

HIGH COURT OF DELHI AT NEW DELHI

NOTICE INVITING TENDER

Tender Notice No. 05/DHC/CT/HK/2025-27

CONTRACT FOR ENGAGEMENT OF CONSERVANCY, HOUSEKEEPING (Mechanized) AND SANITATION SERVICES AT HIGH COURT OF DELHI, SHER SHAH ROAD, NEW DELHI-110003.

Sealed tenders, with 90 days validity from the date of opening of tenders are invited from reputed/eligible agencies for providing conservancy, housekeeping (mechanized) and sanitation services at High Court of Delhi, Sher Shah Road, New Delhi-110003, for carrying out the work as per specifications of the tender for the period from **01.12.2025 to 30.11.2027**.

Number of personnel required is as under:

Housekeepers 298 (Unskilled)

[not less than (i) 172 male (in first shift) from 7.00 a.m. to 3.00 p.m.;

(ii) 24 female (in first shift) from 8.00 a.m. to 4.00 p.m.;

(iii) 14 female (in second shift) from 10.00 a.m. to 6.00 p.m.;

and

(iv) 88 male (in second shift) from 1.00 p.m. to 9.00 p.m.]

Supervisors 25 personnel (semi-skilled) (including 6 female)

[not less than (i) 11 male (in first shift) from 7.00 a.m. to 3.00 p.m.;

(ii) 04 female (in first shift) from 8.00 a.m. to 4.00 p.m.;

(iii) 02 female (in second shift) from 10.00 a.m. to 6.00 p.m.;

and

(iv) 08 male (in second shift) from 1.00 p.m. to 9.00 p.m.]

Copy of the terms and conditions of the tender may be obtained on payment of Rs. 5000/- (Rupees Five Thousand Only) (non-refundable), in the form of pay order/demand draft only drawn in favour of "Registrar General, High Court of Delhi" from the Administrative Officer (Judicial), Caretaking Branch, Room No. 06, Ground Floor, Administrative Block, High Court of Delhi, Sher Shah Road, New Delhi-110003, in person on any working day between 3.00 p.m. to 4.00 p.m. up to 14th August, 2025. No cash payment will be accepted.

Detailed notice inviting tender, bid form and necessary information are also available on the official website of the High Court of Delhi i.e. www.delhihighcourt.nic.in, which can be downloaded and used by the Bidder. In such case, the Bidder must enclose Rs. 5000/- (Rupees Five Thousand Only), in the

form of Pay Order/Demand Draft in favour of "Registrar General, High Court of Delhi" in addition to EMD, failing which the tender will straightaway be rejected.

The tender complete in all respects should reach the Administrative Officer (Judicial), Receipt & Despatch (Establishment-II Branch), 3rd Floor, 'S' Block, High Court of Delhi, Sher Shah Road, New Delhi-110003 before the date and time as mentioned in the schedule below:

SCHEDULE

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| 1. | Date of Publication | : | 23.07.2025 |
| 2. | Last Date & Time for submission of Bids along with EMD | : | 18.08.2025 by 04.00 p.m. |
| 3. | Opening of Technical Bids | : | 25.08.2025 at 03.00 p.m. |
| 4. | Opening of Financial Bids | : | 15.09.2025 at 03.00 p.m. |
| 5. | Date of commencement of work | : | 01.12.2025 |

Sd/-
(Rajesh Kumar)
Assistant Registrar
High Court of Delhi,
New Delhi