the extent of the loss or obligation in monetary terms.

65. If after the date of the Engagement, there is any change in the applicable laws of India with respect to such taxes, duties, fees, statutory payments and other impositions, which are directly payable by the contracting agency in future, which increases or decreases the cost, then the corresponding adjustments shall be made to the discovered rates, prospectively, unless otherwise explicitly mentioned.

66. The contracting agency shall maintain all statutory registers as required by the Law. The agency shall produce the same, on demand, to the concerned authority of the Hon'ble Prl. District and Sessions Judge, Shivamogga or any other authority under Law.

67. The contracting agency shall not assign, transfer, pledge or sub-contract the performance or service without the prior written consent of the Authority. The firm shall not assign or sublet the work/job or any part of it to any other person or party without having first obtained permission in writing of the Hon'ble Prl. District and Sessions Judge, Shivamogga , which will be at liberty to refuse if thinks fit. The tender is not transferable. Only one tender shall be submitted by one bidder.

68. The contracting agency shall submit a declaration cum indemnity bond to indemnify the Authority, its officers and employees and representatives against all third party claims, charges, penalties, fines, expenses, losses, damages, costs, suits or any other levy against the Authority and/or the officers and employees due to the failure of the Contractor to observe or follow any of the laws in the proforma prescribed.

69. Nothing contained herein shall be construed as establishing a relationship of master and servant or of principal and agent as between the "Purchaser" and the Bidder.

70. This Contract, its meaning and interpretation, and the relation between the Parties shall be governed by the applicable Laws of India.

71. The General terms and Conditions and Letter of Engagement have been executed in English, which shall be the binding and controlling language for all matters relating to the meaning or interpretation.

72. A Party may change its address for notice hereunder by giving the other Party notice in writing of such change to the address.

73. The Purchaser may terminate the Engagement if it determines at any time that representatives of the Bidder were engaged in corrupt, fraudulent, collusive or coercive practices during the selection process or the execution of that work under Engagement, without the Bidder having taken timely and appropriate action satisfactory to the Purchaser to remedy the situation;

74. The Prl. District and Sessions Judge, Shivamogga may also apply sanction/s against the Bidder, including declaring the Bidder ineligible, either indefinitely or for a stated period of time, to be awarded a contract/ Engagement if it at any time determines that the Bidder has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for, or in executing, the activities as mentioned in the Scope of Work;

a. Within 07 days after the issuance of Notification of Award by the Purchaser to the Bidder, the successful Bidder shall furnish a Bank Guarantee towards performance security which shall be five per cent of the total contract value specified in the notification of award, to the Purchaser from a scheduled bank.

b. The Bank Guarantee should be valid till the entire term of the Engagement and for an additional period of 90 days after the completion of the term of Engagement or until the completion and onboarding of new vendor after the subsequent Tender procedure. In case the duration of the Engagement is extended by the Hon'ble Prl. District and Sessions Judge, Shivamogga, the

successful bidder will have to extend the Bank Guarantee by that period. The Bank Guarantee shall be invoked by the Office of Prl. District and Sessions Judge, Shivamogga, in the event the successful bidder fails to perform the responsibilities and obligations as set out in the RFP to the complete satisfaction of the Hon'ble Prl. District and Sessions Judge, Shivamogga and Misrepresentations of facts/information submitted to the Office of Prl. District and Sessions Judge, Shivamogga.

75. The Bidder:
    a. shall keep accurate and systematic accounts and records in respect of the Services to be provided under the RFP, in accordance with accepted accounting principles and in such form and detail as will clearly identify all relevant time changes and costs, and the bases thereof, and
    b. with respect to such accounts and records related to this Engagement, shall periodically permit this office or its designated representative, during the Engagement period and up to a period of five years from expiration or termination of this Engagement, to inspect the same and make copies thereof, as well as to have them audited by auditors appointed by this office, if so required as the case may be.

76. The Bidder shall disclose to the Purchaser in writing, all actual and potential conflicts of interest that exist, arise or may arise (either for the Bidder or the Bidder's Team) in the course of performing the Services as soon as practical after it becomes aware of that conflict.

77. This Engagement shall come into effect on the date the letter of Engagement is signed and submitted by the Manpower Agency with the Office of Prl. District and Sessions Judge, Shivamogga or the commencement of services by the successful bidder. The date the Engagement comes into effect is defined as the Effective Date.

78. For the purposes of this Engagement, "Force Majeure" means an event which is beyond the reasonable control of a Party, is not foreseeable, is unavoidable and not brought about by or at the instance of the Party claiming to be affected by such events and

which has caused the non-performance or delay in performance, and which makes a Party's performance of its obligations hereunder impossible or so impractical as reasonably to be considered impossible in the circumstances, and includes, but is not limited to, war, riots, civil disorder, earthquake, fire, explosion, storm, flood or other extreme adverse weather conditions, strikes, lockouts or other industrial action (except where such strikes, lockouts or other industrial action are within the power of the Party invoking Force Majeure to prevent), confiscation or any other action by Government agencies.
Force Majeure shall not include:

i. any event which is caused by the negligence or intentional action of a Party or by or of such Party's agents or employees, nor
ii. any event which a diligent Party could reasonably have been expected both to take into account at the time of the conclusion of this Engagement, and avoid or overcome in the carrying out of its obligations hereunder.
iii. insufficiency of funds or inability to make any payment required hereunder.

79. The failure of a Party to fulfill any of its obligations stated as Terms and Conditions shall not be considered to be a breach of, or default under, this Engagement insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event
    a. has taken all reasonable precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of this Engagement, and
    b. has informed the other Party as soon as possible about the occurrence of such an event.

80. A Party affected by an event of Force Majeure shall continue to perform its obligations under the specified Terms and Conditions as far as is reasonably practical, and shall take all reasonable measures to minimize the consequences of any event of Force Majeure.

81. During the period of their inability to perform the Services as a result of an event of Force Majeure, the Bidder, upon instructions by the "Purchaser", shall either:
    a. Demobilize; or
    b. Continue with the Services to the extent possible, in which case the Bidder shall continue to be paid proportionately and on pro-rata basis, under the terms and conditions of this Engagement.

82. Upon termination of this Engagement by notice of either Party hereof, the Bidder shall, immediately upon dispatch or receipt of such notice, take all necessary steps to bring the Services to a close in a prompt and orderly manner and shall make every reasonable effort to keep expenditures for this purpose to a minimum.

83. The Bidder shall not engage either directly or indirectly, in any business or professional activities which would conflict with the activities assigned to them.

84. The contracting agency shall submit the monthly bills in triplicate enclosing the certificates as mentioned in this RFP as which shall be got duly certified by the officer incharge and the same shall be paid within 15 days thereof after making recovery if any, subject to availability of funds.

85. The Tax Deduction at Source (T.D.S.) shall be made as per the provisions of Income Tax and the GST Acts and Rules, as amended from time to time and a certificate to this effect shall be provided to the agency by this office.

86. No Payment shall be made in advance to either the Service Provider or any loan from any bank or financial institution be recommended on the basis of work award.

87. After the award of the contract, if the selected bidder does not perform satisfactorily or delays execution of the contract, the Office of Prl. District and Sessions Judge, Shivamogga reserves the right to get the balance contract executed by another party of its choice by giving one month's notice for the same at the risk and expense

of the selected bidder. In this event, the selected bidder is bound to make the additional expenditure, which the Office of Prl. District and Sessions Judge, Shivamogga may have to incur to carry out bidding process for the execution of the balance of the contract.

88. Bidder should not have been declared ineligible for corrupt and fraudulent practices issued by Government of Karnataka. The Tenderer shall furnish a non-blacklisting certificate that the agency has not been blacklisted in the past by any Govt. or PSUs in Karnataka.

89. Upon opening of Financial Bid Cover on the KPP Portal, The Prl. District and Sessions Judge, Shivamogga, shall negotiate with the L1 Bidder to offer competitive rates in comparison with that of the other bidders for those listed items which are priced costlier, so as to benefit the Government by reducing the cost.

90. The E.M.D. will be returned to the unsuccessful bidder through the KPP portal. The EMD Demand Draft of successful bidder will be refunded at end of the Tender period on satisfactory service.

91. The Contract will be awarded to the successful Bidder whose Bid has been determined to be substantially responsive, competitive, previous track record of maintenance in above said Work services and has been determined as the Best Value Bid in terms of lowest commercial value.
The acceptance or rejection of the proposal is at the discretion of the Hon'ble Prl. District and Sessions Judge, Shivamogga

92. The personnel provided by the agency may be deputed to any of the Courts (as mentioned in this notification) in the unit of Prl. District and Sessions Judge, Shivamogga, at any point of time, without informing the agency, in view of administrative reasons and the same shall not be challenged. No additional remuneration/allowances will be provided in this regard.
93. In case of any deviations/aberrations/variation from the terms stipulated in the whole Tender document or the annexures and associated documents, or intentional attempt to feed

inappropriate/irrelevant data, so as to postpone/nullify the whole Tender, the Hon'ble Prl. District and Sessions Judge, Shivamogga may take suitable action, as per law and further prevent the participation in upcoming Tenders from this office.

94. In case of dispute arises, after exhausting discussion and negotiation, if any, dispute among the parties arising out of this contract or otherwise shall be settled by arbitration in accordance with the Arbitration Centre –Karnataka, (Domestic & International) Acts and rules and has been established under the aegis of the High Court of Karnataka, Bengaluru on 3rd Floor, 'Khanija Bhavan' (East Wing), Race Course Road, Bangalore, vide G.O. No. LAW 273 LAC 2012 dated 06.12.2012. Judgment upon the award rendered by the Arbitrator may be entered in court having venue and jurisdiction at Bangalore. This Agreement is to be construed in accordance with the laws of the State of Karnataka.

95. The acceptance of work order shall constitute signing of the agreement. Once the Office of Prl. District and Sessions Judge, Shivamogga, notifies the successful Bidder that its bid has been accepted simultaneously. It is the responsibility of the successful Bidder to draft the Agreement after obtaining the proforma from the Office of Prl. District and Sessions Judge, Shivamogga, incorporating all points as per this Tender notification and produce the agreement copy drafted on stamp paper of appropriate stamp amount, as per the clauses of Contract Law.

96. Results Notification will be published only after the above said completion of procedure. If the successful bidder fails to comply and reach the above said stage, within the stipulated time, then the Hon'ble Principal District and Sessions Judge, Shivamogga, reserves right to proceed ahead engaging next eligible-subsequent identical bidder L1 Bidder, for awarding of Tender and commencement of Work Services.

97. The conditions stipulated in the agreement shall be strictly adhered to and violation of any of the conditions will entail termination of the contract without prejudice to the rights Prl. District and Sessions Judge, Shivamogga with such penalties as specified in the tender document and the Agreement. For any such termination, the Hon'ble Prl. District and Sessions Judge,

Shivamogga, reserves the right to blacklist the bidder from participation in the tender for a period of 4 years.

98. The documents required for Technical Qualification Criteria shall be uploaded and also to submit a hard copy of the same to the office of Prl. District and Sessions Judge, Shivamogga at 4.00 p.m. on 15.12.2025.

By order of the Hon'ble Prl. District and Sessions Judge, Shivamogga.

Sd/-

I/C. Chief Administrative Officer,
District and Sessions Court,
Shivamogga.

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 Shivamogga District Unit.
4. The Director, Department of Information (Vaartha Ilakhe), No.17, Vartha Soudha, Infantry Road, Bengaluru – 560001:- along with Tender Notification & Brief Tender Notification, requesting for publication of the same in two widely circulated Daily News Papers, each of Kannada and English language, for wide publication.
5. The Software Technician, District and Sessions Court, Shivamogga to Web Host on the District Court Website.
6. The Senior Sheristedar, A/c. Branch, District and Sessions Court, Shivamogga.
7. Notice Boards
8. Office Copy

LIST OF DOCUMENTS TO UPLOAD AND SUBMIT A COPY OF THE SAME TO THIS OFFICE (Technical Qualification Criteria)

[This document is not to be uploaded or submitted to the Office of Prl. District and Sessions Court, Shivamogga. This document is only for guidance]

Sl. No.	Document Name	Description	Annexure No.	Uploading Compulsory
1	Company Contact Information as per Annexure-1		**1**	Yes
2	Self-Declaration Of Non Blacklist as per Annexure-2		**2**	Yes
3	Technical Proposal Submission and Unconditional Acceptance Letter of Terms and Condition of Tender Form as per Annexure-3		**3**	Yes
4	Calculation Sheet for Financial Bid as per Annexure-4		**4**	**NO**
5	Responsiveness Declaration as per Annexure-5		**5**	Yes
6	GST Registration Certificate & Company Registration Certificate			Yess
7	Registration and Licence No. under Contract Labour (R&A) Act, 1970 i.e., Form-C			Yes
8	Registration Certificate issued by EPFO Authority			Yes
9	Registration Certificate issued by ESI Authority			Yes
10	Experience Certificate issued by previous employer or Self Declaration if such certificate not available			Yes

Annexure-01

Company Contact Information

Sl. No.	Item description	Details
1	Business Name of the company and its Registered office Postal address.	
2	Alternate address of company / bidder, as incorporated in other tenders,	
3	Contact Information:- • Permanent Landline No./No.s: • Mobile No. of the Proprietor: • e-mail address of the Business:	
4	Name and Contact No. of the Authorized Representative/Field Executive	
5	Name and Contact No. of the Co-Ordinator, deputed to manage, deploy the manpower at the Office of Prl. District and Sessions Judge, Shivamogga	
6	Name and Contact No. of the Authorized Representative and designation who is uploading this RFP tender bids.	
7	GST No. of the firm/agency	
8	PAN No. of the firm/agency	
9	Banker of Agency i. Name of the Bank and Branch: ii. Telephone number: iii. Address:	
10	K2 Recipient ID(generated at K2, if available)	

Signature of the Proprietor/Authorized Agent

Annexure 02

SELF DECLARATION OF NON BLACKLIST

I, Sri./Smt._____ s/o or d/o Sri./Smt._____, being the Propreitor Authorized representative/agent of M/s_____(Name of the firm/agency) hereby declare that the above said firm is not blacklisted, or is under enquiry/suspension in the last 5 years.

It is hereby further submitted that, the above said information and any other information, documents provided during the course of the application showing interest to participate in this Tender, is true and I fully bear consequences of all the misrepresentation, if so, arising out in any near future.

Signature of the Proprietor/Authorized Agent

Annexure 03
Technical Proposal Submission Form and Declaration

Of Unconditional Acceptance of Terms and Condition of Tender

To:

The Prl. District and Sessions Judge,
Bal Raj Urs Road,
Shivamogga – 577201.

Sir,

With reference to your RFP Document I/we, the undersigned, having examined all relevant documents and understood their contents,

1. Hereby submit our offer to provide services for providing Manpower Services in the Office of The Prl. District and Sessions Judge, Shivamogga., in accordance with your Request for Proposal dated __/__/2025, and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Commercial Proposal as per packets mentioned through KPP Portal. The proposal is unconditional and unqualified.
2. I/We hereby declare that all the information and statements made in this Proposal and in the Appendices are true and correct, nothing has been omitted which renders such information misleading; and all documents accompanying such Proposal are true copies of their respective originals and accept that any misinterpretation contained in it may lead to our disqualification. I/We shall make available to the Office of Prl. District and Sessions Judge, Shivamogga., any additional information it may deem necessary or require for supplementing or authenticating the Proposal.
3. I/We declare that I/We have examined and have no reservations to the RFP Documents, including any Addendum/Clarification issued by the Office of The Prl. District and Sessions Judge, Shivamogga, and I/We do not have any conflict of interest in accordance with RFP Document.
4. I/We undertake, if our Proposal is accepted and we have been engaged for providing the services to the Office of The Prl. District and Sessions Judge, Shivamogga., and District Judiciary, we shall abide by the conditions of the RFP.
5. I/We understand that you may cancel the Selection Process at any time and that you are neither bound to accept any Proposal that you may receive nor to select the agency, without incurring any liability to the Applicants in accordance with clauses of the RFP document. I/We understand that you have right to reject our application without assigning any reason or otherwise. I/we hereby waive our right to challenge the same on any account whatsoever.
6. I/We agree and understand that the proposal is subject to the provisions of the RFP document. In no case, shall I/we have any claim or right if proposal is not opened or rejected.
7. I/We agree to keep this offer valid for 180 days after the last date of submission of bids specified in the RFP.

8. A Power of Attorney in favour of the authorized signatory to sign and submit this Proposal and documents is attached herewith.
9. The Financial Proposal is being submitted separately as specified in RFP. This Technical Proposal read with the Financial Proposal shall constitute the Application which shall be binding on us.
10. I/We certify that that (Company Name) has not been banned from carrying out business either with the entire Government of India or any constitutional bodies or statutory bodies as on date. I/We also undertake that a similar ban imposed before the award of the contract under this RFP shall disqualify the company from being considered and all claims arising out of this RFP, other than the refund of the bid security, shall stand forfeited.
11. I/We certify that M/s (Company Name) is a Single Applicant in response to your RFP for Providing Manpower Services in the Office of Prl. District and Sessions Judge, Shivamogga.
12. I/We agree and undertake to abide by all the terms and conditions of the RFP Document. I/we hereby unconditionally accept the RFP conditions of the Office of The Prl. District and Sessions Judge, Shivamogga., RFP documents in its entirety for the above work. In witness thereof, I/we submit this Proposal under and in accordance with the terms of the RFP Document.
13. I, _____, Son/Daughter/Wife of Shri_____, Director/ authorized signatory of the Agency mentioned below, am competent to sign this declaration and execute this tender document.
14. I/we hereby certify that I/we have inspected the site and carefully read and understood all the terms and conditions of the tender document which shall form part of the contract agreement and I/We undertake to abide by the conditions/clauses contained therein.
15. The information/documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/We am/are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Company:

Address:

Location:

Date:

Seal:

Annexure 04
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 that 3.85%)	
3	GST @ 18%	
	Grand Total per month	
	Grand Total of Estimated contract amount (including Consumables Cost+ Workers' Wages) for 1(One) Year.	

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 Taxed as may be levied by the Government from time to time and the same shall be charges in addition to the quoted rate.
3. The Bidders should enter only the Grand Total shown above (including all applicable Taxed), 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. The Prl. District and Sessions Judge, Shivamogga 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, Shivamogga, reserves the right to decide the bidder based on the technical bid / lottery or any other method in accordance with law.

Annexure 05
RESPONSIVENESS SELF-DECLARATION

(To be entered and signed by the Proprietor or Owner of the Firm Only)

To

The Prl. District and Sessions Judge,
Bal Raj Urs Road,
Shivamogga – 577201.

We, the undersigned, declare that:

We, M/s_____(herein referred as vendor) declare that, we have shown interest in the Tender:_____, of the Office of Prl. District and Sessions Judge, Shivamogga, by participating through KPP portal, wherein, we declare that, we do not qualify for any appeal nor we can claim any priority in the Tender process whatsoever. Further, we declare that, our bids are liable to be rejected, at any time, if found not in accordance with the Tender Notification, it's Addendum and Corrigendum.

We further declare that, in case of any deviations/aberrations/ /variation from the terms stipulated in the whole Tender document or the annexures and associated documents, or intentional attempt to feed inappropriate/irrelevant data, so as to postpone/nullify the whole Tender, the Hon'ble Principal District & Sessions Judge, Shivamogga, may take suitable action, as per law and further prevent the participation in upcoming Tenders from this Office.

(Signature)

Authorized Signatory

Name :

Designation:

Office Seal:

Place & Date: