TENDER NOTIFICATION

Comprehensive annual maintenance contract
"City Civil Courts, Hyderabad, Secunderabad and Integrated Family Courts Complex, Purani Haveli, Hyderabad"

Dis No. 252 /CN/2026 **Dt: 16.01.2026**

Sealed tenders are invited for award of Annual Maintenance Contract for Housekeeping Services from the Registered and Authorized Agency/Organization for the cleaning and maintenance of the a) City Civil Courts Complex, Hyderabad b) City Civil Courts Complex, Secunderabad and c) Integrated Family Courts Complex, Purani Haveli, Hyderabad.

I) TERM OF THE CONTRACT

1) "City Civil Courts, Hyderabad" for a period of 1 (one) year starting from **01.04.2026 to 31.03.2027** on contract basis.

2) "City Civil Courts, Secunderabad" for a period of 1 (one) year starting from **01.04.2026 to 31.03.2027** on contract basis.

3)"Integrated Family Court Complex, Purani Haveli, Hyderabad" for a period of 1 (one) year starting from **01.04.2026 to 31.03.2027** on contract basis.

4) The above Annual Maintenance Contract will come into effect for all three complexes after receiving acceptance and permission from the Hon'ble High Court for the State of Telangana and as fixed by the undersigned for a period of one year (**01.04.2026 to 31.03.2027**).

5) The commencement date may vary depending on the date of approval of the Contract by the Hon'ble High Court for the State of Telangana. The concluding date will be 31.03.2027 irrespective of the commencing date.

II) FILING OF TENDER

1) The tender shall be submitted in the forms annexed to this notification. Copies of all the documents listed in the forms shall be submitted. The original documents shall be produced for verification at the time of opening of the tenders. All the Columns should be filled. Tenders not in the prescribed form will be rejected.

2) The intending bidders shall file separate tenders for each court complex.

3) The tender for each court complex shall be submitted in a separate sealed cover. On the top of the cover the bidder shall write or print **"Quotation for Housekeeping work at (Name of the Court Complex)"** and the full name, address, phone number and email of the bidder.

4) The bidder shall provide all details and file copies of all the documents listed in the Annexure-I.

5) The bidder shall provide a list of material and its quantity and price in Annexure-II. (**NOTE:** Bidders shall quote prices of cleaning material as per the market rates. The same shall be verified by the Office before acceptance).

6) The price quoted shall be in the form given in Annexure-III

7) The Office of the Chief Judge, City Civil Court, Hyderabad reserves the right to reject/accept or withdraw any part or full tender(s) without assigning any reason whatsoever. The decision of the Chief Judge is final and unquestionable and no enquiry will be entertained in this regard.

8) The Office of the Chief Judge, City Civil Court, Hyderabad will be under no obligation to accept the lowest or any tender received in response to the tender notice and shall be entitled to reject any tender without assigning any reason whatsoever.

9) Bid should be complete in all respects and incomplete bids will be summarily rejected. No clarification will be entertained by the Office of the Chief Judge, City Civil Court,Hyderabad, in this regard.

10) Clarifications, if any, with respect to the tender may be sought in writing before submission of the tender, on any working day during working hours of the office.

11) Canvassing in any form will result in disqualification of the tenderer. If any tenderer is found influencing or intimidating other tenderer/tender process, his tender is liable for disqualification.

12) Any falsification/suppression of information will lead to the disqualification from the tender. Filing bids as a Syndicate will also result in disqualification.

13) The interested tenderer shall inspect the premises of the three Court complexes before submitting the bids. Once bids are filed the bidders cannot claim that they had no knowledge of the area of the complexes or the nature of the work. The interested tenderer can inspect the building in the premises of Court Complex at City Civil Court, Hyderabad on any working day between 11.00 A.M. to 5.00 P.M. For Clarifications and inspection of the premises, contact Central Nazarath Section, City Civil Court, Hyderabad, Phone No.9848730563.

14) The intending tenderer shall after inspection of premises submit their quotations with the required documents in a sealed cover in the Office of the Chief Judge, City Civil Court, Hyderabad on or before **5:00 P.M on 02.02.2026**. The quotations received after **5:00 P.M on 02.02.2026** will not be entertained.

15) Tenders will be opened on 03.02.2026 at 1.00 P.M. and result will be declared at 05.30 P.M. on 03.02.2026.

16) Tenders will be evaluated based on various factors, including experience, technical proposal, financial proposal, and references. The Office of the Chief Judge, City Civil Court, Hyderabad, reserves the right to accept or reject any or all tenders received. The decision of the Chief Judge, City Civil Court, Hyderabad will be final and binding.

III) TERMS OF THE HOUSEKEEPING SERVICES

1) TIMINGS: The Housekeeping services shall be carried out on all days of the month except 2nd Saturdays and Sundays and National Holidays and Holidays declared at the discretion of the Chief Judge, City Civil Court Hyderabad. The working hours are from 7.00 am to 4.00 pm with half an hour lunch time. Some of the housekeeping staff shall be asked to work from 8.00 am to 5.00pm. The Court working hours starts from 10.00 am to 5.00 pm. Hence, all the basic cleaning jobs should be completed by 9.30 am. The Chief Judge, City Civil Court or the I Additional Chief Judge, City Civil Court, Secunderabad or the The Judge, Principal Family Court, Integrated Family Courts Complex, Purani Haveli, Hyderabad, may require the Housekeeping services be carried out on a 2nd Saturday and Sundays and National Holidays if required.

2) Description of Services Required:

We require comprehensive housekeeping services to maintain cleanliness and hygiene in our premises.

A) SCOPE OF THE WORK :

1 The contractor / contractors shall be responsible to maintain the wash-rooms, toilets, dusting of Storage racks and office furniture including chairs, tables, discussion tables, almirahs, work station benches, furniture in all the sections in the entire court complex. The contractor shall use quality material, tools, equipments and spare parts etc.

2 The work will be done under the supervision and direction of the Central Nazir at the City Civil Court, Hyderabad and the Deputy Nazir/Building Incharge at the City Civil court, Secunderabad and Integrated Family Courts Complex, Purani Haveli, Hyderabad.

3. Apart from the work under clauses '**B**' and '**C**' the Staff of the Contractor shall also have to attend any other work as entrusted by the Chief Judge, City Civil Court Complex, Hyderabad and I Additional Chief Judge, City Civil Court, Secunderabad and the Judge, Principal Family Court, Integrated Family Court Complex, Purani Haveli, Hyderabad and the Central Nazir, Central Nazarath Section, City Civil Court, Hyderabad and Deputy Nazir , City Civil Court, Secunderabad and Deputy Nazir, Integrated Family Court Complex, Purani Haveli, Hyderabad from time to time.

B) Details of jobs to be carried out twice in a day are as under:-

Services required twice a day : General cleaning

1 Sweeping, mopping, dusting and any other connected work of the Court halls, office rooms, open office halls, Lobby area, conference rooms (Halls), crèche, filing section, Library, Counselling rooms, yoga room, Mano vikas Kendra, cleaning of books, reception, corridors, stores, Sections in all floors, pantry area, stairs, space for water coolers, toilets, labs/Computer Section, staff rooms, sweeping parking areas, service area, pavements and roads surrounding the premises and all unspecified areas/location within the premises, including Rain water & sewer drains, electrical substation, A/c plant room, DG room, UPS room, e-Sewa (efiling) cabins, pump room, fire room and shaft & ducts, dusting of furniture, cupboards, office equipment's. Cleaning with soap-oil or liquid cleaners wherever required.

2 Removal of garbage from dustbins in biodegradable bags and replacing old biodegradable bags with new biodegradable bags. No garbage will be left in the site overnight. **The biodegradable bags for the dustbins and trolleys for carrying the garbage will have to be provided by**

the successful tenderer. Sweeping & Mopping floors of entire court complex which includes work area on all blocks, Conference rooms, Generator rooms, pump house AC rooms, Dispensary, Library, Reception area, MOMs Room, Nazarath section, Digitization Room, Doctor's Room, Terrace area, passages, record rooms, lift area, railings, windows, Parking area in basement, clearing dust bins, etc. with first quality cleaning equipments & cleaning agents twice a day / need based as per timings specified by Central Nazir/Deputy Nazir/Building Incharge.

3 Removal of waste papers, packing material and any other garbage from the entire premises including the staircases, open area, in front of electrical shafts etc. Cleaning/removal of any type of stains of ink, Paan etc from the building and stair cases.

4 Cleaning of workstations, table tops, chairs, and desks almirahs, frames, panels, railings, glasses and cabin partitions with approved cleaning material.

5 Stain removal treatment of entire premises including stairs, area of office cabins, halls, conference halls, stores, reception, toilets and lifts etc. and stain removing of the furniture and equipment. Cleaning of tea/coffee serving area on each floor.

6 Air-freshener sprays in conference room (Halls) and Staff Room & other officer's rooms, once in a day and also on requirement basis.

7 Cleaning and dusting of computers, keyboards, terminals, printers, Photostat machines, filing cabinets, telephones, electric fans and any other article on the Site. Cleaning of toilets, at all floors in all blocks in the Campus four times a day as per timings to be specified by the Central Nazir or the Deputy Nazir, using the required cleaning agents and maintain the toilets floors dry during office hours. Cleaning of windows of all toilets to be done regularly. Wash basins, urinals, WC area to be cleaned with suitable detergent. Flushing system of all toilets is to be checked at regular interval every day. At least once a day disinfectant like harpic etc should be used for cleaning the toilets.

8 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 toilet with approved material, refilling liquid soap dispensers (on daily basis in Public toilets and requirement basis in officers toilets), re-filling of toilet rolls / tissue papers etc. 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.

9 Cleaning and dusting of planters, paintings, posters, notice boards etc. Collection of waste paper from rooms, waste paper, baskets, floors and putting in bags at the specified location.

10 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 Central Nazir/Deputy Nazir.

11 The biodegradable and non-biodegradable waste shall be segregated and disposed of by the contracting contractor on day-to-day basis and required numbers of dustbins will have to be provided by the contractor. Shifting of materials from one place to another as and when required.

12 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 etc. ensuring water supply to toilets. (any damage or repairs to taps or replacements of taps shall be intimated to the Central Nazir/Deputy Nazir/ Building incharge for supply of the same). Cleaning and maintenance of all the drains within the compound of the respective court complexes.

13 Pest control, mosquito control including winged pests, larva control and rodent control of the entire campus of the court complex in all covered and open area.

14 Taking care of the children in the Crèche Room in the Integrated Family Court Complex, Purani Haveli, Hyderabad.

15 Daily duty chart to be displayed and signed by the Supervisor and submitted to Central Nazir/ Deputy Nazir every day.

16 The above mentioned works from (1) to (14) are to be carried out twice a day and also on requirement basis as directed by Central Nazir/Deputy Nazir/Building In charge of the concerned Court Complex.

C) Details of jobs to be carried out weekly are as under:

1) Vacuum cleaning & brushing of work areas, conference rooms, training hall, all rooms in admin block, Reception area, Doctors room, Security room, and all rooms in the Court Complexes.

2) Repair work for damage in pipe lines of drainage and water supply.

3) Machine and Hand scrubbing and thorough cleaning / washing of entire floor area by using approved cleaning material and dry/wet mopping.

4) Cleaning of drinking water coolers, water cooler area, dust bins buckets etc. with detergents.

5) Removal of poster, banner etc. from inside and outside walls of the building.

6) Thorough cleaning of all the bookshelves, tables, chairs of the library by removing books from the shelves.

7) Cleaning of terrace, rain water and sewer drains.

D) MATERIALS TO BE SUPPLIED BY THE CONTRACTOR:

The Housekeeping materials should be supplied after obtaining specific approval of the Contract. The contractor shall furnish a list of the cleaning material in the Annexure-II to the tender and shall utilise the material of same quality and quantity throughout the contract period.

E) RODENT and PEST CONTROL SERVICES: The court complexes require pest control, strong rodent control and disinfestation services to be carried out at its premises: The Scope of the contract includes BUT IS NOT LIMITED to carrying out the following jobs as below:

Sl. No.	Particulars	No. of services required Per annum
1	General insect/pest control services for cockroach & mosquito extermination	Every week
2	Rodent Control Services	Every Fortnight
3	Cleaning of Drinking Water filters, Drinking water storage tanks, other water Tanks used for storing water for the purpose of wash rooms.	Once every month
4	Restriction of movement of snakes inside building & catching/retrieval of Snakes	As and when required
5	Beehive removal (per beehive) - Campus	As and when required

1 Spray of scented mosquito and cockroach killer on all floors as and when required. Mosquito/cockroach killers shall be of Standard quality.

2 The contractor should depute its professional staff for spraying the required pesticides or chemicals through a spray gun or place them if they are dry cubes or carry out such chemical treatment through insecticide sprays. Only company made chemicals and herbal powder mixed with water is to be used.

3 Services should be carried out every week on Saturdays or any other holiday with the prior permission from administration.

E) MANPOWER REQUIREMENT :

1) Manpower requirement for housekeeping services for **City Civil Court, Hyderabad** are as follows:

S.no	Name of the Post	No.(s) required
1	House Keeping Supervisor	2
2	Housekeeping and cleaning men/women	15 (10-Female & 5 male)
3	Plumber skilled in all plumbing works	4
4	Scavengers	11
	TOTAL	**32**

2) Manpower requirement for housekeeping services **City Civil Court, Secunderabad** are as follows:

S.no	Name of the Post	No.(s) required
1	House Keeping Supervisor	1
2	Housekeeping and cleaning men/women	6(04-Female & 2 male)
3	Plumber skilled in all plumbing works	2
4	Electrician (Helper & Electrician)	2
5	scavengers	7
	TOTAL	**18**

3) Manpower requirement for housekeeping services **Integrated Family Court Complex, Purani Haveli, Hyderabad** are as follows:

S.no	Name of the Post	No.(s) required
1	House Keeping Supervisor	1
2	Housekeeping and cleaning men/women	17 (10-Female & 7 male)
3	Plumber skilled in all plumbing works	2
4	Electrician (Helper &Electrician)	2

5	Baby Sitter /Care taker of children for Crèche Room **(NOTE: The wages for the Baby Sitter /Care taker of children for Crèche Room in the Integrated Family Court Complex, Purani Haveli shall be taken as the same as a skilled worker)**	1 (Female)
6	Gardener	1
	TOTAL	**24**

4) The number of personnel in various posts may be increased or decreased as per requirement at the discretion of the Chief Judge, City Civil Court, Hyderabad.

5) The Housekeeping Supervisor shall have a Professional qualification in housekeeping and inventory management with minimum 3 years' experience in his area of work.

6)The tenderer must employ adults aged more than 18 years only. Employment of child labour shall lead to the termination of contract. The successful bidder shall engage only such workers, whose antecedents have been thoroughly verified, including character and police verification and other formalities.

7) The contractor shall submit a list of the housekeeping staff employed by him with Aadhar card details, EPF and ESI registration details of the respective staff within one week of the allocation of the work order to the Chief Judge, City Civil court, Hyderabad, I Additional Chief Judge, Secunderabad, Judge, Principal Family Court, Integrated Family Court Complex, Purani Haveli, Hyderabad as the case may be.

8) The contractor shall maintain an attendance register to mark the attendance of Housekeeping staff. The attendance shall be verified by the Central Nazir/Deputy Nazir.

9) The contractor's personnel shall invariably wear an apron with its Logo before entering the Court Premises and shall also keep the identity cards with them. Whenever the authorities insist, the contractor personnel shall produce their identity cards.

10) The contractor has to pay minimum wages with variable allowances to the workers as fixed by the Government from time to time. The contractor shall pay recent rates of wages to the workers as per the provisions of Minimum wages

Act, 1948 as per G.O.Ms.No.85 LET&F(Lab-II) Dept., Dated.22-09-2007 of Labour Department and comply with provisions of all other applicable statutes. The contractor also has to pay EPF and ESI Contributions for all the workers as per Rules. The contractor shall submit proof of payment of wages, EPF and ESI every month before 5th without fail.

F) PAYMENT SCHEDULE AND TERMS

1 The contractor has to submit a report every month with regard to the maintenance of the premises of the Court Complex. The contractor 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 contractor will be prosecuted as per law.

2 Payment will be made once 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 Kalpataru Complex and contractor contribution by deployed employees and contractor.

3 Payments shall be made based on the actual attendance certified by the contractor and verified by Deputy Nazir of Kalpataru Complex.

4 The contractor shall submit the Maintenance Charges bill on Monthly basis including GST. The contractor has to pay minimum wages with variable Dearness Allowance to the workers as fixed by the Government vide G.O.Ms. No.85, Labour, Employment, Training & Factories (Labour-II) Department, dt.22-09-2007, including ESI and EPF. The applicable minimum wages table is annexed as Annexure-IV. (NOTE: The wages for the Baby Sitter /Care taker of children for Crèche Room in the Integrated Family Court Complex, Purani Haveli shall be taken as the same as a skilled worker).

5 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 a

part thereof, the Contractor shall not be entitled to any interest to be paid for late payment.

6 Bill has to be submitted every month on or before the 5th day.

G) PENALTY

1) Penalty will be levied for Damage to Court assets or equipment's etc., caused by the contractor, staff and refusing to carry out the work as specified within the time limit set as per the Terms and Conditions.

2) Penalty of deducting certain percentage of amount from the bill may also be imposed if any housekeeping staff is absent from duty and if no substitute is provided or if the work is found to be unsatisfactory.

2) On the basis of assessment by Central Nazir/Deputy Nazir/Building Incharge, the staff who caused the damage should be replaced immediately.

3) The decision of Chief Judge, City Civil Court Hyderabad will be final with regard to levying of penalty.

H) TERMINATION OF THE CONTRACT FOR DEFAULT

1 If the contractor/ contractors fails to deliver any or all of the services within the time period specified in the work order Or If the contractor fails to perform any other obligation(s) under the contract / work order, The Chief Judge, City Civil Court, Hyderabad may terminate the contract with one week's notice.

2 If the contractor intends to withdraw from the contract the contractor shall give two months notice.

3 If the contract is terminated for the default of the contractor, the contractor will be liable for damages.

4 The contractor shall not sub-contract the work to any other agency. If the contractor sub-contracts the work under this contract, then the contract shall be immediately terminated and penalty of three times the monthly bill shall be levied.

Chief Judge,
City Civil Court
Hyderabad.

ANNEXURE – I

To
The Office of The Hon'ble Chief Judge,
City Civil Court,
Hyderabad.

I/We _____(Name of the agent submit our quotations for the Housekeeping services at _____
(STATE THE NAME OF THE COURT COMPLEX HERE.)

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. PAN Card

11. Previous Work Experience

(Copies of the documents in support of the above given details shall be enclosed with Application including Income Tax returns for the past three assessment years)

ANNEXURE-II

DESCRIPTION OF MATERIALS/BRAND	QUANTITY	PRICE

ANNEXURE-III

Quotations:

NAME OF THE COURT COMPLEX

Number of employees :

SL. No	Details	Amount (in Rs.)
1.	Wages (with detailed breakup employee wise as per Annexure IV)	
2.	EPF Contribution	
3.	ESI Contribution	
4.	Total Wages (SL.No 1 to 3)	
5.	Service charges	Not less than 2%
6.	Material charges	
7.	GST	
	GRAND TOTAL	

ANNEXURE-IV

CONSTRUCTION OR MAINTENANCE OF ROADS AND BUILDING OPERATIONS				
Notification issued vide G.O.Ms.No.85, LET&F (Lab.II) Dept., dt:22-09-2007				
Published in Gazette No.568 , dated 01-10-2007				
Wages Linked at 525 CPI points				
CPI points notified as on 01.10.2025 = 1941 points				
VDA to be paid from 01.10.2025 TO 31.03.2026 = 1941 - 525 = 1416 points				
Per point rate of VDA notified in the notification = Rs.6.40				
Minimum Wages and VDA payable from 01.10.2025 TO 31.03.2026				
Sl. No.	**Name of the Category**	**Basic wage**	**VDA for 1416 points**	**Total Wage**
1	**2**	**3**	**4**	**5**
I	**EMPLOYMENT IN BUILDING OPERATIONS**			
1	**SKILLED**			
	1st Class Mason, 1st class Carpenter, 1st Class Painter, Mechanic, Stone Dresser, Piper, Fitter, Plumber, Tile Turner, Mason or Carpenter, Maistry, Stone Cutter, Welder, Electrician (Licenced Maistry or Works Mainstry), Machinist, Supervisor	4938	9062	14000
2	**SEMI - SKILLED**			
	2nd Class Mason, 2nd Class Carpenter or Assistant Carpenter, 2nd Class Black Smith, 2nd Class Painter, Fitter for bending Bars for Re-inforcement, Tinker, Sawer, Glassier, Brick Moulder, Pot tile turner, Brick and Lime Kilnman, Assistant Fitter.	4102	9062	13164

3	**UN-SKILLED**			
	Mazdoor, Gang Mazdoor, Tachar, Mukkadam, Peon, Sweeper, Bhistha, Scavenger, Watchman, Security Guard	3370	9062	12432
4	**OTHERS**			
	Clerks, Store-keeper, Muster Clerk, Typist, Steno, Accountant, Computer Operator.	4302	9062	13364
5	**CART MAN**		9062	
	Double Bullock Cart/Single Bullock Cart	3370	9062	12432
II	**EMPLOYMENT IN THE CONSTRUCTION OR IN MAINTENANCE OF ROADS**			
	Same rates in the Building Industry except in respect of the following categories			
1	Driver of Bulldosers and earth moving on machinery/ Driver of Lorries and Road Rollers	5138	9062	14200
2	Tractor Drivers	4520	9062	13582
3	Drivers of Pump Engines and Motor Mills	4102	9062	13164
4	Pump and Engine Cleaner/ Hammer Man/ Fireman	3370	9062	12432

Chief Judge,
City Civil Court
Hyderabad.

To,

1) The Metropolitan Sessions Judge, Nampally, Hyd.
2) The Chief Judge, C.B.I Courts at Gagan Vihar, Hyd.
3) The I Additional Chief Judge, City Civil Court Sec'bad.
4) The District Public Relation Officer, Hyderabad
-With a request to publish in largely circulated news paper.
5) Notice board of the City Civil Court Hyderabad.

With a request to affix on the notice board.

6) Copy to upload in the City Civil Court official Website.

To,

Notice Boards of

1. The Principal District Court, LB Nagar.
2. All the Courts Functioning in this Unit.
3. The District Collector, Ranga Reddy District.
4. The GHMC Office, Lower Tank Bund, Saroornagar, LB Nagar.
5. Website of this Court (http://hccc.dcourts.gov.in)

Copy submitted to: The Hon'ble High Court for the State of Telangana at Hyderabad for information.

Note: Annexure, quotations and all other details are available in City Civil Court Website and in person with Central Nazir, City Civil Court, Hyderabad.

If required Applications can be collected from Central Nazir, City Civil Court, Hyderabad.

Contact numbers: 1. Chief Administrative Officer : 9849794151
2. Central Nazir : 9848730563