OFFICE OF THE PRINCIPAL SPECIAL JUDGE FOR CBI CASES, HYDERABAD

DIS.NO.949/ACCTS/PSJ-CBI/HYD/2025 DT.31-07-2025

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 for a period of SIX MONTHS from 01-10-2025 to 31-03-2026 or the date till the Hon'ble High Court accords Administrative Sanction.

The intending bidders shall submit their quotations (after inspection of premises) in duplicate in Sealed Cover by superscribing as "TENDER QUOTATION FOR ANNUAL MAINTENANCE CONTRACT OF HOUSE KEEPING (CLEANING SERVICES)" with entire tract record, if any, to the undersigned , on or before 5.00 P.M. on **23 -08-2025**. The quotations received after 5.00 P.M. on **23 -08-2025** not be entertained.

TERMS AND CONDITIONS

1. The Office premises of the agency should be located in GHMC Limits (Attach self attested photo copy of proff).

2. The agency should have minumum 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 proff of the same).

3. 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.

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

SL. NO.	STAFF PATTERN	NO.OF EMPLOYEES
1.	SUPERVISOR	01
2.	HOUSE MEN	03
3.	HOUSE MAID	09
4.	SCAVENGER	01
	TOTAL STAFF MEMBERS	**14**
Out of which one must be having the knowledge of Plumbing, Electrician and Carpentry		

TIMINGS:

5. The Housekeeping shall be carried out on all days of the month (including 2nd Saturdays & Sundays) except National Holidays and Holidays declared at the discretion of the Prl. Spl. 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 House keeping staff shall be asked to work form 8.00 A.M. to 5.00 P.M.

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

23. Removal of bird droppings on Arched cover over stoops, Window roofs, Sunshades and Sunshade slabs, etc., and other dirt's on the inner walls or on the foot or 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.

24. Removal of Overgrown trees from the walls and corners of the outside of the Court Complex.

25. 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.

26. 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 as and 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).

27. The staff of contractor shall also attend to any other work as entrusted by the Chief Administrative Officer, Court of the Prl. Special Judge for CBI Cases, Hyderabad from time to time.

PAYMENT RELATED INSTRUCTIONS:

28. The Organisation those who are submitting the tenders for sanitation work shall quote consolidated Annual Maintenance Charges & Agency Commission if any, on monthly basis including (GST) taxes. **The agencies have to pay minumum 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 and Factories (Lab.II) dated 22-09-2007 and subsequent Government Orders if any including ESI and EPF and successful agency shall submit proof of payment of minimum wages to the workers on monthly/quarterly basis for release of payment.**

29. Payments shall be made based on the actual attendance certified by the Contractor and verified by the Building In charge of this Unit.

30. 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 together with bill.

31. 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 in the Unit of the Prl. Special Judge for CBI Cases, Hyderabad and contractor agency as contribution by deployed employees.

32. 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.

33. Bill has to be submitted on or before 5th of every month. 2.06% of TDS and 2% GST amount shall be deducted from the total bill amount.