System officer

PRINICIPAL DISTRICT COURT::PRAKASAM::ONGOLE

TENDER NOTIFICATION

Dated:17.03.2026

Sealed tenders are invited for awarding of Annual Maintenance Contract for House Keeping Service (Cleaning) of Court Complexes in the Unit of Prakasam.

The intending bidders shall submit their quotations (after inspection of premises) in a sealed cover with entire track record, if any, to the undersigned on or before 28-3-2026. The quotations received after the stipulated time will not be entertained. The intended bidders can inspect the buildings, on any working day between 11.00 A.M to 5.00 P.M.

TERMS AND CONDITIONS

1. The Annual Maintenance Contract will come into effect after approval of the Hon'ble High Court of A.P.
2. Cleaning of all buildings mentioned in the annexed list includes Garden, Open areas including Parking area, Sweeping and water mopping of all the floors of the buildings. Sweeping the Judicial Service Centre, Longue room, toilets by using phenyl and other cleaning material, regularly (thrice in a day).
3. Cleaning of sajjas/attic and balconies in all the buildings every week. The agency should be well equipped in attending to the said work. If necessary, the agency has to hire the necessary equipment for the said purpose.
4. Sweeping of terraces in all the buildings once in every fortnight.
5. Cleaning of all the general toilets (ladies and gents) using phenyl and other cleaning material regularly (Daily 3 to 4 times).
6. Cleaning of spider nest (Cob webs) in the Court halls, Chambers and in all the sections and record rooms and cleaning of windows and corridors every week.
7. Cleaning of pan stains near the toilets, corners and other places in all the buildings every day.
8. The staff of the Contractor/Agency shall also attend to any other work as entrusted by the Superintendents/Central Nazar, Nazarath Section from time to time.
9. The agency personnel have to remove the unwated plants etc., in the courts premises once in a week, without fail; and for this, the agency has to procure necessary equipment, if necessary.

10. Cleaning of window panes, grills etc., in the court premises ever day.
11. Cleaning of all the benches provided outside the Court Halls for use of Advocated, Clients etc.,
12. The agency shall pay wages to the workers as per the provisions of Minimum Wages Act, 1948 with Variable Dearness Allowance to the workers as fixed by the Government vide G.O.Ms.No.85, Labour employment, Training & Factories (Labour-II) Department, Dt:22.09.2007 under construction of maintenance of Roads & Buildings operations and comply with provisions of other acts relating to labour and proof of such payments etc., shall be submitted to the office of District Court every month. The agency has also to pay EPF and ESI contributions for all the workers as per Rules and also file, Proof of such payment.
13. The Agency personnel shall invariably wear the apron with its logo before entering the court premises and shall also keep the identity cards with them. Whenever the authorities insist, the agency personnel shall produce their identity cards.
14. The agency has to submit a report every month with regard to the maintenance of the premises of Court complex.
15. The District Court, reserves the right to terminate the contract, without assigning any reason.
16. The District Court may impose penalty of deducting certain percentage of amount from the bill, if any person absents to duty or if no substitute is provided or if the work is found to be un-satisfactory or any damage is caused to the court property.
17. The Agency shall not sub-lease/entrust the work of maintenance to any other agency.
18. The successful bidder has to execute an agreement to these terms & conditions on a non-Judicial stamp paper worth Rs.100/- within one week of receipt of the communication.
19. If the agency intends to withdraw from the contract, it shall give atleast one month's advance notice, as otherwise, the District Court reserves the right to claim damages from the Agency.
20. Some of the workers having the knowledge of plumbing and electrical work.

The housekeeping agencies will be paid by way of online payment to beneficiary account, in favour of the lowest quotation holder. The undersigned has right to cancel or modify the notification.

Place: Ongole.
Dated: 17 .03.2026.

I-Addl. District and Sessions Judge,
FAC: Prl. District and Sessions Judge,
Prakasam District, Ongole.

Encl:
Information of Court Buildings in Unit of Prakasam

To:

1. The Notice board of Prl. District and Sessions Court, Ongole.
2. All the Judicial Officers in the unit to display the tender notification in their respective notice boards.
3. The System Officer, Prl. District Court, Ongole to place the same in the District Court's Official Website (prk.pdj-ap@aij.gov.in)

Copies to:

1. The District Collector, Prakasam, Ongole for display in notice board.
2. The Assistant Director (DPRO), I & PR Department, Opp: Prakasam Bhavan, Ongole.
3. The Depot Manager, APSRTC bus stand, Prakasm , Ongole for display in notice board.
4. The Prl. District Court, Rajamahendravaram for display in notice board.
5. The Prl. District Court, Eluru, West Godavari District for display in notice board.
6. The Prl. District Court, Machilipatnam, Krishna District for display in notice board.
7. The Prl. District Court, Guntur, Guntur District for display in notice board

Dis.No.	1815
DATE:	17-3-26

T.C.F.B.O.

CHIEF ADMINISTRATIVE OFFICER
DISTRICT COURT
ONGOLE

INFORMATION OF COURT BUILDINGS IN THE UNIT OF PRAKASAM

ANNEXURE

Sl.No.	Name of the Court
PRAKASAM DISTRICT	
	ONGOLE
1	Prl. District Court and Separate Record Room Building
2	I-Addl. District Court
3	Family Court
4	VII-Addl. District Court (SC & ST (POA) Act Cases)
5	II-Addl. District Court
6	III-Addl. District Court (FTC)
7	POCSO Court
8	Permanent Lok Adalat
9	II-Addl. Junior Civil Judge's Court
10	Excise Court
11	Spl. Mobile Court
12	Prl. Senior Civil Judge's Court
13	Addl. Senior Civil Judge's Court
14	Prl. Junior Civil Judge's Court
15	I-Addl. Junior Civil Judge's Court

16	III-Addl. Junior Civil Judge's Court
17	District Legal Services Authority
	ADDANKI
18	Senior Civil Judge's Court
19	Prl. Junior Civil Judge's Court
20	Addl. Junior Civil Judge's Court
	CHIRALA
21	Senior Civil Judge's Court
22	Prl. Junior Civil Judge's Court
23	Addl. Junior Civil Judge's Court
	DARSI
24	Senior Civil Judge's Court
25	Junior Civil Judge's Court
	GIDDALUR
26	Prl. Junior Civil Judge's Court
27	Addl. Junior Civil Judge's Court
	KANDUKUR
28	Senior Civil Judge's Court
29	Prl. Junior Civil Judge's Court
30	Addl. Junior Civil Judge's Court

	KANIGIRI
31	Junior Civil Judge's Court
	MARKAPUR
32	VI-Addl. District Judge's Court
33	Senior Civil Judge's Court
34	Prl. Junior Civil Judge's Court
35	Addl. Junior Civil Judge's Court
	PARCHUR
36	Senior Civil Judge's Court
37	Junior Civil Judge's Court
	PODILI
38	Junior Civil Judge's Court
	SINGARAYAKONDA
39	Junior Civil Judge's Court