

OFFICE OF THE PRINCIPAL DISTRICT AND SESSIONS JUDGE :: SANGAREDDY
TENDER NOTIFICATION

Dis.No. 88 /2025.

Date: 08 -01-2025.

Sealed tenders are invited for award of **Annual Maintenance Contract for Housekeeping Service (Cleaning)** of Old and New Court Building Complexes at Sangareddy and Junior Civil Judge Court Complex, Andole at Jogipet for the period from **01-04-2025 to 31-03-2026**.

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 **03-00 PM, on 31.01.2025**. The quotations received after **03.00 PM, on 31 -01-2025** will not be entertained.

Tenders will be opened on **3.01.2025 at 5:00 P.M.** The intended bidders can inspect the buildings in the premises of Court Complex at Sangareddy and Jogipet on any working day between 11.00 AM to 5.00 PM.

TERMS AND CONDITIONS

1. The above Annual Maintenance Contract will come into effect from **01.04.2025**. The contract will be up to **31.03.2026**.
2. Cleaning of all buildings mentioned above including Garden, open area including Parking area, sweeping and water mopping of all the areas of the buildings, cleaning the toilets by using phenyl and other cleaning material, regularly (thrice in a day).
3. Cleaning of sajjas/ attic and balconies in all 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.
4. Sweeping of terraces in all the buildings once in every fortnight.
5. Cleaning of all general toilets (ladies and gents) using phenyl and cleaning material regularly (daily 3 to 4 times).
6. Cleaning of spider nest (Cob webs) in the Court halls, Chambers and in all the Sections and record rooms and cleaning of windows and corridors every week.
7. Cleaning of pan stains near toilets, corners and other places in all the buildings, everyday.
8. The staff of the Contractor shall also attend to any other work as entrusted by the Section In-charge/Central Nazir, Nazarath Section from time to time.
9. 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 to procure necessary equipment, if necessary.
10. Cleaning of window panes, grills etc., in the Court premises everyday. Cleaning of all the benches provided outside the Court Halls for use of Advocates, Litigant public, etc.

SANGAREDDY COURT COMPLEX:

- i. **1 Supervisor ii) 5 male workers & 5 female workers (out of which one must have the knowledge of Plumbing work)**

JUNIOR CIVIL JUDGE COURT COMPLEX, ANDOLE AT JOGIPET:

- i. **1 Supervisor ii) 2 male workers & 2 female workers (out of which one must have the knowledge of Plumbing work)**

11. The agency shall pay wages to the workers as per the provisions of Minimum 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 & Factories (Labour-II) Department, Dated: 22.09.2007, Under Construction or maintenance of Roads & Buildings Operations, Including ESI and EPF. The agency shall submit proof of payment of wages, EPF and ESI every month before 10th without fail.

12. The agency shall claim on reimbursement basis only, i.e., after submission of bills with relevant payments made to the workers, ESI and EPF agencies. If any delay or default in payment to the workers is observed then the agency will be prosecuted as per law.

13. 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.

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

15. The District Court reserves the right to terminate the contract, without assigning any reason.

16. The District Court 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 to the Court property

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

18. The successful tenderer has to execute an agreement binding to the said Terms and Conditions on a non-judicial stamp paper worth Rs.100/- within one week of receipt of the communication.

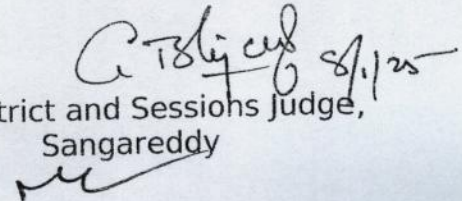
19. If agency intends to withdraw from the contract, it shall give atleast one month's advance notice, as otherwise, the District Court reserves the right to claim damages from the Agency.

21. The tender shall be submitted in the form Annexed to the notification. Tenders not in the form will be rejected. All the documents listed in the form shall be submitted. Copies of the documents shall be enclosed with the tender. The original documents shall be produced for verification at the time opening of tenders.

22. The agency/person submitting tender shall submit valid EPF Registration Certificate, ESI Registration Certificate, GST Registration Certificate, Labour Contract Licence and Registration of Firm Certificate or certificate of incorporation. Any tender without these documents will be rejected.

23. The tender application.

24. The intended bidders shall submit the list of material to be used with quantity/per month.

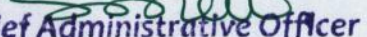

Principal District and Sessions Judge,
Sangareddy

Enclosures: Annexures (Pg.No. 1 to 3)

Copies to:

1. Notice Board of District Court premises, Sangareddy.
2. The District Collector, Sangareddy District.
3. Notice Board of Junior Civil Judge Court Complex, Andole at Jogipet.
4. The District Public Relation Officer, Sangareddy District.
5. The Accounts Section (Budget), Prl. District Court, Sangareddy.
6. The e-Courts Section, Prl. District Court, Sangareddy.

True Copy / Forwarded / By Order


Chief Administrative Officer
Prl. Dist. and Sessions Court
Sangareddy

ANNEXURE - I

To
The Office of the Principal District and Sessions Judge,
Sangareddy.

I/We _____ (Name of the Agency)
submit our quotations for the Housekeeping services at District Court Complex,
Sangareddy and Court Complex, Andole at Jogipet.

1. Name of the Contractor :
2. Address :
3. Phone Number :
4. e-Mail ID :
5. GST Registration Number :
6. EPF Registration Number :
7. ESI Registration Number :
8. Labour License number :
9. Company/Firm Registration
Certificate number :
10. Previous work experience :

(copies of the above shall be enclosed with the application)

LIST OF MATERIALS TO BE USED WITH QUANTITY

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

QUOTATIONS:

1) Sangareddy Court Complex

Number of Employees : 1 Supervisor

ii) 5 male workers & 5 female workers

(out of which one must have the knowledge of Skilled in Plumbing work)

Sl.No.	Details	Amount (in Rs.)
1	Wages (with detailed breakup employee wise)	
2	EPF Contribution	
3	ESI Contribution	
4	Total Wages (Sl.No.2 + 3)	
5	Service Charges	
6	Material Charges	
7	GST	
	GRAND TOTAL	

2) Jogipet Court Complex

Number of Employees: 1 Supervisor

ii. 2 male workers & 2 female workers (out of which one must have the knowledge of Skilled in Plumbing work)

Sl.No.	Details	Amount (in Rs.)
1	Wages (with detailed breakup employee wise)	
2	EPF Contribution	
3	ESI Contribution	
4	Total Wages (Sl.No.2 + 3)	
5	Service Charges	
6	Material Charges	
7	GST	
	GRAND TOTAL	