OFFICE OF THE PRINCIPAL DISTRICT AND SESSIONS JUDGE MEDCHAL-MALKAJGIRI DISTRICT

TENDER NOTIFICATION
(Housekeeping Services)

Lr.Dis.No. 2967 /2025 Dated: 27/06/2025.

Sealed Tenders are invited by the undersigned for the Comprehensive Annual Maintenance Contract for sanitation work i.e., cleaning of Toilets (100 Nos), Sweeping, cleaning and mopping of Court halls (14 Nos), Sections Rooms (100 Nos), corridors, staircases, lifts, etc. in the Additional District Court Complex consisting of Cellar, Ground + 4 floors) and POCSO Court Building consisting of (Ground and + 1st Floor) and sweeping in and around the compound wall, situated near Substation, Khaithlapur, consisting of 1,30,000 sft., for the period of from 19.08.2025 to 31.03.2026 in the Medchal-Malkajgiri District by quoting the wages as per G.O.Ms.no.85, Labour, Employment, Training & Factories (Labour-II) Department. Dated 22-09-2007 including ESI, EPF and Dearness Allowance, IT, GST as fixed by the Government.

The intending bidders shall submit their Tenders in a sealed cover with entire track record, if any, **after inspection of premises** of the Addl. District Court complex and POCSO Court building at Khaithlapur, on any working day between 10.30 a.m. to 4.00 p.m., to **the Principal District and Sessions Judge, Medchal-Malkajgiri at Kushaiguda** on or before 10/07/2025 by 4-00 P.M. quoting the rates along with E.P.F, E.S.I Contributions and Dearness Allowance as fixed by the Government vide G.O.Ms.No.85 LET&F (Labour-II) Department, dated 22.09.2007, your acceptance to the prescribed conditions is Annexed herewith and it is the discretion of the undersigned to accept or reject the Tender without assigning any reason. The Tenders received after 4:00 PM, on the aforesaid date will not be entertained.

TERMS AND CONDITIONS

1. The above Maintenance Contract will come into effect after acceptance/permission from the Hon'ble High Court and as fixed by the Undersigned for the period from 19-08-2025 to 31-03-2026.

2. Cleaning and sanitation of the entire buildings including open area and parking area. Sweeping and water mopping with disinfectant cleaner of the floors of the buildings. Sweeping the e-Seva Kendra's, toilets by using disinfectant toilet cleaner and other cleaning material and landscape gardening work.

4. Cleaning of sajjas/attic in the buildings 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 the terrace once in every fort-night.

6. Cleaning of all the attached toilets of all chambers of Presiding Officers, General toilets (ladies and gents) **twice a day** by using cleaning material like dis-infective and such as bleaching scented phenyl, Acids and naphthalene balls, bathroom fresheners regularly.

7. Cleaning of spider nest (cob-webs) in the Court halls, Chambers and in all the sections and record rooms and cleaning of windows and corridors, every week.

8. Cleaning of pan stains near the toilets, staircase, corners and other places in the buildings, every day.

9. The staff of the contractor shall also attend to any other work as entrusted by the Central Nazir/Superintendents from time to time.

10. The Agency personnel have to remove the unwanted plants, etc., in the court premises 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 day.

12. Cleaning of all the benches/chairs provided outside the Court halls for use of Advocates, clients, etc.

13. The agency shall remove all the waste materials from the premises every day.

Required Strength:

Supervisor	(1) person
Number of Scavengers (fulltime)	(8) persons (Male-4, female-4)
Number of house keeper (fulltime)	(10) persons (Male-5, female-5)
Number of house keeper/scavengers (part-time)	(20) persons
Gardening workers	(02) persons (Male-1, female-1)
Plumber (must experienced person)	(01) person

(Out of all 10 full-time workers, 2 persons are exclusive for night duty)

14. The agency shall pay wages to the workers as per the provisions of Minimum Wages Act, 1948 and comply with the provisions of other Acts related to labour and proof of such payment 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 every month.

15. The agency personnel shall invariably wear the apron with its logo before entering the Court premises and shall also keep the identity cards with them. Whenever the authorities insist, the agency personnel shall produce their Identity Cards.

16. The agency personnel have to submit a report every month with regard to the maintenance of the premises of the Court complex.

17. The Principal District Judge, Medchal-Malkajgiri District reserves the right to terminate the contract, without assigning any reason.

18. The Principal District 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 un-satisfactory or any damage is caused to the Court property.

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

20. The successful bidder 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 communication.

21. If the agency Intends to withdraw from the contract, It shall give at least one month's advance notice as otherwise, the Prl. District Court reserves the Right to claim damages from the Agency.

22. The Intending bidders shall furnish their E-mail IDs, mobile numbers, full address and mention the purpose as "Tender for Housekeeping work in the Addl. District Court Complex, at Khaithlapur" on the sealed covers.

Prl. District & Sessions Judge
Medchal Malkajgiri District

Prl. Dist & Sessions Judge
Cum Judge Family Court
Medchal Malkajgiri District

Copy to:-

1) The I Addl. District & Sessions Judge, Malkajgiri, at Kushaiguda.
2) The II Addl. District & Sessions Judge, Malkajgiri, at Medchal.
3) The III Addl. District & Sessions Judge, at Kukatpally.
4) Notice Board of the Administration Section, Nazarath Section of this Court

} Request to display

5) Place the same in the Official website of this court.