OFFICE OF THE PRINCIPAL DISTRICT AND SESSIONS JUDGE, VIKARABAD
DISTRICT AT VIKARABAD

TENDER NOTIFICATION
HOUSEKEEPING SERVICES

Dis.No.2285 /2025 **Dated: 9 - 09-2025**

Sealed tenders are invited for award of Annual Maintenance Contract for Housekeeping Service (cleaning) in the District Court Building Complex premises at Vikarabad for the period from 01-10-2025 to 31-03-2026.

The intending bidders shall submit their quotations (after inspection of premises) in a sealed cover with entire track record, if any, to the undersigned on or before -09-2025, 5.00PM.

The quotations received after 23 -09-2025 will not be entertained. For clarifications and inspection of the premises, contact Central Nazarath Section m District Court at Vikarabad

Tenders will be opened on 25-09-2024 at 4-00PM. The intended bidders can inspect the building in the premises of Court Complex at Vikarabad District at Vikarabad or any working day between 11.00 AM to 5.00 PM.

TERMS AND CONDITION:

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 from (01-10-2025 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 anyof 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 house 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.**

9/9/25

Prl. District and Sessions Judge
Vikarabad District.

Prl. Dist. & Sessions Judge
Vikarabad District.

To:

Notice Boards of

1. The Principal District and Sessions Court, Vikarabad.
2. All the Courts functioning in this Unit.
3. The District Collector, Vikarabad District.
4. The Office of the Municipal Vikarabad.
5. Website of this Court (https://vikarabad.dcourts.gov.in)

Copy Submitted to:

The Hon'ble High Court for the State of Telangana at Hyderabad for information.

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	

2	3	4	5
EMPLOYMENT IN BUILDING OPERATIONS			
SKILLED			
1st Class Mason, 1st class Carpenter, 1st Class Painter, Mechanic, Stone Dresser, Piper, Fitter, Plumber, Tile Turner, Mason or Carpenter, Maistry, Stone Cutter, Welder, Electrician (Licenced Maistry or Works Mainstry), Machinist, Supervisor	4938	9050	13988
SEMI - SKILLED			
2nd Class Mason, 2nd Class Carpenter or Assistant Carpenter, 2nd Class Black Smith, 2nd Class Painter, Fitter for bending Bars for Re-inforcement, Tinker, Sawer, Glassier, Brick Moulder, Pot tile turner, Brick and Lime Kilnman, Assistant Fitter.	4102	9050	13152
UN-SKILLED			
Mazdoor, Gang Mazdoor, Tachar, Mukkadam, Peon, Sweeper, Bhistha, Scavenger, Watchman, Security Guard	3370	9050	12420
OTHERS			
Clerks, Store-keeper, Muster Clerk, Typist, Steno, Accountant, Computer Operator.	4302	9050	13352
CART MAN			
Double Bullock Cart/Single Bullock Cart	3370	9050	12420
EMPLOYMENT IN THE CONSTRUCTION OR IN MAINTENANCE OF ROADS			
Same rates in the Building Industry except in respect of the following categories		9050	
Driver of Bulldosers and earth moving on machinery/ Driver of Lorries and Road Rollers	5138	9050	14188
Tractor Drivers	4520	9050	13570
Drivers of Pump Engines and Motor Mills	4102	9050	13152
Pump and Engine Cleaner/ Hammer Man/ Fireman	3370	9050	12420