OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE AT JANGAON

Dis.No. 258 /2026 Date:02/02/2026

TENDER NOTIFICATION

Sub:- Housekeeping – Annual Maintenance for cleaning and sanitisation of Prl.District Court complex, Jangaon - Sealed tenders are invited from the **Sevice Providers** for the Annual Maintenance Contract for House Keeping (Cleaning) including due sanitization and disinfection of buildings and supply of hand-sanitizer in the Prl. District Court Complex at Jangaon premises including Bar Association Room, (02) Residential Quarters of Judicial Officers, One Residential Quarter comprising of Lady Advocates Bar Room, Law Officers Rooms, Chamber of Secretary, DLSA situated in Jangaon District Court Complex and DRDA building, including open areas in all the buildings for a period of **one year** commencing from 01/04/2026 to 31/03/2027 - Called for – Regarding.

Ref:- Hon'ble High Court R.O.C.No.491/2018-DII(B),Dt. 30.04.2018 and 28/1/2026.

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Sealed tenders are invited from the Service Providers for Annual Maintenance Contract for House Keeping (Cleaning) of the District Court complex including Bar Association Room, the (02) Residential Quarters of Judicial Officers, One Residential Quarter comprising of Lady Advocates Bar Room, Law Officers Rooms, Chamber of Secretary, DLSA situated in Jangaon District Court Complex and DRDA building, including open areas in all the buildings for a period of **one year** commencing from 01/04/2026 to 31/03/2027 by duly filling in the following information.

1. Name of the firm, date and commencement of business/profession
2. Place of Head office of the firm.
3. Existing strength of workers.
4. Place where the workers are presently engaged.
5. Minimum wage paid to each worker in Jangaon town.
6. Number of years as a Service Provider (House-keeping).
7. Mention the name of the material used in House-keeping.

The intending bidders are advised to thoroughly inspect and verify the premises i.e. the District Court Building Jangaon including (02) Residential Quarters, One Residential Quarter comprising of Lady Advocates Bar Room, Law Officers Rooms, Chamber of Secretary, DLSA situated in Jangaon District Court Complex and DRDA building, including open areas in all the buildings before submitting their respective quotations in a sealed cover to the Principal District Judge, Jangaon **on or before 17/02/2026 by 5.00 pm.** The quotations shall be submitted in the above proforma before the expiry of date and time and after the said date no application shall be entertained at any cost.

TERMS AND CONDITIONS:

1. The above Annual Maintenance Contract will be **for one year w.e.f 01/04/2026 to 31/03/2027** for Housekeeping contract work including due sanitization and disinfection of the premises as per COVID-19 health protocol guidelines i.e., fogging and disinfection of above buildings with sodium hypo chloride and open area as noted above.
2. Cleaning of all Courts in the premises of District Court Complex including open area and parking area, all Residential Quarters of Judicial Officers and DRDA building, Bar Association Rooms, Law Officers Rooms, Chamber of Secretary, DLSA, sweeping, water moping of the floors of the building, sweeping of Court Halls in all the Court Complex, Jangaon, Office rooms of all the Courts in Jangaon Court Complex, Chambers of all the Judicial Officers, and its connected areas and toilets by using Phenol and other cleaning material regularly.
3. Sweeping of terrace of the District Court Complex, DRDA building and Judicial Officers residential quarters once in every fortnight.
4. Cleaning of all the general toilets attached to the District Court Complex, Chambers of the Presiding officers of all the Courts, and residential quarters of Judicial Officers and DRDA buildings twice a day.
5. Clearing of spider nest (cob webs) in the Court halls, Chambers, in all sections and cleaning of windows and corridors every day.
6. Cleaning of pan/gutka stains near the toilets, corners and other places in all the complex every day.
7. The staff of the contractor shall also have to attend any other work as entrusted by the Prl. District and Sessions Judge, Jangaon and Central Nazir of the Prl. District Court from time to time.
8. The Agency personnel have to remove the unwanted Plants, etc., in the premises of the District Court Complex once in a week without fail and for this the agency has to procure necessary equipment, if necessary.
9. Cleaning of window panels, grills, etc., in the premises of District Complex, Prl. Junior Civil Judge's Court Complex and Judicial Officers quarters, DRDA buildings every day.
10. Cleaning of all the benches provided outside the Court halls for the use of Advocates and clients every day.
11. The agencies those who are submitting the tenders for house keeping work shall quote consolidated annual maintenance charges (part time) on monthly basis and shall quote number of employees proposed to be employed for execution of work and supervising the work.
12. The agency has to submit a report every month with regard to the maintenance of the premises of the District Court Complex, Prl. Junior Civil Judge's Court, Complex, DRDA Complex, Bar Association Rooms and Judicial Officers Residential quarters.
13. The agency shall not sublease/entrust the work maintenance to any other agency.
14. The successful agency has to execute an Agreement abiding to the above said terms and conditions on a non-judicial stamp worth of Rs.100/- within one week of receipt of the Annual maintenance contract work.
15. If agency intends to withdraw from Contract, the agency shall have to give at least one month advance notice. Otherwise, the District Judge reserves the right to claim one month remuneration towards damages from such agency.

16. The agency shall submit bank account number, name of the Bank, and branch with IFSC Code and MICR code along with first bill.

17. The attendance of the employees shall be taken by the Contractor or their representative and submitted to the Central Nazir, District Court, Jangaon who is incharge of the buildings of the District Court Complex, Jangaon as and when it is required.

18. The contractor shall not engage male or female persons aged less than 18 years and shall not contravene any of the provisions of Child Labor Regulation Act.

19 The Agency has to pay minimum wages with variable Dearness Allowance (VDA) to the workers as fixed by the Government 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.

20. The Agency shall ensure cleaning of blockages and shall attend repairs, if any, pertaining to sanitary fittings (plumbing) and ensure smooth inflow and outflow of the sewage.

21. The Agency shall attend the works of watering and gardening of plantation within the District Court Building Complex.

22. **The Contractor shall follow the Circular Orders issued by the Hon'ble High Court vide R.O.C.No. 491/2018-DII(B), Dt.30.04.2018 & 28/1/2026.**

Prl. District Judge,Jangaon.

To

1) All the Judicial Officers in the Unit of Jangaon with instructions to place the Notification on the Notice Boards of their respective courts.
2) The District Collector, Jangaon, with a request to place the tender notification on the Notice Board of the office.
3) Notice board of District Court, Jangaon.

PROFORMA

1	Name of the firm	
2	No. of workers including Supervisors engaged (minimum 10 Members)	
3	No. of Supervisors engaged (only Males)	
4	No. of male workers engaged	
5	No. of female workers engaged	
6	Salary paid to each worker (as per Minimum Wages Act)	
7	Contribution towards EPF (per month)	
8	Contribution towards ESI (per month)	
9	Contribution towards GST	
10	Cost of materials used for cleaning (per month)	
11	Agency commission (per month)	
12	Total Salary paid to the workers (per month)	

Signature of the Contractor