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

TENDER NOTIFICATION

DATED 16.07.2025

Sealed tenders are invited for awarding the **Annual Maintenance Contract for the cleaning the washrooms using modern techniques** across various Court Complexes located within the erstwhile East Godavari District. The scope of work currently covers 223 washrooms, with the number expected to increase due to the ongoing construction of additional washrooms.

The contract period shall be one year, commencing **from 01-09-2025 to 31-08-2026**.

Manpower Requirement: On average, one cleaning staff member shall be assigned to every ten washrooms. Accordingly, the total number of personnel required may vary depending on the final count of washrooms under maintenance, as detailed below:

Sl. No	Name of the Court Complex	No. of wash-rooms at present	Manpower requirement
1	Rajamahendravaram	59	7
2	Amalapuram	15	2
3	Kakinada	46	6
4	Peddapuram	13	2
5	Pithapuram	30	4
6	Ramachandrapuram	6	1
7	Razole	8	2
8	Kothapeta	6	1
9	Alamuru	9	2
10	Prathipadu	10	2
11	Mummidivaram	5	1
12	Tuni	6	1
13	Anaparthi	5	1
14	Rampachodavaram	3	1
15	Addateegala	2	1
	Total:	**223**	**34**

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 25.07.2025.** 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. **Approval**: The Annual Maintenance Contract shall be deemed effective only upon approval by the Hon'ble High Court of Andhra Pradesh.
2. **Routine Washroom Cleaning:** All washrooms within the Court buildings, irrespective of category, shall be cleaned thoroughly **three times daily** using appropriate and approved cleaning agents.
3. **Pan Stain Removal:** Dedicated cleaning of pan stains both inside and outside washrooms shall be carried out on a **daily basis**.
4. **Acid Cleaning:** Washrooms shall undergo **weekly acid cleaning**. The agency must possess adequate expertise and provide all necessary equipment required for this task.
5. **Cobweb and Structural Cleaning: Weekly removal of spider webs** from ceilings, windows, ventilators, and corridors associated with the washrooms must be performed without exception.
6. **Vegetation and Moss Control: Unwanted plants, weeds, and moss** around washroom premises shall be removed **once every week**, and the agency shall ensure the availability of all tools and protective gear necessary to conduct this activity safely and effectively.
7. **Terrace Sweeping:** Where applicable, **washroom terrace areas** shall be swept and cleaned **once every fortnight** to maintain hygiene and prevent debris accumulation.
8. **Additional Tasks:** The contractor's staff shall also perform any other tasks assigned by the Superintendents/Central Nazar/Nazarath Section from time to time.

9. **Hygiene and Usability Enhancement**: The agency shall ensure the regular and systematic maintenance of all washrooms by employing **modern cleaning techniques and advanced machinery**. This is to uphold high standards of **hygiene, sanitation, and user comfort** across all Court Complexes.

10. **Essential Supplies Provision**: The selected agency shall be responsible for the **regular stocking and replenishment** of essential hygiene supplies in all washrooms, including **hand soap, paper napkins, toilet paper, and sanitary pads**. All items must be of **acceptable quality standards** and replenished in a timely manner to ensure uninterrupted availability.

11. **Waste Disposal Responsibility**: The agency shall be solely responsible for the **collection, handling, and proper disposal** of all waste materials arising from the usage of hygiene supplies—including used napkins, toilet paper, sanitary pads, and other related refuse. Disposal shall be conducted in accordance with applicable **health and sanitation regulations**, ensuring no adverse environmental impact or inconvenience to users.

12. **Monitoring & Reporting**: The agency shall maintain a daily cleaning log and submit a weekly performance report to the designated authority.

13. **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.

14. **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.

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

16. **Termination:** The Principal District Court, East Godavari reserves the right to terminate this contract at any time, without assigning any reason. Furthermore

the undersigned retains the authority to **modify, revise, or withdraw this notification** at their discretion.

17. **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

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

19. **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.

20. **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.

16.7.25

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 7140
16/7/25