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**PRINCIPAL DISTRICT JUDGE'S COURT, VISAKHAPATNAM**  
**TENDER NOTIFICATION, DATED. 20-07-2024**

Sealed tenders are invited for Annual Maintenance Contract for House Keeping Service (Cleaning and other works) in **10 Courts Building Complex** consisting of **Cellar + Stilt + 2 Floors** including 10 Courts with Conference Hall, Judges Lounge, Bar Association Halls, Parking in Cellar, Stilt, all Wash Rooms/Toilets, Roof Tops, Stair-Cases in the said complex daily/ regularly for a period of one year.

The intending bidders shall submit their quotations in a sealed cover alongwith their credentials, if any to the District Judge, Visakhapatnam **on or before 31-07-2024 by 05.00 p.m.** The quotations received after **5-00 p.m from 31-07-2024** will not be entertained. The intending bidders can inspect the 10 Courts Building Complex, District Court, Visakhapatnam on any working day between 10-00 a.m to 5.00 p.m, subject to permission from the undersigned.

**TERMS AND CONDITIONS:**

The above Annual Maintenance Contract will be in force for a period of **one year from the date of agreement on the following terms and conditions.**

1. **Sweeping and mopping of floors** of all Court Halls, Judges Chambers, Office Rooms, Conference Hall, Judges Lounge, balconies, Bar Association Halls, Varandahs, stair-cases, Parking place in Cellar and Stilt.
2. **Cleaning of Sajjas/ attic** in the said Building Complex .
3. **Cleaning of terraces and roof tops** of the entire Building complex.
4. **Cleaning of all toilets/ wash rooms** (ladies and gents) including Public toilets in the entire building.
5. **Cleaning of spider nests (Cob webs)** on the ceilings and walls of all the rooms, corridors of the entire building including elevation.
6. **Cleaning of Pan stains** near the toilets, corners and other places in the entire building.
7. The Agency personnel have to **remove the weeds & plants etc.**, over the sunshades, out-side the walls and roof tops of the entire building .
8. **Dusting and cleaning** of all the sunshades, Windows, window panes, grills etc., in the premises of the entire building.
9. **Cleaning of all the chairs, benches, 3 seater chairs etc.**, placed outside the Court Halls for the use of litigant public.

10. The agencies who are submitting the tenders for House Keeping work shall quote **consolidated annual maintenance charges on monthly basis** and shall quote **number of employees proposed to be employed** for execution of work and supervising the work.
11. The Agency shall pay minimum wages 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, dated 22.09.2007, under construction or maintenance of Roads & Buildings operations, including ESI and EPF as per Rules** and also file proof of such payment.
12. The Agency shall submit report every month with regard to the maintenance of the entire building.
13. The staff engaged by the Contractor shall also have to **attend any other works in exigency as entrusted by the undersigned and Administrative Officer as and when required.**
14. **The District Court reserves the right to terminate the contract without assigning any reason and without any prior intimation.**
15. The District Court may **impose penalty deducting certain percentage of amount** from the bill if the work is found to be un-satisfactory or any damage caused to the Court property.
16. The Agency **shall not sub-lease/entrust the work of maintenance** to any other Agency.
17. If the Agency intends to withdraw from the contract before the completion of the contract period/ middle of the contract, the Agency shall have to give **one month advance notice**, otherwise, the District Court reserves the right to claim damages from Agency.
18. The Agency shall provide the details of **Bank Account Number, Name of the Bank and Branch, IFSC Code and MICR Code number** alongwith the bill for making payment.
19. **The attendance of the employees shall be taken by the contractor/ their representative and it shall be submitted to the Chief Administrative Officer/Superintendent, District Court, Visakhapatnam, every month before submitting the bill.**
20. The contractor shall not engage **any person aged less than 18 years** and shall not contravene any of the provisions of Child Labour Regulation Act.

- 21 The successful Agency has to execute an agreement, abiding to the above said terms and conditions, on a **Non-Judicial stamp paper worth of Rs.100/- within one week** from the date of receipt of the Annual Maintenance Contract work.
- 22 The contractor shall bear their own costs to meet the expenditure **for the cleaning materials and instruments /equipment**. If necessary the agency has to **hire the necessary equipment with their own expences**. And all the works shall be executed **daily from 8-00 am to 5-00 pm with one hour lunch duration**.
- 23 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 to **produce their Identity Cards**.

*A. Sanyal*  
Principal District Judge  
Visakhapatnam

Copies to :

1. The notice board of District Court, Visakhapatnam.
2. All the Judges in Visakhapatnam local Courts with a request to cause display in their respective notice boards.
3. The District Collector, Visakhapatnam with a request to cause display in the notice board.
4. The District Public Relation Officer, Visakhapatnam with a request to cause display in the notice board.
5. The President, Bar Association, Visakhapatnam with a request to display on the notice board.
6. The Commissioner, G.V.M.C., Visakhapatnam with a request to cause display in the notice board.
7. The Vice Chairman, VUDA, Visakhapatnam with a request to cause display in the notice board.

*Dis No: 4484*  
*20-7-24*