OFFICE OF THE PRL. DISTRICT AND SESSIONS JUDGE AT MAHABUBABAD

TENDER NOTIFICATION

Dis No. 1399 **/2025.** **Dated :** 20/8/25

Sealed tenders ore invited for award of Annual Maintenance Contract for **House Keeping Service** (cleaning) of court **complex at Thorrur** and the open area (including parking area) **for the period from 16.10.2025 to 31.03.2026 during the Financial Year 2025-26)**

The intending bidders shall submit their quotations in a sealed cover with entire track record if any, after inspection of the premises of the court complex at Thorrur on any working day between 10.30 a.m. and 5.00 p.m., to the undersigned on or before 5.00 p.m. on 6-9-2025 and the quotations received after 5.00 p.m. on the aforesaid time and date will not be entertained.

TERMS AND CONDITIONS

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 the period from 16.10.2025 to 31.03.2026.

Cleaning of the entire buildings including, open area and parking area Sweeping and water mopping of the floor of the buildings. Sweeping the server room, toilets by using phenyl and other cleaning material, daily.

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.

The Organization has to entrust the work from 07.30 AM to 6.30 PM subject to the Labour Act.

Sweeping of terrace once in every fortnight.

Cleaning of all the attached toilet of Presiding Officer, General Toilets (Ladies and Gents) by using phenyl and cleaning material like dis-infective material such as bleaching scented phenyl, Acids and naphthalene balls regularly (daily).

Clearing of spider nest (Cob webs) in the Court Hall, Chamber and in all the Sections and record rooms and cleaning of windows and corridors every week. Cleaning of pan stains near the toilets, corners and other places in the buildings, every day.

The staff of the contractor shall also attend to any other work as entrusted by the Dy. Nazir/Superintendent from time to time.

The Agency personnel have to remove the unwanted plants etc., in the Court premises once in a week, without fail, and for this, the Agency has fo procure necessary equipment, if necessary.

Cleaning of window panes, grills etc., in the court premises every day.

Cleaning of all the benches provided outside the Court Hall for use of Advocates, clients etc.

The agency shall remove all the waste materials from the premises every day

Required Strength

i) Number of Housemen (3) Persons
ii) Number of housemaid (2) Persons

(out of the above personnel one of them should be on duty on full time basis)

The agency have to pay minimum wages with variable Dearness Allowance to the workers as fixed by the Government vie G.O.Ms.No.85, Labour, Employment Training & Factories (Labour-II), Department, dated 22.9.2007, under construction or maintenance of Roads & Buildings operations, including ESI and EPF and proof of such payment etc., shall be submitted to the office of District Court every month.

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

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

The **Prl. District Judge, Mahabubabad** reserves the right to terminate the contract, without assigning any reason.

The **Prl. District Judge, Mahabuabad** 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 Un-satisfactory or any damage is caused of the Court property.

The agency shall not sub-lease/entrust the work of maintenance to any other agency.

The successful bidder has to execute an agreement abiding to the said terms & conditions on a non-judicial stamp paper worth Rs.100/- within one week of receipt of the communication.

If the agency intends to withdraw from the contract, it shall give at least one month's advance notice, as otherwise, the Prl. District Court reserves the right to claim damages from the Agency.

The intending bidders shall furnish their E-mail IDs, mobile numbers, full address and mention the purpose as " **Quotation for Housekeeping work in the Court of Thorrur**" on the sealed covers.

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

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

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 Building of the Junior Civil Judge's Court, Thorrur.

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

Prl. District and Sessions Judge,
Mahabubabad

20/8/2025

To

Notice boards of

1. The Prl. District Court, Mahabubabad.
2. The District Collectorate, Mahabubabad.
3. Senior Civil Judge, Mahabubabad
4. The Prl. Junior Civil Judge, Mahabubabad.
5. The Addl. Junlor Civil Judge, Mahabubabad.
6. The Junior Civil Judge, Thorrur.
7. The Railway Station, Mahabubabad.
8. The Tahsildar Office, Mahabubabad.
9. Website of this Court. (http://ecourts.gov.in/mahabubabad)