

ANDHRA PRADESH JUDICIAL ACADEMY

UNDER THE AEGIS OF HIGH COURT OF ANDHRA PRÁDEH

TENDER NOTIFICATION

ROC.No.306/APJA/2024.

DATED 23.08.2024.

Sealed Tenders are invited from the authorized and reputed agencies for providing housekeeping services of required number of workers (including two skilled workers for electrical and plumbing work) for

- (i) Maintaining hygiene and cleanliness,
- (ii) sweeping and mopping the chambers of Judges, Office Room, Class Rooms, Seminar Halls, Library, Canteen/Pantry Cellar, Walking Area, Hostel Rooms etc., using qualitative cleaning material,
- (iii) attending plumbing and electrical works, at any time in a day,
- (iv) sweeping of terrace, Spider nests twice in a week,
- (v) maintaining cleanliness of washrooms, by cleaning them thrice in a day,
- (vi) maintaining greenery
- (vii) attending Chamber Duties of Hon'ble Director and Other Judicial Officers of Academy
- (viii) watching and maintenance of internal security (by deploying watchmen) round the clock
- (ix) watching and keeping note on water tank and R.O. Water Plant
- (x) cleaning of window pans, grills, wall corners, elevators (lifts), stairs, every day,

of the building in which Andhra Pradesh Judicial Academy is located at D.No.377/2, Kaza Village, Mangalagiri (M), Guntur District – 522 508. The details of the building are as follows:

- a) Total Area of the plot: 0.66 Acres (approximately)
- b) No. of Floors: Cellar + Ground + 4 Floors
- c) Floor Area of each floor: 14,130 sq.ft.
- d) Total built up area: 70,650 sq.ft.
- e) Tentative floor information is as follows:

S.No.	Floor	Rooms	Common Toilets
1.	Cellar	Vehicle Parking	Nil
2.	Ground Floor	Computer room, Reception, Office room, Photo gallery, Dining hall, Hand wash area, Wet and dry kitchen (Pantry),	Gents – 4- WC & 2 UB Ladies – 4 - WC
3.	1 st floor	Director Chamber chamber, Deputy Director chamber, S.F.M. I chamber, Seminar Hall	Gents – 4- WC & 2 UB Ladies – 4 - WC
4.	2 nd floor	Additional Director chamber, Assistant Director chamber, S.F.M. II chamber, Administrative Officer chamber, Class rooms – 2 Model court – 1 Library - 1	Gents – 4- WC & 2 UB Ladies – 4 - WC
5.	3 rd floor	Rooms for accommodation – 11 Each room contains 3 washrooms (WC + Bathing)	Gents – 2 WC Ladies – 2 WC
6.	4 th floor	Rooms for accommodation – 11 Each room contains 3 washrooms (WC + Bathing)	Gents – 2 WC Ladies – 2 WC

❖ (Approximately 103 washrooms are there in the Academy building premises)

The interested tenderers may submit their sealed tenders to the undersigned, super scribing **“Tender for providing housekeeping services with required number of workers for Andhra Pradesh Judicial Academy”**, during office hours i.e., 10.00 A.M. to 5.00 P.M. on or before **13.09.2024** at A.P. Judicial Academy, D.No.377/2, Murugan Hotel Street, Kaza (V), Mangalagiri (M), Guntur – 522 508, furnishing all necessary information viz.

- a) the price in details, and statutory obligations like ESI, EPF and G.S.T. or any other taxes etc. for required number of workers
- b) price for supply of required material for maintaining cleanliness and hygiene of the A.P. Judicial Academy Building, separately and by furnishing all necessary information in detail with brochures and track record etc.

The supply shall be on credit basis and the supplier shall provide **advance bills and stamped receipt including the successful payment receipts towards subscription of E.P.F, E.S.I and payment of wages to all the workers.** The bill amount will be credited to the supplier after deducting G.S.T and I.T. as per rules from time to time. Any deviation in this regard will lead to termination of contract.

TERMS AND CONDITIONS

1. The Agency shall provide housekeeping workers and cleaning material for maintaining hygiene and cleanliness of the building in which Andhra Pradesh Judicial Academy is housed i.e. at D.No.377/2, near Murugan Hotel, Kaza Village, Mangalagiri, Guntur District, everyday, as per the tender.
2. The workers shall be healthy and fit for carrying out all the housekeeping services.
3. The workers shall attend the duty only on wearing uniform i.e. white shirts (full sleeves) and white pants for men attending works of Hon'ble Judges Chambers and others in the uniform provided by Agency (including male and female workers).
4. The Housekeeping Agency shall issue Identity Cards to their workers and they shall enter into their duty only after wearing their Identity Cards, failing which such workers attendance will not be considered.
5. The workers have to attend duty on all working days, and in case of any exigency they have to attend duty on holidays also.
6. The workers shall maintain absolute honesty while discharging their duties in A.P. Judicial Academy. If there is violation of any rules by the workmen, they will be prosecuted. Action will be taken against Agency also, if necessary.
7. The workers have to attend the works relating to housekeeping as entrusted to them from time to time.

8. The number of workers provided by Agency shall attend duty regularly, and if any worker is absent, the Agency shall ensure that work will not be disturbed.
9. The Agency shall not sub-let or entrust the work of providing workers for housekeeping to any other Agency/third party.
10. If the Agency intends to withdraw from the contract, it shall give at least one month notice in advance.
11. The agency shall provide the detailed list of material (ISO marked only) and its price list, for housekeeping/maintaining cleanliness and hygiene and the Agency is responsible for any loss, damage and shortage during transit. Payment will be made for materials received in good condition only.
12. The Contract for supply of housekeeping items at A.P. Judicial Academy, has to be made within a period of 3 days from the date of issue of supply order. If the agency fails to deliver the goods within the time and for delayed deliveries, A.P. Judicial Academy reserves the right to levy liquidated damages at the rate of 0.05% per day or part thereof, up to maximum of 10% on supply order value.
13. The Agency has to supply the material against any placed order in good condition. If it is received in damaged condition, the firm will be responsible and such items are to be replaced on their cost and risk within 10 days.
14. Non delivery of items will lead to cancellation of Purchase Order without any notice. In addition, action may be taken for removing them from Rate Contract.
15. TRANSIT INSURANCE: The Andhra Pradesh Judicial Academy will not pay separately for transit insurance.
16. RISK PURCHASE: If the Agency fails to deliver the housekeeping material within the allotted delivery period as specified above, the A.P. Judicial Academy may procure the goods or services similar to those undelivered upon such manner as

it deems appropriate from any other firm and the Agency is liable to the Academy for any excess cost.

17. Any term/condition by the Agency, in contravention to the terms contained in the tender, shall not be acceptable and be treated as null and void.
18. No Advance Payment will be made on the supplies as per purchase order.
19. Printed terms and conditions of the Agency, beyond tender notification, in their quotation/Literature/Letter etc., if any, will not be binding on Academy.
20. The agency shall provide a list of existing prices of materials to be supplied by them for cleaning purpose, along with their quotation for housekeeping services.
21. Material supply does not arise under the agreements/installments.
22. In case of any failure on the part of the successful bidder, the damages will be recovered and contract will be terminated without any notice.
23. The Andhra Pradesh Judicial Academy, under the aegis of High Court of Andhra Pradesh reserves the right to reject all or any of the tenders without any reason.
24. No person/staff engaged by the successful tenderer shall make any claim to the Hon'ble High Court or Andhra Pradesh Judicial Academy, including a claim for employment.
25. The successful tenderer shall ensure that the staff engaged by it maintains proper discipline and decorum.
26. The continuance of the contract and payment for the work done will be subject to satisfactory performance and will also be subject to compliance of the terms and conditions of the contract.
27. The Andhra Pradesh Judicial Academy, under the aegis of Hon'ble High Court of Andhra Pradesh, reserves the right to cancel the contract at any time without assigning any reason and the decision of Andhra Pradesh Judicial Academy under the aegis of Hon'ble High Court of Andhra Pradesh will be final and binding on the successful tenderer.

28. The Andhra Pradesh Judicial Academy also reserves the right to reject the tenders, amongst others, for the following reasons:

- (i) If the tenders are not submitted in accordance with the prescribed conditions,
- (ii) If a conditional bid is submitted by the tenderer
- (iii) If the bidders form cartel. In such a situation, they would disqualify themselves from participation in any bid invited by the Andhra Pradesh Judicial Academy.

29. The Andhra Pradesh Judicial Academy reserves the right to modify terms and conditions of the tender document before the last date of submission of tenders. If the situation so demands, the Andhra Pradesh Judicial Academy may extend the last date and time for submission of bid by uploading a notice in the official website of the High Court of Andhra Pradesh.

For any clarification and for further information please contact:

S.No.	Name	Designation	Phone Number
1.	Sri M. Sreenu	Administrative Officer	7989321339
2.	Sri G. Srinivasa Rao	Superintendent	9441476878

Kaza, Mangalagiri,
Dt. 23.08.2024.



DIRECTOR
A.P. JUDICIAL ACADEMY