

OFFICE OF THE PRL. DISTRICT AND SESSIONS JUDGE,
HAVERI.

SHORT-TENDER NOTIFICATION
NO. 01/2025, DATED 21/07/2025.

**Providing sanitation services/manpower for sanitation services/
Cleaning Persons (Menials) at District and Trial Courts in Haveri Unit
through Service Agencies on Contract basis.**

Sub : For Hiring Cleaning Persons (Menials) through Services Agencies on contract basis as per the directions of the Government vide letter dated 07/03/2025, for cleaning of the Court premises.

- Ref :**
1. Hon'ble High Court of Karnataka, Bengaluru letter No. DJA/82/2007, dated 28/03/2025, 02/05/2025 and 27/06/2025.
 2. **G.O.No. FD 3 TFP 2017, dated 07/07/2017.**
 3. Relevant provision of Karnataka Transparency Public Procurement Act 1999 and Rules as amended up to date.
 4. Circular No. DJA-157/2025 (e-procurement) dated 25/04/2025 of Hon'ble High Court of Karnataka, Bengaluru.
 5. This office note and orders passed thereon dated 21/07/2025.

Sealed tenders are invited in the prescribed format/ application attached to this notification from the registered sanitation service providers/ Man Power Agencies to provide cleaning persons (menials) at District and Taluka Courts of Haveri Unit by way of out source, **for a short-period of time until the completion of e-tender process which is in progress for the same purpose or for three months from the date of acceptance of the Tender, whichever is earlier.**

Last date for submitting the tender quotations is **06.08.2025 till 5.00 p.m.,** Sealed Tenders will be opened at **5.00 p.m. on 07.08.2025**

by the Hon'ble Prl. District and Sessions Judge, Haveri in Chamber, in presence of bidders who will be present at that time. The sealed cover shall be super-scribed as **"TENDER FOR PROVIDING OF SERVICE CONTRACT FOR MENIALS/ CLEANING STAFF"**.

Terms and Conditions:

1. The tender offering services shall have an experience in providing such service/ Manpower to reputed/ registered organizations.
2. The tenders are called for providing Sanitation Services at District and Taluka Courts in Haveri District. The tenderer shall submit the quote in the prescribed format only. The tender accepting authority reserves the right either to accept or reject sanitation services proposal with consumables or without consumables or both.
3. The tenderer shall enclose EMD of **Rs.20,000/- (Rupees: Twenty thousand only)** by way of Demand Draft drawn in favour of **Prl. District and Sessions Judge, Haveri**.
4. After acceptance of the tender, the tenderer shall deploy his personnel within 07 days from the date of acceptance of the tender and if fails to attend the sanitation service within the said period, 10% of the tender accepted amount will be deducted from the EMD for each week.
5. The tenderer shall produce the bill along with attendance certificate of each employee with due countersignature of the Presiding Officers of the concerned Courts within 5th of every month.

6. The sanitation services shall include both basic cleaning and deep cleaning Ex., cleaning the floors with brooms, wet wash, mopping the floors, removing the dust from the office fixtures, wash rooms cleaning, cleaning of floors of offices, chambers, Court halls, open areas, steps and all the areas of all the District and Taluka Courts in Haveri District to keep it in neat and hygienic condition by usage of eco friendly and safe consumables. Any other activity to make the Court Complexes clean and hygienic all the times.
7. The tenderer shall be liable to pay the compensation as per Workmen Compensation Act 1923 if any of their employees suffers any accident during their work.
8. The tenderer shall produce the Registration Certificate under Shops and Establishments Act, Minimum Wages Act and other related Acts and Regulations.
9. The tenderer shall be registered with Labour Department, Government of Karnataka and other statutory Agencies (If applicable).
10. The tenderer shall be registered with the GST (If applicable) and shall furnish the GSTN number allotted.
11. Complying with Labour Regulations etc., will be the responsibility of the tenderer.
12. The working hours will be **from 9.00 A.M., to 1.00 P.M.**, on all Court working days, in case of urgent requirements, they may have to extend the working hours.
13. The working days will be the Court working Days. In case of urgent requirements, they may have to extend the working days.
14. Tenderer will have to provide the manpower with required uniform suitable for the job.

15. The Government in its letter No. LAW/139/LAM/2019 (1) dated 19/12/2019 has instructed to engage cleaning personnel at fixed wages of Rs. 8,000/- p.m. for each worker. Later, the Government vide letter no. LAW-LAC/16/2023, dated 07/03/2025 has accorded sanction for enhancement of Rs. 2,000/- p.m. for part time menials with a condition to procure the services through service agency henceforth.
16. It shall be the responsibility of the Tenderer to provide better sanitation services. If the service provided by the Tenderer is found to be unsatisfactory, the contract is liable to be terminated with immediate effect. No claim is allowed in this matter.
17. 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 Tenderer is found to be unsatisfactory, such personnel shall be replaced within three days from the date of receipt of communication from this office.
18. The tenderer should provide the personnel who are having required experience in the sanitation work.
19. If the tenderer desires to terminate the contract, he should give one month prior written notice to the undersigned.
20. It will be the responsibility of the Tenderer to ensure that their personnel provide proper sanitation services at the Court Complexes.
21. No request for advance payment will be considered. Payment will be made in the succeeding month.
22. The tenderer shall quote separate rates for salary, P.F., ESI, Service charge and Service Tax and other charges in figures and words within Rs. 10,000/- per head as per the Government vide letter No. LAW-LAC/16/2023, dated 07/03/2025.
23. The tenderer shall have to submit the statements for having paid taxes to the concerned Government/ Authorities (if applicable) at regular intervals.

24. All the persons who submit quotations are required to be present on **07/08/2025 at 5.00 P.M.** The best rate quote tender will be selected through negotiations.
25. The tender accepting authority reserves the right either to accept or to reject any application without assigning any reason.
26. The personnel provided by the Tenderer to ensure the smooth handling of the equipments and material provided by Court for cleaning purposes. Also to ensure that no harm is done to the facilities and fixtures available in the wash rooms and in all the Courts in Haveri District.
27. The personnel deployed in the Courts will be required to maintain devotion to duty. Persons with integrity to be deployed. Professional competence will not be compromised. The selection of the Tenderer will be made purely on past reputation, dependability and credibility. Merely quoting lowest rates will not make any Tenderer an automatic choice for selection. The decision of the Tender accepting authority in selection of the Tenderer will be final.
28. Failure to comply with the terms and conditions entails rescinding of the contract.
29. Formal agreement will have to be executed before the commencement of the job by agreeing to the terms and conditions.
30. The interested persons can visit the Office of District Court for any kind of clarifications regarding terms and conditions mentioned above. They can also visit to have a look at the area of work.
31. The age limit of the persons deployed should be above 18 years and below 50 years.
32. The final quote will be accepted under the intimation to the Hon'ble High Court of Karnataka, Bengaluru.

The commencement of the agreement in each Court in the District and Taluka Courts of Haveri Unit is as follows:

Sl. No.	Name of the Court	Commencement of the Period	Number of persons required to be deployed
1	2	3	4
1	Prl. District and Sessions Court, Haveri.	Immediately after acceptance of tender	Three persons
	Prl. Senior Civil Judge and CJM Court, Haveri		
	Prl. Civil Judge and JMFC Court, Haveri		
2	Family Court, Haveri.	Immediately after acceptance of tender	One person
3	II Addl. District and Sessions Court, Haveri sitting at Ranebennur	Immediately after acceptance of tender	Three persons
	Prl. Senior Civil Judge and JMFC Court, Ranebennur		
	Prl. Civil Judge and I Addl. JMFC Court, Ranebennur		
4	Senior Civil Judge and JMFC Court, Hangal	Immediately after acceptance of tender	Two persons
	Civil Judge and JMFC Court, Hangal.		
5	Senior Civil Judge and JMFC Court, Hirekerur.	Immediately after acceptance of tender	Two persons
	Civil Judge and JMFC Court, Hirekerur.		

Sl. No.	Name of the Court	Commencement of the Period	Number of persons required to be deployed
1	2	3	4
6	Senior Civil Judge and JMFC Court, Byadgi	Immediately after acceptance of tender	Two persons
	Civil Judge and JMFC Court, Byadgi.		
7	Senior Civil Judge and JMFC Court, Shiggaon	Immediately after acceptance of tender	Two persons
	Civil Judge and JMFC Court, Shiggaon.		
8	Civil Judge and JMFC Court, Savanur.	Immediately after acceptance of tender	One person

The commencement of work of sanitation services should start from the date shown in the above mentioned statement.

13/2 *21/7*

(Biradar Devindrappa N.)
Prl. District and Sessions Judge/
g Tender Accepting Authority,
Haveri. *Ho.*

District Court, Haveri.
Encl: 1. Tender Format.

O.No: 2674/25

Copy submitted to:

The Registrar General, Hon'ble High Court of Karnataka, Bengaluru
for favour of kind information.

**Copy forwarded with a request to display the same on their
Notice Board for wide Publicity:**

1. All the Prl. District and Sessions Judges in the State.
2. All the Judicial Officers of Haveri Unit through e-mail.
3. The District Information Officer, Haveri.
4. Software Technician, Prl. District and Sessions Court, Haveri for information with a direction to web host the same in the official website of the Prl. District and Sessions Court, Haveri for wide publication and also send the copies to the concerned through e-mail as per instructions in the said Notification.
5. Accounts Branch, Prl. District and Sessions Court, Haveri.
6. Notice Board of this Court.
7. Office Copy.

Tender Format (Sanitation Services for Court Complex)

Name of the Tenderer	:	
Organization/Agency Name	:	
Address of the Tenderer	:	
Contact Number	:	

Cost Estimate

For providing manpower (Full time/ Part Time) for sanitation services for Court Complexes of District and Taluka Courts of Haveri Unit, (Area covering Basement + ...)

	Sl. No.	Particulars	Units/ No of persons	Amount in Rs.
A	1	Basic Salary		
	2	P.F.		
	3	ESI		
	4	Service Charge/ Administrative Charges/ Any other charge with details.		
	5	GST (If applicable)		
		Total cost per month		
B	1	Consumables Cost (Inclusive of all taxes)		
		Grand Total (A + B)		

Date :

Place:

Name and Signatures of the Tenderer with seal.

DECLARATION

I, ... the designated Authority of the firm do hereby declare that, I have read all the terms and conditions mentioned in the tender Notification, Rules and 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.

Place :
Date :

Signature of the Authorized
Person of the firm with seal