

HIGH COURT FOR THE STATE OF TELANGANA AT HYDERABAD

TENDER NOTIFICATION

ROC.NO. 402 /2026/J.SPL.(BLDGS)

DT:- 08 -05-2026

Sealed tenders are invited for providing Annual Maintenance Contract for Manual House Keeping Services (cleaning) and certain technical services in the entire High Court premises as well as Telangana State Judicial Academy and the Official residence of Hon'ble the Chief Justice for a period of one year i.e., from the date of agreement.

The intending bidders shall submit their quotations (after inspection of the premises) in a sealed cover with entire track record as mentioned below, to the undersigned on or before 5.00 p.m. **on 15.06.2026**. The quotations received after 5.00 p.m, on 15 06.2026 will not be entertained. The intending bidders can inspect the premises of High Court on any working day between 11.00 a.m. and 4.00 p.m, to get on-site assessment of the work.

Eligibility:

- 1.** Should have a Registered Office in the Municipal limits of Hyderabad.
- 2.** Should be registered with ESI, EPF & GST Department - Certificate to be enclosed.
- 3.** Preference to ISO certified agencies - certificate to be enclosed.
- 4.** Should possess all the relevant Certificates of Registration of Firm, Labour License, etc., and the same have to be enclosed while submitting the Tender.

TERMS AND CONDITIONS

- 1) The successful bidder has to engage the following personnel for carrying out the House keeping work:

Designation	No. of Workers	Break-up
Supervisors	03	01 – High Court 01 – Extended premises 01 – Judicial Academy
Electricians	05	05 - For official residence of Hon'ble Chief Justice and official residences of Hon'ble Judges
Carpenters	06	01 + 02 – High Court 02 – Extended premises 01 – Judicial Academy
Plumbers	09	02 + 02 – High Court 02 – Extended premises 01 – Judicial Academy 02 – Helpers under Electricians
Scavengers	27	16 + 06 = 22 – High Court 04 – Extended premises 01 – Residence of HCJ
Gardener	01	01 – Judicial Academy
Full-time workers	193	for cleaning and arranging files in Judicial Sections & Record Rooms and mopping in the said sections and corridors, daily in the High Court premises and the remaining for House Keeping services 70 + 47 = 117 – Judicial Sections 10 – Judicial Sections 25 + 10 – Additional man power 10 – Judicial Academy 11 – for official residence of CJ 04 – Extended premises 02- Snake Catchers (skilled) 04 – for NALSAR
Part-time workers	75	45 - High Court 29 - Extended premises 01 – for NALSAR
TOTAL	319	319

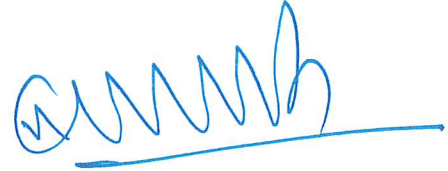
2) The workers engaged by the Agency have to attend to the following works:

* The Supervisor will personally monitor overall House keeping services viz., sweeping, cleaning and mopping **before 09.00 A.M. every day.**

- i) Cleaning, sweeping, mopping and dusting of all the buildings in the entire premises of the High Court i.e., Main Building, 'A' & 'B' - Block Buildings, Administrative Building, Red Building (Two Storied Building), C,D,E and H Block Buildings, New Car Garages, New Filing Section, Reception & CCTV Monitoring Room (Security Block), newly constructed car garages of Hon'ble Judges, New Law Chambers and in Open area, parking area, and internal roads, **before 09.00 A.M. everyday.**
- ii) Sweeping the Chambers of the Hon'ble Judges, Court Halls, Sections and attached toilets by using phenyl and other cleaning material, **before 09.00 A.M. everyday**, and mopping the same whenever required (twice a day).
- iii) Sweeping and water mopping of corridors of all the floors of the above buildings.
- iv) Sweeping and cleaning of Offices of Legal Services Authority, Legal Services Committee, Roads and Buildings department (Civil & Electrical), Civil Dispensary and Ayush Dispensary.
- v) Cleaning of sajjas and balconies in all the buildings every week. The agency shall be well equipped in attending to the said work. If necessary, the agency has to hire the necessary equipment for the said purpose.
- vi) Sweeping of terraces on all the buildings once in every fortnight.
- vii) Cleaning of all the toilets attached to the Chambers of Hon'ble Judges and cleaning of all the toilets (ladies and gents) in the High Court premises, using phenyl and other cleaning material **before 09.00 A.M. everyday**, and regularly (daily 3 times).
- viii) 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.
- ix) Cleaning of ceiling fans, window panes, grills etc., in the Chambers of the Hon'ble Judges, Court Halls and Sections in the High Court premises, regularly (once in a month).

- x)** Cleaning of pan stains near the toilets, corners, staircases and other places in all the buildings, every day.
 - xi)** To remove unwanted plants etc., protruding from the walls and terrace on all the buildings of the premises of High Court once in a fortnight, without fail, and for this purpose, the Agency has to procure the required equipment, if necessary.
 - xii)** Cleaning of all the Chairs and Benches provided outside the Court Halls for use of Advocates, clients etc.
 - xiii)** Arranging required number of staff (Gents and Ladies) whenever Official Conferences, Farewell Dinners, Welcome Dinners, Working Lunch, Official Celebrations/Functions etc., are organized.
 - xiv)** To attend to any other work as entrusted by the Section Officer, J.Spl.(Bldgs.) Section from time to time.
 - xv)** One Supervisor shall be deputed for overall supervision of the house keeping work in the High Court premises and coordinating/assigning duties to the staff concerned. Information regarding time of cleaning along with the signature of Supervisor should be displayed in all the toilets.
 - xvi)** The agency has to assess the man power needs and engage the workers, equipment and cleaning material to provide good services.
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- 3)** The agency shall submit bill every month along with EPF, ESI and GST Challans/receipts.
 - 4)** The workers of the agency shall invariably wear apron/dress code with its logo before entering into the High Court premises and shall also carry their identity cards with them and produce the same, whenever insisted by the authorities concerned.
 - 5)** High Court reserves the right to terminate the contract, without assigning any reason and the agency shall not sub-let/entrust the work of maintenance to any other agency.
 - 6)** The High Court may impose penalty of deducting certain percentage of amount from the bill, if any person absents to duty or if the work is found to be not satisfactory or any damage is caused to the High Court property.
 - 7)** Cleaning material viz., Dettol liquid hand wash, Odonil, Room fresheners, Naphthalene balls, liquid soap oil, hard and soft broom sticks, wipers etc., should be used.

- 8) The Agencies who intends to participate in the bidding should give break-up of wages, cost of material and service charges separately.
- 9) 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.



**REGISTRAR (MANAGENENT)/
(OSD)**

Copy to:

- 1) The Overseer, Overseer Section.
- 2) The DSP/Asst. Commandant, TSPF., High Court for the State of Telangana.
- 3) The Incharge, J.Spl.(Maintenance Wing).