

**HIGH COURT OF ANDHRA PRADESH :: HYDERABAD**

**TENDER NOTIFICATION**

**ROC.NO.483/2013/J.SPL.(BLDGS)**

**DT:24-8-2013**

Sealed tenders are invited for award of Annual Maintenance Contract for Manual House Keeping Service (cleaning) in the Main Building, A&B Block Buildings, Red Building, Seven Storied Building and surrounding areas and for providing man power to attend the work of cleaning of files in various sections of the High Court and also in the A.P.Judicial Academy, Secunderabad for the period from 16.9.2013 to 15.9.2014.

The intending bidders shall submit their quotations (after inspection of premises) in a sealed cover with entire track record, to the undersigned before **5.00 p.m., on 30.8.2013**. The quotations received thereafter will not be entertained. The intending bidders can inspect the buildings and surrounding areas of High Court on any working day between 11.00 a.m., and 4.00 p.m.

**TERMS AND CONDITIONS**

1. The above Annual Maintenance Contract will come into effect from 16.9.2013.
2. The intending agency shall possess the required licences (permissions from the competent authorities) i.e., Labour Department,ESI Corporation, EPF Commissioner etc.,
3. Sweeping and Cleaning of all the buildings in and around the High Court premises i.e., Main Building, A&B Block Buildings, Red Building, Seven Storied Building, Annexe Building, Car garages area and surrounding area and also in the A.P.Judicial Academy, Secunderabad. Water mopping of all the floors of the above buildings, also be carried out every day in the morning itself. Sweeping the Chambers of the Hon'ble Judges, Court Halls, Chambers of Officers and Sections, attached toilets by using phenyl and other cleaning material, regularly (thrice in a day).
4. Cleaning of sajjas 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 necessary equipment for the said purpose.
5. Sweeping of terraces in all the buildings once in every fortnight.
6. Cleaning of all the general toilets (ladies and gents) using phenyl and required cleaning material regularly (daily 3 to 4 times) and for the said purpose one scavenger has to be made available daily, in each building for cleaning ladies and gents toilets, from 9.00 a.m., to 4.00 p.m.,
7. One person shall be made available for picking up the waste material etc., found in the corridors of the High Court Buildings from 10.00 a.m., to 5.00 p.m., on every working day.

8. Sweeping and water moping of the Conference Hall whenever there are meeting and functions.
9. Cleaning of surroundings of water coolers daily.
10. Cleaning of ceiling fans, tube lights in the Chambers, Court Halls and Sections once in every fortnight. Tubelights and fans in the corridors, Central Hall etc., shall be cleaned once in a week.
11. 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 every week.
12. Cleaning of pan stains near the toilets, corners and other places in all the buildings, every day.
13. Cleaning of lifts in all the buildings daily.
14. Cleaning of all the grills daily.
15. Cleaning of commemoration arcade daily twice and maintain its surroundings neat and clean.
16. Cleaning of fountains once in every two months
17. Sweeping and cleaning of the DSP Office, R&B Offices (Electrical and Civil), garages and dispensary located in the High Court premises.
18. The staff of the contractor shall also attend to any other work as entrusted by the Section Officer, J. Spl. (Bldgs.) Section from time to time.
19. The contractor personnel have to remove the unwanted plants etc., on the buildings of High Court once in a week, without fail, and for this, the Agency has to procure necessary equipment, if necessary.
20. Cleaning of window panes, grills etc., in the premises of the High Court every day.
21. Cleaning of all the benches provided outside the Court Halls for use of Advocates, clients etc.,
22. Cleaning of entire premises of A.P.Judicial Academy including the Chambers, Class rooms, Conference Halls, Dining Halls, Hostel Rooms, Corridors etc., daily.
  - i) **45 persons for cleaning the premises (40 persons for High Court and 5 persons for A.P.Judicial Academy, Secunderabad) (Part time workers).**
  - ii) **10 persons for cleaning toilets in the High Court premises (Full time workers) (6 gents and 4 ladies)**
  - iii) **3 Persons for cleaning toilets in the A.P. Judicial Academy, Secunderabad (Full time workers).**
  - iv) **2 Supervisors (one in the High Court and another at A.P.Judicial Academy, Secunderabad (Full time workers).**

- v) **6 persons for emergency cleaning (3 Ladies + 3 Gents) (Full time workers).**
  - vi) **1 person – qualified in doing plumbing works shall be made available in the High Court premises from 9.00 a.m., to 5.00 p.m., every day.**
  - vii) **In addition to the above, 40 persons are required for cleaning and arranging files, in record sections and mopping in the sections and also corridors etc., (Full time workers).**
- 23.** The High Court reserves the right to decrease or non-engage the workers as mentioned in clause (vii) of condition No.23 depending upon the emergency of the work.
- 24.** 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 the Registry 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.
25. The agency personnel shall invariably wear the apron with its logo before entering the High Court premises and shall also keep the identity cards with them. Whenever the authorities insist, the agency personnel shall produce their Identity Cards.
26. The agency has to submit a report every month with regard to the maintenance of the premises of the High Court and A.P.Judicial Academy.
27. The High Court reserves the right to terminate the contract, without assigning any reason whatsoever (or) 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 un-satisfactory or any damage is caused to the High Court property.
28. The agency shall not sub-lease/entrust the work of maintenance to any other agency.
29. The successful tenderer has to execute an agreement abiding the said terms & conditions on a non-judicial stamp paper of Rs.100/- within one week of receipt of the communication.
30. If the agency intends to withdraw from the contract, it shall give atleast one month's advance notice, as otherwise, the High Court reserves the right to claim damages from the Agency.

**Sd/- C. VIDYADHAR BHATT  
REGISTRAR (MANAGEMENT)**

