

**OFFICE OF THE PRINCIPAL SPECIAL JUDGE FOR CBI CASES,
4th FLOOR, C.B.I. COURTS COMPLEX, NAMPALLY, HYDERABAD – 500 004**

DIS NO. 818 /2024/ACCTS.PRL.CBI.CRT.

DT. 21.06.2024

TENDER NOTIFICATION

Sealed Tenders are invited for award of Annual Maintenance Contract for House Keeping Service (Cleaning) of Unit of the Principal Special Judge for CBI Cases, Hyderabad located in the extended premises of City Criminal Courts Complex, Red Hills, Nampally, Hyderabad for the period of ONE YEAR from : **01/10/2024 to 30/09/2025** or from the date of finalization of the tender.

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 5.00 P.M. on : 20.07.2024 The quotations received after 5.00 P.M. on 20.07.2024 will not be entertained.

TIMINGS : The Housekeeping services shall be carried out on all days of the month (including 2nd Saturday, Sundays) except National Holidays and Holidays declared at the discretion of the Principal Special Judge for CBI Cases, Hyderabad. The working hours are from 7.00 A.M. to 4.00 P.M. with half an hour lunch time. Some of the Housekeeping staff shall be asked to work from 8.00 A.M. to 5.00 P.M.

The Court working hours starts from 10.00 A.M. to 5.00 P.M. Hence all the basic cleaning job should be completed by 9.30 A.M.

TERMS AND CONDITIONS

1. The Office premises of the agency should be located in Hyderabad (Attach self attested photo copy of proof).
2. The agency should have minimum experience of Three Years as on the date of this Tender Notification in the field of providing Housekeeping services. This should be supported by documentary evidence (Attach proof of the same.)

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3. The successful bidder has to engage the following personnel for undertaking cleaning, sweeping etc.

S.No.	Staff Pattern	No. of Employees
01.	Supervisor	01
02.	House Men	03
03.	House Maid	09
04.	Scavenger	01
	TOTAL STAFF MEMBERS	14
Out of which one must be having the knowledge of Plumbing, Electrician and Carpentry		

4. The workers mentioned above engaged by the agency have to attend to their respective works and the **cleaning material has to be supplied by the agency at their cost.**

5. Sweeping of corridors, Chambers and Court Halls of Hon'ble Principal Special Judge for CBI Cases, Hyderabad and other (08) Courts i.e., 4 Floors and Cellar located at CBI Courts Complex, Red Hills, Nampally, Hyderabad everyday in the morning itself.

6. Cleaning and water mopping of Sections of all the above Courts, Record Room, Bar Association Room, Computer Server Room, Library, Conference Hall and corridors every day.

7. Cleaning of toilets in the Chambers of Hon'ble Judges and Sections and general toilets (Ladies and Gents) by using Phenyl and other cleaning material regularly (thrice a day).

8. Cleaning of sajjas/terrace of the building every week. The agency should be well equipped in attending the said works. If necessary, the agency has to hire the necessary equipment for the said purpose.

9. Cleaning of Wall mounted fans, ceiling fans, lights in the Chambers, Court Halls, Corridors and Sections once in a month.

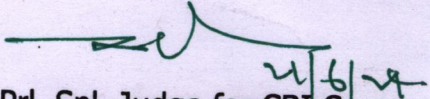
10. Cleaning of Spider nests (Cob Webs) in the Court Halls, Chambers, all the sections and Record Room, Bar Association Room, Cleaning of windows and corridors every week.

11. Cleaning of Pan Stains near the toilets, Corners and other places in the entire Building every day.
12. Cleaning of doors, window mirrors, grills etc., of entire building including Cellar every week.
13. Cleaning of all the benches provided outside Court Halls for the use of Litigant public etc., every day.
14. The staff of contractor shall also attend to any other work as entrusted by the Chief Administrative Officer of the Court of Principal Special Judge for CBI Caes, Hyderabad from time to time.
15. The Organization those who are submitting the tenders for sanitation work shall quote consolidated Annual Maintenance Charges on monthly basis including (GST) taxes the agencies have to pay minimum wages with variable Dearness Allowance to the workers as fixed by the Government including ESI and EPF.
16. Payments shall be made based on the actual attendance certified by the Contractor and verified by the Building In charge of this Unit.
17. Payment will be made once in a month after ascertaining the satisfactory performance of contractual responsibility carried out in the previous calendar month and verifying proof of EPF, ESI deductions from account of Housekeeping staff deployed CBI Court Complex and contractor agency as contribution by deployed employees.
18. No advance payment claims or running bills will be entertained. In the event of any query, objection, delay or dispute with regard to any bill or part thereof, the contractor shall not be entitled to any interest to be paid for late payment.
19. Bill has to be submitted every month on or before 5th of every month. 2% of TDS and 2% GST amount shall be deduct^{ed} from the total bill amount.
20. The agency should be registered with EPF authorities as well as ESI and should have valid provident fund registration number and ESI registration number under EPF and ESI Act and the agency has to pay EPF and ESI contribution for all the workers as per rules and also file proof of such payments in a detailed statement every month along with bill.

21. The workers of agency shall invariably wear uniform with its logo before entering the Court premises during duty hours and shall also keep the identity cards with them and produce the same whenever insisted by the authorities concerned.
22. Tenders will be evaluated based on various factors, including experience, technical proposal, financial proposal, and references. The Office of the principal Special Judge for CBI Cases, Hyderabad reserves the right to accept or reject any or all tenders received. The decision of the tendering authority will be final and binding.
23. The agency should provide alternate workmen whenever a regular out-sourced workman/manpower deputed by them is not reporting for duty and/or on leave so as to ensure continuance of proper and efficient housekeeping services i.e., the agency has to provide substitutes if the workmen proceeds on leave etc.
24. The agency has to submit a report every month with regard to the maintenance of the premises.
25. The agency shall not sub-lease/entrust the work of maintenance to the other agencies.
26. The agency intends to withdraw from contract, it shall give at least three month's advance notice, as otherwise the Principal Special Judge for CBI Cases, Hyderabad reserves the right to claim damages from the agency.
27. The Principal Special Judge for CBI Cases, Hyderabad may impose penalty of deducting certain percentage of amount from the bill, if any person absent 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.
28. The successful bidder has to execute an agreement abiding to the said terms and conditions on a non-judicial stamp paper worth Rs.100/- within one week of receipt of the communication.
29. Air-freshner sprays in Conference room (Halls) and Staff Room and other Officer's Rooms once in a day and also on requirement basis.
30. Cleaning and dusting of planters, paintings, posters, notice boards etc., collection of waster paper from rooms, waste paper baskets, floors and putting in bags at the specified location.

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31. Re-stocking of toiletries in toilets after intensive daily checking in the morning and at intervals of two hours thereafter, cleaning and scrubbing of toilets, wet dusting/wiping of mirrors, frames etc., in toilets with approved material refilling liquid soap dispensers (on daily basis in Public Toilets and requirement basis in Officers toilets, cleaning of rain water drains and removal of sewer blockage, if any. Lifting and disposal of dead birds, animals, rats etc., if found in and around the premises.
32. Removal of bird droppings and other dirt's on the inner walls or on the foot of doors, ventilators etc., as and when required. Disposal of garbage at the waste yard two times a week or as directed by the Building In-charge of this Unit.
33. The biodegradable and non-biodegradable waste shall be segregated and disposed of by the contracting agency on day-to-day basis and required numbers of dustbins will have to be provided by the Agency. Shifting of materials from one place to another as and when required.
34. Plumbing works pertaining to water supply, distribution and checking of leakages and replacement of leaking taps and sanitary fittings in all the toilets and replace/fix new fittings when required by the Plumber ensuring water supply to toilets (any damage or repairs to taps or replacement of taps shall be intimated to the Building Incharge for supply of the same).


Pri. Spl. Judge for CBI Cases
Pri. Special Judge for CBI Cases
Hyderabad.
Hyderabad.

To

1. The Metropolitan Sessions Judge, Nampally, Hyderabad. {> With a request to affix
2. The Chief Judge, City Civil Court, Hyderabad { on the Notice Board.
3. The Chief Judge, City Small Causes Court, Hyderabad. {
4. The District Public Relation Officer, Hyderabad
- With a request to publish in largely circulated news paper.
5. Notice Board of the Court of the Principal Special Judge for CBI Cases, Hyderabad.
6. Copy to upload in the CBI Court Official Website.