OFFICE OF THE PRINCIPAL DISTRICT AND SESSIONS COURT::KHAMMAM

Dis.No. 232 /2026 Date: 22.01.2026.

NOTIFICATION CALLING FOR TENDERS FOR COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT FOR SANITATION IN THE PRL. DISTRICT AND SESSIONS COURT, KHAMMAM AS PER REVISED CIRCULAR OF THE HON'BLE HIGH COURT'S ROC.NO. 491/2018/D-II(B), DATED. 03.01.2025 AND G.O.Ms.NO. 85, LABOUR, EMPLOYMENT, TRAINING & FACTORIES (LABOUR-II) DEPARTMENT, DT. 22.09.2007.

Sealed Tenders are invited by the undersigned for the Comprehensive Annual Manitenance Contract for Sanitation work i.e,. cleaning of Toilets, Sweeping the whole open area in the Court premises and Wet mopping the court halls, sections and chambers of the Officers and necessary material items for a period of (01) year i.e, from 01.04.2026 to 31.03.2027 in the District Court Complex consisting of One Prl. District Court, (05) Addl. District Courts, (03) Senior Civil Judge's Courts, (06) Junior Civil Judge's Courts, District Legal Services Authority, Residential Quarters of the Officers and POCSO Courts I and II, Mahilapranganam, Tekulapally, Khammam by quoting the wages as per G.O.Ms. No. 85, Labour, Employment, Training & Factories (Labour-II) Department. Dt. 22.09.2007 including ESI, EPF and Dearness Allowance as fixed by the Government.

The Tenders have to be submitted along with a caution deposit of Rs. 20,000/- by way of Demand Draft to the PRL. DISTRICT AND SESSIONS COURT, KHAMMAM on or before Date: 31-01-.2026 by 5.00 PM. Quoting the rates along with E.P.F, E.S.I contributions and Dearness Allowance for the period of (01) year i.e,. from 01.04.2026 to 31.03.2027 as fixed by the Government prescribed conditions annexed herewith and it is the discretion of the undersigned to accept or reject the Tenders without assigning any reason.

It is further informed that, the caution deposit amount will be returned to the tender participants except successful bidder after completion of negotiations before the committee. The successful bidder is directed to deposit the balance security deposit amount after forfeiting the caution deposit amount.

PRINCIPAL DISTRICT AND SESSIONS JUDGE,
KHAMMAM.

Encl: Conditions and requirement of worker staff (Skilled & Unskilled)

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To,

All the House Keeping Agencies in Khammam.

Copies to : 1. The Notice Board of Prl.District and Sessions Court, Khammam.

2. The Notice Board of Prl. Senior Civil Judge's Court, Khammam

3. The Notice Board of Prl. Junior Civil Judge's Court, Khammam.

4. The Notice Board of the Spl. Mobile Court, Khammam.

5. The Notice Board of DLSA, Khammam.

6. The Notice Board of III. Addl. District and Sessions Court, Khammam.

7. The District System Administrator, E-Courts Section, District Court, Khammam (with a direction to display the above tender notice in the website of District Court, Khammam).

8. The Notice Board of District Collector's Office, Khammam.

9. The Notice Board of Mandal Revenue officer, Khammam Urban and Khammam Rural.

10. The Notice Board of District Public Relations Officer, Khammam.

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TERMS AND CONDITIONS

1. Payment will be made by way of online payment against their House Keeping Agencies.
2. Work will be entrusted for cleaning of the Court premises from 7.00 A.M to 4.00 P.M and for cleaning the toilets from 9.00 A.M. to 5.00 P.M .(13) members of full time employees are necessary.
3. If quality of work is not satisfied i.e, keeping the premises clean and neat, cleaning the toilets for every one hour, the sanction order will be canceled without any notice.
4. Daily Duty Chart to be displayed and signed by the Supervisor and submitted to Administration/Central Nazir every day. Cleaning of Sajjas and balconies of all the building every week. The agency shoul be well equipped in attending to the said work. If necessary, the agency has to hire necessary equipment for the said purpose.
5. Sweeping of terrace once in fortnight.
6. Cleaning of all the general toilets (Ladies and Gents) cleaning of Pan stains near toilets corners and other places of the floor using phenyl and required cleaning material regularly (daily 3-4 times) and for the said purpose scavengers have to be made available daily in the building for cleaning ladies and gents toilets.
7. One person shall be made available for picking up the waste material etc., found in the corridors of the court buildings from 9 AM to 4 PM on every working day.
8. Seeping and wet mopping of the Court halls whenever daily by 09.30 AM.
9. Cleaning of Ceiling fans, Tube Lights and windows in the chambers, Court Halls in every fortnight. Tube Lights and fans in the corridors, Central halls etc., shall be cleaned once in a week.
10. Cleaning of Roads by hard brooms everyday in the premises of the Court Buildings.
11. Cleaning of Lift in the building and cleaning of Iron Grills in the Court Premises once in a week.
12. The staff of the contractor shall also attend to any other work as entrusted by the section officer from time to time.
13. The contractor personnel has to pluck out the unwanted plants etc found in the court building premises once in a fortnight without fail.
14. The Contractor shall provide necessary cleaning materials, a uniform and Appron along with their agency Logo to the personnel and shall keep the ID cards with them.
15. The Agency shall pay the wages to the workers as per G.O.Ms. No. 85, Labour, Employment, Training & Factories (Labour-II) Department. Dt. 22.09.2007 including ESI, EPF and Dearness Allowance as fixed by the Government.

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The Agency will engage the following workers to complete this work on daily basis : for the Prl. District and Sessions Court, Khammam.

Sl.No.	Category of Employee	Skilled/Unskilled	No. of Employees
01	Supervisor	Skilled	01
02	Scavengers	Unskilled	02
03	Housekeeping Labour	Unskilled	10
		TOTAL	13 Members

16. The Court reserves the right to terminate the contract without assigning any reason whatsoever or may impose penalty of deducting certain percentage of amount from the bill, if any person absence to duty or if no substitute is provided or if the work is found unsatisfactory or if 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. If the agency intends to withdraw from the contract it shall give at least one month in advance notice, as otherwise, the Court reserves the right to claim damages from the agency.
19. The allotment of work will be for a period of (01) one year, if not satisfied may be terminated at any point of time.
20. The successfull tendered shall submit bank guarantee for Rs. 1,50,000/- from any Nationalized Bank. In the event of violation of any of terms of agreement, the bank guarantee shall be forfeited.

PRINCIPAL DISTRICT AND SESSIONS JUDGE,
KHAMMAM