OFFICE OF THE PRINCIPAL DISTRICT COURT:: KADAPA

Dis.No. 4275 **DATE:** 30.07.2025

TENDER NOTIFICATION

Sub:- **HOUSEKEEPING SERVICES** - Sealed quotations are invited for the Annual Maintenance Contract **(AMC)** for Housekeeping Services **(Public Toilet Cleaning)** to all Court Complexes **(13 locations)** in Kadapa District Unit (i.e., within the Revenue Districts of Kadapa and Annamayya) for a period of one year – Called for – Regarding

Ref:- 1. This office letter to the Hon'ble High court in Dis.No.2805, dt.09.05.2025
2. Hon'ble High Court letter in ROC.No.533/2025-DII (BLDGS), dt.20.06.2025

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Sealed Quotations are invited from the authorized and reputed agencies for providing housekeeping services to all Court complexes (13 locations) in the District Judiciary Kadapa.

The scope of work includes the provision of:

SUPERVISORS (3 nos.):

- **One(1)** to be stationed at the District Court Complex at Kadapa to maintain hygiene and cleanliness in toilets in 13 locations by monitoring **Housekeeping** staff and to coordinate with Administrative Officers/Superintendents of Court staff and also he shall posses driving experience.
- **One(1)** to be stationed at the District Court Complex at Kadapa to attend **electrical works**, at any time in a day and also to attend other locations if required and also he shall posses driving experience.
- **One(1)** to be stationed at the District Court Complex at Kadapa to attend **plumbing works**, at any time in a day and also attend other locations if required and also he shall posses driving experience.

HOUSEKEEPING STAFF: Thirty one **(31)** Housemen/Housemaids as per the annexed list, for Housekeeping Services **(Public Toilet Cleaning)** for **maintaining hygiene and cleanliness** in all Court Complexes **(13 locations)** in Kadapa District Judiciary (i.e., within the Revenue Districts of Kadapa and Annamayya).

The interested agencies may submit their sealed quotations to the undersigned, superscribing **QUOTATIONS FOR PROVIDING HOUSEKEEPING SERVICES WITH REQUIRED NUMBER OF WORKERS TO DISTRICT COURT KADAPA** on or before **13.08.2025** by 5.00 PM. This Office is not responsible for any postal delay in reaching the tenders or quotations to this office.

a) The quotation shall include the price in detail, and statutory obligations like **ESI, EPF and G.S.T**. or any other taxes etc. for required number of workers

b) The quotation shall include the price for supply of required material for maintaining cleanliness and hygiene in all Court complexes **(13 locations)** in District Unit Kadapa, separately and by furnishing all necessary information in detail with brochures, clientele and previous track record etc.

The service shall be on credit basis and the Agency **shall provide advance bills and stamped receipt including the successful payment receipts towards subscription of E.P.F, E.S.I and payment of wages to all the workers.** The bill amount will be credited to the Agency after deducting G.S.T and I.T. as per rules from time to time. Any deviation in this regard will lead to termination of contract.

Prospective bidders may inspect all the Court complexes (13 locations) premises on any working day between 11:00 AM and 5:00 PM.

TERMS AND CONDITIONS

1. The Agency shall provide housekeeping workers and cleaning material for maintaining hygiene and cleanliness of **Toilets** in 13 locations in Kadapa District Unit as per the tender.
2. 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.
3. The workers shall be healthy and fit for carrying out the housekeeping services and workers shall attend the duty only on wearing uniform provided by Agency (including male and female workers).
4. The Housekeeping Agency shall issue Identity Cards to their workers and they shall enter into their duty only after wearing their Identity Cards, failing which such workers attendance will not be considered.

5. The workers have to attend duty on all working days, and in case of any exigency they have to attend duty on holidays also.
6. Cleaning of all toilets all aspects using phenyl and other cleaning material regularly (dedicated) and agency should be well equipped in attending to the said work along with cleaning materials. If necessary, the agency has to buy/hire the necessary equipment for the said purpose.
7. The Agency personnel have to remove the unwanted plants etc., around the toilet complexes(s) once in a week, without fail; and for this, the agency has to procure necessary equipment, if necessary.
8. The number of workers provided by Agency shall attend duty regularly, and if any worker is absent, the Agency shall ensure that work will not be disturbed.
9. The Agency shall not sub-let or entrust the work of providing workers for housekeeping to any other Agency/third party.
10. If the Agency intends to withdraw from the contract, it shall give at least two months notice in advance.
11. The Agency is responsible for any loss, damage of toilets (sanitary ware), and such items are to be replaced on their cost and risk within 10 days.
12. In case of any failure on the part of the successful bidder, the damages will be recovered and contract will be terminated without any notice. No Advance Payment will be made.
13. The District Court Kadapa reserves the right to reject all or any of the tenders without any reason. Mere submitting quotations do not create any right to claim.
14. No person/staff engaged by the successful bidder shall make any claim to the District Court Kadapa, including a claim for employment.
15. The successful bidder shall ensure that the staff engaged by it maintains proper discipline and decorum.
16. The continuance of the contract and payment for the work done will be subject to satisfactory performance and will also be subject to compliance of the terms and conditions of the contract.
17. The District Court Kadapa reserves the right to cancel the contract at any time without assigning any reason and the decision of the District Court Kadapa will be final and binding on the successful bidder.
18. The District Court Kadapa also reserves the right to reject the tenders, amongst others, for the following reasons:
    a) If the tenders are not submitted in accordance with the prescribed conditions
    b) If a conditional bid is submitted by the bidder

c) If the bidders form cartel. In such a situation, they would disqualify themselves from participation in any bid invited by District Court Kadapa.

19. For any clarification and for further information please contact:

S.No.	Name of the Officer	Designation	Contact No
1	M.Sreedevi	Chief Administrative Officer, District Court, Kadapa	9440245669
2	P.Ganapathy	Court Manager, District Court, Kadapa	7207135920

PRINCIPAL DISTRICT JUDGE,
KADAPA

Office Address:
Principal District Court,
KADAPA – 516001
Contact Number: 08562-254963
Email Id: djcud@nic.in
Website: **kadapa.dcourts.gov.in**

To

1. The District Collectors, Kadapa and Annamayya Districts, with a request to affix the same in the notice board for vide publicity.
2. The Superintendents of Police, Kadapa and Annamayya Districts, with a request to affix the same in the notice board for vide publicity.
3. The Revenue Divisional Officer, Kadapa, with a request to affix the same in the notice board for vide publicity.
4. The Tahsildar, Kadapa, with a request to affix the same in the notice board for vide publicity.
5. The Chairman, Zilla Parishadh, Kadapa, with a request to affix the same in the notice board for vide publicity.
6. The Superintending Engineer, R&B, Kadapa, with a request to affix the same in the notice board for vide publicity.
7. The District Public Relation Officer, Kadapa with a request to publish this Notice in local Editions of News Papers of Kadapa District and send the copy of paper clippings to information.
8. Tender Notice to upload in Principal District Court's Official Website.
9. Notice Board, all Courts in the District Unit Kadapa, with a request to affix the same in the notice board for vide publicity.

Location wise requirement of Housekeeping manpower in Kadapa District Judiciary (Revenue Districts of Kadapa and Annamayya)

S.No	Name of the Court Complex	Minimum No. of Housekeeping manpower required to maintain Toilets/washrooms	Minimum No. of Housekeeping manpower required to maintain garden
1	District Court complex, Kadapa	6 (3 Male & 3 female)	8
2	II Addl. District Court Complex, Proddatur	2 (1 Male & 1 female)	-
3	III Addl. District Judge Court, Rajampet	2 (1 Male & 1 female)	-
4	V Addl. District Judge Court Building, Rayachoty	2 (1 Male & 1 female)	-
	Addl. Junior Judge Court Building, Rayachoty	1	
5	Junior Civil Judge Court, Lakkireddipalli	1	-
6	Junior Civil Judge Court, Nandalur	1	-
7	Junior Civil Judge Court, Jammalamadugu	1	-
8	Junior Civil Judge Court, Kamalapuram	1	-
9	Junior Civil Judge Court, Mydukur	1	-
10	Junior Civil Judge Court, Pulivendla	1	-
11	Junior Civil Judge Court, Railway Kodur	1	-
12	Junior Civil Judge Court, Sidhout	1	-
13	Senior Civil Judge Court, Badvel	2 (1 Male & 1 female)	-
	Total	**23**	**8**