

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

**PRESENT: SRI S. GOVERDHAN REDDY,  
Principal District Judge,  
Suryapet**

**Dis.No. 23 /2025,**

**Date 06.01.2025**

**TENDER NOTIFICATION**

Sealed tenders are invited for award of Annual Maintenance Contract for House Keeping (Cleaning) of all the buildings and open area (including parking area) in the premises of II Addl. District & Sessions Judge's Court Complex, Huzurnagar, open area including the parking area of the II Addl. District & Sessions Judge's Court Complex, Huzurnagar for a period of one year.

The intending bidders shall submit their quotations (the rates shall include applicable GST) in a sealed cover with entire track record, if any to the District Judge, Suryapet on or before 20/01/2025 by 5.00 P.M. The quotations received after 5.00 p.m. on 20/01/2025 will not be entertained. The intending bidders can inspect the building premises of the II Addl. District & Sessions Judge's Court Complex, Huzurnagar and the open area including the parking area of the II Addl. District & Sessions Judge's Court Complex, Huzurnagar on any working day between 11.00 am to 5.00 p.m.

**Terms and Conditions**

1. The above Annual maintenance contract will come effect from 01.04.2025.
2. Cleaning of all Courts in the premises of II Addl. District & Sessions Judge's Court Complex, Huzurnagar which includes :-
  - (i) The II Addl. District & Sessions Judge's Court, Huzurnagar
  - (ii) The Senior Civil Judge's Court, Huzurnagar.
  - (iii) The Junior Civil Judge's Court, Huzurnagar
  - (iv) Mandal Legal Services Commitee, Huzurnagar
  - (v) eSewa Kendra, Huzurnagar .
  - (vi) Open area of the II Addl. District Court Complex, Huzurnagar which includes parking area
1. 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, Record Rooms, Chambers of all Judicial Officers and its connected areas and toilets by using phenol and other cleaning material everyday.
2. 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.

3. Sweeping of terrace of the Court complex at Huzurnagar once in every fortnight.

4. Cleaning of all the general toilets using phenyl and other cleaning material regularly (3 to 4 times).

5. 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.

6. Cleaning of betel pan/ghutka stains near toilets, corners and other places in all the buildings every day.

7. 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.

8. The Agency personnel have to remove the unwanted plants etc., in the premises of the Court complex once in a week without fail and for this the agency has to procure necessary equipment, if necessary.

9. Cleaning of window panes, grills etc., in the premises the Principal District Court complex every day.

10. Cleaning of all the Benches provided outside the Court halls for the use of Advocates and clients everyday.

11. The Contractor shall engage (01) supervisor and (10) workers for the housekeeping work and shall submit the list of workers name, age, mobile numbers, aadhar cards and passport size photographs to this Court.

12. The Contractor shall quote consolidated annual maintenance charges (full time) on monthly basis and shall quote number of employees proposed to be employed for execution of work and supervising the work.

13. The Contractor shall pay minimum wages with variable dearness allowances (VDA) to the workers as fixed by the Government from time to time in terms of G.O.Ms 85, Labour, Employment, Training & Factories (Labour II) Department, dated 22.09.2007, under construction or maintenance of Roads & Buildings operations, including ESI and EPF.

14. The Contractor personnel shall invariably wear apron with logo before entering into the Court premises and shall keep their respective Identity Cards with them, whenever the authorities insist, the Contractor personnel shall produce their Identity Cardst.

15. The Contractor has to submit a report every month with regard to the maintenance of the Court Complex.
16. The Principal District Judge reserves the right to terminate the contract, without assigning any reason and without any prior intimation.
17. 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.
18. The Agency shall not sub-lease/entrust the work maintenance to any other agency.  
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19. 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.
20. 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.
21. The agency shall submit bank account number, name of the bank and Branch IFSC Code and MICR Code Number along with first bill.
22. The attendance of the employees shall taken by the contractor or their representative and submitted to the Nazir of Court Complex who is incharge of the buildings as and when it is required.
23. The Contractor shall be responsible, if any damages caused by his workers to the items/ properties belonging to the Court and he will be called upon to pay for such damages.
24. 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.

Sd/-  
**Prl. District & Sessions Judge,  
Suryapet.**

**// F.B.O. //**

*P. Venkatesh Reddy*  
**Chief Administrative Officer  
Prl. District Court,  
Suryapet.**

To

1. The Notice Board.
2. The Judicial Officers in Suryapet Unit with a request to affix the notification on notice boards.
3. The District Collector, Suryapet with a request to cause display on the notice board.
4. The Municipal Commissioner, Suryapet cause display on the notice board.
5. The System Assistant for uploading tender in the Official website.