OFFICE OF THE PRINCIPAL DISTRICT AND SESSIONS JUDGE CHITTOOR

TENDER NOTIFICATION

DATED : 08 -07-2025.

Sealed tenders are invited for awarding Annual Maintenance Contract for House Keeping Service (Cleaning) of Court Complexes in the Unit of Chittoor for the financial year 2025-2026. **One (1 No) Supervisor at Chittoor and at Tirupati and also Forty six (46 Nos.) Housemen/Housemaids** are required as per the list annexed herewith, out of which four must be having the knowledge of plumbing, carpentry 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 31-07-2025.** 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 shall come into effect after approval of the Hon'ble High Court.
2. Cleaning of all Court Halls, Chambers, Offices and Court buildings mentioned in the annexed list includes Garden, Open areas including Parking area, sweeping and mopping of all the floors of the buildings, Sweeping the Judicial Service Centre, Lounge room, toilets by using appropriate floor & toilet cleaners, 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 on its own expenses.
4. Sweeping of terraces in all the buildings once in every fortnight.
5. Cleaning of all 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, in all working days.
8. Weekly cleaning of Record Rooms / Dusting of Record Rooms/Computer Rooms.

9. 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.

10. The Agency personnel have to remove the unwanted plants etc., in the court premises once in a week, without fail; and for this, the agency has to procure necessary equipment, on its own expenses if necessary.

11. Cleaning of window panes, grills etc., in the court premises on all working days.

12. Cleaning of all the benches provided outside the Court Halls for use of Advocates, Clients etc.

13. 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.

14. 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. In case any housekeeping personal absents on the working day, the Agency has to get its own replacement at its own, shall see that, no member would remain absent.

15. Agency shall see that all the engaged service personnel are of good health and it's the Agency which has to look after the health care of the engaged service personnel. Agency shall engage the services of the personnel who have no antecedents or connectivity with any of the offices. In case any such / deviation is found in due course, the Agency shall be responsible for any action that would be taken by District Court under due process of law.

16. Working hours are from 9 am to 5 pm with lunch break of 1 hour between 1.30 pm to 2.30 pm on all working days. Lunch and other eateries are to be arranged by the Agency itself for its members. If necessary on visit of District Head or Hon'ble Judges, as per instructions of District Court, necessary arrangements to be made for cleaning on public holidays.

17. The agency shall make arrangements of all relevant equipment for cleaning purpose, masks, gloves, aprons, gum boots etc.

18. The supervisor shall be stationed at Principal District Court, Chittoor under the direct report to Nazarath in turn to Principal District Judge.

19. Supervisor shall monitor daily presence of the engaged personnel attending to duties promptly.

20. The working of the engaged members shall be at Court premises only, there shall be no deviation.

21. Separate quotation for annual floor & toilet cleaners is to be given, which holds good for the financial year 2025-2026 contract period.

22. The agency has to submit a report every month with regard to the maintenance of the premises of Court Complex to District Court. The work performance would be reviewed by the District Committee, subject to the report of the respective Senior Officer/s of the respective sub – units.

23. The District Court, reserves the right to terminate the contract, without assigning any reason. After expiry or prior to expiry, the extension of contract subject to satisfaction of work performance and approval of Hon'ble High Court. The approved Agency has no right/ claim for continuation. The Agency shall report and be bind on the directions of District Court.

24. 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 properties.

25. The agency shall not sub-lease/entrust the work of maintenance to any other agency.

26. 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, with complete details of the personnel going to engage, with their qualifications, residential addresses, health and fitness documents, with an under taking that, all the supposed engaged persons are without any antecedents and connectivity with office.

27. If the agency intends to withdraw from the contract, it shall give at least one month's advance notice, as otherwise, the District Court reserves the right to claim damages from the Agency.

28. This tender is called for the financial year 2025-2026.

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PRL. DISTRICT AND SESSIONS JUDGE
CHITTOOR.

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Copies to:

1 Notice board of Prl. District and Sessions Court, Chittoor.
2 All the Judicial Officers in the Unit to display the tender notification in their respective notice boards.
3 The District Collector, Chittoor (for displaying the same in the notice board).
4 The District Public Relations Officer, Chittoor with a request to publish in relevant daily magazines.
5 The e-Court Section, Principal District Court, Chittoor, with a direction to place the tender notification in the website of Principal District Court.

Dtdd. 4708
8/7/25

ANNEXURE

S.No.	Name of the Station	Name of the Court	No. of Supervisor/ Houseman/Housemaid Required
1	CHITTOOR	Prl. District Court, Chittoor.	1+ 4
		I Addl. District Court, Chittoor.	1
		VI Addl. District Court-cum-Women's Court, Chittoor.	1
		VIII Addl. District Court, Chittoor	1
		IX Addl. District Court, Chittoor.	1
		POCSO Court, Chittoor.	1
		Prl. Civil Judges Court, (Senior Division), Chittoor	2
		Addl. Civil Judges Court (Senior Division), Chittoor	1
		Prl. Civil Judges Court (Junior Division), Chittoor	1
		I Addl. Civil Judge's Court(Junior Division), Chittoor.	1
		II Addl. Civil Judge's Court (Junior Division), Chittoor.	1
		III Addl. ivil Judge's Court (Junior Division), Chittoor	1
		IV Addl. Civil Judge's Court (Junior Division), Chittoor.	1
		V Addl. Civil Judge's Court (Junior Division), Chittoor (Excise Court).	1
		VI Addl. Civil Judge's Court (Junior Division), Chittoor (Mobile Court).	1
2	TIRUPATI	III Addl. District Court, Tirupati	1+1
		IV Addl. District Court, Tirupati	
		V Addl. District Court, Tirupati	1
		X Addl. District Court, Tirupati	
		RSS ADJ Court, Tirupati	1
		RSS JFCM Court, Tirupati	
		Prl. Senior Civil Judges Court, Tirupati	1
		Addl. Senior Civil Judges Court, Tirupati	
		Prl. Junior Civil Judges Court, Tirupati	1
		I Addl. Junior Civil Judge's Court, Tirupati	
		II Addl. Junior Civil Judge's Court, Tirupati	1
		III Addl. Junior Civil Judge's Court, Tirupati	
		IV Addl. Junior Civil Judge's Court, Tirupati	1
		V Addl. Junior Civil Judge's Court, Tirupati.	

3	**MADANAPALLE**	II Addl. District Court, Madanapalle.	1
		VII Addl. District Court, Madanapalle.	
		Prl. Senior Civil Judges Court, Madanapalle	1
		Addl. Senior Civil Judges Court, Madanapalle	
		Prl. Junior Civil Judge's Court, Madanapalle	2
		I Addl. Junior Civil Judge's Court, Madanapalle	
		II Addl. Junior Civil Judge's Court, Madanapalle	
4	**PILER**	XI Addl. District Judge's Court, Piler	1
		Senior Civil Judge's Court, Piler	
		Prl. Junior Civil Judge's Court, Piler	1
		Addl. Junior Civil Judge's Court, Piler	
5	**SRIKALAHASTI**	XII Addl. District Judge's Court, Srikalahasti	1
		Senior Civil Judge's Court, Srikalahasti	
		Prl. Junior Civil Judge's Court, Srikalahasti	1
		Addl. Junior Civil Judge's Court, Srikalahasti	
6	**PUTTUR**	Senior Civil Judge's Court, Puttur	1
		Prl. Junior Civil Judge's Court, Puttur	1
		Addl. Junior Civil Judge's Court, Puttur	
7	**PUNGANUR**	Senior Civil Judge's Court, Punganur	2
		Prl. Junior Civil Judge's Court, Punganur	
		Addl. Junior Civil Judge's Court, Punganur	
8	**PALAMANER**	Senior Civil Judge's Court, Palamaner	1
		Junior Civil Judge's Court, Palamaner	1
9	**KUPPAM**	Prl. Junior Civil Judge's Court, Kuppam	1
		Addl. Junior Civil Judge's Court, Kuppam	
10	**THAMBALLAPALLE**	Junior Civil Judge's Court, Thamballapalle	1
11	**VAYALPAD**	Junior Civil Judge's Court, Vayalpad.	1
12	**PAKALA**	Junior Civil Judge's Court, Pakala	1
13	**NAGARI**	Junior Civil Judge's Court, Nagari.	1
14	**SATHYAVEDU**	Junior Civil Judge's Court, Sathyavedu	1
		TOTAL :	**2+ 46**

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PRL. DISTRICT JUDGE,
CHITTOOR