

OFFICE OF THE PRINCIPAL DISTRICT AND SESSIONS JUDGE :: MEDAK

:: TENDER NOTIFICATION ::

Dis No. 1524 /2024,

Dt. 01 -08-2024.

Sub: BUILDINGS- Medak- Housekeeping/Sanitary Works in the court of Principal District and Sessions Judge, Medak on contract basis -
-Sealed quotations- Called for - Regarding.

Ref: Order ROC.NO. 662/2024-DII(B), Dated. 21-06-2024 of Hon'ble High Court for the State of Telangana.

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In view of the orders of Hon'ble High Court for the State of Telangana vide reference cited Fresh Sealed Quotations are invited from reputed and experienced professional housekeeping, Registered Service agencies for providing Housekeeping and Cleaning Services having capacity to provide the required number of Trained manpower at District Court Building complex, Medak for the period from **01-08-2024 to 31-03-2025**.

TENDER SUBMISSION:

The intending bidders should submit their quotations (after inspection of premises) in a sealed cover with entire track record clearly marked as "Tender for Housekeeping/Sanitary Works at Principal District and Sessions Court Building complex, Medak to the undersigned no later than 09 -08-2024 during working hours from 10:30 AM to 5:00 P.M. The quotations received after 5:00 PM on 9 -08-2024 will not be entertained.

Tenders will be opened on 9 -08-2024 at 5:00 P.M. The intending bidders can inspect the building in the premises of court complex at Medak on any working day between 10:30 AM to 5:00 PM.

TERMS AND CONDITIONS

1. The above Annual Maintenance Contract will come into effect from 01-08-2024. The contract will be up to 31-03-2025.

2. Cleaning of all buildings mentioned above including Garden, Open area including parking area, sweeping and water mopping of all the areas of the

building, cleaning the toilets by using Phenol and other cleaning material, regularly (Thrice in a day).

3. Cleaning of chajjas/attic and balconies in all courts 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 phenol 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 courts, everyday.

8. The staff of the Contractor shall also attend to any other work 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.

11. The Agency shall pay wages to the workers as per the provisions of Minimum Wages Act, 1948 as per GOMS.NO. 85 LET&F(Lab.II) Dept., Dt. 22.09.2007 and the minimum wages stipulated in Circular No. J2/7846/2012, Dated. 23.03.2022 of Labour Department and comply with provisions of all other applicable statutes. The agency also has to pay EPF and ESI Contributions for all the workers as per Rules. 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 has to submit a report every month with regard to the maintenance of the premises of Court Complex.
14. The District Court reserves the right to terminate the contract, without assigning any reason.
15. 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.
16. The agency shall not sub-lease/entrust the work of maintenance to any other agency.
17. 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.
18. If agency intends to withdraw from the contract, it shall give at least one month advance notice, as otherwise, the District Court reserves the right to claim damages from the Agency.
19. 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.
20. The agency/person submitting tender shall submit valid EPF Registration Certificate, ESI Registration Certificate, GST Registration Certificate, Labour

Contract License and Registration of Firm Certificate of certificate of incorporation. Any tender without these documents will be rejected.

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

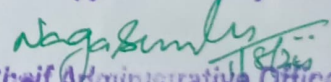

Principal District and Sessions Judge,
Medak.
Medak Dist. 1/24

Enclosures :Annexure (Page.No. 1 to 3)

Copy to:-

1. The District Collector, Medak.
2. The Senior Civil Judge, Medak.
3. The incharge, e-Court's Project, District Court, Medak to upload in the official website.
4. The Senior Superintendent, Accounts Section, District Court, Medak.
Notice Board.

True Copy/Forwarded/By Order


Chief Administrative Officer
Pri. Dist. & Sessions Court
Medak.

A N N E X U R E

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

I/We _____ (in Name of the
Agency) submit our quotations for the Housekeeping services at District Court
Complex, Medak.

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.

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6.

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QUOTATIONS:-

1) Medak District Court Complex.

Number of Employees : 01 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	