

TENDER NOTIFICATION

Annual Maintenance Contract for Housekeeping Services
"Junior Civil Judge's Court Complex at Narsapur and Alladurg."

Dis No. 279 /2026

Dated: 02-02-2026.

In view of the Revised Circulars of the Hon'ble High Court for the State of Telangana vide ROC.No.491/2018-D-II(B), Dated:-03-01-2025 and ROC.No.491/2018-D-II(B), Dated:- 28-01-2026 **SEALED QUOTATIONS ARE INVITED**, for Annual Maintenance of Contract for **HOUSE KEEPING SERVICES** (for Proper maintenance i.e., cleaning etc.) of the entire Court premises including the open area, Garden and parking area at the Courts functioning in the Unit of Prl. District & Sessions Judge, Medak, i.e., **FOR THE STATIONS AT "NARSAPUR" & "ALLADURG"**, from the **Registered Agencies/Firms dealing with House Keeping services/sanitation**, for a period of **One Year i.e., from 01-04-2026 to 31-03-2027** or from the date of allotment of work subject to administrative approval by the Hon'ble High Court for the State of Telangana.

The intending bidders shall submit their Sealed Quotations (after inspection of the building premises of Court Complexes at Narsapur and Alladurg on any working day between 11.00 a.m., and 5.00 p.m.) in sealed cover to the undersigned superscribing **"QUOTATION FOR HOUSEKEEPING WORK IN THE COURT BUILDING COMPLEX AT NARSAPUR/ALLADURG"** with their entire track record, if any, to the undersigned **on or before 5.00 p.m., on 09-02-2026, after fulfilling the following terms and conditions.** The quotations received after the said date will not be entertained. ***The intending bidders shall submit separate quotations for each Court Complex in separate sealed covers.***

The copy of this Tender Notification can be obtained from this Office on any working day between 10:00 A.M. to 05:00 P.M. or may be downloaded from Medak District Judiciary Official website **<https://medak.dcourts.gov.in>** in **"Tenders"** tab. The Tender may be submitted by post or in person.

:-: TERMS AND CONDITIONS :-:

1. The duration of the Annual Maintenance Contract will be for a period of **ONE YEAR** i.e., from 01-04-2026 to 31-03-2027 and the date from which it is to be commenced will be informed after approval from the Hon'ble High Court.

2. *The Housekeeping Agencies/firms shall submit their Quotations duly mentioning the minimum wages and they shall have to pay 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.*
3. *The Quotations shall reflect the all the amounts such as taxes, ESI, EPF amounts and others etc., in clear and crystal manner.*
4. The intending Bidders/Agencies shall provide the House Keeping personnel for the below mentioned stations in the Medak Unit as follows:

NARSAPUR – JUNIOR CIVIL JUDGE’S COURT BUILDING COMPLEX:

**One (1) Supervisor, One (1) Housemen and Two (02) Housemaid
(i.e., TOTAL: Four (04) Members).**

ALLADURG – JUNIOR CIVIL JUDGE’S COURT BUILDING COMPLEX:

**One (1) Supervisor, One (1) Housemen and Two (02) Housemaid
(i.e., TOTAL: Four (04) Members).**

5. *Cleaning/Sweeping of all the Court building in the premises at the District Court Building Complex, Medak mentioned above including Garden, Open areas including parking areas. Sweeping and water mopping of Court Halls, Sections, Office Rooms, Record Rooms, Chambers of all the Judicial Officers and its connected areas and toilets in all the floors of the buildings in the entire Court Complex Premises.*
6. *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.*
7. *Sweeping of corridors in all the buildings every day and terraces every fortnight.*
8. *Cleaning of all the general toilets (ladies and gents) using phenyl and cleaning material regularly (daily 2 to 3 times).*
9. *Clearing of spider nest (Cob webs) in the Court Halls, Chambers and in all the Sections and Record Rooms and cleaning of windows and corridors once in every week and cleaning of pan/gutka stains near the toilets, corners and other places in all the buildings at Court Complexes, every day.*
10. *The Staff of the contractor shall also attend to any other work as entrusted by the Chief Ministerial Officer/Nazarath Section of the concerned Court from time to time, as and when required.*
11. *The House keeping personnel shall not enter into any Section/room without prior permission.*

12. The Agency personnel have to remove the unwanted plants etc., in the courts premises once in a week, without fail, and for this, the Agency has to procure necessary equipment, if necessary.
13. Cleaning of window panes, grills etc., in the court premises every day.
14. Cleaning of all the benches etc., provided outside the Court Halls for use of Advocates, clients etc.
15. Daily Duty Chart to be displayed and signed by the Supervisor and submitted to the Nazir/CMO every day.
16. The Housekeeping Materials should be supplied and maintained by the Agency for carrying out the above work. The maintenance of material and equipment will be the sole responsibility of the Agency.
17. The Agency shall submit their quotation duly mentioning the minimum wages and they have to pay minimum wages with Variable Dearness Allowance (VDA) to the workers as per the provisions of Minimum Wages Act, 1948 and as fixed by the Government from time to time in terms of G.O.Ms.No. 85, Labour, Employment, Training & Factories (Labour-II) Dept., Dt. 22-09-2007 and comply with provisions of other Acts relating to labour and proof of such payment etc., shall be submitted to the undersigned on every month. The agency also has to pay E.P.F. and E.S.I. contributions for all the workers as per Rules and also submit proof of payment of wages, EPF and ESI every month before 10th without fail.
18. The Quotation shall clearly reflect all the amounts such as Taxes, ESI, EPF and other etc.
19. The agency personnel shall invariably wear the Apron with the agency 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.
20. The Agency has to submit a report every month with regard to the maintenance of the premises of District Court Building Complex, Medak.
21. The Undersigned reserves every right to cancel or terminate the Contract at any point of time, without assigning any reason.
22. The 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 unsatisfactory or any damage is caused to the Court property.
23. The agency shall not sub-lease/entrust the work of maintenance to any other agency.
24. The attendance of the employees shall be taken by the Nazir/CMO, who is incharge of the building of the Court Complex daily.

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25. The Payments shall be made based on the actual Attendance Certified by the Contractor and verified by the Nazir of the concerned Court.
26. 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 Regulations Act.
27. The successful bidder/agency has to execute an agreement abiding to the said terms & conditions on a Non-Judicial Stamp Paper worth of Rs.100/- within one week of receipt of the Work Order proceedings.
28. If the agency intends to withdraw from the Contract, it shall give at least two month's advance notice, as otherwise, the District Court reserves the right to claim damages from such Agency.
29. The agency shall submit bank account number, name of the bank and branch with IFSC Code and MICR Code along with the first bill.

P. Kumar
2/2/2026
PRL. DISTRICT & SESSIONS JUDGE,
MEDAK
Medak Dist.

To:

- 1) The Notice Board of all Courts in the Medak Unit.
- 2) The Notice Board of District Collector's Office, Medak .
- 3) The Notice Board of Municipal Office, Medak.
- 4) The e-Courts incharge, Medak District.
- 5) All other prominent places wherever seems to be required.
- 6) All the Agencies/firms dealing with the Work of House Keeping Services in the Medak District.