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

TENDER NOTIFICATION

Lr.Dis.No. 159H /2026 Dt: 06 /04/2026.

Sealed Tenders are invited by the undersigned for the Comprehensive Annual Maintenance Contract for sanitation work i.e., Cleaning and mopping of Court halls(14), rooms(100), corridors, staircases, lifts, cleaning of toilets and sweeping the open area in the premises and outside the building of Addl. District Court Complex(Cellar, G+4) and Pocso Court Building(G+1),at Khaithlapur in the Unit of Prl. District and Sessions Judge, Medchal-Malkajgiri District for the period till 31.03.2027 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, **after inspection of premises** of the "**Addl. District Court complex and Pocso court building at Khaithlapur Medchal-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, Medchal-Malkajgiri on or before dt. 9 /04/2026 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., 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 agency should submit the **quotation with relevant registration documents along with previous experience documents, if any.**
2. 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 till 31.03.2027.
3. 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.
4. Air-freshener sprays in Officers Chambers, Court Halls and Staff rooms and other Officers rooms once in a day and also on requirement basis.
5. 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.
6. Cleaning of storage water tanks and sweeping of the terrace once in every fort-night.

7. 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.

8. 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.

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

10. Re-stocking of toiletries in toilet after intensice daily checking in the morning and at intervals of Two hours thereafter, cleaning and scribing of toilets, wet dusting/wiping of mirrors, frames & etc., in toilets with approved materials. Refilling of liquid soap dispensers (on daily basis) in Public Toilets and requirement basis in Officers Toilet, cleaning of rain water drains and removal of sewer blockage, if any.

11. The staff of the contractor shall also attend to any other work as entrusted by the Central / Deputy Nazir and Superintendents/building incharge from time to time.

12. 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.

13. Plumbing works pertaining to water supply, distribution and checking for leakages and replacement of leaking taps and sanitary fittings in all the toilets and replacing/fixing new fittings when required by the plumber, ensuring water supply to the toilets (any damage or repairs to taps or replacement of taps shall be intimated tot building incharge for the supply of the same).

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

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

Required Strength:

Supervisor	(1) person
Number of Scavengers (fulltime)	(9) persons (Male-4, female-5)
Number of house keeper (fulltime)	(12) persons (Male-6, female-6)
Number of house keeper/scavengers (part-time)	(20) persons

(Out of which two must having the knowledge of Plumbling and Electrician)*

16. **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.**

17. **The selected agency shall have to submit montly proof of payment of minimum wages to workers, ESI & PF contributions etc., to the billing authority with the detailed payments statement along with the current month's bills.**

18. 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.

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

20. The Prl.District Court reserves the right to terminate the contract, without assigning any reason what so ever or may impose penalty of deducting some percentage from the bill. .

21. 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.

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

23. 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.

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

25. The Intending bidders shall furnish their E-mail IDs, mobile numbers, full address and mention the purpose as "Quotation for Housekeeping work in the Addl. District Court complex and Pocso court building 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 III Addl.District & Sessions Judge, at Kukatpally.
2) Notice Board of the Administration Section, Nazarath Section of this Court

} With a request to display on the Notice Board