PRL. DISTRICT & SESSIONS JUDGE'S COURT : AT : JAGTIAL.

:TENDER NOTIFICATION:

Dis No. 214 /Accts/DCJ /2026 DT: 24.01.2026

In view of the Circular of the Hon'ble High Court vide ROC.No. 491/2018-D.II (B), Dt.03.01.2025, **SEALED TENDERS ARE INVITED,** for Annual Maintenance of Contract for **HOUSE KEEPING SERVICES** (for Proper maintenance i.e., cleaning etc.) of the entire Court premises including the open area, Garden and parking area at the Courts functioning in the Unit of District Judge, Jagtial under the control of Prl. District & Sessions Judge, Jagtial, **i.e., FOR THE STATIONS AT JAGTIAL, METPALLY, KORUTLA & DHARMAPURI, from the Registered Agencies/Firms dealing with House Keeping services /sanitation,** for a period of **One Year from 01.04.2026 to 31.03.2027** subject to administrative approval by the Hon'ble High Court.

The intending bidders shall submit their Sealed Quotations (after inspection of the building premises of Court Complexes at Jagtial, Metpally, Korutla & Dharmapuri on any working day between 11.00 a.m., and 5.00 p.m.) in a sealed cover with their entire track record, if any, to the undersigned **on or before 5.00 p.m., on 10-02-2026, after fulfilling the following terms and conditions**. The quotations received after the said date will not be entertained.

: TERMS AND CONDITIONS :

1. 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.

2. ***The Housekeeping Agencies/firms shall submit their Quotations duly mentioning the minimum wages and they shall have to pay minimum wages with Variable Dearness Allowance (VDA) to the workers as fixed by the Government from time to time in terms of 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 ESI and EPF.***

3. ***The Quotations shall reflect the all the amounts such as taxes, ESI, EPF amounts and others etc.,, in clear and crystal manner.***

P/2

24/1/26

4. The intending Bidders/Agencies shall provide the House Keeping personnel for the below mentioned Stations where the Courts are functioning in Jagtial District Unit, as detailed hereunder:

JAGTIAL:

1 Supervisor, 5 Housemen (out of which, one must be having the knowledge of plumbing work), 3 Housemaid and 1 Electrician (i.e., TOTAL: (10) Members).

KORUTLA:

1 Supervisor, 3 Housemen (out of which, must having the knowledge of Plumbing & Electrical work), 3 Housemaid (i.e., TOTAL: (07) Members).

METPALLY:

1 Supervisor, 3 Housemen (out of which, must having the knowledge of Plumbing & Electrical work), 2 Housemaid (i.e., TOTAL: (06) Members).

DHARMAPURI:

1 Supervisor, 1 Housemen 2 Housemaid (i.e., TOTAL: (04) Members).

5. *Cleaning/Sweeping* of all the Court buildings in the premises at the Court Complexes mentioned above including Chambers of Presiding Officers and attached washrooms and also the corridors, stair cases of each Court AND Garden, Open areas and parking areas, DAILY. Sweeping and water mopping of all the floors of the buildings in the entire Court premises.

6. Cleaning of sajjas/attic 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.

7. *Sweeping* of terraces in all the buildings once in every fortnight.

8. Cleaning of all the general toilets (ladies and gents) using standard quality of phenyl and other cleaning material regularly (daily 3 to 4 times).

9. 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 once in every week and Cleaning of pan stains near the toilets, corners and other places in all the buildings, every day.

10. The Staff of the contractor shall also attend to any other work as entrusted by the Chief Ministerial Officer/Nazarath Section of the concerned Courts from time to time, as and when required.

11. The House keeping personnel shall not enter into any Section/room without prior permission.

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

13. Cleaning of window panes, grills etc., in all the court premises every day.

24/1/26

14. Cleaning of all the benches etc., provided outside the Court Halls for use of Advocates, clients etc., and also inside chairs and horse-shoe tables in every Court Hall under the supervision of concerned staff of respective Court.

15. The agency shall pay wages to the workers as per the provisions of Minimum Wages Act, 1948 as fixed by the Government vide G.O.Ms.No.85, Labour, Employment, Training & Factories (Labour-II) Dept., Dt.22.09.2007 and comply with provisions of other Acts relating to labour and proof of such payment etc., shall be submitted to the undersigned on every month. The agency has also to pay E.P.F. and E.S.I. contributions for all the workers as per Rules and also file proof of such payment.

16. The agency personnel shall invariably wear the Apron with 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.

17. The Agency has to submit a report every month with regard to the maintenance of the premises of Court Complexes.

18. The Undersigned reserves every right to cancel or terminate the Contract at any point of time, without assigning any reason, if the services are not upto the mark and are not satisfactory.

19. The Court may impose penalty of deducting certain percentage of amount from the bill, which will be decided by the undersigned at that particular time, 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.

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

21. **The successful bidders/agencies 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 Work Order proceedings.**

22. If the agency intends to withdraw from the Contract, it shall give at least one month's advance notice, or otherwise, the District Court reserves the right to claim damages from the Agency.

24/1/26

PRL.DISTRICT & SESSIONS JUDGE,
J A G T I A L.

To

1) The Notice Board of Prl. District and Sessions Court, Jagtial.
2) The Notice Boards of Court Complexes at Metpally, Korutla & Dharmapuri
3) The Notice Board of Prl.District & Sessions Court, Karimnagar.
4) The Notice Board of District Collector's Office- Jagtial & Karimnagar.
5) The Notice Board of Municipal Offices, Jagtial, Metpally, Korutla, Dharmapuri & Karimnagar.
6) e-Courts Website, District Court Complex, Jagtial & Karimnagar.
7) All other prominent places wherever seems to be required.
8) All the Agencies/firms dealing with the Work of House Keeping Services in the Jagtial & Karimnagar Districts.