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

TENDER NOTIFICATION

Lr.Dis.No. 734 /2026 Dt: 02 /02/2026

Sealed Tenders are invited for the Comprehensive Annual Maintenance Contract for sanitation work i.e., Cleaning and mopping of Court Halls(3), rooms(10), Cleaning of Toilets and corridors and sweeping the open area in the premises of Junior Civil Judges Court Complex, at Medipally Unit of Prl. District and Sessions Judge, Medchal-Malkajgiri District for the period of **one year** by quoting the **minimum 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 intending bidders shall submit their quotations in a sealed cover with entire track record, if any, **only after inspection of premises** of the "Junior Civil Judges Court Complex, at Medipally, Medchla-Malkajgiri District", on any working day between 10.30 a.m. to 5.00 p.m., and submit to the "Prl. District and Sessions Judge, Medchla-Malkajgiri on or before dt. 20/02/2026 by 4:00 P.M. quoting the rates along with E.P.F, E.S.I Contributions and Dearness Allowance for the period of one year i.e., from 01.04.2026 to 31.03.2027 as fixed by the Government., as per annexed herewith and it is the discretion of the undersigned to accept or reject the Tenders without assigning any reason.

The quotations received after 4:00 PM, on the aforesaid date will not be entertained.

TERMS AND CONDITIONS

1. The above Annual Maintenance Contract will come into effect after acceptance/permission from the Hon'ble High Court and as fixed by the Undersigned for a period from 01.04.2026 to 31.03.2027.
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, toilets by using disinfectant toilet cleaner and other cleaning material.
3. 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.
4. Sweeping of the terrace once in every fort-night.
5. 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.

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

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

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

9. 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.

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

11. The agency shall remove all the garbage/waste materials from the premises every day.

Required Strength:

Number of Scavengers (fulltime)	(2) persons (Male-1, female-1)
Number of house keeper (fulltime)	(2) persons (Male-1, female-1)
Number of house keeper/scavengers (part-time)	(6) persons

12. **The agency shall quote the minimum wages with Variable Dearness Allowance(VDA) to the workers as fixed by the government from time to time in terms of per G.O.Ms.no.85, Labour, Employment, Training & Factories (Labour-II) Department. Dt. 22-09-2007, under construction or maintenance of Roads & Buildings operations, including ESI, EPF.**

13. **The selected agency shall have to submit the proof of payment of minimum wages to workers, ESI, PF contributions etc., to the billing authority of the previous month filing proof for processing the succeeding month bills.**

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 them. Whenever the authorities insist, the agency personnel shall produce their Identity Cards.

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

16. The Prl.District Court reserves the right to terminate the contract, without assigning any reason.
17. The Prl.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.

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

19. 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.

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

21. The Intending bidders shall furnish their E-mail IDs, mobile numbers, full address has to mention on the cover, the purpose as "Quotation for Housekeeping work in the Junior Civil Judges Court Complex, at Medipally, Medchla-Malkajgiri District" on the sealed covers.

Prl. District & Sessions Judge
Medchal Malkajgiri District

Copy to:-

1) The prl. Junior Civil Judge-cum IV AJMFC, at Medipally
2) Notice Board of the Administration Section, Nazarath Section of this Court

} With a request to display on the Notice Board