**PRINCIPAL DISTRICT AND SESSIONS JUDGE'S COURT : : SIDDIPET**

**TENDER NOTIFICATION**

**Dis.No.** 319 **/2026** **Dated:** 31 **.01.2026.**

In view of the Circular of the Hon'ble High Court vide ROC.No.491/2018/D-II(B), dt.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 District Judge, Siddipet under the control of Prl. District and Sessions Judge, Siddipet i.e., **FOR THE STATIONS AT SIDDIPET, GAJWEL, HUSNABAD, DUBBAK AND CHERIAL, from the Registered Agencies/Firms dealing with House Keeping Services/Sanitation**, for a period of One Year subject to administrative approval by the Hon'ble High Court.

The intending House Keeping Agencies shall submit their Sealed Quotations (after inspection of the building premises of Court Complexes at Siddipet, Gajwel, Husnabad, Dubbak and Cherial on any working day between 11.00 am and 5.00 pm in a sealed cover with their entire track record, if any, to the undersigned **on or before 5.00 pm., on 15.02.2026, after fulfilling the following terms and conditions**. The quotations received after the said date will not be entertained.

**TERMS AND CONDITIONS**

1. The duration of Annual Maintenance Contract will be for a period of ONE YEAR 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/Firms shall provide House Keeping personnel for the below mentioned Stations where the Courts are functioning in Siddipet District Unit, as detailed hereunder:

**Siddipet Court Complex (Ground+4 floors), DLSA, ADM Courts, LADC Office, VWD Centre, Bar Association (G+1st floor) :**

1 Supervisor, 8 Houseman and 7 House maid (out of which one must be having the Knowledge of plumbing work (i.e., Total 16 Members).

Contd.. Page..2..

16. The agency personnel shall invariably wear the apron with its logo before entering the Court premises and shall also keep the identity cards with them. Whenever the authorities insistant the agency personnel shall produce their Identity Cards.

17. The agency has to submit a report every month with regard to the maintenance of the premises of Court Complex.

18. The District Court reserves the right to terminate the contract, without assigning any reason.

19. 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.

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

21. The successful tendered has to execute an agreement building to the said Terms and conditions on a non-judicial stamp paper worth Rs.100/- within one week of receipt of the communication.

22. If the agency intends to withdraw from the contract, it shall give atleast one month's advance notice, as otherwise, the District Court reserves the right to claim damages from the Agency.

**Principal District and Sessions Judge,**
**Siddipet.**

**Copies to :**

1. Notice Board of District Court premises, Siddipet.
2. Notice Board of Court premises, Gajwel.
3. Notice Board of Court premises, Husnabad.
4. Notice Board of Court premises, Dubbak.
5. Notice Board of Court premises, Cherial.
6. The District Collector, Siddipet.
7. The District Public Relation Officer, Siddipet District.
8. The Account section (Budget), District Court, Siddipet.
9. The e-Court Section, District Court, Siddipet.

**Gajwel (Two Court Complex):**

3 Houseman and 2 House maid (out of which one must be having the Knowledge of plumbing work (i.e., Total 5 Members).

**Husnabad (Two Court Complex):**

3 Houseman and 2 House maid (out of which one must be having the Knowledge of plumbing work (i.e., Total 5 Members).

**Dubbak (Single Court):**

2 Houseman and 1 House maid (out of which one must be having the Knowledge of plumbing work (i.e., Total 3 Members).

**Cherial (Single Court):**

2 Houseman and 1 House maid (out of which one must be having the Knowledge of plumbing work (i.e., Total 3 Members)).

5. Cleaning/Sweeping of all buildings mentioned above including, Garden, Open areas including Parking area., Sweeping and water mopping of all the areas of the buildings.

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.

7. Sweeping of terraces in all the buildings once in every fortnight.

8. Cleaning of all the general toilets (ladies and gents) daily 3 to 4 times.

9. 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.

10. Cleaning of pan stains near the toilets, corners and other places in all the buildings, everyday.

11. The staff of the contractor shall also attend to any other work as entrusted by the Section Officer/Central Nazar, Nazarath Section from time to time.

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 everyday.

14. Cleaning of all the benches provided outside the Court Halls for use of Advocates, Clients etc.,

15. The agency shall pay wages to the workers as per the provisions of Minimum Wages Act, 1948 as per G.O.Ms.No.85, LET & F (Lab. II) Dept 22.09.2007 or as per new G.O. issued from time to time by the Telangana government and comply with provisions of other Acts relating to labour and proof of such payment etc., shall be submitted to the office of District Court every month. The agency has also to pay EPF and ESI contributions for all the workers as per Rules and also file proof of such payment.

Contd.. Page..3..