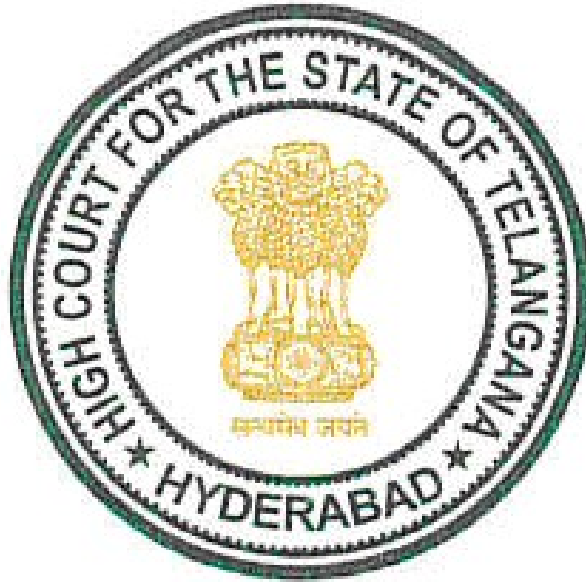


1

TENDER NOTIFICATION FOR PROVIDING MECHANIZED HOUSE KEEPING, PEST CONTROL, RODENT MANAGEMENT SERVICES AND OTHER TECHNICAL MAINTENANCE SERVICES IN THE HIGH COURT FOR THE STATE OF TELANGANA, ITS EXTENDED PREMISES, OFFICIAL RESIDENCES OF HON'BLE JUDGES AT ASHOK VIHAR, NYAYA VIHAR COMPLEX, GOVERNMENT QUARTERS IN KUNDANBAGH, AND, MECHANIZED HOUSE KEEPING AND PEST CONTROL SERVICES IN JUDICIAL ACADEMY AT SECUNDERABAD AND OTHER COURT BUILDINGS IN TWIN CITIES AND RANGA REDDY DISTRICT.



MAY 2022

**HIGH COURT FOR THE STATE OF TELANGANA
AT HYDERABAD**

pages: 1 to 25

HIGH COURT FOR THE STATE OF TELANGANA**NOTICE INVITING BIDS**

TENDER NOTIFICATION FOR PROVIDING MECHANIZED HOUSE KEEPING, PEST CONTROL, RODENT MANAGEMENT SERVICES AND OTHER TECHNICAL MAINTENANCE SERVICES IN THE HIGH COURT FOR THE STATE OF TELANGANA, ITS EXTENDED PREMISES, OFFICIAL RESIDENCES OF HON'BLE JUDGES AT ASHOK VIHAR, NYAYA VIHAR COMPLEX, GOVERNMENT QUARTERS IN KUNDANBAGH, AND, MECHANIZED HOUSE KEEPING AND PEST CONTROL SERVICES IN JUDICIAL ACADEMY AT SECUNDERABAD AND OTHER COURT BUILDINGS IN TWIN CITIES AND RANGA REDDY DISTRICT.

Roc.No. 208 /2020/High Court Buildings, dated. .05.2022.

High Court for the State of Telangana invites competitive bids for providing Mechanized House keeping, Pest Control, Rodent Management Services and other Technical Maintenance Services in the premises of High Court for the State of Telangana, its extended premises, official residences of Hon'ble Judges at Ashok Vihar, Nyaya Vihar complex, Quarters in Kundanbagh and Mechanized House keeping and Pest Control Services in Judicial Academy at Secunderabad and other Court Buildings at Hyderabad and Ranga Reddy District.

Interested agencies can submit their tender to the undersigned on or before 30.06.2022, 5.00 p.m. Bidders may, prior to submitting their bid, visit and examine the premises and its surroundings at their own cost and obtain and ascertain for themselves all the technical data, demand and other information necessary for preparing the bid. For clarifications and inspection of the premises, contact Sri. B. Chandra Prakash, Section Officer, J.Spl. Buildings Section, Ph. No. 9440802174.

Sd/-

REGISTRAR (MANAGEMENT)

1. General terms

1.1. Goals of the TENDER

The objective of the TENDER is to solicit proposals from the interested bidders for participation in the process of selecting Housekeeping, Pest Control, Rodent Management Services and other Technical Maintenance Services. The said bidder would be catering the services to the 20 acres campus which would be housing around 1000 and odd employees working within the High Court and, Advocates Litigant/General public visiting the complex, and also other places spread all over the twin cities and Ranga Reddy district.

1.2. Issuing Authority

This Tender notification is issued by the High Court for the State of Telangana, (hereafter referred to as “Authority”), intended to select potential bidders for providing Housekeeping, Pest Control and Rodent Management Services at High Court and other places. The Authority decision with regard to the short-listing of bidders through this Tender Notification shall be final and the Authority reserves the right to reject any or all the bids without assigning any reason.

PROJECT TITLE:

Tender for Providing Mechanized House keeping, Pest Control, Rodent Management Services and other Technical Maintenance Services in the premises of High Court for the State of Telangana, its Extended premises, official residences of Hon’ble Judges at Ashok Vihar, Nyaya Vihar complex, Quarters in Kundanbagh and Mechanized House keeping and Pest Control Services in Judicial Academy at Secunderabad and other Court Buildings at Hyderabad and Ranga Reddy District.

Process

The bidders after the submission of their Bids, shall be intimated about the further process with regard to finalization of the selection.

Venue & Deadline for submission of proposals

Proposals, in its complete form in all respects as specified in the Tender, in a sealed cover with the **Project Title** written on the Cover, must be submitted before the date specified above.

Modifications to the Tender documents

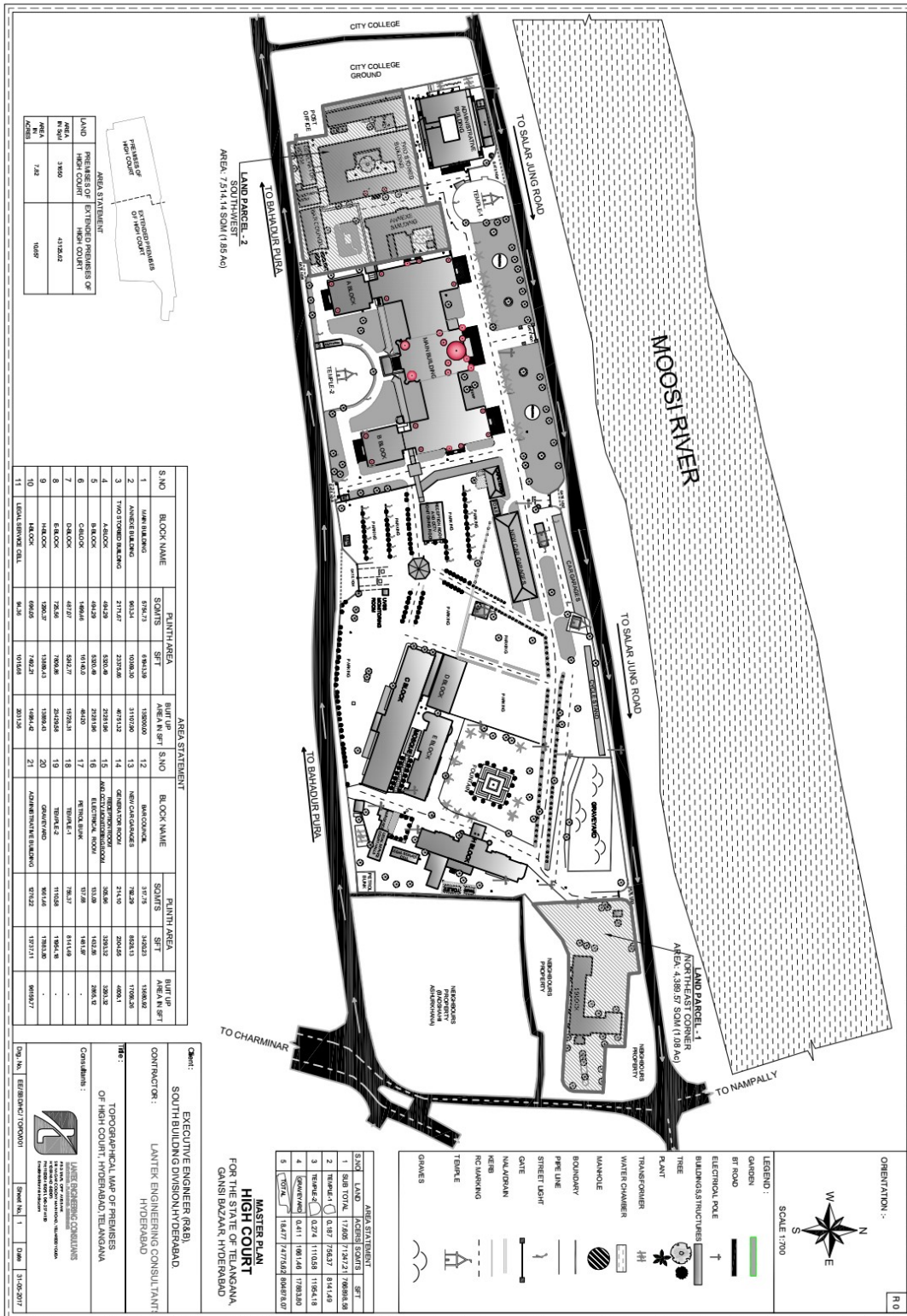
The Authority may, in exceptional circumstances and at its discretion, extend the deadline for submission of proposals by issuing an addendum to be made available on the Authority’s website.

2. BACK GROUND.

High Court for the State of Telangana, consisting of 9 Acres in the main building area and 9.5 Acres in its extended premises, with a total area of 18.5 Acres located along the Musi River, is a Heritage Building constructed in the year 1920 and consisting of various Blocks in its Campus accommodating Court Halls and Chambers of Hon'ble Judges, Video Conference Halls, Meeting / Seminar Halls, Chambers of Judicial Officers, various Administrative and Judicial Sections, Electrical Sub-station, various other department offices, Car Garages and with a vast parking area of about 4 acres and the main High Court Campus having beautiful lawns with fountains and other greenery and plantations adding elegance to the Historical High Court Building, which are maintained by the Horticulture Department, Government of Telangana.

In order to provide Housekeeping, Pest Control Services and other Maintenance Services to the entire facility spread over 18.5 Acres comprising of various buildings/blocks, infrastructure and the utilities, official residences of Hon'ble the Chief Justice and Hon'ble Judges of High Court and other Court Complexes, it is being proposed to engage an experienced professional House Keeping Service Company for Comprehensive House Keeping, Pest Control and Rodent Management Services.

OVER VIEW OF THE HIGH COURT CAMPUS:



2.1

Total Area of the Campus

18.5 Acres

Details of the Campus:**MAIN BUILDING: 1,35,200 Sq.Ft.**

Ground Floor – 6 Court Halls with Chambers & 2 Court Halls without Chambers
 - Advocates' Association Hall, Office room etc.,
 First Floor - 7 Court Halls with Chambers, CJ Peshi, Central Hall
 Second Floor - Full Court Meeting Hall, Video Conference Room and 3 Hon'ble Judges Chambers having Court Halls in the Ground floor

A – BLOCK: 21,282 Sq.Ft.

Cellar, Ground, First, Second & Third Floor – 8 Court Halls with Chambers

B – BLOCK: 21,282 Sq.Ft.

Cellar, Ground, First, Second & Third Floor – 8 Court Halls with Chambers

TWO STORIED BUILDING: 46,751 Sq.Ft.

Ground & First Floor – 6 Court Halls with Chambers and other Chambers of the Registry along with Sections, Electrical Sub-station & Generator room.

ADMINISTRATIVE BUILDING: 96,160 Sq.Ft.

Cellar and Six Floors – Chambers of the Registrars as well as Officers of the Registry along with various Sections – Administrative, Judicial, Computers etc.

New Car Garages & New Filing Section: 17,056 Sq.Ft.**C – BLOCK: 48,420 Sq.Ft.**

G/Floor – various sections

F/Floor – 5 Court Halls with attached Chambers

S/Floor - 5 Court Halls with attached Chambers

D – BLOCK: 15,728 Sq.Ft.**E – BLOCK: 23,430 Sq.Ft****H – BLOCK: 13,890 Sq.Ft.****Reception & CCTV Monitoring Room****(Security Block): 3,293 Sq.Ft.**

TOTAL BUILT-UP AREA is 4,50,000 Sq.Ft. (approx.) as far as the High Court (including extended premises) is concerned.

Open area + parking area + internal roads = 12.5 Acres

LIST OF TOILETS/WASHROOMS IN VARIOUS BLOCKS LOCATED IN THE MAIN HIGH COURT AND ITS EXTENDED PREMISES:

MAIN BUILDING:

LOCATION	NO. OF WASHROOMS
HON'BLE JUDGES CHAMBERS	14
HCJ SECRETARIAT	01
Full Court Meeting Hall Washrooms at wooden steps	02
Attached room to Video Conference Hall	01
Advocate Association Toilets	01
Ladies Advocate Association (new) (old Protocol Section)	01
Overseer Section	01
TOTAL	21

A – BLOCK:

LOCATION	NO. OF WASHROOMS
HON'BLE JUDGES CHAMBERS	08
GENERAL TOILETS - LADIES	04
GENERAL TOILETS - GENTS	04
TOTAL	16

B – BLOCK:

LOCATION	NO. OF WASHROOMS
HON'BLE JUDGES CHAMBERS	08
GENERAL TOILETS – LADIES	04
GENERAL TOILETS – GENTS	04
TOTAL	16

ADMINISTRATIVE BLOCK:

LOCATION	NO. OF WASHROOMS
REGISTRARS CHAMBERS	08
JOINT REGISTRARS CHAMBERS	03
DEPUTY REGISTRARS CHAMBERS:	
3RD FLOOR	
4TH FLOOR	02
5TH FLOOR	01
	02
GENERAL TOILETS – LADIES	07
GENERAL TOILETS – GENTS	06
6TH FLOOR CONFERENCE HALL JUDGES WASHROOM	01
TOTAL	30

RED BUILDING/ TWO STORIED BUILDING:**GROUND FLOOR**

LOCATION	NO. OF WASHROOMS
HON'BLE JUDGES CHAMBERS	05
GENERAL TOILETS - LADIES	01
GENERAL TOILETS - GENTS	02
ELECTRICAL SUB-STATION	01
TOTAL	09

FIRST FLOOR

LOCATION	NO. OF WASHROOMS
ASST. REGISTRARS CHAMBERS	04
GENERAL TOILETS - LADIES	01
GENERAL TOILETS - GENTS	02
TOTAL	07

NEW FILING SECTION BLOCK:

LOCATION	NO. OF WASHROOMS
FOR DRIVERS	01
GENERAL TOILETS - LADIES	02
GENERAL TOILETS - GENTS	02
TOTAL	05

C- BLOCK AND OTHER ADJECENT BLOCKS:

LOCATION	NO. OF WASHROOMS
ER SECTION GROUND FLOOR	02
DIGITIZATION WING (first floor)	05
GENERAL TOILETS (first floor)	
GENTS	01
LADIES	01
JUDGES CHAMBERS (second floor)	05
LEGAL SERVICES COMMITTEE OFFICE	04
Advocates lunch room – D BLOCK	01
E.R WING	
V.R WING	02
DSP OFFICE	03
DOG – KENNEL - SQUAD	01

R&B CIVIL OFFICE	01
FIRE STATION BACK SIDE	
Ladies	01
Gents	01
Washrooms for security personnel	
At Gate No.3	01
At Gate No.4	01
At Gate No.5	01
GENERAL TOILETS - GENTS	02
GENERAL TOILETS - LADIES	02
GHMC NEW TOILETS -	
Gents Urinals	08
wash rooms	03
dress changing room	01
Ladies washrooms	04
Dress changing room	01
TOTAL	52

TOTAL:

156 Nos. of washrooms/toilets.

2.2 OTHER PLACES:

HOUSE KEEPING SERVICE AND OTHER MAINTENANCE SERVICES IN THE OFFICIAL RESIDENCES OF HON'BLE JUDGES AT ASHOK VIHAR, KUNDANBAGH AND NYAYA VIHAR.

AREAS OF RESIDENTIAL BUILDINGS

Sl. No.	Name of the Building	Total Area	Plinth area	Builtup area
1.	Official Residence of Hon'ble Chief Justice of High Court at Ashok Vihar, Road No.7, Banjara Hills, Hyderabad (G+1)	3.811 Acres	7001 sft	13434 sft
2.	Kundanbagh Judges Quarter No.1 (G+1)	2,825 Sq mtr	4961.75 sft	9923.49 sft
3.	Kundanbagh Judges Quarters Spl.2(A) (G+1)	5,757 Sq mtr	5639.81 sft	11279.62 sft
4.	Kundanbagh Judges Quarters No.5 (G+1)	3,396 Sq mtr	4886,40 sft	9772.80 sft
5.	Kundanbagh Judges Quarters No.6 (G+1)	2,580 Sq mtr	4638.86 sft	9277.71 sft
6.	Kundanbagh Judges Quarter No.7 (G+1)	2,243 Sq mtr	5941.18 sft	11882.35 sft
7.	Judges Quarter No.3 Green Lands, Begumpet (G+1)	5,820 Sq mtr	7265.03 sft	14530.05 sft
8.	Nyaya Vihar Complex (Shaikpet)-Block No. 01 (G+1)	1,365 Sq mtr	3400.38 sft	6800.76 sft
9.	Nyaya Vihar Premises (Shaikpet)-Block No. 02 (G+1)	1,348 Sq mtr	3400.38 sft	6800.76 sft
10.	Nyaya Vihar Premises (Shaikpet)-Block No. 03 (G+1)	1,340 Sq mtr	3400.38 sft	6800.76 sft
11.	Nyaya Vihar Premises (Shaikpet)-Block No. 04 (G+1)	1,365 Sq mtr	3400.38 sft	6800.76 sft
12.	Nyaya Vihar Premises (Shaikpet)-Block No. 05 (G+1)	1,356 Sq mtr	3400.38 sft	6800.76 sft
13.	Nyaya Vihar Premises (Shaikpet)-Block No. 06 (G+1)	1,478 Sq mtr	3400.38 sft	6800.76 sft
14.	Nyaya Vihar Premises (Shaikpet)-Block No. 07 (G+1)	1,478 Sq mtr	3400.38 sft	6800.76 sft
15.	Nyaya Vihar Premises (Shaikpet)-Block No. 08 (G+1)	1,595 Sq mtr	3400.38 sft	6800.76 sft
16.	Nyaya Vihar Premises (Shaikpet)-Block No. 013(G+1)	1,516 Sq mtr	3400.38 sft	6800.76 sft
17.	Nyaya Vihar Premises (Shaikpet)-Block No. 10 (G+1) High Court Guest House	1,516 Sq mtr	3400.38 sft	6800.76 sft
18.	Nyaya Vihar Premises (Shaikpet)-Block No. 11 (G+1) Recreation Club	1,516 Sq mtr	3400.38 sft	6800.76 sft

Including all open areas, internal roads, Lawns/gardens etc.

2.3 HOUSE KEEPING SERVICE IN TELANGANA STATE JUDICIAL ACADEMY.

Total land – 2.0 Acres
Plinth Area - 28,845 Sft

2.4 HOUSE KEEPING SERVICES IN OTHER COURT BUILDINGS IN HYDERABAD:

Name of the Court Building	Areas
City Civil Court, Hyd	5.69 Acres Plinth Area of all Buildings – 2,48,762 SqFt No. of Buildings – 4 City Civil Court Building – 2 Floors City Small Causes Court Building–5 Floors Nyaya Seva Sadan Building – 2 Floors Fast Track Court Building – 2 Floors out-door toilets – 410 Sq Ft
City Civil Court, Secbad	1.55 Acres including parking area No. of Buildings – 2 City Civil Court Building – 5 Floors Fast Track Court Building – 1 (G + 1) Total build-up area – 1,33,461 sq ft
Metropolitan Sessions Judges Court at Nampally, Hyderabad	Total Area – 3.21 Acres Plinth Area – 1,74,200 Sq Ft No. of Buildings – 2 Criminal Court Building – Basement + 4 CBI Court Building – Basement + 4 out-door toilets – 240 Sq Ft
Manoranjan Complex, MSJ Unit	Plinth Area – 78,154 Sq Ft one floor in M1 Building Two floors in M3 Building
RR Dist Court, LB Nagar	11.04 Acres Plinth Area of Building – 1,70,009 Sqft) other 7.1 Ac (3,10,979 Sqft) of parking area and vacant open area out-door toilets – 480 Sq Ft

Housekeeping - ‘provision of a clean, comfortable, safe and aesthetically appealing environment’. It is an operational department which is responsible for cleanliness, maintenance, aesthetic upkeep of rooms, buildings public areas, back areas and the surroundings’.

Housekeeping Services means regular and daily cleaning, sweeping, dusting, hovering, vacuuming, moping, and wiping of Court Halls/ Chambers/ Sections/ rooms/ toilets/ corridors/ living areas/ public areas/ yards and premises etc., and dusting/ vacuuming/ cleaning of furniture, partitions, wooden cabin walls, railings, doors, windows & venetian blinds, racks, sofas, computers, telephones, curtains, wall mounted fans etc., and all allied services on a daily/weekly/fort nightly/monthly/quarterly basis and also on as and when required basis. It also includes routine pest control/Rodent management/anti-termite activities and regular disposal of garbage/waste. It also involves outdoor chores, such as removing leaves from rain gutters removal of weeds/vegetation from the walls and terrace of the buildings, washing windows/grills and sweeping doormats. Cleaning of drainages that could be normally cleaned, removal of blocks in drain pipes and regular cleaning of underground sumps and overhead tanks;

and

includes day-to-day maintenance of electrical installations and supply of electrical items, Spares/ worn out parts etc., in the High Court premises, Ashok Vihar, the official residence of Hon’ble the Chief Justice, Official Bungalows at Nyaya Vihar and Kundanbagh, Begumpet, Hyderabad; Maintenance to LT to upkeep Electrical Installations for preventive and emergency maintenance including all DB’s, Switch Boards etc., and routine maintenance and certain minor consumables accessories in the entire High Court premises including essential consumable accessories like computer boards, 16A Sockets, tubes, ceiling fans, rewinding of fans, exhaust fans, LED lights etc., in the High Court premises;

includes day-to-day maintenance of plumbing and sanitary fittings, attending to minor repair/plumbing works by deploying required number of Plumbers and day-to-day maintenance of all the furniture, attending to minor repair/carpentry works in the High Court premises and at the official residences of Hon’ble Judges by deploying required number of Carpenters;

and

deploying required number of man power during National functions, State functions, farewell dinners, welcome dinners, High Tea and other official meetings/conferences etc.,

and includes comprehensive maintenance services of:

* Air Conditioner Units (split/window/cassette type) in the High Court premises.

* Tower Model/VRV type Air-conditioner units in the Court Halls, Conference Halls and Association Halls in the High Court premises.

*** Air-conditioner units (split/window/tower/Cassette type) at the official residence of the Hon'ble the Chief Justice, Hon'ble Judges and at the residences of Registrars of High Court.**

*** Inverters installed at the official residences of the Hon'ble Judges.**

*** Water Treatment Plant located on the terrace of Administrative Building and B-Block, in the High Court premises by deploying RO Plant Operators.**

The Contractor shall provide house keeping and maintenance services as well as procure the requisite machinery and equipment, tools, spares and equipment in the facility by deploying the requisite manpower for successful delivery of the services.

SCHEDULE – I

Mechanized House keeping, Pest Control, Rodent Management Services and other Technical Maintenance Services in the premises of High Court for the State of Telangana, its Extended premises, official residences of Hon'ble Judges at Ashok Vihar, Nyaya Vihar complex, Quarters in Kundanbagh and Mechanized House keeping and Pest Control Services in Judicial Academy at Secunderabad and other Court Buildings at Hyderabad and Ranga Reddy District.

SCOPE OF SERVICES

3. Detailed Scope of Services:

For all the open areas in the High Court premises and other areas, the Contractor should set-up a clean system of good quality garbage bins and clearance system.

The Contractor shall be required to provide Housekeeping, Pest Control and Rodent Management Services on a daily basis to the entire High Court Premises and the areas mentioned in **2.1 to 2.4**.

The Contractor will be directly responsible for ensuring operational service levels and that the performance is met. They will be reporting to the Management wing. The tentative Organization structure for the delivery of the Housekeeping, Pest Control and Rodent Management Services is as following.

The Contractor shall provide manpower services as well as procure the requisite machinery and equipment, cleaning chemicals, tools & Consumables spares and equipment in the

facility. For the delivery of these services the Soft Services Facility Manager (Housekeeping & pest Control Services Contractor) shall be paid on a monthly basis upon successful delivery of the services and by deploying the requisite manpower as per this Tender notification.

The Contractor shall deploy the manpower at the Premises and the areas mentioned in the tender notification considering the following equipment and Services that are to be provided by the Service Provider.

Categories	Services
Housekeeping – Internal	Housekeeping Services, Waste management, Window / Facade Cleaning
Housekeeping – External	Road Cleaning, Parking Cleaning, public areas/ yards and premises etc.,
Others	Pest Control and Rodent Management Services & other related anti-termite treatment
Supply of man power	* 120 full time workers for arranging the case bundles in order and helping the staff in arranging the case bundles in seriatum in various Judicial sections. * 2 skilled full time workers exclusively for catching snakes in Ashok Vihar, the official residence of the Hon'ble the Chief Justice and official residences of Hon'ble Judges at Kundanbagh, Begumpet and at Nyaya Vihar Complex, Shaikpet, Jubilee Hills, Hyderabad. * 2 full time cooks to be available for 24hours at Nyaya vihar Guest House

Mode of Operations:

- 1) The entire premises shall house special staff with good training to ensure highest service levels.
- 2) The successful Bidder shall perform the Services under the guidance of High Court of Telangana and submit shift wise; daily; periodic reports to respective In-charges of High Court of Telangana. For any operational and contractual requirement, the successful Bidder shall coordinate with relevant officials in High Court of Telangana.
- 3) The Service Provider shall employ skilled, semi-skilled and unskilled labour in sufficient numbers to carry out its services at the required rate of progress and of quality to ensure workmanship, of the degree specified in the Contract for timely fulfilling of the Service Provider's obligations under the Contract and to the satisfaction of the Competent Authority.
- 4) To the extent possible the Service Provider shall recruit people with the area for the delivery of the various services.
- 5) The cost of material for sweeping/cleaning, labour wages, setting up the said infrastructure, recruitment of staff, maintenance of equipment, and any other expenses including fuels, any taxes, local or otherwise required by the Service Provider for the purpose of this contract shall be borne by the Service Provider.

- 6) The Contractor shall procure the consumables / detergents / disposables / disinfectants and other stores related to sanitation & housekeeping. The Service Provider shall use eco-friendly/herbal detergents, consumables. The High Court shall have the discretion regarding the quality and quantity of stores. The proper record of such stores shall be maintained by the Service Provider. The authorized representatives of High Court can carry out surprise checks of the stores without any prior intimation.
- 7) The Contractor shall report to the High Court of Telangana any damaged or broken items that need to be replaced weekly so as not to be held accountable.
- 8) The service provider shall be responsible to maintain quality and work efficiency by deploying extra staff, if so required.
- 9) The service provider will also provide manpower for loading – unloading, shifting of furniture, office equipment etc. as and when required.
- 10) The manpower shall include a combination of Male & Female to be deployed for delivering the services.
- 11) Sweeping, mopping, dusting, cleaning and all other allied works have to be completed before 8.30 a.m. on all working days, Saturdays & Sundays and Holidays. In case the work is not completed before 8.30 am. on any day, then the same shall not be considered for payment for that particular day and pro-rata deduction will be made for that day and damages of Rs.10,000/- per day for such delay shall also be imposed on the Contractor and will be recovered from the Contractor bills.
- 12) Some activities such as garbage removal, insecticide / pesticide application etc., shall be completed in the evening after office hours, on day-to-day basis. No spillover of the above work for the next day shall be permitted under any circumstances.
- 13) However, regular cleaning of toilets (including fixtures such as WC's, urinals, washbasins etc.) Lobby, Corridors and other areas shall be done continuously during office hours (at the regular interval as per requirement, usage and instruction given by the administration department from 9.00 a.m. to 6.00 p.m. i.e., during office hours and beyond).
- 14) The Contracting agency shall make arrangements of providing adequate number of dustbins as also refill the sanitary cubes, deodorizer, and other consumable like Air Fresheners, Phenyl and liquid soap for hand wash (in all the attached toilets of Officers, in all toilets and the cost of consumables and cleaning materials will be borne by the contracting agency.
- 15) Agency shall arrange to spray air fresheners in the Chambers, Conference Halls on daily basis and whenever required. The cost of the spray will be borne by the Agency.
- 16) All materials to be used for cleaning and other consumables (as specified in this document), should be provided by the agency in conformity with the specifications/ brand/ make of Government approved standards. The samples have to be got approved from the Administration Department by the Contracting Agency.
- 17) The work to be carried out under this tender shall also include arranging of vacuum-cleaners, scrubbing and polishing machines and equipment which are required to be used during execution of the work. All the machineries used should be appropriate for the surfaces existing on the site and in no way damage the surface/fixtures/fittings/furniture beyond normal wear and tear. In case the agency or its employee damages the surface/fixtures/fittings/furniture, the Department will be well within its right to recover the cost of restoring the damaged area and/or impose a penalty on the agency. The decision of the High Court of Telangana will be final and binding on the Agency.

- 18) For the purpose of Sanitation/House Keeping work the entire site is broadly divided into three parts, namely, non-carpeted covered area and carpeted covered area (if any) and open area.

General Cleaning – Internal

Description	Parameters	Task	Frequency
General cleaning	General toilets	Serv/CLN	Daily – Hourly
	Personal toilets	Serv/CLN	Daily – Twice
	Floor – Other areas	Serv/CLN	Daily – 2 times
	Floor – Corridors, Common areas	Serv/CLN	Daily – 2 times
	Stairs	Serv/CLN	Daily – 2 times
	Lifts	Serv/CLN	Daily – 2 times
	Cleaning of Chambers, Court Halls and Sections	Serv/CLN	Daily
	Clearing of dustbins	Serv/CLN	Daily twice
	Garbage disposal	Serv/CLN	Daily
	Ceiling and walls	Serv/CLN	Monthly
Micro cleaning	Deep cleaning of toilets, pantry, floor and carpet (if any), service area, building surrounding area, Sections etc.,	Serv/CLN	Monthly
	Insectocuters, water coolers, waste water drains, and building surrounding water tank tops, tank shaft and disposal of scrap.	Serv/CLN	Monthly
	Electrical - Light fixtures /installations/appliances and AC grills	Serv/CLN	Monthly
	Roof drains & Window grills	Serv/CLN	Weekly
	Sanitary and plumbing fittings	Serv/CLN	Monthly
	Secured areas like Server rooms, Computer Lab etc.,	Serv/CLN	Weekly
	Wall paneling, wood work and metal area	Serv/CLN	Monthly

Cleaning of Sumps and Tanks:

Description of work	Task	Frequency
Cleaning of all overhead water tanks	Serv/CLN	Monthly
Cleaning of all under-ground water tanks	Serv/CLN	Quarterly
Cleaning of all under-ground fire tanks	Serv/CLN	Quarterly

General cleaning – External

Description of work	Task	Frequency
Mechanized cleaning of the roads within the premises	Serv/CLN	Daily
Brooming and cleaning of outside parking/ building surrounding area	Serv/CLN	Daily
Cleaning of front area / back area of the buildings/Blocks	Serv/CLN	Daily
Cleaning of the Security rooms & other peripheral facilities within the campus	Serv/CLN	Daily
Cleaning of Boundary wall & Terrace	Serv/CLN	Fortnightly
External walls, stone louvers, window sills, platforms, stone slabs window sills from outside etc.,	Serv/CLN	Monthly

Certificates must be provided showing each of the technician's qualifications and aptitudes in the Pest Control techniques and processes (where applicable).

Description	Parameters	Task	Frequency
Routine treatment	General pest control	Oper, Chk	Fort nightly, need basis
	Rodent and Lizard control, Cockroach Gel, Fumigation, Fogging	Oper, Chk	Monthly
Special Service	Treatment for specific seasonal pest problems before the start of season	Oper, Chk	Need basis
	Special service for Birds, Honey bee, Cats and Snakes	Oper, Chk	Need basis
	Anti-termite treatment : All Judicial Sections & Record Sections Judges Libraray & Stationery Section Other areas	Oper, Chk Oper, Chk Oper, Chk	Weekly Fort nightly Monthly or Need basis

SCHEDULE – II

ELECTRICAL / TECHNICAL MAINTENANCE i.e., MAINTENANCE OF LT AND OTHER ELECTRICAL APPLIANCES IN THE PREMISES OF HIGH COURT FOR THE STATE OF TELANGANA, ITS EXTENDED PREMISES, OFFICIAL RESIDENCES OF HON'BLE JUDGES AT ASHOK VIHAR, NYAYA VIHAR COMPLEX AND QUARTERS IN KUNDANBAGH AND GREENLANDS, BEGUMPET, HYDERABAD.

SCOPE OF SERVICES

3. Detailed Scope of Services:

The Contractor shall be required to provide **Electrical/Technical Maintenance i.e., maintenance of LT services and other appliances and Maintenance Services** on a daily basis to the entire High Court Premises and the areas mentioned in **2.1 to 2.2**.

The Contractor will be directly responsible for ensuring operational service levels and that the performance is met. They will be reporting to the Management wing. The tentative Organization structure for the delivery of the **Electrical/Technical Maintenance i.e., maintenance of LT services and other appliances and Maintenance Services** is as following.

The Contractor shall provide maintenance services as well as procure the requisite machinery and equipment, tools, spares and equipment in the facility. For the delivery of these services the Soft Services Facility Manager shall be paid on a monthly basis upon successful delivery of the services and by deploying the requisite manpower as per this Tender notification.

The Contractor shall deploy the manpower at the Premises and the areas mentioned in the tender notification and Services that are to be provided by the Service Provider.

Categories	Services
<p>Technical Maintenance</p>	<p>Comprehensive Annual Maintenance for maintaining:</p> <ul style="list-style-type: none"> * Air Conditioner Units (Tower/split/window/cassette type) provided in the Chambers & Court Halls of Hon'ble Judges, CJ Peshi, Chambers of Registrars and Judicial Officers (JR/DR/AR), Judges Lunch room, CCTV room, Computer Section, Court Officer Section, Server rooms, UPS rooms, Main Xerox/Photo Copy Section, Judicial Sections in various Blocks in the High Court premises and in the Conference Hall located in the 6th floor of Administrative building in the High Court premises. * Package/VRV Air-conditioner units in Video Conference Hall, Full Court Meeting Hall, Central Hall, Judges Library, Advocates' Association Hall, Advocates' Library, New Filing Section in the High Court premises. (AMC in existence through Roads & Buildings dept. till March' 2023) * Air-conditioner units (split/window/tower/cassette type) at the official residence of the Hon'ble the Chief Justice and Hon'ble Judges and at the residences of Registrars of High Court. * Inverters installed at the official residences of the Hon'ble Judges. * Water Treatment Plant located on the terrace of Administrative Building and B-Block in the High Court premises. * Day-to-day maintenance of electrical installations and supply of electrical items, Spares/ worn out parts etc., by providing skilled Electricians and Helpers in High Court premises, Ashok Vihar, the official residence of Hon'ble the Chief Justice, Official Bungalows at Nyaya Vihar and Kundanbagh, Begumpet, Hyderabad. * Maintenance to LT to upkeep Electrical Installations for preventive and emergency maintenance, preventive maintenance aspects electrical Sub Stations including all DB's, Switch Boards etc., and routine maintenance and certain minor consumables accessories in the entire High Court premises including essential consumable accessories like computer boards, 16A Sockets, tubes, ceiling fans, rewinding of fans, exhaust fans, LED lights etc., in the High Court premises.

Detailed scope of work and Guidelines for each of the above categories and services listed above are as following:

SCOPE OF WORK & GUIDELINES

I.

1. The Contractor shall provide all equipment, supplies, and manpower for completing the activity of maintenance of **Electrical/Technical i.e., maintenance of LT services and other electrical appliances and Maintenance Services.**
2. Contractor shall get the equipment approved from the Hon'ble High Court for the load and other technical specifications.
3. Caution signs needs to be set up before the commencement of work.
4. Contractor shall follow the safety regulations.
5. Contractor shall follow the security regulations like usage of access cards, wearing and displaying ID cards etc.
6. The Contractor will ensure that all trash is properly disposed outside the High Court and the affected area cleared and cleaned at the end of the job.

II.

7. The Contractor is required to comply with all National, local or other statutory or government directives, orders, acts, laws, codes, regulations, or rules relating to LT and all other electrical maintenance works. Selection of the appropriate equipment/machinery is the Contractor's responsibility. Methods are to be efficient but carried out in a humane/safety way.
8. Reports should be written at the survey stage and after each site visit. The reports should be clear, concise and complete. They should contain a summary of what was found, what action and what precautions should be taken in future.
9. The Contractor shall institute a system of written reports on all site visits. These should be dated and describe the extent of works undertaken. Only approved equipment/machinery must be recommended, and used in accordance with the label instructions and conditions and all National, local or other statutory or Governmental directives, orders, acts, laws, codes, regulations, or rules the identity of all equipment/machinery applied should be recorded, together with any warnings / precautions to be undertaken by the High Court staff in relation to the equipment/machinery applied / work carried out.
10. Contractor shall provide material data sheets to the equipment/machinery used in the premises of the High Court and other places.

III**ELECTRICAL MAINTENANCE
HIGH COURT PREMISES:**

1. Maintenance of Air Conditioner Units (Tower/split/window/cassette type) provided in the Chambers & Court Halls of Hon'ble Judges, CJ Peshi, Chambers of Registrars and Judicial Officers (JR/DR/AR), Judges Lunch room, CCTV room, Computer Section, Court Officer Section, Server rooms, UPS rooms, Main Xerox/Photo Copy Section, Judicial Sections in various Blocks in the High Court premises and in the Conference Hall located in the 6th floor of Administrative building on the High Court premises;

2. Maintenance of Package/VRV Air-conditioner units in Video Conference Hall, Full Court Meeting Hall, Central Hall, Judges Library, Advocates' Association Hall, Advocates' Library, New Filing Section in the High Court premises. **(AMC in existence through Roads & Buildings dept. till March' 2023)**

3. Maintenance of Tower Model Air-conditioner units provided in the Chambers/Court Halls/Sections of various Blocks in the High Court premises;

SCOPE OF WORK

Routine and breakdown services including replacement of spare parts to the said units (window/ split/ tower/ cassette/ ductable type). Repairs/replacement of compressors, copper pipe, power cable, gas testing, refilling of gas, stabilizer parts, remote controls, parts. The agency shall provide 3/4 senior technicians and 2/3 Assistants/helpers with mobile phones in the High Court premises and the technicians shall attend the High Court at 9.00 a.m. daily and to attend to the complaints immediately and rectify the same.

The agency can take away the A/c. unit to their workshop for repair/service and they shall be responsible for any damage which occurs as a result of transportation of the equipment from the High Court. During the period of contract, if any of the units are replaced with new ones, the proportionate amount for annual maintenance of the said units will be deducted from the date of such replacement. The agency shall handover the air-conditioner units in good working condition after expiry of Annual Maintenance Contract period.

4. Water Treatment (RO) Plant:

Maintenance for Water Treatment Plant located on the terrace of Administrative Building and on the terrace of the B-Block in the High Court premises.

SCOPE OF WORK

One person for operating each water treatment plant located on the terrace of Administrative Building and on the terrace of the B-Block. Routine and breakdown services including providing consumables i.e., filters/catridges, anti-sealant, dosing chemical, carbon and sand in the cylinders, replacement of membranes, spare parts etc. Repairs to pumps, electrical items, arrest of minor leakages to the SS pipeline etc., as and when required and any repair, rectification of the same shall be done immediately.

5. **MAINTENANCE TO LT (BELOW 54KW)**

SCOPE OF WORK

Comprehensive Maintenance to LT (below 54KW) (B-Grade License holders) to upkeep Electrical Installations for preventive and emergency maintenance, preventive maintenance aspects electrical Sub Stations including all DB's, Switch Boards etc., and routine maintenance and certain minor consumables accessories in the entire High Court premises including essential consumable accessories like computer boards, 16A Sockets, tubes, ceiling fans, rewinding of fans, exhaust fans, LED lights etc., in the High Court premises, liaisoning with Electrical Inspectorate authority for approvals and compliance.

* The nature of work requires professionals with LT works below 54KW (B Grade License) holders for LT minor works.

Certain minor and repairable works should be carried out by round the clock electricians and Helpers (**ITI/wiremen Certificate**).

Preventive and corrective maintenance of light load electrical installations viz., DB's, Switch Boards etc., and routine maintenance and consumables accessories in the entire High Court premises like computer boards, 6A/16A Sockets/Switches, ceiling fans, Dimmers, rewinding of fans, exhaust fans, tube lights, chokes, starters, LED lights etc., day-to-day maintenance of electrical installations by providing round the clock services by skilled Electricians and helpers (**ITI/wiremen Certificate**) and supply of electrical items/ spares/ fixtures (worn-out parts) **in the High Court premises and Ashok Vihar, official residence of Hon'ble Chief Justice, and Hon'ble High Court Judges Quarters at Nyaya Vihar and Kundanbagh, Hyderabad.**

The agency has to maintain statutory records and registers, complaint register, details of spares replaced under the supervision and approval of the engineer in-charge and as per National Electric Code & National Building Code and other relevant IS Codes for maintenance as demanded.

IV**ELECTRICAL MAINTENANCE****RESIDENTIAL BUNGLOWS****6. MAINTENANCE OF ELECTRICAL INSTALLATIONS:****SCOPE OF WORK**

Comprehensive Maintenance of electrical installations, Control Panels, DB's, Switch Boards etc., and routine maintenance and consumables, accessories, computer boards, 6A/16A Sockets/Switches, ceiling fans, Dimmers, rewinding of fans, exhaust fans, tube lights, chokes, starters, LED lights/street lights/security lights etc., day-to-day maintenance of electrical installations by providing round the clock services by skilled Electricians and helpers and supply of electrical items/ spares/ fixtures (worn-out parts), day-to-day maintenance of electrical installations by providing skilled Electricians and supply of electrical items at 'Ashok Vihar', the official residence of Hon'ble the Chief Justice, AND official residences of Hon'ble Judges at Kundanbagh, Nyaya Vihar and Greenlands, with all records to the satisfaction of the Engineer in charge.

7.

Maintenance of Tower/split/window/cassette air-conditioner units at the official residence of the Hon'ble the Chief Justice and Hon'ble Judges and at the residences of Registrars of High Court.

SCOPE OF WORK

Routine and breakdown services including replacement of spare parts to the said units (window/ split/ tower/ cassette/ ductable type). Repairs/replacement of compressors, refilling of gas, stabilizer parts, remote control parts. The agency shall provide 3/4 senior technicians and 2 Assistants/helpers with mobile phones and the technicians shall be available round the clock and attend to the complaints immediately and rectify the same.

The agency can take away the A/c. unit to their workshop for repair/service duly by obtaining the Gate Pass issued by the Registry and they shall be responsible for any damage which occurs as a result of transportation of the equipment from the High Court. During the period of contract, if any of the units are replaced with new ones, the proportionate amount for annual maintenance of the said units will be deducted from the date of such replacement. The agency shall handover the air-conditioner units in good working condition after expiry of Annual Maintenance Contract period.

8. **Maintenance of inverters (1400VA UPS with 2No's 150 AH Batteries) installed at the official residences of the Hon'ble Judges.**

SCOPE OF WORK

Routine and breakdown services including free replacement of worn out parts in UPS, applying distilled water to the inverter, as and when necessary. Removal and re-fixing of the said inverter in the bungalow from one place to another, if necessary.

The agency has to inspect the inverters once in a month regularly and shall submit a report to the Registrar (Management) about the condition of the same.

The agency shall make available skilled technicians and attend to the repairs of the said inverters immediately and rectify the same. The agency shall hand over the said inverters in good working condition after expiry of the Annual Maintenance Contract period.

9. Water Treatment (RO) Plant:

Maintenance for Water Treatment (RO) Plant located in the premises of Nyaya Vihar Complex.

ELIGIBILITY:

1. The Agency should have experience in doing mechanized cleaning and House Keeping Services and providing Electrical/Technical Maintenance i.e., maintenance of LT services and other appliances and other Maintenance Services in Govt./Semi Govt Offices, Educational institutions, Air ports/Railway stations etc., in India for not less than 5 years (experience) certificate to be enclosed.
2. Should have registered with ESI, EPF Commissioner, GST and certificates to be enclosed.
3. Should have a registered office in the municipal limits of Hyderabad.
4. Should enclose experience certificate for any single similar nature of work for the value not less than five crores in last 5 years (certificate to be enclosed).
5. Should have completed any single project without break for minimum 6 lakhs sft built up area in last 5 years (certificate to be enclosed).
6. Should have completed any work for the campus cleaning not less than 10 Acres campus area in last 5 years (certificate to be enclosed).

7. The Agency should have a total turn over of 25 crores in the last 5 consecutive years (enclose IT returns counter signed by CA)
8. Should enclose a solvency certificate for Rs.2 crores from nationalized bank of India - certificate to be enclosed.
9. Should enclose a performance certificate from the previous principal employer/s as per the format given below or equal to this format (may be obtained from the Registry at the time of inspection of the premises).
10. Should have valid ISO Certification governing the field and NSIC Register Agency certificate - certificates to be enclosed.
11. Should possess all the relevant certificates of Registration of Firm, Labour License, ESI, EPF, GST, **B-Grade license for LT Electrical works and ITI/Wiremen certificate (for electricians) etc.**, with all records for proof and the same have to be enclosed with the Tender Submission.

The intending bidders shall submit their quotations in a sealed cover with all the necessary Certificates of Registration, Licence, ESI, EPF, GST and B-Grade license for LT Electrical works and ITI/Wiremen certificate etc., and entire track record to the undersigned on or before 30.06.2022, 5.00 p.m.). The quotations received after the said date and time will not be entertained.

Sd/-
REGISTRAR (MANAGEMENT)