OFFICE OF THE SESSIONS JUDGE,
CELLAR, RED HILLS, NAMPALLY, HYDERABAD-04
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Telephone No. 040 23442467, 04023442469

Dis. No. 120 **/SJ/ACCTS/HYD/2026 Dated :** 8. **01-2026**

TENDER NOTIFICATION CALLING FOR COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT FOR HOUSEKEEPING IN THE PREMISES OF ADDL. CHIEF JUDICIAL MAGISTRATE COURTS AND JUDICIAL MAGISTRATE OF FIRST CLASS COURTS, AT MANORANZAN COMPLEX, NAMPALLY, HYDERABAD

As per G.O.Ms.No.85, LABOUR, EMPLOYEMENT, TRAINING & Factories(labour-ii), DEPARTMENT, Dated: 22-09-2007.

Sealed Tenders are invited by the undersigned for the Comprehensive Annual Maintenance Contract for House Keeping i.e., Cleaning of Toilets and compound, Cleaning and mopping of corridors, staircases, lifts, cleaning of toilets and sweeping the open area in the premises and outside the building of Addl. Chief Judicial Magistrate courts and Judicial Magistrate Courts, in the Unit of Sessions Judge, Hyderabad situated at M2 and M3 Blocks of Manoranzan Complex, Nampally, Hyderabad consisting the area of 91,039 SFTs for the period from 01-04-2026 to 31-03-2027 by quoting the wages as per G.O.Ms.No.85, Labour, Employment, Training & Factories(Labour-ii), Department, dt: 22-09-2007 including ESI, EPF and Dearness Allowance (for the period from 01-04-2026 to 31-03-2027) as fixed by the Government.

The Tenders have to be submitted to THE SESSIONS JUDGE, HYDERABAD on or before Dt. 19 -01-2026 by 5.00P.M quoting the rate along with E.P.F and E.S.I Contributions and Dearness Allowance as fixed by the Government and your acceptance to the prescribed conditions annexured herewith and it is the discretion of the undersigned to accept or reject the Tenders without assigning any reason.

SESSIONS JUDGE
HYDERABAD

SESSIONS JUDGE
Hyderabad

To

1) The Notice Board of the Sessions Judge, Hyderabad.
2) The Notice Board of Chief Judge, City Civil Court, Hyderabad.
3) The Notice Board of Chief Judge, City Small Causes Court, Hyderabad.
4) The Notice Board of Prl. Dist. & Sessions Judge, R.R. District at L.B. Nagar, Hyderabad.
5) The Notice Board of the Commissioner, Greater Hyderabad Municipal Corporation.
6) The Notice Board of the Collector, Hyderabad.
7) The Notice Board of the Collector, R.R. District, Hyderabad
8) hmsj.dcourts.gov.in

TERMS AND CONDITIONS

The Tenders are invited to take up the comprehensive Annual Maintenance of House Keeping work of the Addl. Chief Judicial Magistrate courts and Judicial Magistrate Courts, in the Unit of Sessions Judge, Hyderabad situated at M2 and M3 Blocks of Manoranzan Complex, Nampally, Hyderabad to keep the Premises clean and tidy and Cleaning of Toilets of all the Floors of Main Building and adjacent Old building.

1 The period of Annual Maintenance Contract will be for one year, from the date of Agreement.

2 The Organization has to entrust the work from 7.30 A.M to 5.30 P.M. Subject to Labour Act.

3 The Organization shall undertake the General Cleaning such as Sweeping, Moping of Corridors, Stair Cases, Clearing of Spider webs, Clearing of Lofts and Sunshades, cleaning of Toilets etc. of all the floors of the Building and entire premises

4 The Organization those who are submitting the tenders for Sanitation work shall quote consolidated Annual Maintenance Charges on monthly basis and shall quote number of Employees proposed to be employed for execution of work and supervising the work.

5 Cleaning of Sajjas in the Building 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.

6 Sweeping of terrace in the building once in every fortnight.

7 Cleaning of all the general toilets (Ladies and Gents) using phenyl and cleaning material regularly (daily 3 to 4 times).

8 Cleaning of Window Panes, Grills etc. and Pan stains near the toilets, corners and other places.

9 The Staff of the Contractor shall also attend to any other work as entrusted by the Administrative Officer of Metropolitan Sessions Judge's Court, Hyderabad.

10 The contractor personnel have to remove the unwanted plants etc on the building , once in a week, without fail and for this, the Agency has to procure necessary equipment.

11 The Agency shall pay wages to the workers as per the provisions of Minimum Wages Act, 1948 and comply with provisions of other Acts relating to labour and proof of such payment etc. shall be submitted to this office every month. The agency has also pay EPF and ESI contributions for all the Workers as per Rules and also file proof of such payment. The agency shall also pay service tax etc. to the concerned authorities and file proof of such payment also before this office every month.

12 The Agency personnel shall invariably wear Uniform with Identity Card before entering the premises. Whenever the authorities insist, the Agency personnel shall produce their Identity Cards.

13 This Office reserves the right to terminate the contract, without assigning any reason.

14 This Office may impose penalty of deducting certain percentage of amount from the bill, if any person absents to duty of if no substitute is provided or if the work is found to be un-satisfactory or any damage is caused to the High Court property.

15 The Agency shall not sub-lease/entrust the work of maintenance to any other agency.

16 If the Agency intends to withdraw from the contract, it shall give at least one month's advance notice, as otherwise, the Office reserves the right to claim damages from the Agency.

17 The Agency shall submit Bank account number, Name of the Bank and Branch, IFSC Code and MICR Code number along with the 1st bill.

18 The successful tenderer has to execute an agreement abiding to the said terms and conditions on a non-judicial stamp paper of Rs.100/- as early as possible.