OFFICE OF THE PRL.DISTRICT AND SESSIONS JUDGE AT VIKARABAD::
VIKARBAD DISTRICT

TENDER NOTIFICATION

Dis.No. 1874 /Housekeeping/2025 **Dated: 31 -07-2025**

Sub:- Building – Maintenance of District Court Building Complex at Vikarabad District – Sealed quotations are called from the reputed Housekeeping Agencies -

Ref:- Office Note of this court Dated 31-07-2025.

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Sealed quotations are invited from the reputed House Keeping Agencies for maintenance of the District Court Building, Vikarabad, Vikarabad District for the period from **01-09-2025 to 31-03-2026** as follows:-

- Sweeping and water mopping the using sanitizers in the entire Court Complex daily.
- Cleaning of Officer Chambers toilet and staff toilet using sanitizers or other cleaning daily one time.
- Sweeping of terrace, Spider nest in the entire building every month in every court.
- Cleaning of windows pans, grills, wall corners and other places in the building every month in every court.
- Any other work assigned by the District Judge.
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The intending bidders may submit their sealed quotations during the Office Hours i.e, 10.30 AM to 5.00 PM on or before 14-08-2025.

The Principal District and Sessions Judge, Vikarabad is reserves the right to accept or reject any of the quotation or all the quotations without assigning any reasons thereto.

31/7/25

Principal District and Sessions Judge,
Vikarabad District.

Pri. Dist. & Sessions Judge
Vikarabad District.

To:

1. Notice Board of the Court of District Judge, Vikarabad & website of District court
2. The District Collector, Vikarabad District
3. The District Public Relation Officer, Vikarabad District
4. The Revenue Divisional Officer, Vikarabad
5. The Mandal Tahsildar, Vikarabad Mandal, Vikarabad District
6. The Municipal Commissioner, Vikarabad
7. The Chief Executive Officer, Zilla Parishad Vikarabad District
8. The Prl. District and Sessions Judge, Ranga Reddy District
   With a request to direct the office concerned to affix the same on the Notice Board

Note: **Terms and conditions enclosed herewith.**

TERMS AND CONDITION FOR HOUSEKEEPING AT VIKARABAD DISTRICT COURT COMPLEX

1. The above Maintenance Contract will come into effect after acceptance/permission from the Hon'ble High Court and as fixed by the undersigned for a period the period from **01-09-2025 to 31-03-2026**.
2. Cleaning of the entire buildings including open area and parking areas, sweeping, water moping of the floors of the buildings, sweeping of court halls, sections, office rooms record rooms, chambers of all the Judicial Officers and its connected areas and toilets 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 District Court Complex once in every fortnight.
5. Cleaning of all general toilets attached to the District Court Complex, chambers of the Presiding Officers of all the Courts and all the toilets available in the Court Complex four times in a day.
6. Cleaning of spider nest (cob webs) in the Court halls, Chambers, in all sections, record rooms and clearing off windows and corridors every week.
7. Cleaning of pan/gutka stains near the toilets, corners and other places in the entire Complex every day.
8. The staff of the contractor shall also have to attend any other work as entrusted by the Principal District and Sessions Judge, Vikarabad and Central Nazir of the District Court from time to time.
9. Cleaning of all the benches provided outside the Court halls for the use of Advocates and clients every day.
10. The agency shall remove all the waste materials and unwanted plants etc., in the Court, from the premises every day and Agency has to procure necessary equipment, if necessary.
11. Cleaning of window panels, grills in the District Court Complex at Vikarabad once in a week.

VIKARABAD DISTRICT COURT COMPLEX:

I) 1-Supervisor, 2-Cleaners, 4-sweepers(PT)

12. The agencies those who are submitting the tenders for housekeeping work, shall quote consolidated annual maintenance 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.

13. The agency has to submit a report every month with regard to the maintenance of the premises of the District Court Complex at Vikarabad. 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.

14. The agency personnel shall invariably wear the apron with its logo before entering the Court premises and shall also keep the identify cards with them. Whenever the authorities insist, the agency personnel shall produce their identify cards.

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

16. The 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 unsatisfactory or any damage is caused to the Court property.

17. The agency shall not sublease/entrust the maintenance to any other agency.

18. The successful agency has to execute an agreement abiding to the above said terms and conditions on non-judicial stamp worth of Rs.100/- within one week of receipt of the Annual maintenance contract work.

19. 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.

20. The tender shall be submitted in the form annexed to the notification. Tenders not in the form 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.

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

22. The attendance of the employees shall be taken by the Contractor or their representative and submitted to the Central Nazir, District Court at Vikarabad who is incharge of the buildings of the district Court Complex as and when it is required.

23. The contractor shall not engage male or female persons aged less then 18 years and shall not contravene any of the provisions of Child Labour Regulations Act.

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

25. The agency shall pay 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 and the minimum wages stipulated in Circular No. J2/7846/20212, Dated 23.03.2022 of Labour Department and comply with provisions of all other applicable statutes. The agency Rules. The agency shall submit proof of payment of wages, EPF and ESI every month before 10th without fail.

26. 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, Vikarabad District.**

Prl. District and Sessions Judge
Vikarabad District

Prl. Dist. & Sessions Judge
Vikarabad District.

ANNEXURE-I

To:

The Office of the Principal District and Sessions Judge,
Vikarabad District at Vikarabad.

I/We_____(Name of the Agent submit our quotations for the Housekeeping services at District Court Complex, Vikarabad District at Vikarabad.

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)

MATERIAL TO BE USED

Description of Material	Quantity	Price

Quotations:

Vikarabad District court complex

Number of employees : 1 Supervisor, 2 Cleaners, 4-Sweepers (PT)

Sl.No.	Details	Amount (in Rs.)
1	Wages (with detailed breakup employee wise)	
2	EPF Contribution	
3	ESI Contribution	
4	Total Wages (Sl.No.1 to 3)	
5	Service charges	
6	Material charges	
7	GST	
	GRAND TOTAL	