

**PRL. DISTRICT AND SESSIONS COURT,
Dakshina Kannada, Mangaluru – 575003.**

Phone: 0824-2444005

e-mail: pdj.mangaluru1@gmail.com

Website :- <https://dk.dcourts.gov.in/>

**E-TENDER NOTIFICATION No.CRS/ 4655 /2026 DATED:
09.04.2026**

TENDER REFERENCE NUMBER : HCK/2025-26/SE0112/CALL-3

**Tender for providing Service Contract for Housekeeping
Services to all the Courts of Dakshina Kannada District.**

**(All Courts of Mangaluru, Puttur, Bantwal, Belthangady, Sullia
and Moodabidre Taluks)**

Bidders are advised to study the Bid document carefully.

Sub:	Inviting proposals (Tenders) for providing Manpower Services for cleaning purpose through service contract to the Courts of Dakshina Kannada District Unit based on area of the court complexes – Reg.
Ref: 1.	Letter No.DJA/82/2007 dated 27.06.2025, 08.10.2025, 06.02.2026 from the Hon'ble High Court of Karnataka, Bengaluru.
2.	Letter No.LAW-LAC/82/2025 dated 12.08.2025 and No.LAW-LAC/16/2023 dated 07.03.2025 issued by the Under Secretary to Govt. Law, Justice and Human Rights Department (Admin-1) Karnataka State Government Secretariat, Vidhana Soudha, Bengaluru.
3.	This Office Notification No.CRS/2750/2026 dated 25.02.2026 for cancellation of e-Tender Notification No.CRS/15466/2025 dated 29.11.2025, Tender Reference No. HCK/2025-26/SE0112.
4.	This office note dated 09.04.2026 and orders passed thereon.

The office of the Principal District and Sessions Judge, D.K. Mangaluru, invites proposals (Tenders) from Manpower service providers who are eligible and interested in supplying Manpower through Service Contract to all the Court Complexes/premises of Dakshina Kannada District, Firms/Agencies/Operators having business/branch office in Dakshina Kannada District through e-procurement portal <https://kppp.karnataka.gov.in/#/portal/searchTender/live>, for a period of one year renewable each year from the date

of commencement and extendable beyond, until the on boarding of next subsequent agency. The details of requirement are as under:

Sl. No.	Item	Details
1	Tender Notification Number	CRS/4655/2026 dated 09.04.2026
2	Tender Reference Number (as issued by KPPP)	HCK/2025-26/SE
3	Tender Name/Services sought for	Procurement of Cleaning Staff Services through Service Contract to the Courts of Dakshina Kannada District.
4	Procuring entity	Chief Administrative Officer, D.K. District
5	Validity of Tender Contract	1 year which may be extended for 2 or more years (total 3 years) renewable each year subject to the satisfactory quality/performance or until order of the accepting authority or discontinuation of the said services by the Government of Karnataka
6	Closing date and time for submission of Tender proposal	22.04.2026 @ 5:00 PM
7	Date of Opening of Technical Bid	24.04.2026 @ 11:00 AM
8	Date of Opening of Financial Bid	As per E-portal
9	Office contact number and e-mail ID	Phone No.0824-2444005 e-mail: pdj.mangaluru1@gmail.com
10	Pre-Bid Meeting Date & Time	16.04.2026 @ 11.30 AM in the chamber of Chief Administrative Officer, District & Sessions Court, D.K., Mangaluru.
10	Earnest Money Deposit (EMD)	Rs.35,000/- (Nominal EMD with no link to Tender estimation cost) PBG will be based on the Tender awarded value.

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Annexure-1

Eligibility of Bidders

1. The Bidder should have prior experience in supplying of Manpower (House Keeping Services) to Government Departments: Statutory/ Autonomous bodies: Public Sector undertakings, Banks and Financial Institutions, information Technology company or any other entity, the Bidder should have minimum 5 years of experience in providing House Keeping Services. **(Submission of latest purchase order issued during the last years along with Performance certificate is mandatory)**
2. The Bidder should not have been banned from carrying out business either with any department under Karnataka Government, State Government, Central Government or the Ministry of Electronics and IT, Government of India or the Hon'ble High Court of Karnataka at the time of the submission of the bid. A similar ban subsequent to the submission of the bid, but before the award of the contract shall also disqualify the bidder.
3. The Bidder should have Valid Registration Certificate for the establishment of Agency issued from Department of Labour.
4. The Bidder should be registered with State Insurance Corporation regarding implementation of ESI to the employees.
5. The Bidder should be registered with Regional PF Commissioner.
6. The Bidder should have valid GST registration.
7. The Bidder should have PAN Number.
8. The Bidder should submit Declaration as per Annexure-8.
9. The Bidder should submit Declaration as per Annexure-9.

IMPORTANT: In the e-Procurement Portal, the Bidders are requested to enter/quote ONLY GRAND TOTAL OF SERVICE CHARGES AND CONSUMABLES for a total period of 12 months (1 years) including all Applicable Taxes. Bids showing the above said amount for less than 1 year period/Nos/excluding Applicable Taxes will be rejected.

The Service Provider shall be responsible for compliance of all statutory provisions relating to Minimum Wages, Provident Fund, Employees State Insurance, Maternity Benefit and other labour laws in respect of the persons deployed by him/her in all the Court complexes of D.K., Mangaluru District. The Service Provider will be liable to pay the staff at least the minimum wages fixed from time to time.

Annexure-2

Submission of Tender

1. Applicants shall have to participate through the process of e-Procurement only and the applications submitted directly in the form of hard Copies will not be accepted.
2. Prl. District & Sessions Court, D.K., Mangaluru cannot be held responsible for technical problems resulting in non-submission/non-uploading of tenders within the stipulated time.
3. The Bidder shall bear all costs associated with the preparation and submission of his bid and Prl. District & Sessions Court, D.K., Mangaluru will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.
4. The Bidder shall pay processing fee and EMD at e-Procurement Portal through the following four modes of payment:
 - a. Debit Card
 - b. Credit Card
 - c. Net Banking
 - d. NEFT (National Electronics Fund Transfer).
5. The Soft copies of the Documents in proof of Eligibility need to be uploaded to e-Procurement Portal of Government of Karnataka. If asked for, the Hard copies need to be produced before Prl. District & Sessions Court, D.K., Mangaluru.
6. **The Bidders should enter only the Grand Total (C) (as indicated in the Calculation Sheet for Commercial Bid Format vide Annexure-7), in the e-Procurement Portal. Any other Amount will result in rejection of the Financial Bid.**

Annexure-3

1. General Terms & Conditions:

1) Bidders are advised to study the Bid document carefully.

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

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

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

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

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

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

- 7) The Bidders shall submit an EMD (Earnest Money Deposit)/Bid Security amount of Rs. 35,000/-, in the KPPP Portal online payment only before the last date and time of bid submission. EMD in any Other form will not be accepted. No proposals would be accepted without the EMD amount in the prescribed method.
- 8) The disputes related to return and refund of EMD may be addressed with the Center for e-Governance department. It is the duty of the Successful Bidder, to furnish the Performance Bank Guarantee (PBG) and execution of Service Level Agreement (SLA), upon successful awarding of Tender. Further, it is the duty of the L1 Bidder to furnish and renew the Service Level Agreement on appropriate value of stamp paper at regular intervals, wherever applicable, at their own cost. The liability of failure in furnishing and renewal of such documents is entirely on the L1 Bidder only. Repercussions of any Cause of Action arising out of such failure in renewing the Agreement is to be borne by the Service Provider only. The Prl. District & Sessions Court Dakshina Kannada, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Bidding process.
- 9) The timeline of this Tender is appended in this notification document itself and the bidder shall adhere to it. Bidder should log into the website well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to any issues. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document. The bid summary has to be printed and kept as an acknowledgment of the submission of the bid.
- 10) The tender shall be submitted online (complete in all respect) must upload the Signed and Scanned copy of all the required documents on and <https://kppp.karnataka.gov.in/#/portal/searchTender/live> must follow the procedure as detailed in the Tender document.
- 11) All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of the nature of content of the documents before uploading. All the files mentioned should be in PDF format. Zip files are strictly prohibited, especially when multiple files are to be uploaded. In such scenario, most important documents to be prioritized and then merged together in to one single pdf file.
- 12) The offers submitted by Fax/email shall not be considered, unless otherwise specifically mentioned. No correspondence will be entertained in this matter. No Bidder shall contact the Office of the Prl. District & Sessions Judge Court, Dakshina Kannada District on any matter relating to its Bid, from the time of the Bid opening to the time the Contract is awarded. Any effort by a Bidder to influence the Office of The Prl. District & Sessions Judge Court, Dakshina Kannada and Bid evaluation, Bid comparison or Contract award decisions may result in the rejection of the Bidder's Bid.

- 13) The Bidder shall prepare the bid based on details provided in the Bid documents. The bidders shall, as much as possible use the same annexure, tables, wordings and other details, as provided in this notification. Bidder shall carry out the detailed study of the facilities in accordance with the requirements of the Bid document and it shall be the responsibility of the Bidder to fully meet all the requirements of the Bid document.
- 14) Prices quoted must be full and final and shall not be subject to any upward modifications, on any account whatsoever throughout the contract, except after increment as a result of the revision of wages and statutory benefits. The cost of all activities and statutory liabilities other than taxes and duties incidental to discharge of responsibilities under this RFP shall be covered under service charges and the bidder shall quote its prices accordingly. Prices in any form or by any reason before opening the Commercial Bid should not be revealed, failing which the offer shall be liable to be rejected.
- 15) Bid must contain the name, office and office addresses including telephone number(s) of the person(s) who are authorized by the bidder to submit the bid with their signatures. A Power of Attorney or board resolution must be enclosed with the bid certifying that the person(s) who signed the bid is an authorized person on behalf of company. The Bidder shall designate the official mailing address, place, and email to which all correspondence shall be sent by the Office of Prl. District & Sessions Judge Court, Dakshina Kannada.
- 16) Unsigned, unstamped and without certificate for authorized person, bid will not be accepted. The bid shall contain any inter-lineations, erasures or overwriting except as necessary to correct errors made by the Bidder, in which case such corrections shall be initialed by the person or persons signing the bid. All pages of the bid being submitted must be legible, signed and sequentially numbered by the bidder irrespective of the nature of content of the documents before uploading. Ambiguous bids will be rejected outright.
- 17) The evaluation will be done in two phases i.e., Technical and Commercial evaluation, by the Tender Inviting Authority i.e., Chief Administrative Officer, District & Sessions Court, Dakshina Kannada District & The Accepting Authority i.e., Hon'ble Prl. District & Sessions Judge, Dakshina Kannada District, as designated by Hon'ble High Court Of Karnataka, Bengaluru. Any time during the process of evaluation the Office of the Prl. District & Sessions Judge Court, Dakshina Kannada District, may seek specific clarifications from any or all Bidders on the recommendation of Tender Inviting & Accepting Authority. The Evaluating Authority due to paucity of time may seek such clarification over Telephone call or e-mail. In case the bidder does not respond back within 24 hours of placing of Telephone call and/or sending e-mail(both in case of successful or unsuccessful communication).

- 18)The Tender Inviting & Accepting Authority will first evaluate the Technical Proposal as per the Technical Qualification Criteria mentioned below. The Technical proposal will be evaluated based on the information provided and the supporting documents. Bidders bid failing to either meet any of the technical qualification criteria or not furnishing the requisite supporting documents/documentary evidence will be liable to be rejected.
- 19)The successful bidder shall give priority of hiring the currently working menials at Court of Mangaluru, Puttur, Bantwal, Sullia, Belthangady and Moodabidre in order to ensure their continuation of services.

2. Award of Contract:

The Lowest Quoted (L1) party to be considered for award of the Contract in general. However, based on the background of the Bidder, the Prl. District and Sessions Court, D.K., Mangaluru is at liberty to reject L1 Bidder to ensure the quality of service. Prl. District and Sessions Court, D.K., Mangaluru reserves the right to reject the offers submitted by the Bidder either in part or full without assigning any reasons whatsoever. The decision of the Prl. District and Sessions Court, D.K., Mangaluru is final in this regard.

In case the selected Bidder fails to sign the Contract Agreement and furnish the required Security Deposit within 7 days of the issuance of Work/Purchase Order, Prl. District and Sessions Court, D.K., Mangaluru has the discretion to award the contract to next eligible Bidder. The Prl. District and Sessions Court, D.K., Mangaluru is not bound to give any notice/reminder to selected Bidder for their failure to sign the Contract Agreement and furnish the required Security Deposit within 7 days of the issuance of Work/Purchase Order within the stipulated period. In such case the EMD of such Bidder will be forfeited.

The Bidders who had past association with Prl. District and Sessions Court, D.K., Mangaluru and had received two or more letter/notices from Prl. District and Sessions Court, D.K., Mangaluru regarding unsatisfactory service are not eligible to bid for this Tender. Even if they bid indirectly through partners, relative etc., such Bids will be rejected.

3. Contract Period:

The Contract Period is for 1 Year subject to extending for another 2 year on the same Rates and Terms & Conditions, subject to Satisfactory Performance of the Service Provider.

Note: The Service Provider will be on Trial for initial 3 (Three) Months of the Contract Period and will be confirmed, based on the quality of service.

4. Billing & Payments:

- a. The Service Provider should submit bills before 5th of the succeeding month, to Prl. District and Sessions Court, D.K., Mangaluru. Payments will be made through Treasury-Khajane-2 portal only after necessary verification.
- b. It is mandatory that the Agency shall make all the payment to its Employees within 7th of the every month irrespective of payment received from Prl. District and Sessions Court, D.K., Mangaluru. All the payments made to its Employees shall be through digital form only.
- c. The Service Provider should also submit GST payment acknowledgment along with the Monthly bill submitted to Prl. District and Sessions Court, D.K., Mangaluru. The Prl. District and Sessions Court, D.K., Mangaluru reserves the right to deduct GST and other statutory dues from the payments of the Service Provider.
- d. It is the responsibility of the Service Provider to pay all the statutory payments of its employees & government and Prl. District and Sessions Court, D.K., Mangaluru is not responsible for payment of any of its dues.
- e. Prl. District and Sessions Court, D.K., Mangaluru will release payment only on compliance of the above said conditions and payment will be released monthly basis. No advance payment will be made to the Service Provider.

Annexure-4

Scope of Service to be provided to all the Court buildings in Dakshina Kannada District (All Courts of Mangaluru, Puttur, Bantwal, Sullia, Belthangady and Moodabidre) including all the Court Halls, Office Rooms, Chambers, Corridors, parking area and other places within the Court Complex and out side parking area.

Sl. No.	Name of the Court Complex	Built up area including stair cases (in Square Meter)
1.	New District Court Complex, Mangaluru.	2191.27 X 8 floors = 17530.16 (Including 77 toilets)
2.	Annex Building, Mangaluru	868.20 X 3 floors = 2604.60 (Including 23 toilets)
3.	Old PDJ Building Mangaluru	1340.96 (Including 1 toilets)
4.	New Court Complex, Puttur	Ground Floor – 1190.00 First Floor – 3125.00 Second Floor – 3125.00 Third Floor – 3125.00 Total - 10565.00 (Including 104 toilets)
5.	Prl. Civil Judge Court Building, Bantwala,	822.24 (Including 3 toilets)
6.	Senior Civil Judge Court Building, Bantwala	1620.00 (Including 9 toilets)
7.	Belthangady Court Building	1189.65 (Including 7 toilets)
8.	Sullia Court Building	2736.31 (Including 7 toilets)
9.	Moodabidre	810.00 X 3 floors = 2430.00 (Including 15 toilets)
	TOTAL	<u>40838.16</u> (Including 246 toilets)

Sl. No.	Description of Work	Schedule for doing the Work
1.	Sweeping & Mopping of all the Floors	Twice Daily
2.	Sweeping & Mopping of Staircase and Corridors of all the Floors	Twice Daily
3.	Sweeping & Moping of Court Halls, Officers, Chambers, Office Rooms, Rest Rooms, Record Rooms, Store Rooms of all the Floors	Twice Daily
4.	Scrubbing & Cleaning of Wash Basins, Urinal Basins & Commodes of all the Floors	Twice Daily
5.	Sweeping of Cellar Vehicle Parking Area	Once Daily
6.	Sweeping of outside parking area and Roads	Once Daily
7.	Dusting & Wet Cloth Cleaning of Furniture on all the Floors	Once Daily
8.	Dusting & Wet Cloth Cleaning of fans and Window Panes and Partition on of all the Floors. Removing cobwebs	Once a Week
9.	Vacuum Cleaning Carpets	Once a Month
10.	Cleaning of Over-Head Tank and Sumps using Bleaching Powder / any other recognized cleaning agent.	Once a Month
11.	Cleaning of Commodes and Urinals with Acid on a Holiday	Once a week
12.	Cleaning of DG Set Shed etc.	Once a Week

1. Approximate Details involved in the Cleaning Work.

- a. Cleaning of office floors, toilet floors, corridors, lobbies, partitions, storage units, furnitures, electrical and electronic equipments, doors, windows, curtains, blinds etc., including cleaning of dust etc., using suitable Bombay broom stick, squeezers/ wipers/ rubber brushes, mop sticks, coir brushes, bamboo baskets, plastic buckets, trolleys, wiping cloths, carry bags, etc., removing the debris to the nearest garbage pit completely.
- b. External sweeping and terrace cleaning – cleaning of outer periphery like roads footpaths curb stones terrace, Car shed including removing grass dust etc., to the nearest garbage pit using suitable coconut broom stick, Bombay broomstick, squeezers/ wipers/ rubber brushes. Coir brushes, Bamboo baskets, plastic buckets mugs trolley etc completely.
- c. Cleaning of RCC sump tanks and RCC over head tanks with mechanical de-watering including removal of sludge, mud, dirt, algae etc and cleaning the wall surface of tanks using high pressure jet, vaccum cleaning and spraying anti bacterial treatment

to the wall and ceiling surfaces and UV treatment , including removing of sludge, etc., using suitable coconut broom stick, squeezers/ wipers/ rubber brushes, coir brushes, plastic buckets, mugs, de-watering using motor with portal arrangement, hose pipe etc., including all safety measures.

**** The interested parties who wish to participate in the Tender process shall personally visit the place and collect the information regarding total area covered & other required details from office of Prl. District and Sessions Judge, D.K., Mangaluru.**

Number of Workers to be Deployed : It is up to the discretion of the Service Provider to provide requisite number of workers so as to maintain strict and full hygiene, cleanliness in the entire Court Complexes of the all the Court buildings coming under D.K., Mangaluru District.

2. Timings for Cleaning

- 1st Round of Cleaning: 7.30 am to 10.00 am: Sweeping, Mopping & Toilet/ Restroom cleaning.
- 2nd Round of cleaning: 10.30 am to 1.00 pm: Glass, Door, Window, partition cleaning and parking area cleaning etc.,
- 3rd Round of Cleaning: 2.00 pm to 3.30 pm : Toilet / Restroom cleaning etc.,
3. The Chambers of Officers, Departments and Corridors should be sprayed with Air- Freshener every day after cleaning work is completed.
4. The Material used for Cleaning, Sweeping, Washing, Mopping etc., should be supplied by the Contractor.
5. Separate Cloth should be used each for cleaning Telephones, Computers and Furniture. Wet cloth should not used for cleaning Electric / Electronic equipments.
6. The service provider shall make arrangement to clean the carpets, floor area etc by using heavy duty vacuum cleaning equipment frequently in order to keep the premises dust free.

Annexure-5

Other Terms and Conditions

1. Rights of Prl. District and Sessions Court, D.K., Mangaluru:

- a. The Prl. District and Sessions Court, D.K., Mangaluru reserves the right to accept or reject any or all the tenders in part or full, without assigning any reason whatsoever.
 - b. The Prl. District and Sessions Court, D.K., Mangaluru reserves the right reject any Tender due to failure on the part of the Bidder to observe the prescribed procedure.
 - c. Any attempt from the Bidder to canvas through any means, for the securing work order from the Prl. District and Sessions Court, D.K., Mangaluru will prejudice the Bidder's quotation and the same will be rejected without assigning any reason whatsoever.
 - d. The Prl. District and Sessions Court, D.K., Mangaluru is not bound to accept the lowest tender.
 - e. The Prl. District and Sessions Court, D.K., Mangaluru reserves the right to deduct GST and other statutory dues from the payments of the Service Provider.
 - f. In case of any complaints from the employees of Service provider regarding nonpayment/short payment of eligible Salary & other perks, the Prl. District and Sessions Court, D.K., Mangaluru reserves the right to deduct the same from the payment of the service provider and terminate the contract.
2. The Bidder should not sub-let the Contract order to the third party, for which act, is liable for Termination of Contract within 24 hours.
 3. No escalation of rates during the period of contract would be allowed on any account.
 4. No request for making Advance Payment on any ground shall be entertained.

5. Penalty Clause:

- a. In case the agency fails to provide the services of House Keeping Staff from the date of contract order, a penalty at the rate of 0.5% per week subject to a maximum of 10% of the remuneration payable will be deducted from the amount to be paid to the Agency for the delayed deployment of House Keeping Staff.
- b. The Agency has to supply the required number of House Keeping Staff. If any Staff fails to attend duty, Rs.500/- per Staff will be deducted per day.

- c. In case the Agency fails to provide a House Keeping Staff for an entire month then the entire month remuneration will be deducted and notice will be issued. In such case, the Prl. District and Sessions Court, D.K., Mangaluru reserves the rights to terminate Contract.

6. Requirements for Cleaning Staff:

- a. The Cleaning Staff provided shall be able bodied, physically fit and mentally sound, well trained and disciplined.
 - b. Knowledge of Kannada is a must.
 - c. **Replacement:** Agency shall provide continuous service of Cleaning Staff by making standby/reserve staff and no void shall be allowed. It is the primary responsibility of the Agency to provide uninterrupted continuous Cleaning Staff at the designated locations.
 - d. **Holidays:** The Agency shall make arrangement to provide weekly holidays and other holidays to Cleaning Staff posted on duty by making alternate arrangements.
 - e. Deployed Cleaning Staff shall be issued a laminated I.D. affixing latest photograph with details of Name, EPF & ESI Account numbers, Name of the Agency, Date of Appointment and other details if any.
 - f. **Uniform:** The Agency should ensure that the Cleaning Staff wear uniform In case, the person so deployed is found to be not in proper uniform, dress or commits any breach of any of the terms and conditions of the contract, the Prl. District and Sessions Court, D.K., Mangaluru shall have the right to impose any punishment or fine upto Rs.1,000/- (Rupees One Thousand Only) on the agency.
 - g. The Service Provider shall agree to the Prl. District and Sessions Court, D.K., Mangaluru conditions and shall arrange to effectively carry out the social and other responsibilities. Staff of Service Provider shall not misbehave with Court Employees/Officers/Advocates/General Public nor shall cause any loss to Court property. For any such lapses the Service Provider is solely held responsible.
7. The Service Provider will be responsible for obtaining a license/renewing the license, as the case may be, from the Licensing Authority under the Contract Labour (R&A) Act and the Prl. District and Sessions Court, D.K., Mangaluru will not be responsible for any damages/losses on this account.

8. The Service Provider shall be responsible for compliance of all statutory provisions relating to Minimum Wages, Provident Fund, Employees State Insurance, Maternity Benefit and other labour laws in respect of the persons deployed by him/her in all the Court complexes of D.K., Mangaluru District. The Service Provider will be liable to pay the staff at least the minimum wages fixed from time to time.
9. The Service Provider will be liable for depositing all taxes, levies, cess etc. on account of service rendered by him/her to the Prl. District and Sessions Court, D.K., Mangaluru, to the concerned Authorities from time to time as per extant rules and regulations in the matter.
10. In case the Service Provider fails to comply with any statutory duty/liability under appropriate law, and as a result thereof, the Prl. District and Sessions Court, D.K., Mangaluru is put to any loss/obligation, monetary or otherwise, the Prl. District and Sessions Court, D.K., Mangaluru will be entitled to get itself reimbursed out of the outstanding bills and the Security Deposit of the Service Provider, to the extent of the loss or obligation in monetary terms. If any amount is still required to be recovered, the same will be recovered through process of Law.
11. The Service Provider will maintain all statutory registers under the applicable Laws. The Service Provider will produce the same, on demand, to the concerned authority of the Prl. District and Sessions Court, D.K., Mangaluru or any other authority under Law.
12. The Service provider shall not employ any person below the age of 18 years.
13. All the staff deputed by the service provider to the Courts of D.K., Mangaluru District should always be in neat and clean uniform. In case an employee of the Service Provider is not found in proper uniform, the Prl. District and Sessions Court, D.K., Mangaluru reserves the right not to allow such person within the premises. The Service Provider will supply the complete uniforms to the staff within 7 working days from the date of entering into contract.
14. All the persons engaged by the Service Provider should be healthy, physically fit and free from communicable diseases.
15. The antecedents of the personnel deployed by the Service Provider will be above board.
16. The staff deployed will be issued identity cards by the Service Provider which will be required to be displayed at the time of duty.
17. The Service Provider will be solely responsible for the redressal of grievances/resolution of disputes relating to persons deployed. The

Prl. District and Sessions Court, D.K., Mangaluru will, in no way, be responsible for settlement of such issues whatsoever. The Prl. District and Sessions Court, D.K., Mangaluru will not be responsible for any damages, losses, claims, financial or other injury or loss of life to any person deployed by the Service Provider in the course of their performing the functions/duties, or for payment towards any compensation.

18. The persons provided by the Service Provider will always remain employees of the Service Provider for all intents and purposes, and the Service Provider alone will be liable for any dispute which may have any sought of legal repercussions in a court of law.
19. The Service Provider will communicate the name, parentage, residential address, date of birth, etc. along with a photograph of the persons deputed, to all the Courts of D.K., Mangaluru District.
20. In case work or conduct of the deployed manpower is found unsatisfactory he/she will be sent back without assigning any reason. The Service Provider will be liable to provide his/her replacement on demand within 24 hours.
21. The Service Provider shall bare expenses towards any loss or damage as a result of the acts or omission, negligence or otherwise, while providing the said services at any time in the Court premises of D.K., Mangaluru District or otherwise.
22. The Service Provider should provide all required necessary medical and other help to his/her employees in case of any health issues or any other issues.
23. Materials for Cleaning: All cleaning materials required shall be provided by the Service Provider.
 - a. Floor Duster
 - b. Dish Washing Powder for Wash Basins
 - c. Hit Spray
 - d. Room Freshener / Room Spray
 - e. Toilet cleaning Liquid (Harpik Domex/Lizol
 - f. Soap Oil
 - g. Naphthalene Balls / Urinal cakes for Urinals and Wash Basins
 - h. Brushes for Toilet and Floor cleaning
 - i. White Duster Cloth
 - j. Yellow Duster Cloth
 - k. Acid for Monthly Cleaning
 - l. Phenyl
 - m. Colin Spray for Glass Surfaces
 - n. Toilet Brush
 - o. Scrubber

- p. Garbage Bag-Big/Small
- q. Gloves
- r. Dust Pans
- s. Naphthalene Balls
- t. Scotches Brite Pads Big Size Bags for Garbage removal
- u. Stain remover
- v. cobweb sticks
- w. Heavy duty vacuum cleaner
- x. Any other material required but not specified in the tender.

24. The agency will have to maintain an inventory of 100% of all consumable items at all times.
25. The Signature of concerned in every Court should be obtained everyday on a register, for having carried out satisfactory work. Failure to comply with the same will result in Penalty of Rs.100/- per day per person.
26. **Termination of Contract:** The Contract can be terminated after issuing one month's notice for the following reasons:
- a. If the Bidder Assigns or Sub-contracts of this service to third Party.
 - b. Violation/Contravention of any of the Terms and Conditions mentioned in the Tender Document.
 - c. Does not improve the performance of the services in spite of instructions.
 - d. Misconduct and suppression facts by the Personnel of the Bidder.
27. If the service is terminated during the period of agreement for the above said reasons, the Security Deposit provided by the Bidder will be forfeited.
28. **Arbitration:** Any dispute or difference or claim arising out of, or in connection with, or relating to the contract or the breach, termination or invalidity thereof, shall be referred to and settled under the Arbitration Center, Karnataka (Domestic and International) Rules 2012, by one or more Arbitrators appointed in accordance with its Rules.

Procuring Entity:	Principal District and Sessions Court, D.K., Mangaluru.
Tendering Authorities:	<u>Inviting Authority:</u> Chief Administrative Officer, District and Sessions Court, D.K., Mangaluru, <u>Evaluating Authority:</u> Chief Administrative Officer, District and Sessions Court, D.K., Mangaluru, <u>Accepting Authority:</u> Principal District and Sessions Judge, D.K., Mangaluru. <u>Appellate Authority:</u> The Registrar General, Hon'ble High Court of Karnataka, Bengaluru.

Place : Mangaluru
Date : 09.04.2026.

Inviting Authority:

Sd/-
Chief Administrative Officer I/c,
District and Sessions Court,
D.K., Mangaluru.

Annexure-6

Technical Bid

1. Full Name of the Bidder:
2. Address:
3. Telephones/Fax numbers and Email ID:
4. Constitution:

5. Names of Proprietor/Partners/All Directors:

Sl.No.	Names of Proprietor/ Partners/ All Directors

6. Address:

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

7. Year of commencement of Operations:

8. Addresses and Contact Details of Existing Customers:

Name of Existing Customers	Address	Contact Nos.	Details of execution of work

9. Soft Copies of the following Documents have been uploaded to e-Procurement Portal along with other necessary Documents:

Sl.No.	Documents
i	Document showing proof that Bidder has a minimum of 5 (FIVE) year experience in providing House Keeping/Cleaning Services in Central/State Govt. Departments or a reputed Private Organization. Produce latest copies of the Contract order issued during last three (3) financial years along with performance certificates issued by the institutions for having completed the contract successfully (Failure to submit latest Purchase order/Performance certificate, the bid is liable to be rejected without any reason)

ii	Document showing manpower strength of the Service provider to deploy for housekeeping service
iii	Valid Registration Certificate for the establishment of Agency issued from Department of Labour.
iv	Certificate from State Insurance Corporation regarding implementation of ESI to the Employees
v	Certificate from the Regional PF Commissioner.
vi	Document showing that the Bidder has full-fledged Branch Office in Mangaluru
vii	Copy of Certificate of Registration for GST
viii	Copy of PAN
ix	Technical Bid as per Annexure-6
x	Declaration as per Annexure-8
xi	Income tax Returns filed for the last three (3) Financial years
xii	Copy of the Latest GST Returns filed
xiii	Copies of the Audited financial statements for the last three (3) Financial years
xiv	ISO Certificate (if available) – optional

We hereby acknowledge that we have understood all the Terms and Conditions indicated in this Tender

Signature & Name of the Bidder

Designation:

(Office Seal)

Date:

Annexure-7

Calculation Sheet for Financial Bid

Sl.No.	Particulars	Amount in Rs.
1	Total of estimated contract amount per month (including Consumables cost + Workers' wages)	Bidder should quote the price in e-portal only
2	Service Charges on consumables @ $\frac{\quad}{\quad}\%$ (not less than 2%)	Bidder should quote the price in e-portal only
3	GST @ 18%	Bidder should quote the price in e-portal only
	Grand Total per month	Bidder should quote the price in e-portal only
	Grand total of estimated contract amount (including Workers' wages) for 12 month	Bidder should quote the price in e-portal only

Note:

- It shall also include cost of Training, Uniform, ID Card etc.
- The Total Amount quoted shall be inclusive of any Tax, Service Tax, Education Cess, Secondary and Higher Education Cess or any other applicable Taxes as may be levied by the Government from time-to-time and the same shall be charged in addition to the quoted rate.
- The Bidders should enter only the Grand Total shown above (including all applicable Taxes), in the e-Procurement Portal.
- The quoted amount on e-Procurement Portal should be for **1 (one) years**. If Amount is quoted for any other period, it will result in rejection of the Financial Bid.
- Prl. District and Sessions Court, D.K., Mangaluru 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.
- In case of Tie in quoting of the amount, the Prl. District and Sessions Court, D.K., Mangaluru reserves the right to decide the bidder based on the technical bid score / lottery or any other method in accordance with law.

Annexure-8
DECLARATION

We have submitted out Bid in response the Tender No. _____ for providing Housekeeping Services to all the Courts coming under D.K., Mangaluru District. In this regard we solemnly declare the following from our end.

1. All the Eligibility Conditions as per the Annexures have been fulfilled by us.
2. No Child Labour will be employed by us.
3. We do not have past association with the Prl. District and Sessions Court, D.K., Mangaluru, where we had received letter/notice on two or more occasions regarding unsatisfactory service.
4. We have entered only the Grand Total (Service charges and consumables cots and workers wages for a period of 1 years), in the e-Procurement Portal, as indicated in the Calculation Sheet for Commercial Bid Format vide Annexure-7 of Tender Document. fully. We further declare that if we fail to comply with any/all of the above said conditions, the Prl. District and Sessions Court, D.K., Mangaluru is at liberty to take any/all the following actions.
 - i. Forfeiture of our EMD.
 - ii. Our Tender may be rejected summarily even if we are declared as L1 Bidder by e-Procurement Portal, after the Commercial Bids are opened.
 - iii. The Prl. District and Sessions Court, D.K., Mangaluru will not be liable to compensate for any damages to us in any way, if our Bid is rejected for non-compliance of any of the conditions of the tender document.
 - iv. The Prl. District and Sessions Court, D.K., Mangaluru can send recommendation to Center for e-Governance, Government of Karnataka, for inclusion our names in the List of Black-Listed Suppliers or any other suitable action as per the tender document / Declaration submitted by us.

Signature & Name of the Bidder

Designation

(With office seal and full address)

Date

Annexure-9

EMD Declaration

I, hereby submit a declaration that the tender submitted by the undersigned, on behalf of the tenderer..... (Name of the Tenderer), shall not be withdrawn or modified during the period of validity or extended period of validity.

I, on behalf of the tenderer (Name of the Tenderer), also accept the fact that in case the tender is withdrawn or modified during the period of its validity/extended validity period or if we fail to sign the contract in case the contract is awarded to us or we fail to submit a Performance Security and Additional Performance Security, if any, before the deadline fixed in the Tender Document, then (name of the tenderer) will be debarred for participation in the tendering process for the Procurement of this Procurement Entity for a period of **one year** from the date of default.

Signature of the Authorized Signatory,
(Official Seal)
