OFFICE OF THE PRL. DISTRICT AND SESSIONS JUDGE AT MANCHERIAL

Dis.No.338 /ACCTS/MNCL/2026 dt:05 -02-2026

TENDER NOTIFICATION

Sub:- **BUILDINGS** - Annual Maintenance Contract for House Keeping Services (Cleaning and Maintenance etc.,) for the Court Complexes which are working under the Control of Prl. District and Sessions Judge, Mancherial in the unit of Mancherial District Judiciary - Sealed Quotations are invited on or before 5.00 p.m. on 20/2/26 - Regarding.

Ref:- 01. Hon'ble High Courts Revised Circular in ROC.No. 491/2018/D-II(b), dt: 03.01.2025.
02. GOMs No. 85, Labour, Employment Training & Factories (Labour – II) Dept, dt: 22.09.2007.

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As per the directions of the Hon'ble High Court for the State of Telangana at Hyderabad under reference 1st cited above, this office invites Sealed Quotations / Tenders for Annual Maintenance Contract for Housekeeping Services in the Court Complexes, which are working under the control of Prl. District and Sessions Judge, Mancherial as shown below:-

Sl.No.	Name of the Complex	Manpower Required
01	Prl. District and Sessions Court Complex, Senior Civil Judge's Court Complex, POCSO Court, Complex, Excise Court, Complex, Record Room Complex, Mancherial	Supervisor - 01 Housemen – 07 Housemaid - 12
02	Junior Civil Judge's Court Complex, Bellampalli	Supervisor - 01 Housemen – 04 Housemaid – 03
03	Junior Civil Judge's Court, Chennur	Supervisor - 01 Housemen – 03 Housemaid – 02
04	Junior Civil Judge's Court, Luxettipet	Supervisor - 01 Housemen – 04 Housemaid - 03

This Annual Maintenance Contract for Houskeeping Services is for a period of One year subject to Administrative approval by the Hon'ble High Court for a total manpower of **Supervisors (04), Housemen (18) out of which six (8) persons (one person to each court complex) must have the knowledge of Plumbing and Electrician work and Housemaids (20) are required to the unit of Mancherial District Judiciary.**

The intending bidders should submit their sealed quotations, (after inspection of the building premises of the above mentioned court complexes on any working day between 07.30 a.m. to 5.00 p.m. by accepting all the terms and conditions prescribed by this Court and also by mentioning as **"Tender for Housekeeping Services"** on the top side of sealed cover and submit the same to "The Hon'ble Prl. District and Sessions Judge, Mancherial" on or before 5.00 p.m. on 20/9/26. The quotations received after the prescribed date will not be entertained.

The Prl. District and Sessions Judge, Mancherial reserves the right to accept or reject any or all quotations without assigning any reason.

5/9/26

Prl. District and Sessions Judge
Mancherial.

Encl: Terms and Conditions.

TERMS AND CONDITIONS

01	The duration of the Annual Maintenance Contract will be for a period of ONE YEAR and the date from which it is to be commenced will be informed after approval from the Hon'ble High Court.
02	Cleaning / Sweeping of all the court complexes in the unit of Mancherial District Judiciary mentioned above court complexes including garden, open areas and parking areas. Seeping and water mopping of all the floors of the buildings in the entire court complex.
03	Cleaning of Sajjas / Atticks and balconies in all 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.
04	Sweeping of terraces in all the buildings once in every fortnight.
05	Cleaning of all the general toilets (ladies and gents) using phenoil and cleaning material regularly (daily 2 to 3 times)
06	Cleaning of spider nest (cob webs) in the Court Halls, Chambers, Sections, Record Rooms and cleaning of windows and corridors once in every week and cleaning of pan stains near the toilets, corners and other places in all the complexes every day.
07	Plumbing works pertaining to water supply, distribution and checking of leakages, replacement of leaking taps and sanitary fittings in the entire court complexes and replace / fix new fittings as and when required.
08	The staff of the contractor shall also attend to any to her works as entrusted by the Administrative Officer / Chief Ministerial Officer / Nazarath Section from time to time, as and when required
09	The House keeping personnel shall not enter into any Section / Room without prior permission
10	The Agency personnel have to remove the unwanted plants etc., in the courts premises in every week, without fail, and for this the agency has to procure necessary equipment, if necessary
11	Cleaning of window panes, grills etc in the court premises every day.
12	Cleaning of all the chairs / benches provided outside the court halls for use of Advocate, Litigant Public etc.,

13	Daily duty chart to be displayed and signed by the Supervisor and submitted to the CAO / CMO / Nazir every day
14	The Housekeeping Material should be supplied and maintained by the Agency for carrying out the above work. The maintenance of material and equipment will be the sole responsibility of the Agency
15	**The Agency shall submit their quotations duly mentioning the minimum wages and they have to pay minimum wages with Variable Dearness Allownce (VDA) to the workers as fixed by the Government from time to time in terms of GO.Ms. No. 85, Labour, Employment, Training & Factories (Labour – II) Dept., dt: 22.09.2007, under construction or maintenance of Roads and Buildings Operation, including ESI and EPF.**
16	**The quotation shall reflect all the amounts such as Taxes, ESI, EPF amounts and other etc., in clear and crystal manner.**
17	The Agency persons 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 persons shall produce their Identity Cards
18	The Agency has to submit a report every month with regard to the maintenance of the premises of Court Complex
19	The undersigned reserves the right to cancel or terminate the Contract at any point of time, without assigning any reason
20	The court may impose penalty of deducting certain percentage of amount from the bail, if any person absent to duty or if no substitute is provided or if the work is found to be unsatisfactory or any damage is caused to the court property.
21	The Agency shall not sub-lease / entrust the work of maintenance to any other Agency
22	The Agency shall pay wages to the workers as per the provisions of Government and other Acts relating to labour and proof of such payment shall be submitted to undersigned on every month and also pay EPF and ESI contributions to all the workers as per rules and also filed proof of such payments
23	Payment will be made once in a month after ascertaining 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

24	Payments shall be made based on the actual attendance certified by the Contractor and verified by Central Nazir of this Court
25	The successful Bidders / Agencies 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 work order proceedings
26	If the Agency intends to withdraw from the contract, it shall give at least one month advance notice as otherwise, this Court reserves the right to claim damages from the Agency.

5/2/26

Prl. District and Sessions Judge
Mancherial

To

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