OFFICE OF THE PRL.DISTRICT AND SESSIONS JUDGE'S COURT, JOGULAMBA GADWAL.

TENDER NOTIFICATION

Dis.No. 84 **/2026** **DT:** 21 **-01-2026.**

Sealed Quotations are invited for the comprehensive Annual Maintenance Contract for **House Keeping Service** (cleaning) of District Court Complex, Prl.Senior Civil Judge's Court, Addl.Senior Civil Judge's Court at Jogulamba Gadwal and Court Complex at Alampur and the open area (including parking area) for a period of one year by quoting the minimum wages as per G.O.Ms.No.85, Labour Employment, Training & Factories (Labour-II) Department. Dt.22-09-2007 including ESI, EPF and Dearness Allowance, as fixed by the Government.

The intending bidders shall submit their quotations in a sealed cover with entire track record if any, after inspection of the premises of the District Court Complex, Prl.Senior Civil Judge's Court, Addl.Senior Civil Judge's Court at Jogulamba Gadwal and Court Complex at Alampur on any working day between 10.30 a.m. and 5.00 p.m., **to the undersigned** on or **before 5.00 p.m. on 31-01-2026** and the quotations received **after 5.00 p.m. on the aforesaid time and date** will not be entertained.

TERMS AND CONDITIONS

1] The above Annual Maintenance Contract will come into effect after acceptance/permission from the Hon'ble High Court and as fixed by the Undersigned for a period of one year.

2] Cleaning of the entire buildings including, open area and parking area. Sweeping and water mopping of the floor of the buildings. Cleaning the toilets by using phenyl and other cleaning material, daily.

3] Cleaning of sajjas/attic in 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.

4] Sweeping of terrace once in every fortnight.

5] Cleaning of all the attached toilets of all chambers of Presiding Officers, General toilets (Ladies and Gents) by using phenyl and cleaning material like dis-infective material such as bleaching scented phenyl, Acids and naphthalene balls regularly (daily).

6] Clearing of spider nest (Cob webs) in the Court Halls, Chambers and in all the Sections and record rooms and cleaning of windows and corridors every week.

7] Cleaning of pan stains near the toilets, corners and other places in the buildings, every day.

8] The staff of the contractor shall also attend to any other work as entrusted by the **Central Nazir/Superintendents** from time to time.

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9] The Agency personnel have to remove the unwanted plants etc., in the Court premises once in a week, without fail, and for this, the Agency has to procure necessary equipment, if necessary.

10] Cleaning of window panes, grills etc., in the court premises every day.

11] Cleaning of all the benches provided outside the Court Hall for use of Advocates, clients etc.,

12] The agency shall remove all the waste materials from the premises every day.

Required Strength:

I) Required Strength for District Court Complex, Prl.Senior Civil Judge's Court and Addl.Senior Civil Judge's Court at Jogulamba Gadwal:

i). Supervisor (full time)	**(01) person**
ii). Number of house keeper (full time)	**(04) persons (Male-2, female-2)**
iii). Number of house keeper (part- time)	**(08) persons (Male-4, female-4)**

II) Required Strength for Court Complex at Alampur.

i). Supervisor (full time)	**(01) person**
ii). Number of house keeper (full time)	**(02) persons (Male-1, female-1)**

13] The agency have to pay minimum wages with variable Dearness Allowance to the workers as fixed by the Government vide G.O.Ms.No.85, Labour, Employment Training & Factories (Labour-II), Department, dated 22.9.2007, under construction or maintenance of Roads & Buildings operations, including ESI and EPF and proof of such payment etc., shall be submitted to the office of District Court every month.

14] The agency personnel 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 personnel shall produce their Identity Cards.

15] The agency has to submit a report every month with regard to the maintenance of the premises of the Court Complex.

16] The **Prl.District Court** reserves the right to terminate the contract, without assigning any reason.

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17] The **Prl.District Court** may impose penalty of deducting certain percentage of amount from the bill, if any person absents to duty or if no substitute is provided or if the work is found to be un-satisfactory or any damage is caused to the Court property.

18] The agency shall not sub-lease/entrust the work of maintenance to any other agency.

19] The successful bidder has to execute an agreement abiding to the said terms & conditions on a non-judicial stamp paper worth Rs.100/- within one week of receipt of the communication.

20] If the agency intends to withdraw from the contract, it shall give at least three months advance notice, as otherwise, the Prl.District Court reserves the right to claim damages from the Agency.

21] The intending bidders shall furnish their E-mail IDs, mobile numbers, full address and mention the purpose as " **Quotation for House keeping work in the Court Complex, Jogulamba Gadwal & Alampur**" on the sealed covers.

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I-Addl.District and Sessions Judge
FAC.Prl.District and Sessions Judge
Jogulamba Gadwal.

To :

Notice boards of

1. The Prl.District Court, Jogulamba Gadwal.
2. The District Collectorate, Jogulamba Gadwal.
3. The Prl.Senior Civil Judge's Court, Jogulamba Gadwal.
4. The Addl.Senior Civil Judge's Court, Jogulamba Gadwal.
5. The Junior Civil Judge's Court, Alampur.
6. The R.T.C. Bus Stand, Jogulamba Gadwal.
7. The Tahsildar Office, Gadwal .
8. R.T.C. Bus Stand, Alampur.
9. Tahsildar Office, Alampur.
10. The Municipal Office, Alampur.

} through the Junior Civil Judge, Alampur.

11. **Website of this Court.** (https://gadwal.dcourts.gov.in//)