

No. HCA-II / 22/ 2016

DATED: 5th October 2018.

# TENDER DOCUMENT

INVITING TENDERS FOR PROVIDING

HOUSE KEEPING SERVICES

IN THE BANGALORE MEDIATION

CENTER, H. SIDDAIAH ROAD,

BENGALURU.

**HIGH COURT OF KARNATAKA**

**HIGH COURT BUILDING,**

**DR. AMBEDKAR VEEDHI**

**BENGALURU - 560 001.**

No. HCA-II / 22/ 2016

HIGH COURT OF KARNATAKA,  
HIGH COURT BUILDINGS,  
BENGALURU-560001.

DATED: 5<sup>th</sup> October 2018.

## **NOTIFICATION**

### **TENDER IS INVITED FOR PROVIDING SANITATION & HOUSE KEEPING SERVICES IN THE BANGALORE MEDIATION CENTER, H. SIDDAIAH ROAD, BENGALURU.**

Tender is invited from reputed registered Agencies for providing House Keeping services in the Bangalore Mediation Center, H. Siddaiah Road, Bengaluru.

#### **WORK DESCRIPTION:**

Cleaning & Maintenance of entire premises of Bangalore Mediation Centre, Bengaluru at the Ground Floor for the Corridors, staircase, seija, ceiling, floors of around 4,000 sq.ft., floor area, front stairs, compound stairs, all the toilets of Bangalore Mediation Centre (toilets – 15 Nos. & Wash Basin -11 Nos. ) and other allied works.

#### **ELIGIBILITY CRITERIA:**

1. The Tenderer should have been obtained license from the competent Department to run the business of House keeping Services (Copy of the license should be attached).
2. The Tenderer should have been registered with the ESI, PF, Labour, Central Excise and other statutory authorities in Bengaluru and should also possess the PAN from the Income Tax Department in Karnataka. (Copies of the registration certificates, under ESI, PF, Labour, IT PAN Card & IT Clearance certificate should be attached).
3. The Tenderer should have minimum 3 (Three) years of experience for having provided the House Keeping Services in the Karnataka State.

## EMD

Rs. 30,000/- (Rupees thirty thousand only) is to be paid through Cheque/Demand draft in favour of Registrar General, High Court of Karnataka, Bengaluru.

### Period of Contract:

Five Years from the date of agreement with the successful tenderer or till the finalization of the next tender whichever is later.

### Selected Agency will have to get cleaned the following articles and area:

1. Cleaning of entire premises of Bangalore Mediation Centre, Bengaluru at the Ground Floor for the corridors, staircase, seija, ceiling, floors of around 4,000 sq.ft., floor area, front stairs, compound stairs, all the toilets of Bangalore Mediation Centre (toilets – 15 Nos. & Wash Basin- 11 Nos.) and other allied works.
2. To check and provide the information pertaining to leakage of water supply/water pipelines/water taps/toilets etc.,
3. Cleaning of floor area, bathrooms and toilets to maintain hygienic atmosphere including supply of necessary items like brooms, brush, wiper, mop-stick, ceiling web stick, soap-oil, acid, phenyl, bathroom freshners, etc., in sufficient quantities of good quality. The Agency shall maintain sufficient stock of the items all time.
4. Supply of big dustbins and cleaning of dustbins and removal/disposal of collected garbage to an approved location and disposables should be Eco-friendly and bio-degradable.
5. The working hours will be from 9.00 a.m. to 6.00 p.m for supervisor and workers for all working days from Monday to Saturday. The Bangalore Mediation Center, Bengaluru shall make no extra payment to the Agency for working at odd hours.
6. The cleaning of toilets shall be done continuously and regularly during office hours (at the regular interval of every two hours or less, as per requirement, usage and instruction given by the Office of Bangalore Mediation Center from 9.00 a.m. to 6.00 p.m.

7. The agency/contractor shall be responsible to maintain complete cleanliness, hygiene and healthy conditions in the building.
8. The Officers-in charge of Bangalore Mediation Centre shall have the right to inspect the cleaning site at any time and to issue such orders and directions to the agency as may be considered necessary and the agency shall comply with the directions immediately and for all times.
9. The Selected Agency shall not employ any person below the age of 18 years or older than 55 years or any person not capable to do the said work.
10. Mechanized equipments, wherever required, will be procured by the contractor.
11. It will be the sole responsibility of the contractor that the men engaged are trained and the Bangalore Mediation Center will not be liable for any mishap directly or indirectly.
12. All the consumables and disposables required for cleaning are to be procured by the contractor. All consumables and disposables should be eco-friendly.

### **Terms & Conditions:**

- 1) The tenure of the contract is for a period of Five year or till the finalization of next tender and the date of commencement will be from the date indicated in the Agreement.
- 2) Any conditional Tender and Tender with any other clause (s) other than the what are stipulated in this **latter** of Terms and conditions will be rejected summarily.
- 3) The High Court reserves its rights to accept or reject any of the tender or the total tenders without assigning any reason whatsoever.
- 4) The Tenderer should have office at Bangalore.

- 5) Rates shall be quoted by taking into consideration of prevailing minimum wages fixed by the Government of Karnataka and rate of DA, PF, ESI, Service Tax and other statutory charges.
- 6) The successful Tenderer will be required to execute an Agreement in the prescribed form on e-stamp paper of appropriate value within 7 days from the date of acceptance of the tender
- 7) The Agency shall at the time of submission of tenders declare whether they are a sole proprietary concern or a registered Partnership Firm or a Private Limited Company or a Public Limited company incorporated in India. The composition of the partnership, names and addresses of the Directors of the Company shall be indicated. The Agency shall also nominate a person in whose hands the active management and control of the work relating to the contract during the tenure of the Contract would lie.
- 8) The Bangalore Mediation Center, Bengaluru shall deduct at source the Income Tax, surcharge, if any, and such other statutory deduction thereon on the gross amount admitted.
- 9) The Tenderer shall not sublet, transfer or assign the contract or any part thereof without prior written approval of the Bangalore Mediation Center.
- 10) The Tenderer must maintain records and registers etc., in accordance with the provision of the P.F. Act 1952 & Rules ESI Act 1948, Contract Labour (Regulation & abolition), Payment of Wages Act & other relevant statutory in force, as amended from time to time and these registers be made available to such authorities as and when they inspect the records. If the High Court of Karnataka is asked to pay any penalty default arriving out of the Tenderer's failure to carry out the statutory obligation, the amount of such penalty will be recovered from the Tenderer and further he will render himself liable to be black listed apart from forfeiture of EMD and the monthly bill.
- 11) The Registrar General, High Court of Karnataka, Bengaluru reserves the right either to include or to delete any or all the terms and conditions laid down on this contract without assigning any reason. His/Her decision in this regard will be final and binding on the part of the participant/successful Tenderer.

- 12) Any dispute that may arise under this contract shall be referred to the Registrar General, High Court of Karnataka, Bengaluru and his/her decision shall be final. The Jurisdiction of Civil Courts for any disputes shall be limited to Bengaluru City, Karnataka.
- 13) The agency shall solely be responsible for the payment of minimum wages, allowance, bonus, gratuity and other benefits as per Minimum Wages Act and its employees and High Court of Karnataka shall in no way be concerned with the same. The agency shall also be responsible for the welfare of its employees as per the various labour legislations and regulations in force from time to time.
- 14) The Agency shall solely be responsible for any commission or omission of its Employees.
- 15) The Tenderer shall comply with all the provisions of the Labour Act and any other applicable Acts & Rules and he shall solely be liable to any proceedings/actions/payment of penalties for any violation and non-compliance. It would be the responsibility of the security agency to give weekly holidays and other facilities to each of the personnel as per the provisions of the applicable Acts & Rules.
- 16) Preference will be given to the agencies who have fulfilled all the conditions mentioned above and who have put up a maximum years of experience in this field.
- 17) The maintenance charges will be paid by 15<sup>th</sup> of every month on production of the bill by the contractor.
- 18) The contractor shall take necessary precautions not to damage the installations in the toilets /floor area and if any damage is caused the contractor shall replace the same at his own cost, immediately.
- 19) The EMD will be refunded to those persons whose tenders are not accepted and the EMD of the successful tenderer shall be the security deposit and the same will be returned on termination of the contract without any interest.

- 20) The enhanced wages will be paid to the Agency by Bangalore Mediation Center as and when minimum wages revised by the Government of Karnataka and the same should be paid by the Agency to the personnel provided during the contract period.
- 21) The tender document shall be obtained from Accounts Branch-II, High Court of Karnataka, Bengaluru on payment of ₹100/- being the tender document fee by remitting the cash in Accounts Branch-I of this Office.
- 22) The tender document should be submitted in the prescribed proforma as per Annexure –I only which is obtained from Accounts-II Branch, High Court of Karnataka, Bengaluru. The tender document submitted in any other formats shall be liable for rejection.
- 23) The sealed tender should be with superscription on the envelop as **“TENDER FOR PROVIDING HOUSE KEEPING SERVICES”**, by clearly mentioning the High Court reference No. and date and reach the Office of the Registrar General, High Court of Karnataka, Bengaluru by **4.30 P.M., on 09.11.2018** and the applications which are received in the High Court Office after the date and time specified are liable for rejection. The application will be sold upto **12.00 Noon on 09.11.2018**. The sealed application will be opened on **12.11.2018 at 12.00 Noon** in the Chambers of the Registrar (Administration), High Court Building, Bengaluru in the presence of the interested tenderer.
- 24) For further details, the interested tenderer may contact the Accounts-II Branch of this Office.

Sd/-  
**(RAMACHANDRA D HUDDAR)**  
**REGISTRAR (ADMINISTRATION)**

**ANNEXURE - I**

**TENDER DOCUMENT FOR PROVIDING SANITATION  
SERVICES TO THE HIGH COURT BUILDING AND OLD KGID  
BUILDING, BENGALURU**

**Application No:**

**Receipt No. & Date:**

<b>Sl. No.</b>	<b>Particulars</b>	
1.	Name & Address of the Agency / firm	
2.	Whether the Agency is Proprietorship / Partnership/Pvt./Public Ltd. Co., Specify	
3.	Branch Office if any with Address	
4.	Telephone/Telex/Fax No. (a) Office (b) Residence (c) Mobile Number	

5.	<p>The monthly cost for House Keeping Services</p> <p>For Men:</p> <p>For Materials:</p> <p>Taxes if any:</p>	
6.	E.M.D. Details	
7.	<p>E.S.I. No.</p> <p>(A copy of the certificate shall be attached)</p>	
8.	<p>P.F. No.</p> <p>(A copy of the certificate shall be attached)</p>	
9.	A Copy of the Registration Certificate	
10.	<p>I.T. PAN No.</p> <p>(A Copy of the certificate shall be attached)</p>	
11.	Confirmation of the Tenderer about His willingness on the Right of High Court of Karnataka to terminate the contract and to forfeit the security deposit for violation of terms & conditions of Contract.	

12.	Details with relevant documents showing minimum 3 years of experience in the field of House keeping services.	
13.	Residential Address and Phone Nos. & Mobile No. of Partner(s)/Proprietor/Directors.	
14.	Name, Address & Telephone Nos. and Attested Signatures of Authorised Representative	
15.	One Set of Photos of the Partner(s)/Proprietor & Their Authorised Representative would be furnished after acceptance of Tender.	
16.	Bank Name, Address & A/c. No. of Agency should be furnished.	
17.	Any other required statutory Information.	

SIGNATURE OF THE TENDERER  
WITH SEAL & FULL ADDRESS

## **ENCLOSURE CHECKLIST**

### **ATTESTED COPIES OF THE FOLLOWING DOCUMENTS TO BE ATTACHED.**

- 1) The License obtained by the competent authority to run the business of House Keeping services.
- 2) E.S.I. Registration Certificate Copy
- 3) Copies of P.F. Registration Certificate & GST / Service Tax Registration Certificate
- 4) Contract Labour (Regulation & Abolition) Registration Certificate copy.
- 5) I.T. Pan Certified copy.
- 6) I.T. Clearance certificate.
- 7) Previous three years experience certificate & Work order copy.
- 8) E.M.D. Payment.