



GOVERNMENT OF ANDHRA PRADESH
A.P.STATE LEGAL SERVICES AUTHORITY
B.S.R Commercial Complex,
Near A.P Secretariat, Amaravati.
E-Mail:apslsauthority@yahoo.com



ROC No. 48 /APSLSA/Acts/2024, Dt. 12-03-2025

TENDER NOTIFICATION

Sub : APSLSA - Sealed Tenders from suitable agencies for providing Housekeeping functions in the office of APSLSA - Called for - Reg.

* * *

Sealed Tenders are invited by **27-03-2025 05.00.PM** from the Authorized and reputed agencies for providing Housekeeping Services (05) workers including two skilled workers for - Electrical and Plumbing work) in the office of A.P State Legal Services Authority.

For the following services in the building in which the Andhra Pradesh State Legal Services Authority is located at H.No.2-273/54-A, B.S.R Commercial complex Malkapuram Village, Near A.P. Secretariat, Thullur Mandal, Guntur District.

1. Maintaining hygiene and cleanliness.
2. Sweeping and mopping the Chambers of Judges and officers, office rooms, Conference halls, Library, Pantry, walking Area, Other Utility area etc., using qualitative cleaning material.
3. Attending plumbing and electrical repair works, at any time in a day.
4. Sweeping of roof and spider nests.
5. Maintaining cleanliness of washrooms, by cleaning them thrice in a day.
6. Watering, cleaning and maintaining greenery.
7. Attending Chamber Duties of Hon'ble Judges and Officers of APSLSA.
8. Maintaining of Generator, and Electrical work.
9. Cleaning of window pans, grills, wall corners, stairs, every day.
10. Day to day minor electrical repair works.
11. Day to day minor plumbing repair works
12. Any other housekeeping works as may be required.

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 State Legal Services Authority**". at H.No.2-273/54-A, B.S.R Commercial complex Malkapuram Village, Near A.P. Secretariat, Thullur

Mandal, Guntur District, furnishing all necessary information viz.

1. The details of the price to be paid to the Housekeeping workers mention clearly in the tender i.e wages and also statutory obligations like ESI, EPF and GST or any other taxes etc. for required number of workers.
2. Price for supply of required material for maintaining cleanliness and hygiene of the A.P. State Legal Services Authority 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 State Legal Services Authority, is located H.No.2-273/54-A, B.S.R Commercial complex Malkapuram Village, Near A.P. Secretariat, Thullur Mandal, 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 by 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 attend 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. If there is violation of any rules by the workmen, they will be prosecuted. The agency is also liable for the action of the workers.
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 ISI marked material 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. State Legal Services Authority is 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. State Legal Services Authority 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.
15. TRANSIT INSURANCE: The Andhra Pradesh State Legal Services Authority 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. State Legal Services Authority 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 Authority 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 Authority.
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 State Legal Services Authority, reserves the right to reject all or any tenders without any reason.
24. No person/staff engaged by the successful tenderer shall make any claim to the Andhra Pradesh State Legal Services Authority, 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 State Legal Services Authority, reserves the right to cancel the contract at any time without assigning any reason and the decision of Andhra Pradesh State Legal Services Authority will be final and binding on the successful tenderer.



28. The Andhra Pradesh State Legal Services Authority also reserves the right to reject the tenders, amongst others, for the following reasons:

- If the tenders are not submitted in accordance with the prescribed conditions.
- If a conditional bid is submitted by the tenderer.
- If the bidders form cartel. In such a situation, they would disqualify themselves from participation in any bid invited by the Andhra Pradesh State Legal Services Authority.

29. The Andhra Pradesh State Legal Services Authority 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 State Legal Services Authority may extend the last date and time for submission of bid by uploading a notice in the official website of the Andhra Pradesh State Legal Services Authority.

Amaravati

Dt: 12-03-2025


MEMBER SECRETARY
APSLSA


To

1. The Official website of the APSLSA.
2. Notice Board of APSLSA
3. Print & Electronic Media.

