OFFICE OF THE PRINCIPAL DISTRICT JUDGE AT MULUGU

Dis.No. 340 Dated : 17.02.2026

TENDER NOTIFICATION

In view of circular in R.O.C.No. 491/2018/DII (B) dated: 28.01.2025 of Hon'ble High Court for the State of Telangana, sealed tenders are invited for award of Annual Maintenance Contract for House Keeping Service (cleaning) of all the building and open area (including garden & parking area) in the premises of the District Court Complex, Mulugu, for one year.

The intending bidders shall submit their Quotations, Registration Documents and License of the agency (after inspection of premises) in a sealed cover with entire track record, if any, to the undersigned on or before 5.00 p.m. on 05/3/2026. The Quotations received after 5.00 pm on 05/3/2026 will not be entertained. The intended bidders can inspect the building in the premises of District Court complex on any working day between 10.30 a.m., to 5.00 p.m.,

TERMS AND CONDITIONS :

1. The above Annual Maintenance Contract will come into effect after acceptance/ permission from Hon'ble High Court for the State of Telangana and as fixed by the undersigned for a period of one year.
2. The Organization has to entrust the work from 08.30 a.m., to 04.30 p.m., subject to the Labour Act.
3. Cleaning of ground, I floor and II floor in the premises of the District Court, Mulugu open areas, sweeping and water mopping of all the floors of the buildings, Toilets (wash basins and 15 washrooms used by Officers, Staff and Litigant public) 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 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 (cob webs) 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 all the building every day.

9. The staff of the Contractor shall also attend to any other work as entrusted by the Section Officer/Central Nazar of Nazarath Section, from time to time.

10. The Contractor Personnel have to remove the unwanted plants etc., on 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 all the benches provided outside the Court Halls for the use of Advocates, Clients etc.,

13. The Contractor shall engage (5) male workers and (5) female workers and (1) Supervisor for the work allotted.

14. **The Contractor shall pay minimum wages with variable Dearness Allowances to the workers as fixed by the government vide G.O.Ms.No. 85, Labour, Employment Training & Factories (Labour II), Department dated: 22.09.2007 under construction or maintenance of Roads & Buildings Operations, including EPF and ESI and proof of such payments etc., shall be submitted to the office of District Court every month**.

15. 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.

16. The Contractor has to submit a report every month with regard to the maintenance of the premises of District Court complex.

17. The Principal District Judge, Mulugu, reserves the right to terminate the contract without assigning any reason.

18. The District Court may impose penalty of deducting certain percentage of 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.

19. The Contractor shall not sub-lease/entrust the work of maintenance to the other Contractor.

20. If the Contractor intends to withdraw from the contract, he shall give at least a month's advance notice, otherwise, the District Court reserves the right to claim damages from the Contractor.

21. The Contractor shall submit Bank Account Number, Name of the Bank and Branch, IFSC Code and MICR Code Number along with the first Bill.

22. 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 of the Principal District Court, Mulugu when required.

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

24. The successful tenderer has to execute an agreement, abiding to the said terms and conditions on a non-judicial stamp paper worth Rs.200/- within one week of receipt of the communication.

25. The intending bidders shall furnish their email IDs, mobile numbers, full address and mention the purpose as "Quotations for House Keeping work in District Court Complex, Mulugu" on the sealed covers.

C.V.S. Durga Charan Rao

Principal District Judge,
Mulugu. 17/2/2026.

To

Notice Boards of :

1. All Courts in Court Complex, Mulugu
2. The District Collectorate, Mulugu
3. The R.T.C Bus stop, Mulugu
4. Thasildar Office, Mulugu
5. The Gram-panchayath Officer, Mulugu
6. Website of this court(http;//mulugu/dcourts.gov.in)
7. The Central Nazir, Centrall Nazarath, Prl. District Court, Mulugu
8. The Senior Assistant, Accounts Section, Prl. District Court, Mulugu.