OFFICE OF THE PRL.DISTRICT AND SESSIONS JUDGE, NARAYANAPET.

# TENDER NOTIFICATION

## HOUSEKEEPING SERVICES

Dis.No. 123 /CN/2026 Dated 20 -01-2026

Sealed tenders are invited from the reputed/interested agencies for Annual Maintenance Contract for House Keeping Services (Cleaning) at the Junior Civil Judge's Court, Makthal, for the period from 01.04.2026 to 31.03.2027.

The intending bidders shall submit their quotations (after inspection of premises) in a sealed cover having good track record, to the undersigned, on or before 31.01.2026, 5.00 p.m. Bidders may, prior to submitting their tender, visit and examine the premises including open area, garden, and its surroundings at their own cost. The tenders received after 05:00 p.m. on 31.01.2026, will not be entertained. For clarifications and inspection of the premises, consult Central Nazarath, Prl.District Court, Narayanpet.

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 i.e., 01.04.2026 to 31.03.2027.

2. Cleaning of the entire building including open area, parking areas, sweeping, water moping of the floors of the building, sweeping of court-hall, sections, office rooms, record room, chamber of the Judicial Officer and its connected areas and cleaning toilets daily 3 times by using Phenyl and other cleaning material regularly.

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 of the Court Complex, at Makthal, once in every fortnight.

5. Cleaning of spider nest (cob webs) in the Court-hall, Chamber, in all sections, record room and clearing off windows and corridors every week.

6. Cleaning of pan/gutka stains near the toilets, corners and other places in the entire Complex every day.

7. The staff of the contractor shall also have to attend any other work as entrusted by the Junior Civil Judge, Makthal, and Deputy Nazir of the said Court from time to time.

8. Cleaning of all the benches provided outside the Court-hall for the use of Advocates and clients every day.

9. The agency shall remove all the waste materials and unwanted plants etc., in the Court from the premises everyday and Agency has to procure necessary equipment, if necessary.

10. Cleaning of window panels, grills in the Court Complex, at Makthal, once in a week.

<u>Junior Civil Judge's Court, Makthal.</u>

Supervisor -1, Sweepers – 4, Plumber - 1

11. The agencies those who are submitting the tenders for housekeeping work, shall quote consolidated annual maintenance charges (part time) on monthly basis including GST and other applicable charges to be paid to Government and shall quote number of employees proposed to be employed for execution of work and supervising the work.

12. The agency has to submit a report every month with regard to the maintenance of the premises of the Junior Civil Judge's Court Complex, at Makthal. The agency shall claim on reimbursement basis only i.e., after submission of bills with relevant payments made to the workers, ESI and EPF agencies, if any, delay or default in payment to the workers, is observed then the agency will be prosecuted as per law.

13. 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.

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

15. The Prl.District Judge, 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 unsatisfactory or any damage is caused to the court property.

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

17. The successful agency has to execute an agreement abiding to the above said terms and conditions on a Non-Judicial Stamp worth of Rs.100/- within one week of receipt of the Annual Maintenance contract work.

18. If agency intends to withdraw from Contract, the agency shall have to give at least two months advance notice. Otherwise, the District Court reserves the right to claim damages from such agency.

19. The tender shall be submitted in the form annexed to the notification. Tenders not in the form annexed to the notification will be rejected. All the documents listed in the form shall be submitted. Copies of the documents shall be enclosed with the tender. The documents shall be produced for verification at the time of opening the tenders.

20. The agency shall submit bank account number, name of the bank and branch with IFSC Code and MICR Code along with first bill.

21. The attendance of the employees shall be taken by the Contractor or their representative and submitted to the Deputy Nazir of the said Court at Makthal who is in-charge of the Court building as and when it is required.

22. 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 Regulations Act.

23. The agency has to pay minimum wages with variable allowances to the workers as fixed by the Government from time to time.

24. The agency shall pay recent rates of wages to the workers as per the provisions of Minimum Wages Act, 1948 as per G.O.Ms.No.85 LET&F(Lab.II) Dept, Dt:22.09.2007 of Labour Department and comply with provisions of all other applicable statutes. The agency also has to pay EPF and ESI Contributions for all the workers as per Rules. The agency shall submit proof of payment of wages, EPF and ESI on or before 10th day of every succeeding month, without fail.

25. The intending bidders shall furnish their e-mail IDs, Mobile numbers, full address and mention the purpose as "Quotation for Housekeeping work in the Junior Civil Judge's Court at Makthal.

26. The intending bidders shall submit their quotations in the District Court Complex, at Narayanpet.

Prl.District and Sessions Judge,
Narayanpet.

To
Notice Boards of
1. The Prl.District Court, Narayanpet.
2. All the Courts functioning in this Unit.
3. The District Collector, Narayanpet.
4. The District Public Relations Officer, Narayanpet.
5. The Municipal Office, Narayanpet.
6. The Prl.District Court, Mahabubnagar.
7. Website of this Court (http://ecourts.gov.in/narayanpet).

Copy submitted to
The Hon'ble High Court for the State of Telangana at Hyderabad
for favour of information.

## ANNEXURE - I

To
The Principal District and Sessions Judge,
Narayanpet.

I/We_____ (Name of the Agent) submit our quotations for the Housekeeping services in the Court of the Junior Civil Judge, Makthal, Narayanpet District.

| | | |
|---|---|---|
| 1 | Name of the Contractor | : |
| 2 | Address | : |
| 3 | Phone Number | : |
| 4 | E-Mail ID | : |
| 5 | Gst Registration Number | : |
| 6 | EPF Registration Number | : |
| 7 | ESI Registration Number | : |
| 8 | Labour License Number | : |
| 9 | Company/Firm registration certificate number | : |
| 10 | Previous work experience | : |

(Copies of the above shall be enclosed with application)