

OFFICE OF THE PRINCIPAL DISTRICT AND SESSIONS JUDGE,  
EAST GODAVARI AT RAJAMAHENDRAVARAM  
TENDER NOTIFICATION

DATED: 06.06.2023

Sealed tenders are invited for awarding of Annual Maintenance Contract for House Keeping Service (Cleaning) of Court Complexes in the Unit of East Godavari for one year period. Two (2 Nos.) Supervisors are required for the court complexes at 1) Rajcmahendravaram and 2) Kakinada and forty three (43 Nos.) Housemen/Housemaids are required as per the list annexed herewith, out of which four must be having the knowledge of plumbing and electrical work.

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 5-00 PM of 24.06.2023. 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 AM to 5.00 PM.

**TERMS AND CONDITIONS**

1. The Annual Maintenance Contract will come into effect after approval of the Hon'ble High Court.
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, Lounge 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, everyday.
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 unwanted 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 Advocates, 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.

Dis. 3948  
6-6-23

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Scanned  
6.6.23  
Pr. District & Sessions Judge  
Rajamahendravaram.  
Suresh

**Copies to:**

1. Notice board of Prl. District and Sessions Court, Rajamahendravaram.
2. All the Judicial Officers in the Unit to display the tender notification in their respective notice boards
3. The District Collector, East Godavari District, Kakinada (for displaying the same in the notice board).
4. The District Public Relations Officer, Anam Kalakendram, Rajamahendravaram.
5. The e-Court Section. District Court, Rajamahendravaram.