# HOUSEKEEPING TENDER NOTIFICATION

**Comprehensive Annual Maintenance Contract for Housekeeping & Cleaning Services at Senior Civil Judge's Court Complex at Nakrekal.**

**Dis. No. 426 /2026/C2, dated. 03/02/2026.**

Sealed tenders are invited for the Senior Civil Judge's Court Complex, Nakrekal, from reputed and experienced Professional Housekeeping agency registered for providing Housekeeping and Cleaning services having capacity to provide the required number of uniformed trained manpower for housekeeping and cleaning services at " Senior Civil Judge's Court Complex, Nakrekal, for a period of 12 months starting from **01/04/2026 to 31/03/2027** on contract basis. **Senior Civil Judge's Court Complex consisting of Senior Civil Judge's Court, Nakrekal, and Junior Civil Judge's Court at Nakrekal.**

**TENDER SUBMISSION:**

The Intending bidders should submit their sealed tender documents separately and clearly super-scribed as **"Tender for Housekeeping Services at Senior Civil Judge's Court Complex, Nakrekal ."** to **the Office of the Principal District and Sessions Judge, Nalgonda.** The tenderers may visit and inspect the court premises, including all open areas, on any working day during office hours (10:00 A.M. to 5:00 P.M.) before submitting their tenders.

The submission must be made on or before 16/2/2026, during working hours from10:30 A.M. to 5:00 P.M. Quotations received after this date and time will not be considered under any circumstances. The Principal District and Sessions and Sessions Judge, Nalgonda, reserves the right to accept or reject any or all quotations without assigning any reasons.

**Checklist of Documents:**

The intending bidders must submit their **Financial Quotation** along with the following documents: 1) ESI Registration Certificate 2)EPF Registration Certificate 3) TDS Certificate (or Proof of PAN for TDS) 4) Firm/Company Registration Certificate 5) GST Registration Certificate 6) Labour License 7) Experience Certificate(s) from previous clients 8) Aadhaar Card (Any one of the Proprietor/Partners/Directors) 9) PAN Card (of the Firm/Company). Self-attested photocopies of all the above documents must be submitted along with the quotation. Originals should be produced for verification if and when demanded.

**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 and Sessions Judge, 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:-**

Comprehensive housekeeping services to maintain cleanliness and hygiene in the entire Court Complex premises.

**SCOPE OF THE WORK**: The tenderer / agency shall be responsible to maintaining washrooms, toilets, dusting and cleaning of storage racks and office furniture including chairs, tables, discussion tables, almirahs, work station benches, furniture in the all the sections in the entire Court Complex. 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), filing section, Library, cleaning of books, reception, corridors, stores, DG room, Sections in all floors, 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, Officer's Lounge, 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, situated in the Senior Civil Judge's Court Complex, Nakerkal premises which includes work area on all blocks, Conference rooms, Generator rooms, Library, Reception area, Terrace area, passages, record rooms, 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 Deputy Nazir/Building Incharge.

3) Removal of waste papers, packing material and any other garbage from the entire premises including staircases, open areas, and areas in front of electrical shafts etc. Cleaning/removal of stains such as ink or paan etc from buildings and stair cases.

4) Cleaning of workstations, table tops, chairs, and 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, Senior Civil Judge's Court Complex, 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 Senior Civil Judge's Court Complex, Nakrekal, 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 campus of the Department in all covered and open area.

**14) Daily duty chart to be displayed** and signed by the Supervisor and submitted to 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 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 Senior Civil Judge's Court Complex, Nakrekal, 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 " **Senior Civil Judge's Court Complex, Nakrekal**" 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 SENIOR CIVIL JUDGE'S COURT COMPLEX, NAKREKAL**

| Sl. No. | Particulars | Quantity |
|---|---|---|
| 1. | Vacuum Cleaner | 01 |
| 2. | Scrubber Drier. | 01 |
| 3. | Cycle Rickshaw for garbage disposal | 01 |
| 4. | Aluminum Ladder 'A' Type (atleast 10 feet length) | 01 |
| 5. | Aluminum Ladder 'A' Type (atleast 20 feet length) | 01 |

**6) RODENT and PEST CONTROL SERVICES:** " **Senior Civil Judge's Court Complex, Nakrekal**" requires comprehensive pest and rodent management services. The scope of this contract includes, but is not limited to, the following activities:

| 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 SENIOR CIVIL JUDGE'S COURT COMPLEX, NAKREKAL**

| S. No. | Name of the Post | No.(s) required |
|---|---|---|
| 1. | House Keeping Supervisor | 01 |
| 2. | Housekeeping Services for cleaning - men and women | 08 |
| 3. | Scavenger | 02 |
| | **TOTAL** | **11** |

**Note:** The number of personnel in various posts may be increased or decreased as per requirement at the discretion of the **Principal District and Sessions 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 " **The Senior Civil Judge's Court Complex, Nakrekal**, 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 and Sessions 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 Senior Civil Judge's Court, Nakrekal.

3) The Organization/Agency/Tenderers 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 (VDA) to the workers as fixed by the Government from **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.

3) This office reserves the right to terminate the contract without assigning any reason or to impose penalties for unsatisfactory work, absenteeism, or damage caused to Court property.

**11) OTHER TERMS AND CONDITIONS**

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

2) The Office of the Principal District and Sessions 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 and Sessions 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 Senior Civil Judge, Nakrekal, 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 and Sessions 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 and Sessions 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: 03/2/26

Last date for Submission of Tender: 16/2/26

**PRINCIPAL DISTRICT JUDGE,**
**NALGONDA.**
03/2/26

To

1) Notice Board of this Court.

2) The Senior Civil Judge, Nakrekal and Junior Civil Judge's Court, Nakrekal (with a request to place on the notice board)

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

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

4) The Employment Exchange Officer, Nalgonda, with a request to place the tender on the notice board.

5)Copy to upload on the official website of the Principal District Court, Nalgonda ***https://nalgonda.dcourts.gov.in/***

**Copy to:**

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

## CONSTRUCTION OR MAINTENANCE OF ROADS AND BUILDING OPERATIONS

Notification issued vide G.O.Ms.No.85. LET&F (Lab.II) Dept., dt:22-09-2007
Published in Gazette No.568 , dated 01-10-2007
Wages Linked at 525 CPI points
CPI points notified as on 01.10.2025 = 1941 points
VDA to be paid from 01.10.2025 TO 31.03.2026 = 1941 - 525 = 1416 points
Per point rate of VDA notified in the notification = Rs.6.40
Minimum Wages and VDA payable from 01.10.2025 TO 31.03.2026

| Sl. No. | Name of the Category | Basic wage | VDA for 1416 points | Total Wage |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
| I | **EMPLOYMENT IN BUILDING OPERATIONS** | | | |
| 1 | **SKILLED** | | | |
| | 1st Class Mason, 1st class Carpenter, 1st Class Painter, Mechanic, Stone Dresser, Piper, Fitter, Plumber, Tile Turner, Mason or Carpenter, Maistry, Stone Cutter, Welder, Electrician (Licenced Maistry or Works Mainstry), Machinist, Supervisor | 4938 | 9062 | 14000 |
| 2 | **SEMI - SKILLED** | | | |
| | 2nd Class Mason, 2nd Class Carpenter or Assistant Carpenter, 2nd Class Black Smith, 2nd Class Painter, Fitter for bending Bars for Re-inforcement, Tinker, Sawer, Glassier, Brick Moulder, Pot tile turner, Brick and Lime Kilnman, Assistant Fitter. | 4102 | 9062 | 13164 |
| 3 | **UN-SKILLED** | | | |
| | Mazdoor, Gang Mazdoor, Tachar, Mukkadam, Peon, Sweeper, Bhistha, Scavenger, Watchman, Security Guard | 3370 | 9062 | 12432 |
| 4 | **OTHERS** | | | |
| | Clerks, Store-keeper, Muster Clerk, Typist, Steno, Accountant, Computer Operator. | 4302 | 9062 | 13364 |
| 5 | **CART MAN** | | 9062 | |
| | Double Bullock Cart/Single Bullock Cart | 3370 | 9062 | 12432 |
| II | **EMPLOYMENT IN THE CONSTRUCTION OR IN MAINTENANCE OF ROADS** | | | |
| | Same rates in the Building Industry except in respect of the following categories | | | |
| 1 | Driver of Bulldosers and earth moving on machinery/ Driver of Lorries and Road Rollers | 5138 | 9062 | 14200 |
| 2 | Tractor Drivers | 4520 | 9062 | 13582 |
| 3 | Drivers of Pump Engines and Motor Mills | 4102 | 9062 | 13164 |
| 4 | Pump and Engine Cleaner/ Hammer Man/ Fireman | 3370 | 9062 | 12432 |