

**OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE: SURYAPET.**

**PRESENT: SRI G. RAJA GOPAL,  
Principal District Judge,  
Suryapet**

**Dis.No. 661/2024,**

**Date 05.02.2024**

**TENDER NOTIFICATION**

Sealed tenders are invited for award of Annual Maintenance Contract for House Keeping (Cleaning) of the Principal District Court Complex, Suryapet and open area (including the parking area of the Principal District Court Complex at Suryapet for a period of one year.

The intending bidders shall submit their quotations (after inspection of the Principal District Court premises at Suryapet) in a sealed cover with entire track record, if any to the District Judge, Suryapet on or before ...19.../03/2024 by 5.00 P.M.. The quotations received after 5.00 p.m. on ...19.../03/2024 will not be entertained at any cost. The intending bidders may inspect the building premises of the Principal District Court Complex, at Suryapet and the open area including the parking area of the Principal District Court Complex at Suryapet on any working day between 10.00 am to 5.00 p.m.

**Terms and Conditions**

1. The above Annual maintenance contract will be for one year from the date of agreement.
2. Cleaning of all Courts in the premises of Principal District Court building, at Suryapet which includes :-
  - (i) All the Courts situated in the Principal District Court Complex, Suryapet.
  - (ii) Principal Junior Civil Judge's Court Complex, Suryapet
  - (iii) District Legal Services Authority Block
  - (iv) Judicial Guest House and its open area.
  - (v) Open area of the Principal District Court Complex, Suryapet which included parking area
3. Sweeping and water mopping of the floors of the building. Sweeping the Court halls of all Courts in the complex, at Suryapet, office rooms of all Courts in Principal District Court complex, Record Rooms, Chambers of all Judicial Officers and its connected areas and toilets by using phenol and other cleaning material everyday.
4. 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.

5. Sweeping of terrace of the Principal District Court complex at Suryapet once in every fortnight.
6. Cleaning of all the general toilets everyday attached to the aforementioned Courts and buildings, Chambers of the Presiding Officers of all Courts at Suryapet.
7. Cleaning of spider nest (cob webs) in the Court halls, chambers, in all sections, record rooms, corridors and cleaning of windows and corridors every week.
8. Cleaning of pan/ghutka stains near the toilets, corners and other places in all the buildings every day.
9. The staff of the contractor shall also have to attend any other housekeeping work as entrusted by the Prl. District Judge, Suryapet and Central Nazir of the Prl. District Court at Suryapet from time to time.
10. The Agency personnel have to remove the unwanted plants etc., in the premises of the Principal District Court complex at Suryapet once in a week without fail and for this the agency has to procure necessary equipment, if necessary.
11. Cleaning of window panes, grills etc., in the premises the Principal District Court complex at Suryapet every day.
12. Cleaning of all the Benches provided outside the Court halls for the use of Advocates and clients everyday.
13. The agencies those who are submitting the tenders for house keeping work shall quote consolidated annual maintenance charges (part time) on monthly basis and shall quote number of employees proposed to be employed for execution of work and supervising the work.
14. The agency has to submit a report every month with regard to the maintenance of the premises of the Principal District Court complex at Suryapet.
15. The District Court reserves the right to terminate the contract, without assigning any reason and without any prior intimation.
16. The District Court may impose penalty of deducting certain percentage of amount from the bill, if any person absence to duty or if no substitute provided or if the work is found to be unsatisfactory or any damage is caused to the Addl. District Court Complex at Suryapet.

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17. The Agency shall not sub-lease/entrust the work maintenance to any other agency.
18. The successful agency has to execute an agreement abiding to the above said terms and conditions on a non-judicial stamp paper worth of Rs. 100/- within one week of receipt of the Annual maintenance contract work.
19. If the Agency intends to withdraw from the contract, the agency shall have to give at least one month advance notice. Otherwise, District Court reserves the right to claim damages from such agency. the
20. The agency shall submit bank account number, name of the bank and Branch IFSC Code and MICR Code Number along with first bill.
21. The attendance of the employees shall taken by the contractor or their representative and submitted to the Central Nazir, Principal District Court, at Suryapet who is incharge of the buildings of the Principal District Court Complex at Suryapet as and when it is required.
22. The Contractor shall not engage male or female persons aged less than 18 years and shall not contravene any of the problems of child labour regulation Act.

  
Pr. District & Sessions Judge,  
Suryapet.

Copies to

1. The Judicial Officers in Suryapet local Courts with a request to affix the notification on notice boards.
2. The District Collector, Suryapet with a request to cause display on the notice board.
3. The District Employment Officer, Suryapet for necessary action with regard to vide publicity.