OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE, EAST GODAVARI AT RAJAMAHENDRAVARAM

TENDER NOTIFICATION

DATED 15.05.2025

Sealed tenders are invited for the **Annual Maintenance Contract for Housekeeping Services (Cleaning)** of Court Complexes within the East Godavari Unit (i.e., within the Revenue Districts of East Godavari, Kakinada, Dr.B.R. Ambedkar Konaseema and Alluri Sitharamaraju Districts) for a period of **one year**.

The scope of work includes the provision of:

- **Supervisors:** Two (2) supervisors, one each to be stationed at the Court Complexes in **Rajamahendravaram** and **Kakinada**.
- **Housekeeping Staff:** Forty-three (43) Housemen/Housemaids as per the annexed list. **Four (4) of these personnel must possess knowledge of basic plumbing and electrical work.**

Interested and eligible bidders are requested to submit their sealed quotations, along with their complete track record (if any), to the undersigned **on or before 5:00 PM on ~~28.05~~ 12.06.25.2025.** Quotations received after the stipulated time will not be considered.

Prospective bidders may inspect the court premises on any working day between **11:00 AM and 5:00 PM.**

TERMS AND CONDITIONS

1. The Annual Maintenance Contract will be effective for the period from 01-07-2025 to 30-06-2026 upon approval by the Hon'ble High Court.
2. **Scope of Cleaning:** This includes all buildings listed in the annexure, encompassing gardens, open areas (including parking), and thorough cleaning of all building floors (sweeping and water mopping), the Judicial Service Centre, lounge rooms, and toilets (using phenyl and other appropriate cleaning materials) at least thrice daily.

3. **Toilet Cleaning:** Daily cleaning of all general toilets (ladies, gents, transgenders, and divyangs) using phenyl and other appropriate cleaning materials, 3-4 times per day.

4. **Stain Removal:** Daily cleaning of pan stains near toilets, corners, and other affected areas in all buildings.

5. **Bench Cleaning:** Cleaning of all perforated chairs and benches provided outside Court Halls for advocates, clients, etc.

6. **Window and Grill Cleaning:** Daily cleaning of window panes and grills within the court premises.

7. **Specific Cleaning Tasks:** Weekly cleaning of sajjas/attics and balconies in all buildings. The agency must be adequately equipped for this work, including hiring necessary equipment if required.

8. **Cobweb and Window/Corridor Cleaning:** Weekly removal of spider webs from Court Halls, Chambers, Sections, and record rooms, along with the cleaning of windows and corridors.

9. **Vegetation Control:** Removal of unwanted plants from the court premises once a week without fail. The agency has to procure necessary equipment for this task.

10. **Terrace Cleaning:** Sweeping of terraces in all buildings shall be performed once every fortnight.

11. **Additional Tasks:** The contractor's staff shall also perform any other tasks assigned by the Superintendents/Central Nazar/Nazarath Section from time to time.

12. **Labour Compliance:** The agency shall pay wages to its workers in accordance with the Minimum Wages Act, 1948, including Variable Dearness Allowance as per G.O.Ms.No.85, Labour Employment, Training & Factories (Labour-II) Department, Dt.22-09-2007 (for construction/ maintenance of Roads & Buildings operations). The agency must also comply with all other applicable labour laws and provide proof of wage and statutory contributions (EPF and ESI) to the office of the Principal District Court on a monthly basis.

13. **Identification:** All agency personnel must wear aprons with the agency's logo and carry identity cards while on court premises. They shall produce their identity cards upon request by authorized personnel.

14. **Monthly Report:** The agency shall submit a monthly report on the maintenance of the Court Complex premises

15. **Termination:** The Principal District Court, East Godavari reserves the right to terminate the contract without assigning any reason.

16. **Penalty:** The Principal District Court, East Godavari may impose penalties, including deductions from the bill, for staff absence without substitution, unsatisfactory work, or damage to court property

17. **Prohibition:** The agency shall not sub-lease or entrust the maintenance work to any other agency

18. **Agreement Execution:** The successful bidder must execute an agreement on a non-judicial stamp paper worth ₹100/- within one week of receiving the communication of award.

19. **Withdrawal Notice:** If the agency intends to withdraw from the contract, it must provide at least one month's advance written notice. Failure to do so may result in the District Court claiming damages from the agency.

17.05.25

PRINCIPAL DISTRICT & SESSIONS JUDGE.

Copies to:

1. The Notice board of Principal 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 Collector & District Magistrates, East Godavari, Kakinada, Dr.B.R. Ambedkar Konaseema and Alluri Sitharamaraju Districts (for displaying the same in their respective notice boards).
4. The District Public Relations Officer, Anam Kalakendram, Rajamahendravaram.
5. The System Officer (I/c), Principal District Court, Rajamahendravaram for displaying in the e-Courts web portal of East Godavari.

DIS 5362
19/5/25

ANNEXURE

Sl. No	Name of the Station	Name of the Court	No. of persons
(1)	(2)	(3)	(4)
1	RAJAMAHENDRA-VARAM	Principal District Court	3
		Family Court-cum-IX Addl. District Court	1
		VIII Additional District Court	
		Senior Civil Judge Courts-cum-Additional District Courts building (5 courts)	2
		Munsif Magistrate Court building	3
		III Addl.Judl.Magistrate of 1st Class Court	1
		Spl.Court for trial of SPE & ACB Cases	1
		II Addl. Sr. Civil Judge's Court (FTC)	
2	KAKINADA	III Addl. District Court Complex (2 courts)	2
		New Court building Complex (9 courts) and	3
		Special Mobile Court (PCR Act)	
		Excise Court building	2
3	AMALAPURAM	Four Court building Complex	4
4	KOTHAPETA	Courts Complex (2 courts)	2
5	PEDDAPURAM	Senior Civil Judge Courts building(2 courts)	2
		VII Additional District Court (FTC) and Prl. Junior Civil Judge's Court	1
6	PITHAPURAM	XII Addl. District Court building (2 courts)	1
		Junior Civil Judge Courts building (2 courts)	1
7	RAMACHANDRA-PURAM	XIII Additional District Court	3
		Senior Civil Judge's Court	
		Prl. Junior Civil Judge's Court	
		Addl.Judl.Magistrate of I Class Court	
8	RAZOLE	Three Court building Complex	3
9	ALAMURU	Prl.Junior Civil Judge's Court	1
		Special Magistrate Court, Alamuru	
10	TUNI	Prl.Junior Civil Judge's Court	1
		Addl. Junior Civil Judge Court	1
11	PRATHIPADU	Junior Civil Judge and Spl. Magistrate Courts	1
12	MUMMIDIVARAM	Junior Civil Judge's Court	1
13	ANAPARTHI	Junior Civil Judge's Court	1
14	RAMPACHODAVARAM	Judl.Magistrate of I Class Court	1
15	ADDA TEEGALA	Judl. Magistrate of I Class Court	1
		Total:	43