

**PRL. DISTRICT AND SESSIONS COURT :: AT :: PEDDAPALLI**

Dis.No. 328 /ACCTS/DCP/2023.

Date: 30 -01-2024.

**:: TENDER NOTIFICATION ::**

Sub:- **BUILDINGS** – Maintenance of Court Building Complex in Unit of on contract basis  
– Calling for Quotations – Sealed Quotations - Called for –Reg.

Ref:- Letter of the Hon'ble High Court in ROC No. 261/2023-DII(B), dated: 30.12.2023.

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In view of the letter from the Hon'ble High Court vide reference cited, Sealed Quotations are invited from the Housekeeping Service (Cleaning) Agencies for maintenance of Housekeeping services in District Court Building Complex at Peddapalli along with Senior Civil Judge's Court Complex and also open area (Including Parking area), Senior Civil Judge's Court Complex, Manthani and Junior Civil Judge's Court Complex, Sulthanabad on contract basis.

The Housekeeping services required are sweeping, mopping (wet) of the Court Building premises daily which includes Court verandas, Court halls and other office rooms, sweeping the entire open area including parking area within the compound wall of the Court buildings, cleaning of Toilets situated in Court Buildings.

The intending bidders shall submit their Quotation (after inspection of the Court Complexes) agencies who are filing quotations have to mention number of workers going to be utilized and their nature of works to be allotted. The quotations shall reach this Office in a sealed cover on or before 17 -02-2024. The quotations received the said date will not be entertained.

**TERMS AND CONDITIONS**

1. The duration of the Maintenance Contract will be for a period of ONE YEAR.
2. The intending bidders/Agencies shall provide the House keeping personnel as detailed.

Sl. No.	Name of the Court Complex	Housekeeping Staff	No. of Persons required
1	Prl. District and Sessions Court, Complex, Peddapalli and Senior Civil Judge's Court Complex, Peddapalli	A) Supervisor	1
		B) Male Workers	8
		C) Female Workers	8
2	Senior Civil Judge's Court Complex, Manthani	A) Supervisor	1
		B) Male Workers	2
		C) Female Workers	2
3	Junior Civil Judge's Court Complex, Sulthanabad	A) Supervisor	1
		B) Male Workers	2
		C) Female Workers	2

(Out of which, one must be having the knowledge of plumbing work)

3. Cleaning/ Sweeping of all the court buildings in the premises at Peddapalli mentioned above including garden, open areas and parking areas. Sweeping and water mopping of all the floors of the buildings in the entire court premises.
4. Cleaning of balconies in all the building 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.
5. Sweeping of terraces in all the buildings once in every fortnight.
6. Cleaning of all the general toilets (ladies and gents) using phenyl and cleaning material regularly (daily 3 to 4 times)
7. Clearing of spider nest (cob webs) in the Court Hall,s Chambers and in all the Sections and Records rooms and cleaning of windows and corridors once in every week and cleaning of pan stains near the toilets, corners and other places in all the buildings every day.

8. The staff of the contractor shall also attend to any other work as entrusted by the Chief Administrative Officer/Chief Ministerial Officer/ Nazarath Section from time to time, as and when required.
9. The House keeping personnel shall not enter into any Section/Room without prior permission.
10. The Agency personnel have to remove the unwanted plants etc., in the Court premises in the once in a week, without fail, and for this the agency has to procure necessary equipment if necessary.
11. Cleaning of window panes, grills etc., in the court premises every days.
12. Cleaning of all the benches provide outside the court halls for use of Advocate, Clients etc.,
13. **The agency shall pay wages to the workers as per the provisions of Minimum Wages Act, 1948 as fixed by the Government vide GO Ms. No. 85, Labour, Employment, Training & Factories (Labour-II) Dept., dated : 22.09.2007 and comply with provisions of other Acts relating to Labour and proof of such payment etc., shall be submitted to the undersigned on every month. The agency has also to pay E.P.F. and E.S.I. contributors 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 term. Whenever the authorities insist, the agency personnel shall produce their Identity Cards.
15. The agency has to submit a report every month with regard to the maintenance of the premises of Court Complex.
16. The Undersigned reserves the right to cancel or terminate the Contract at any point of time, without assigning any reason.
17. The 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 unsatisfactory or any damage is caused to the court property.
18. The agency shall not sub-lease/entrust the work of maintenance to any other agency.
19. The Successful bidders / agencies has to execute an agreement abiding to the said terms and conditions on a non-judicial stamp paper worth of Rs. 100/- within one week of receipt of the work order proceedings.
20. 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.
21. The tender shall be submitted in the form Annexed to the notification. Tenders not in the form will be rejected. All the documents listed in the form shall be submitted. Copies of the documents shall be enclosed with the tender.
22. The agency/person submitting tender shall submit valid EPF Registration Certificate, ESI Registration Certificate, GST Registration Certificate, Labour Contract License and Reregistration of Firm Certificate of incorporation.

  
PRL. DISTRICT & SESSIONS JUDGE,  
PEDDAPALLI.

To

1. The Notice Board of Prl. District & Sessions Court, Peddapalli .
2. The Notice Board of Addl. District & Sessions Court, Godavarikhani.
3. The Notice Boards of Senior Civil Judge, Peddapalli, Manthani & Godavarikhani
4. The Notice Boards of Junior Civil Judge's Courts – Peddapalli, Manthani, Godavarikhani, Sulthanabad & Nandimadaram.
5. The Notice Boards of District Collector Office, Peddapalli,
6. The Notice Boards of Municipal Offices, Peddapalli, Ramagundam, Sulthanabad, Manthani.
7. All the Agencies / Firms dealing with the work of House keeping service in the Peddapalli.

**NOTE**

The Computer Section, Prl. District & Sessions Court, Peddapalli to place this Tender **Notice in e-Court's website**, for wide publicity.

*(True Copy Forwarded By Order)*  
  
Chief Administrative Officer  
Prl. District & Sessions Court,  
PEDDAPALLI.

**:: ANNEXURE - I ::**

To  
The Office of the Principal District and Sessions Judge,  
Peddapalli.

I/ We \_\_\_\_\_ (Name of the Agency) submit  
our quotations for the Housekeeping Services at District Court Complex, Peddapalli,  
Senior Civil Judge's Court Complex, Manthani Court Complex and Sulthanabad Court  
Complex.

1. Name of the contractor :
2. Address. :
3. Phone Number :
4. E- mail ID :
5. G S T Registration Number :
6. E P F Registration Number :
7. E S I Registration Number :
8. Labour License Number :
9. Company/ Firm Registration  
Certificate number :
10. Previous Work Experience :

(Copies of the above shall be enclosed with the application)

**QUOTATIONS :**

1) Prl.District and Sessions Court Complex and Senior Civil Judges Court Complex, Peddapalli.

**Number of Employees :** Supervisor ( 1 ) workers ( 16 )

Sl.No.	Details	Amount ( in Rs.)
1	Waaes ( With detailed breakud emlovee wise)	
2	EPF Contribution	
3	ESI Contribution	
4	Total waaes (SL.No.2+3)	
5	Service Charaes	
6	Material Charaes	
7	GST	
	<b>GRAND TOTAL</b>	

2) Senior Civil Judge's Court Complex, Manthani.

**Number of employees :** Supervisor ( 1 ) workers ( 4 )

Sl.No.	Details	Amount ( in Rs.)
1	Waaes ( With detailed breakud emlovee wise)	
2	EPF Contribution	
3	ESI Contribution	
4	Total waaes (SL.No.2+3)	
5	Service Charaes	
6	Material Charaes	
7	GST	
	<b>GRAND TOTAL</b>	

3) Junior Civil Judge's Court Complex, Sulthanabad.

**Number of employees :** Supervisor ( 1 ) workers ( 4 )

Sl.No.	Details	Amount ( in Rs.)
1	Waaes ( With detailed breakud emlovee wise)	
2	EPF Contribution	
3	ESI Contribution	
4	Total wages	
5	Service Charaes	
6	Material Charaes	
7	GST	
	<b>GRAND TOTAL</b>	