

OFFICE OF THE PRINCIPAL DISTRICT JUDGE, VISAKHAPATNAM

TENDER NOTIFICATION

Sealed tenders are invited for award of Annual Maintenance Contract for House Keeping Service (Cleaning) of the District Court premises, Visakhapatnam in three Building Complexes i.e. District Court Building, Criminal Court Complex, Subordinate Courts Complex and the open area (including the parking area) of these courts complexes Visakhapatnam for a period of one year.

The intending bidders shall submit their quotations (after inspection of premises) in a sealed cover with entire track record, if any to the District Judge, Visakhapatnam on or before 5-00 p.m. on 05-01-2017. The quotations received after 5-00 p.m. on 05-01-2017 will not be entertained. The intending bidders can inspect the building premises of District Court Building, Criminal Courts Complex, Subordinate Courts Complex and the open area (including the parking area) of these courts complexes, Visakhapatnam on any working day between 10-00 a.m., to 5-00 p.m.

TERMS AND CONDITIONS

1. The above Annual Maintenance Contract will be for one year from the date of agreement.
2. Cleaning of all the courts on the premises of the District Court Building, Criminal Courts Complex, Subordinate Courts Complex, Permanent Lok Adalat, and District Legal Services Authority, and the open area (including the parking area) of these courts complexes Visakhapatnam, Sweeping and water mopping of the floors of the building. Sweeping the recruitment cell, E-Courts rooms, Record rooms, Court Halls and Office rooms, Office areas toilets by using phenyl and other cleaning material regularly.
3. 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.
4. Sweeping of terraces in all the buildings once in every fortnight
5. Cleaning of all the general toilets (ladies and gents) using phenyl and cleaning material regularly (Twice)
6. 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.
7. Cleaning of Pan/Ghutka stains near the toilets, Corners and other places in all the buildings, every day.
8. The staff of the Contractor shall also have to attend any other work as entrusted by the Principal District Judge and Administrative Officer from time to time.
9. The Agency personnel have to remove the unwanted plants etc., in the premises of the three Court Building Complexes of District Court, Visakhapatnam once in a week, without fail, and for this, the Agency has to procure necessary equipment, if necessary.
10. Cleaning of window panes, grills etc., in the premises of the District Court Complex every day.
11. Cleaning of all the benches provided outside the Court Halls for use of Advocates and Clients etc.,
12. The Agencies those who are submitting the tenders for House Keeping work shall quote consolidated annual maintenance charges (part time) on monthly basis and shall quote number of employees proposed to be employed for execution of work and supervising the work.
13. The Agency has to submit a report every month with regard to the maintenance of the premises of the three Court Building Complex of District Court, Visakhapatnam

14. The District Court reserves the right to terminate the contract, without assigning any reason and without any prior intimation.
15. 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 provided or if the work is found to be un-satisfactory or any damage is caused to the District Court Property.
16. The Agency shall not sub-lease/entrust the work of maintenance to any other Agency.
17. 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 the Annual Maintenance Contract work.
18. If the Agency intends to withdraw from the contract, the agency shall have to give atleast one month advance notice. Otherwise, the District Court reserves the right to claim damages from such Agency.
19. The Agency shall submit Bank Account Number, Name of the Bank and Branch, IFSC code and MICR CODE number along with the 1<sup>st</sup> bill.
20. The attendance of the employees shall be taken by the contract or their representative and shall be submitted to the Superintendent incharge of the buildings of the District Court Complex, Visakhapatnam when requires.
21. The contractor shall not engage male or female persons aged less than 18 years and shall not contravene any of the provisions of Child Labour Regulation Act.

P. V. Srinivas  
Principal District Judge,  
Visakhapatnam

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23/12/14

Copies to

1. The Judicial Officers in Visakhapatnam local courts with a request to affix the notification in notice boards
2. The District Collector, Visakhapatnam with a request to cause display in the notice board
3. The District Employment officer, Visakhapatnam for necessary action with regard to wide publicity
4. The District Public Relation officer, Visakhapatnam with a request to publish the notification on the notice boards attached to his office as well as information centres located at various places in Visakhapatnam head quarters and also with request to release the notification as (press release) to both print and electronic media
5. The Deputy District, Social welfare department with a request to display on the notice board
6. The President, Bar Association, Visakhapatnam with a request to display on the notice board
7. The notice board of District Court, Visakhapatnam
8. The Commissioner G.V.M.C, Visakhapatnam with a request to cause display in the notice board
9. The Vice chairman VUDA, Visakhapatnam with a request to cause display in the notice board