OFFICE OF THE PRINCIPAL DISTRICT AND SESSIONS JUDGE AT MAHABUBABAD

TENDER NOTIFICATION

Dis No. 2090/**2026.** **Dated :** 29/10/26

Sealed tenders are invited from experienced Housekeeping Agencies, for undertaking Annual Maintenance Contract for **Housekeeping Service** (cleaning) of the Court of the Junior Civil Judge's Court at **Maripeda** and the open area (including parking area) **for the period from 1.12.2026 to 31.3.2027 during the Financial Year 2026-27).**

The intending bidders shall submit their quotations in a sealed cover, after inspection of the Premises of the Junior Civil Judge's Court at Maripeda, on any working day, in between 10.30 a.m. and 5.00 p.m.; to the undersigned on or before 5.00 p.m. on 18/11/2026 and the quotations received after 5.00 p.m. on the aforesaid date will not be entertained.

I. TERMS AND CONDITIONS

(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 the period from 1.12.2026 to 31.3.2027.

(2) Cleaning of the entire building including, open area and parking area, Sweeping and water mopping of the floor of the building. Sweeping the server room. Cleaning of Toilets by using phenyl and other cleaning material, daily thrice.

(3) Cleaning of sajjas/attic (if any) in the building 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) The Organization has to entrust the work from 07.30 AM to 6.30 PM subject to the Labor Act.

(5) Sweeping of terrace once in every fortnight.

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

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

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

(9) Cleaning of window panes, grills etc., in the Court Premises every day.

(10) The Agency shall remove all the waste materials from the Premises every day

(11) The Staff of the Contractor shall also attend to any other Office related work as entrusted by the Dy. Nazir/Superintendent from time to time.

(12) The maintenance of the cleanliness in the premises and performance of the Agency Staff will be verified by the Superintendent/Deputy Nazir of Junior Civil Judge's Court, Maripeda.

(13) The Contractor shall maintain Register for the cleaning schedules time to time and place it for the verification of Superintendent/Deputy Nazir of Junior Civil Judge's Court, Maripeda.

II. Required Strength

i) Number of Housemen (02) Persons
ii) Number of Housemaid (03) Persons

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

III. PAY

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.

IV. UNIFORM

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.

V. OTHER CONDITIONS

(1) The Agency has to submit a report every month with regard to the maintenance of the premises of the Court.

(2) The **Principal District Judge, Mahabubabad** reserves the right to terminate the contract, without assigning any reason.

(3) The **Principal District Judge, Mahabubabad** 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 not up to mark or any damage is caused to the Court Property.

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

(5) 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 of confirmation.

(6) If the Agency intends to withdraw from the contract, it shall give at least one month's advance notice, as otherwise, the undersigned reserves the right to claim damages from the Agency.

(7) 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 Maripeda**" on the sealed covers.

(8) 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.

(9) 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.

(10) 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, Maripeda.

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

Principal District and Sessions Judge,
Mahabubabad

To

Notice boards of
1. The Principal District Court, Mahabubabad.
2. The District Collector-ate, Mahabubabad.
3. The Senior Civil Court, Mahabubabad
4. The Principal Junior Civil Court, Mahabubabad.
5. The Junior Civil Court, Maripeda.

Copy to the System Assistant, Principal District Court, Mahabubabad, with directions to upload this Tender Notification, on to the Official Website of this Court.