***OFFICE OF THE PRINCIPAL DISTRICT JUDGE, JAYASHANKAR BHUPALPALLY***

***Dis. No.*** 141 ***Dated:*** 31 .01.2026

## ***TENDER NOTIFICATION***

*Sealed tenders are invited for award of Annual Maintenance Contract for House Keeping Service (cleaning) of all the buildings and open area (including garden & parking area) in the premises of the District Court Complex, Jayashankar Bhupalpally, Senior Civil Judge's Court Complex, Jayashankar Bhupalpally and II and III Additional Junior Civil Judge's Court premises, Jayashankar Bhupalpally, for the period from 01-04-2026 to 31-03-2027.*

*The intending bidders shall submit their Quotations (the rates shall incude applicable GST) as per Minimum Wages Act (after inspection of premises) in a sealed cover with entire track record, if any, to the undersigned on or before* ***5.00 p.m. on*** 16 /02/2026. *The Quotations received after* ***5.00 pm on*** 16 /02/2026 *will not be entertained. The intended bidders can inspect the buildings in the premises on any working day between 11.00 am to 5.00 pm.*

***TERMS & CONDITIONS:***

1. *The above Maintenance Contract will come into effect from 01.04.2026.*
2. *The Organization has to entrust the work from 07.30 AM to 11.30 AM and from 2.30 PM to 6.30 PM subject to the Labour Act.*
3. *Cleaning of District Court Complex, Bhupalpally and Senior Civil Judge's Court Complex (G+2 floors) and II and III Additional Junior Civil Judge's Court premises, Bhupalpally, garden areas, open areas, roads, sweeping and water mopping of the floors of the buildings, Waiting Halls, DLSA Building, POCSO Court ,Judicial Officers Lounge Room, all Court halls, Sections of Bhupalpally which are functioning in same Court Complex, Toilets by using phenyl and other cleaning material, regularly (thrice in a day)*
4. *Cleaning of attics (sajjas) and balconies in all the buildings every week. The contractor should be well equipped in attending to the said work. If necessary, the contractor has to hire the necessary equipment for the said purpose.*
5. *Sweeping of terrace once in every fortnight.*
6. *Cleaning of all the general toilets (ladies and gents) using phenyl and other cleaning material regularly (daily 3 to 4 times).*
7. *Cleaning of spider nests (cobwebs) in the Court Halls, Chambers and in all the Sections and Record Rooms and cleaning of windows and corridors every week.*
8. *Cleaning of betel pan stains near toilets, corners and other places in the buildings every day.*
9. *The staff of the contractor shall also attend to any other work as entrusted by the Chief Administrative Officer, Superintendents, Nazarath Section, from time to time.*

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10. *The Contractor personnel have to remove the unwanted plants etc, in the buildings of the extended premises of District Court once in a week without fail, and for this, the Contractor has to procure necessary equipment, if necessary.*

11. *Cleaning of window panes, grills etc., in the premises of Court Buildings every day.*

12. *Cleaning of benches, provided outside the Court Halls for the use of Advocates, litigant public, etc.,*

13. *The Contractor shall engage number of workers as under for the work allotted and the Contractor shall submit the list of Names, Age, Mobile Numbers, photocopies of Aadhaar Cards and passport size photographs of the workers to this Court.*

    ***1. Supervisor*** - 1
    ***2. Male Workers (One should be known Plumbing / Electrician / painting)*** - 8
    ***3. Female Workers*** - 8
    ***4. Scavenger*** - 3

14. *Procure a plumber to maintain sanitation works and procure an electrician for attend electrical works and for lift management.*

15. *Have to Safe guard the building amenities by housing the security services.*

16. *The Contractor shall pay minimum wages with Variable Dearness Allowance (VDA) to the workers as fixed by the Government from time to time in terms of* ***G.0.Ms.No.85,Labour, Employment, Training & Factories (Labour-Il) Department, dated: 22.09.2007****,under construction or maintenance of Roads & Buildings operations, including ESI and EPF and proof of such payments etc., shall be submitted to the Office of District Court every month.*

17. *The Contractor shall deposit a month charges as security which is refundable on expiry of the contract period or on termination of contract, whichever is earlier.*

18. *The Contractor personnel shall invariably wear the apron with logo before entering the court premises and shall keep their respective Identity Cards with them, whenever the authorities insist, the Contractor Personnel shall produce their Identity Cards.*

19. *The Contractor has to submit a report every month with regard to the maintenance of the premises of all the Court Buildings.*

20. *The Principal District Judge, Jayashankar Bhupalpally reserves the right to terminate the contract at any time without assigning any reason thereof.*

21. *The District Court may impose penalty of deducting certain percentage of the amount from the Bill, if any person absent from duty or if no substitute is provided or if the work is found to be unsatisfactory or any damage is caused to the District Court's property.*

22. *The Contractor shall be responsible, if any damage is caused by his workers to the items/property belonging to the Court and he will be called upon to pay for such damages.*

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23. The Contractor shall sub-lease/entrust the work of maintenance to other Contractor.

24. If the contractor intends to withdraw the contract, he shall give at least a months's advance notice, otherwise, the District Court reserve the right to claim the damages from the contractor.

25. The Contractor shall submit Bank Account Number, Name of the Bank and Branch, IFSC Code and MICR Code Number along with the first bill.

26. The attendance of the workers shall be taken by the Contractor or their representative and shall submit the same to the Superintendent/In-Charge of the Buildings (Nazir) of the Principal District Court, Jayashankar Bhupalpally.

27. The Contractor shall not engage male or female persons aged less than 18 years and shall not contravene any of the provisions of The Child Labour (Prohibition and Regulation) Amendment Act.

28. The contractor has to execute an agreement, abiding to the said terms and conditions on a non-judicial stamp paper worth Rs.200/- within one week of receipt of communication.

29. The Contractor and his workers shall know that the work allotted to them is purely a work contract for house keeping services (cleaning) for a period of one year only, and the Contractor and his workers will not have any rights for claiming future employment form the Government basing on this contract.

**Prl.District Judge,**
**Jayashankar Bhupalpally**

To

1. All the Judicial Officers of this Unit (with a request to display the same on notice board).
2. The District Public Relation Officer, Jayashankar Bhupalpally (with a request to publish in all news papers.
3. The Administrative Officer, District Collectorate, Warangal (with a request to display in notice board).
4. Notice board of the Office of District Collector, Jayashankar Bhupalpally.
5. The District System Administrator, Jayashankar Bhupalpally ( with a request to place the same on the website of this Court.)

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