TENDER NOTIFICATION

Comprehensive Maintenance Contract for Housekeeping & Cleaning Services at the Junior Civil Judge's Court Complex, Nidamanoor.

Dis. No. 2055 /2025/C2, dated. 11/06/2025.

Sealed tenders are invited for the Junior Civil Judge's Court Complex, Nidamanoor, from the reputed and experienced Professional Housekeeping, registered agency for providing Housekeeping and Cleaning, services having capacity to provide the required number of uniformed trained manpower for housekeeping and cleaning services at " Junior Civil Judge's Court Complex, Nidamanoor, for a period of 8 months starting from 01/08/2025 to 31/03/2026 on contract basis.

TENDER SUBMISSION:

The Intending bidders should submit their sealed tender documents separately and clearly marked as " **Tender for Housekeeping Services at Junior Civil Judge's Court Complex, Nidamanoor."** addressed to **the Hon'ble Principal District and Sessions Judge, Nalgonda**, on or before _____. .2025 during working hours from 10.30 A.M to 5.00 P.M.

The Principal District Judge, Nalgonda, reserves the right to accept or reject any or all quotations without assigning any reasons.

1. TIMINGS:-

The Housekeeping services shall be carried out on all days of the month (Including 2nd Saturday) except National Holidays and Holidays declared at the discretion of the Principal District Court, Nalgonda. The working hours are from **7.00 am to 4.00 pm** with half an hour lunch time. Some of the housekeeping staff shall be asked to work from **8.00 am to 5.00pm.** The Court working hours starts from **10.00 am to 5.00 pm**. Hence all the basic cleaning jobs should be completed by **9.30 am.** without fail.

2. DESCRIPTION OF SERVICES REQUIRED:-

We require comprehensive housekeeping services to maintain cleanliness and hygiene in our premises.

SCOPE OF THE WORK: The contractor / agency shall be responsible to maintain the washrooms, toilets, Dusting & Cleaning of Storage racks, and office furniture including chairs, tables, discussion tables, almirahs, work station benches, furniture in the all the sections in Main Building & Admin and Facilities block. The contractor shall use the quality material, tools, equipments and spare parts etc..

3. DETAILS OF JOBS TO BE CARRIED OUT TWICE IN A DAY ARE AS UNDER:-

Services required twice a day: General cleaning:

1) Sweeping, mopping, dusting and any other connected work of the office rooms, open office halls, Lobby area, conference rooms (Halls), crèche, filing section, Library, Counseling rooms, Auditorium, cleaning of books, reception, corridors, stores, DG rooms, Sections in all floors, pantry area, stairs, space for water coolers, toilets, labs/Computer Section, staff rooms, sweeping parking areas, service area, pavements and roads, surrounding the premises and all unspecified areas/location within the premises, including Rain water & sewer drains, electrical substation, pump room, fire room and shaft & ducts, dusting of furniture, cupboards, office equipment's. Cleaning with soap-oil or liquid cleaners wherever required.

2) Removal of garbage from dustbins in biodegradable bags and replacing old biodegradable bags with new biodegradable bags, Garbage would be carried in trolley with high quality rubber wheels ensuing that the garbage is not split in loading trolley as well as in its transportation. No garbage will be left in the site overnight. **The Biodegradable bags for the dustbins and trollies for carrying the garbage will have to be provided by the successful tenderer.** Sweeping & Mopping floors of entire Courts, premises which includes work area on all blocks, Conference rooms, Generator rooms, Dispensary, Library, Canteen, Reception area, Digitization Room, Doctor's Room, Terrace area, passages, record rooms, lift area, railings, windows, Parking area in basement, clearing dust bins, etc. with first quality cleaning equipments & cleaning agents **twice a day / need based** as per timings specified by the Deputy Nazir/Building Incharge.

3) Removal of waste papers, packing material and any other garbage from the entire premises including the staircases, open area, in front of electrical shafts etc. Cleaning/removal of any type of stains of ink, Paan etc from the building and stair cases.

4) Cleaning of workstations, table tops, chairs, desks, almirahs, frames, panels, railings, glasses and cabin partitions with approved cleaning material. Cleaning of tables in the canteen during breakfast/lunch/tea breaks.

5) Stain removal treatment of entire premises including stairs, area of office cabins, halls, conference halls, stores, reception, toilets and lifts etc. and stain removing of the furniture and equipment. Cleaning of tea/coffee serving area on each floor.

6) Air-freshener sprays in conference room (Halls) and Staff Room & other officer's rooms, once in a day and also on requirement basis. Cleaning of the hand wash area in the canteen thrice.

7) Cleaning and dusting of computers, keyboards, terminals, printers, Photostat machines, filing cabinets, telephones, electric fans and any other article on the Site. Cleaning of toilets, at all floors in all blocks in the Complexes three times a day as per timings specified by the Deputy Nazir, Junior Civil Judge's Court Complex, Nidamanoor, using the required cleaning agents, maintain the toilets floors dry during office hours. Cleaning of windows of all toilets to be done regularly. Wash basins, urinals, area to be cleaned with suitable detergent. Flushing system of all toilets is to be checked at regular interval every day. At least once a day disinfectant like harpic, etc. should be used for cleaning the toilets.

8) Re-stocking of toiletries in toilets after intensive daily checking in the morning and at intervals of two hours thereafter, cleaning and scrubbing of toilets, wet dusting/wiping of mirrors, frames etc. in toilet with approved material, refilling liquid soap dispensers (on daily basis in Public toilets and requirement basis in officers toilets), re-filling of toilet rolls / tissue papers etc. cleaning of Rain water drains and removal of sewer blockage, if any. Lifting and disposal of dead birds, animals, rats etc. if found in and around the Premises.

9) Cleaning and dusting of planters, paintings, posters, notice boards etc. Collection of waste paper from rooms, waste paper baskets, floors and putting in bags at the specified location.

10) Removal of bird droppings and other dirt's on the inner walls or on the foot of doors, ventilators etc. as and when required. Disposal of garbage at the waste yard two times a week or as directed by the Deputy Nazir.

11) The biodegradable and non-biodegradable waste shall be segregated and disposed of by the contracting agency on day-to-day basis and required numbers of dustbins will have to be provided by the Agency. Shifting of materials from one place to another as and when required.

12) Plumbing works pertaining to water supply, distribution and checking of Leakages and replacement of leaking taps, and sanitary fittings in all the toilets and replace/ fix new fittings as and when required by the Plumber etc. ensuring water supply to toilets. (any damage or repairs to taps or replacements of taps shall be intimated to the Deputy Nazir/ Building incharge for supply of the same).

13) **Cleaning and maintenance:** of all the drains within the compound of the Junior Civil Judge's Court, Nidamanoor premises.

a) Carrying out all kinds of general carpentry work like fixing/replacement of locks, repair of furniture, fixing/removal of aluminum partitions, etc.

b) Pest control, Mosquito control including winged pests, larva control and rodent control of the entire Court premises in all covered and open area.

14) **Daily duty chart to be displayed** and signed by the Supervisor and submitted to the Administration/ Deputy Nazir every day.

15) The above mentioned works from (1) to (14) are to be carried out twice a day and also on requirement basis as directed by the Deputy Nazir/ Building In charge.

4. Details of jobs to be carried out weekly are as under:

1) Vacuum cleaning & brushing of work areas, conference rooms, training hall, all rooms in admin block, Reception area, and all rooms in the Junior Civil Judge's Court, Nidamanoor, premises.

2) Repair work for damage in pipe lines of drainage and water supply.

3) Machine and Hand scrubbing and thorough cleaning / washing of entire floor area by using approved cleaning material and dry/wet mopping.

4) Cleaning of drinking water coolers, water cooler area, dust bins buckets etc. with detergents.

5) Removal of poster, banner etc. from inside and outside walls of the building.

6) Thorough cleaning of all the bookshelves, tables, chairs of the library by removing books from the shelves.

7) Cleaning of terrace, rain water and sewer drains.

5. MATERIALS TO BE SUPPLIED BY THE CONTRACTOR:

The Housekeeping materials should be supplied after obtaining specific approval of the Contract. The following cleaning equipments should be procured for exclusive use at " **Junior Civil Judge's Court Complex, Nidamanoor** " facility and maintained by the agency for carrying out the above work. The maintenance of the equipments will be the sole responsibility of the agency.

MATERIALS FOR JUNIOR CIVIL JUDGE'S COURT COMPLEX, NIDAMANOOR

Sl. No.	Particulars	Quantity
1.	Vacuum Cleaner	2
2.	Scrubber Drier.	1
3.	Cycle Rickshaw for garbage disposal	1
4.	Aluminum Ladder 'A' Type (atleast 10 feet length)	1
5.	Aluminum Ladder 'A' Type (atleast 20 feet length)	1

6) RODENT and PEST CONTROL SERVICES:

" Junior Civil Judge's Court Complex, Nidamanoor " requires pest control, strong rodent control and disinfestations services to be carried out at its premises: The Scope of the contract includes BUT IS NOT LIMITED to carrying out the following jobs as below:

Sl. No.	Particulars	No. of services required Per annum
1.	General insect/pest control services for cockroach & mosquito extermination	Every week
2.	Rodent Control Services	Every Fortnight
3.	Cleaning of Drinking Water filters, Drinking water storage tanks, other water Tanks used for storing water for the purpose of wash rooms.	Once every month
4.	Restriction of movement of snakes inside building & catching/retrieval of Snakes	As and when required
5.	Beehive removal (per beehive) - Campus	As and when required

1) Spray of scented mosquito and cockroach killer on all floors as and when required. Mosquito/cockroach killers shall be of Standard quality.

2) The agency should depute its professional staff for spraying the required pesticides or chemicals through a spray gun or place them if they are dry cubes or carry out such chemical treatment through insecticide sprays. Only company made chemicals and herbal powder mixed with water is to be used.

3) Services should be carried out every week on Saturdays or any other holiday with the prior permission from administration.

7) MANPOWER REQUIREMENT: Manpower requirement for housekeeping services are as follows:

FOR THE JUNIOR CIVIL JUDGE'S COURT COMPLEX, NIDAMANOOR

S. No.	Name of the Post	No.(s) required
1.	House Keeping Supervisor	1
2.	Housekeeping Services for cleaning - men and women	12
3.	Scavengers - Male	1
	TOTAL	14

Note:- The number of personnel in various posts may be increased or decreased as per requirement at the discretion of the **Principal District Judge, Nalgonda.**

1) The Housekeeping Supervisor shall be a graduate & must have a Professional qualification in housekeeping and inventory management. with minimum 3 years' experience in his area of work.

2) The renderer must employ adult labour only. Employment of child labour shall lead to the termination of contract. The successful bidder shall engage only such workers, whose antecedents have been thoroughly verified, including character and police verification and other formalities.

3) The tenderer shall maintain an attendance register to mark the attendance of Housekeeping staff. Housekeeping staff also may be asked to enter their attendance through biometric system provided at the specified entry point.

8) PENALTY

Penalty will be levied for Damage to " **Junior Civil Judge's Court Complex, Nidamanoor**, assets or equipment's etc., caused by the agency staff and Refusing to carry out the work as specified within the time limit set as per the terms and Conditions.

On the basis of assessment by the Deputy Nazir and the defaulting staff posted by you should be replaced immediately. The decision of Principal District Judge, Nalgonda will be final with regard to levying of penalty.

9) PAYMENT SCHEDULE AND TERMS

1) Payment will be made once a month after ascertaining the satisfactory Performance of contractual responsibility carried out in the previous calendar month and verifying proof of EPF, ESI deductions from the account of housekeeping staff deployed and contractor agency as contribution by deployed employees and contractor agency.

2) Payments shall be made based on the actual attendance certified by the contractor and verified by the Deputy Nazir of Junior Civil Judge's Court, Nidamanoor.

3) The Organization those who are submitting the tenders for sanitation work shall quote consolidated Annual Maintenance Charges on Monthly basis including (GST) taxes the agencies have to pay minimum wages with variable Dearness Allowance to the workers as fixed by the Government time to time in terms of G.O.Ms. No.85, Labour, Employment, Training & Factories (Labour-II) Department, dt.22-09-2007, under construction or maintenance of Roads and Buildings operations, inlcuding ESI and EPF.

4) No advance payment claims or running bills will be entertained. In the event of any query, objection, delay or dispute with regard to any bill or a part thereof, the Contractor shall not be entitled to any interest to be paid for late payment.

5) EPF and ESI contributions must be made in accordance with government guidelines, and proof of the same to be submitted monthly without fail.

6) Bill has to be submitted every month on or before 6th of every month.

10) TERMINATION OF THE CONTRACT FOR DEFAULT

1) If the contractor agency fails to deliver any or all of the services within the time period specified in the work order.

2) If the contractor fails to perform any other obligation(s) under the contract / work order.

11) OTHER TERMS AND CONDITIONS

1) The Office of the Principal District Judge, Nalgonda reserves the right to reject/accept or withdraw any part or full tender(s) without assigning any reason whatsoever. The decision of Principal District Judge, Nalgonda is final and unquestionable and no enquiry will be entertained in this regard.

2) The Office of the Principal District Judge, Nalgonda will be under no obligation to accept the lowest or any tender received in response to the tender notice and shall be entitled to reject any tender without assigning any reason whatsoever.

3) The tenderers are requested to quote their most competitive rates. Bid should be complete in all respects and incomplete bids will be summarily rejected. No clarification will be entertained by the Office of the Principal District Judge, Nalgonda, in this regard.

4) Clarifications, if any, with respect to the tender may be sought in writing before submission of the tender, on any working day during working hours of the office.

5) Canvassing in any form entails the tenderer for disqualification. If any tenderer is found influencing or intimidating other tenderer/tender process, his tender is liable for disqualification.

6) Please note that any falsification/suppression of information could lead to the disqualification from the tender.

7) The successful tenderer should commence the services from the receipt of the award of contract or from the date as decided by The Office of the Junior Civil Judge, Nidamanoor, and this will be binding on the Contractor/Agency. Agreement on Non-Judicial stamp paper worth Rs.100/- shall be submitted within 10 days from the date of acceptance of the tender.

8) In case of additional manpower/services required during the contract period, the same has to be provided **at the contract rates only.** Similarly, The Office of the Principal District Judge, Nalgonda, reserves the right to curtail the manpower/services on pro-rata basis, if necessary.

12) **EVALUATION**:

Tenders will be evaluated based on various factors, including experience, technical proposal, financial proposal, and references. The Office of the Principal District Judge, Nalgonda, reserves the right to accept or reject any or all tenders received. The decision of the tendering authority will be final and binding.

Important Dates

Tender Release Date: 11/06/2025

Last date for Submission of Tender: 23/06/2025

Evaluation and Short listing Date: 26/6/2025

Period of Contract from: 01/08/2025 to 31/03/2026.

PRINCIPAL DISTRICT JUDGE,
NALGONDA. 10/6/2025

To

1) The Principal District Court, Nalgonda and the Junior Civil Judge's Court, Nidamanoor, with a request to affix on the notice board.

2) The District Collector, Nalgonda, with a request to place the tender in the notice board.

3) The Municipal Commissioner, Haliya, with a request to place the tender in the notice board.

4) The District Public Relation Officer, Nalgonda, with a request to publish in largely circulated news paper.

5) Copy to upload in the Prl. District Court, Nalgonda's official Website ***https://nalgonda.dcourts.gov.in/***

Copy to:

Sr. Superintendent, Accounts Section, Prl. District Court, Nalgonda.