OFFICE OF THE PRINCIPAL DISTRICT JUDGE : : GUNTUR

TENDER NOTIFICATION

DATE 22-04-2025

Sealed tenders are invited for awarding Annual Maintenance Contract (AMC) for House keeping services (Cleaning) in court complexes across Guntur District for a period of one year.

Personnel Requirement

The selected agency shall provide the following personnel, as per the annexed list:

- **Supervisor** – 2 No.
- **Electrician** – 1 No.
- **Plumber** – 1 No.
- **Carpenter** – 1 No
- **Housemen/Housemaids** – 67 Nos.

Submission of Quotations

Interested bidders are requested to submit their quotations in a **sealed cover**, along with their **complete track record** (if any), to the undersigned on or before 06.05.2025. Late submissions will not be considered.

The award of the contract is **subject to the approval of the Hon'ble High Court** and compliance with the following **Terms and Conditions**:

TERMS AND CONDITIONS.

1. The AMC will come into effect from the date of receipt of orders from the Hon'ble High Court.
2. The agency shall be responsible for daily cleaning of all buildings, including:
    a. Gardens and open areas (including parking)
    b. Sweeping and mopping all floors with phenyl and other cleaning agents
3. Weekly cleaning of all balconies.
4. Sweeping of terraces once in every two weeks.
5. Regular cleaning and maintenance of all general toilets in court buildings.
6. Removal of spider webs (cobwebs) in all areas of court buildings.
7. Agency staff must also attend to any additional work assigned by Superintendents/Central Nazar of the Nazarath Section.
8. The agency shall pay wages to the workers as per provision of Minimum Wage Act 1948 with variable Dearness allowance to be paid to the

Scanned with OKEN Scanner

workers as fixed by the Government vide GO MS No.85, Labour, Employment, Training & Factories (Lab.III) Department dated 22.09.2007 along with ESI and EPF contributions. Under the category of construction of Roads and Buildings operations along with variable Dearness Allowance revised from time to time and comply with provisions of other Labour Acts and proof of such payments etc., shall be submitted to the office of District Court every month. The agency also has to pay EPF and ESI contributions for all the workers as per rules.

9. All personnel must wear **uniform aprons with agency logo** and carry **identity cards**, which must be produced on demand.
10. A **monthly report** on cleanliness and maintenance activities must be submitted to the District Court.
11. The District Court reserves the right to **terminate the contract at any time without assigning reasons**.
12. Penalties may be imposed in the form of deductions from bills if:
    a. Any staff is absent without substitute
    b. Work is found unsatisfactory
    c. Court property is damaged
13. The agency **shall not sub-let or assign** the contract to any third party.
14. The successful bidder must sign an agreement to the above terms and conditions on a **non-judicial stamp paper worth ₹100/-**, within one week from the date of intimation.
15. If the agency intends to withdraw from the contract, a **minimum of one month's prior written notice** must be given. Failing which, the District Court may claim damages.

Annexed list

Sl.No	Name of the Court Complex	No of Courts	No. of Persons required
1	Principal District Judge Court Complex, Guntur.	24	**Supervisor** – 2 No. **Electrician** – 1 No. **Plumber** – 1 No. **Carpenter** – 1 No **Housemen/ Housemaids** – 26 Nos.
2	Railway Court Complex, Guntur.	1	1
3	Senior Civil Judge Court Complex, Bapatla.	5	5
4	Senior Civil Judge Court Complex, Mangalagiri.	3	3
5	X Additional District Court Complex, Gurazala.	4	4
6	XIII Additional District Court Complex, Narasaraopet.	5	5

Scanned with OKEN Scanner

7	I Junior Civil Judge Court Complex, Narasaraopet.	1	1
8	Principal Junior Civil Judge Court Complex, Chilakaluripet.	1	1
9	Additional Junior Civil Judge Court Complex, Chilakaluripet.	1	1
10	XI Additional District Court Complex, Tenali.	6	6
11	II Additional Junior Civil Judge Court Complex, Tenali.	1	1
12	Principal Junior Civil Judge Court Complex, Ponnur.	1	1
13	Additional Junior Civil Judge Court Complex, Ponnur.	1	1
14	Senior Civil Judge Court Complex, Repalle.	3	3
15	Senior Civil Judge Court Complex, Sattenapalli.	2	2
16	Principal Junior Civil Judge Court Complex, Sattenapalli.	2	2
17	Principal Junior Civil Judge Court Complex, Macherla.	2	2
18	Junior Civil Judge Court Complex, Vinukonda.	1	1
19	Junior Civil Judge Court Complex, Piduguralla.	1	1

DISNO - 2619
23/4/25

Principal District Judge
Guntur

To

1. Notice Board of Principal District Court, Guntur.
2. All the Judicial officers in the unit to display the tender notification in their respective notice boards.
3. The District Collector, Guntur (for displaying in Notice Boards)
4. The District Public Relations Officer, Guntur.
5. Local Outsourcing Agencies, Guntur.

Scanned with OKEN Scanner