DISTRICT AND SESSIONS COURT:: ADILABAD

Dis.No. 93 /2026 Dated: 9 .01.2026

NOTICE

Sub:-Maintenance of ONE (01) Court building at Utnoor – Cleaning of Court premises, Toilets and Court buildings, etc. – Quotations from the Housekeeping Agencies for entrusting the Housekeeping work – Called for – Reg.

Ref:- 1. ROC No.491/2018-D-II(B), dt:03.01.2025 of Hon'ble High Court.
2. This Office note, Dt:20.09.2025.

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The quotations are invited to take up the comprehensive Annual maintenance of sanitation work from Housekeeping Agencies for maintaining and cleaning of Court buildings, premises and Toilets in entire building complex including the chambers of the Judicial Officers, Court Halls, Library, Conference Hall in the presence of permanent staff, excluding Legal Officers Rooms with their men and material such as bleaching powder, phenyl, acid, etc. for a period of **ONE YEAR** from the date of allotment of work with following terms and conditions:

1. The period of maintenance contract will be for FIVE MONTHS from the date of agreement.
2. The organization has to entrust the work from 8:00 AM to 4:00 PM subject to Labour Act.
3. The organizations which are submitting the tenders for sanitation 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.
4. The licensee shall deploy minimum **(04)** Men / Women in Junior Civil Judge's Court, Utnoor for cleaning the premises as stated above and shall provide attendance near the Toilet blocks of Court buildings on every working day.
5. The labour engaged by the licensee for sweeping and cleaning activity must pay minimum wages prescribed by the govt. from time to time for contract labour in unskilled category with variable Dearness Allowance to the workers as fixed by the govt. 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.

6. The licensee has to pay G.S.T. to Govt. every month as per Govt. norms and submit the receipt of the same. The licensee has to include the GST.

7. The licensee should be present at work spot regularly and he should furnish the list containing name, age and father / husband's name of each worker to the undersigned and he should intimate in advance change of his worker from time to time.

8. The licensee has to arrange for sweeping, moping and cleaning of ceiling, flooring of corridors including common area, stair cases on four sides of building complex i.e. ground floor & first floor, sweeping terrace (weekly), cleaning overhead water tank (fortnightly), cleaning window panes, grills, pan stains, cleaning of premises of Court complex and any other work entrusted by the undersigned before 10 AM on all working days. Cleaning of general toilets (ladies & gents) using phenyl and cleaning material regularly 3 to 4 times in a day.

9. The licensee shall be responsible for the safety of persons deployed by him and for their items like electrical fittings, sanitary fittings, plumbing articles, furniture and other property of Court within the contract area.

10. The agency personnel shall invariably wear uniform with Identity Card before entering the premises. Whenever the authorities insist, the Agency personnel shall produce their Identity Cards.

11. The remuneration will be paid to the licensee on or before 10th of succeeding month.

12. The office reserves the right to terminate the contract without assigning any reason.

13. This office may impose penalty of deducting certain percentage of amount from the bill, if any person absents to duty of if no substitute is provided or if the work is found to be unsatisfactory of any damage is caused.

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

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

16. The agency shall submit bank account number, name of the bank and branch, IFSC code and MICR code number alongwith 1st bill.

17. The successful tender has to execute an agreement abiding to the said terms and conditions on a non-judicial stamp paper ofRs.100/- as early as possible.

18. The quotation should be in the name of Principal District and Sessions Judge, Adilabad in a sealed cover and to reach the Principal District and Sessions Court, Adilabad by 5 P.M. on or before **30.01.2026.** The quotations received after5 P.M. of **30.01.2026** will not be accepted. The Principal District and Sessions Judge, Adilabad reserves the right of accepting or cancelling the quotations.

Prl. District and Sessions Judge,
Adilabad

To,

1. The District Collector, Adilabad
2. The District Employment Officer, Adilabad
3. The Commissioner, Municipality, Adilabad
4. The Commissioner of Labour, Adilabad

} With a request to place the same to the notice board

5. The System Officer, District Court, Adilabad with a directions to place the same in the official website and forward to all the District Courts in the state of Telangana.
6. The outsourcing agencies concerned.