

OFFICE OF THE PRINCIPAL DISTRICT JUDGE, MANCHERIAL

Dis.No. 2424/2023

Dated: 16 -12-2023

TENDER NOTIFICATION

Sealed tenders are invited for award of Maintenance Contract for Housekeeping Service (cleaning) of all the buildings and open area (including parking area) in the premises of the District Court Complex, Prl.Senior Civil Judge's Court Complex, Excise Court Complex, POCSO Court Complex, Record Room Complex Mancherial, for the period of **one year**.

The intending bidders shall submit their Quotations (*the rates shall include applicable GST*) (after inspection of premises) in a sealed cover with entire track record, if any, to the undersigned on or before 5:00 PM on **20.12.2023**. The Quotations received after 5.00 PM on the said date will not be entertained. The intended bidder can inspect the building in the premises of District Court Complex on any working day between 11.00 AM to 5.00 PM.

TERMS & CONDITIONS

1. The above Maintenance Contract will come into effect from 01.04.2024.
2. The Organization has to entrust the work from 07:30 AM to 5.00 PM subject to the Labour Act.
3. Cleaning of all the buildings in the premises of the District Court Complex of District Court Complex, Prl.Senior Civil Judge's Court Complex, Excise Court Complex, POCSO Court Complex, Record Room Complex of Mancherial, open areas including parking area, roads, sweeping and water mopping of the floors of the buildings, sweeping the Centralized Filing Section, Waiting Halls, Cellar area of ten Court's Building, all Court halls, Sections of Mancherial Courts which are functioning in same Court Complex, Lift, Toilets by using phenyl and other cleaning material, regularly (thrice in a day).
4. Cleaning of attics (sajjas) and balconies in all the buildings every week. The contractor should be well equipped in attending to the said work. If necessary, the contractor has to hire the necessary equipment for the said purpose.
5. Sweeping of terrace in all the buildings once in every fortnight.

6. Cleaning of all the general toilets (ladies and gents) using phenyl and other cleaning material regularly (daily 3 to 4 times).
7. Cleaning of spider nests (cobwebs) in the Court Halls, Chambers and in all the Sections and Record Rooms and cleaning of windows and corridors every week.
8. Cleaning of betel pan stains near toilets, 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 Court Manager, Superintends, Central Nazar or Nazarath Section of Mancherial Courts, from time to time.
10. The Contractor personnel have to remove the unwanted plants etc., in the buildings of the extended premises of District Court once in a week without fail, and for this, the Contractor has to procure necessary equipment, if necessary.
11. Cleaning of window panes, grills etc., in the premises of District Court every day.
12. Cleaning of the benches, provided outside the Court Halls for the use of Advocate, Clients etc.,
13. The Contractor shall engage (18) male workers and (18) female workers for the work allotted and the Contractor shall submit the list of workers Name, Age, Mobile Numbers, Adhar Cards and passport size photographs of the workers to this Court.
14. Procure a **plumber** for maintain sanitation works and procure an **electrician** for attend electrical works and for lift management.
15. Have to Safe guard the building amenities by housing the security services,
16. The Contractor shall pay wages to the workers as per the provisions of **Minimum Wages Act, 1948** and comply with the provisions of the other Acts, relating to the labour and proof of such payments etc., shall be submitted to the Office of District Court every month. The Contractor has

also to pay EPF and ESI contributions to all the workers, as per Rules and also file proof of such payments.

17. The Contractor shall deposit a month charges as security which is refundable on expiry of the contract period or on termination of contract, whichever is earlier.
18. The Contractor personnel shall invariably **wear the apron with its logo** before entering the court premises and shall keep their respective **Identity Cards** with them, whenever the authorities insist, the Contractor Personnel shall produce their Identity Cards.
19. The Contractor has to be submit a report every month with regard to the maintenance of the premises of District Court Complex.
20. The Principal District Judge, Mancherial reserves the right to terminate the contract at any time without assigning any reason.
21. The District Court may impose penalty of deducting certain percentage of the amount from the Bill, if any person abstains from duty or if no substitute is provided or if the work is found to be unsatisfactory or any damage is caused to the District Court's property.
22. The Contractor shall not sub-lease/entrust the work of maintenance to the other Contractor.
23. If the contractor intends to withdraw the contract, he shall give atleast a month's advance notice, otherwise, the District Court reserve the right to claim the damages from the Contractor.
24. The Contractor shall submit Bank Account Number, Name of the Bank and Branch, IFSC Code and MICR Code Number along with the first Bill.
25. The attendance of the workers shall be taken by the Contractor or their representative and shall submit the same to the Superintendent/In-Charge of the buildings (Nazir) of the Principal District Court, Mancherial.

26. The Contractor shall not engage male or female persons aged less than 18 years and shall not contravene any of the provisions of The Child Labour (Prohibition and Regulation) Amendment Act.

27. The contractor has to execute an agreement, abiding to the said terms and conditions on a non-judicial stamp paper worth Rs.100/- within one week of receipt of communication.


Principal District Judge,
Mancherial

To

1. Pranayan House Keeping & Security Services,
270/2019, Mancherial
2. Shiva Balaji Consultancy,
1-124/84, Mancherial
3. Mitra Services, Mancherial.
4. Superintendent (Nazarath), District Court, Mancherial, to display in Notice Board.

Copy to

The System Officer, Prl. District Court, Mancherial, for uploading the Tender Notification in the Website of District Court, Mancherial .