



**OFFICE OF THE TELANGANA STATE LEGAL SERVICES AUTHORITY**

1<sup>st</sup> & 2<sup>nd</sup> Floor, 'Nyaya Seva Sadan', Near Naga Devata Temple, Gate No.2,  
High Court Premises, Hyderabad -500 066

**E-Mail: [telanganaslsa@gmail.com](mailto:telanganaslsa@gmail.com)**

**Website: [www.tslsa.telangana.gov.in](http://www.tslsa.telangana.gov.in)**



ROC.No.2034 /TSLSA/2025

Dated:16.04.2025

**TENDER NOTIFICATION**

Sealed quotations are invited for the **Annual Maintenance Contract** for cleaning of Toilets, Corridors, Staircase and Sweeping of entire premises of the Office of Telangana State Legal Services Authority, located in the 1<sup>st</sup> and 2<sup>nd</sup> Floors of the Nyaya Seva Sadan Building, High Court Premises.

The intending bidders may submit their quotations in a sealed cover to the undersigned, duly superscribing on the envelop "**Quotations for Annual Maintenance Contract**" during the Office hours, on or before **22.04.2025** by **5.00 p.m.**, quoting the rates with your acceptance to the prescribed conditions annexed herein.

The undersigned reserves the right to accept or reject any or all the quotations without assigning any reasons.

  
16/4/25  
**MEMBER SECRETARY**

To:

1. The Notice Board of Telangana State Legal Services Authority, Hyd.
2. The Notice Board of High Court Legal Services Committee, Hyd.
3. The Notice Board of City Civil Court Legal Services Authority, Hyd.
4. Website of TGSLSA.



### **TERMS AND CONDITIONS**

- 1) The Agency have to pay minimum wages with variable Dearness Allowances to the workers as fixed by the Government vide G.O.Ms.No.85, Labour, Employment, Training & Factories (Labour-II) Department, dt. 22.09.2007 including ESI and EPF.
- 2) The Organization shall undertake the general cleaning such as sweeping, wet cleaning of corridors, stair cases, cleaning of spider webs, clearing of lofts & sunshades, cleaning of toilets attached to the Chambers of Officers, General Toilets (Ladies & Gents), cleaning of stains near toilet corners & other places of the premises.
- 3) The Organisation shall use dis-infective materials such as bleaching scented phenyl, Napthalene balls, Acids, etc. in cleaning and shall pay attention to keep the premises dry and free from Mosquito menace wherever necessary.
- 4) The Organisation shall remove the waste material from the building premises.
- 5) The period of contract will be for one year from 01.05.2025 to 30.04.2026.
- 6) The Agency shall provide 1 labour for sweeping & moping and one scavenger on full time basis to clean the Toilets.
- 7) The Organisation has to entrust the work from 09.00 am to 05.00 pm subject to Labour Act.
- 8) The successful agency shall submit a Non-Judicial Stamp Paper worth Rs.100/- within 10 days from the date of receipt of the Order for execution of the agreement.
- 9) Cleaning of the general toilets (ladies & gents) using Phenyl and cleaning material, regularly (daily 2 times).
- 10) The Staff or Contractor shall also attend to any other work as entrusted by the Administrative Officer, Telangana State Legal Services Authority, from time to time.
- 11) The Member Secretary, Telangana State Legal Services Authority, reserves the right to terminate the contract at any time without assigning any reason.

12) The Member Secretary, Telangana State Legal Services Authority, may impose penalty of deducting certain percentage of amount from the bill, if any person absents to duty or of if no substitute is provided or if the work is found to be un-satisfactory or any damage is caused.

13) The Agency shall not sub-lease / entrust the work of maintenance to any other agency.

14) If the Agency intends to withdraw from the contract, it shall give at least One Month advance notice, as otherwise, the Member Secretary, Telangana State Legal Services Authority reserves the right to claim damages from Agency.

15) Initially, the contract shall be for a period of one year and may be extended further one year, subject to satisfactory performance, on the same terms and conditions.

Sd/-  
**MEMBER SECRETARY**