

(TENDER FORM NOT TRANSFERABLE)
TELANGANA STATE ROAD TRANSPORT CORPORATION

To
The Regional Manager,
TSRTC,
Nalgonda.



Madam,

Sub:**CONTRACTS** - Outsourcing Contract for Providing of(08) Data Entry Operators (Typists) at the units of Nalgonda Region - Submission of Tender Application Form - Reg .

Ref:Tender Notification No.P2/122(02)/2022-RM:N, Dt.03.02.2025.

I/We hereby submit my/our Tender in the prescribed form. I/We read thoroughly the job description Terms & Conditions supplied together with the Tender Form and understood the full contents.

Further, I/We hereby submit my / our tender in the prescribed Tender Form for awarding of contract Nalgonda Region.

I/We hereby further agree to abide by the Terms and Conditions stipulated by the Corporation from time to time, during the period of contract on awarding the same.

Yours faithfully,

(SIGNATURE OF THE TENDERER)

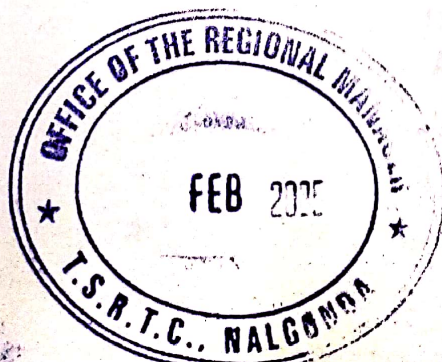
FULL NAME & PERMANENT ADDRESS
OF THE TENDERER ALONGWITH TELEPHONE NUMBER
(IN BLOCK LETTERS)



TENDER FORM**OUTSOURCING THE WORK PERTAINING TO DATA ENTRY OPERATORS
AT THE UNITS/ DEPOTS IN THE NALGONDA REGION.**

1. NAME OF THE TENDERER :
(in Capital Letters)
2. DATE OF BIRTH & AGE OF THE TENDERER :
3. FATHER'S NAME :
4. CASTE :
5. ADDRESS FOR COMMUNICATION :
PHONE NO/CELL NO.
6. IF FIRM/AGENCY MENTION FULL ADDRESS AND DETAILS :
7. PAN NUMBER :
8. NATURE OF WORK : Provisions of Manpower for carrying the work of Data Entry operators (Typists) at the Units/Depots Nalgonda Region.
(Detail Job Description of Annexure-A enclosed with Tender form)
9. MINIMUM NO.OF DEOs TO BE DEPLOYED FOR THE ABOVE WORK : Eight(08) DEOs

SL.NO	UNIT	NO.OF DEOS (TYPISTS) TO BE DEPLOYED
1	NLG	1
2	NKP	1
3	DVK	1
4	YGT	1
5	MLG	1
6	SRPT	1
7	KDD	1
8	PO/NLG	1
TOTAL		8

**SIGNATURE OF THE TENDERER**

10. MINIMUM VALUE OF THE WORK : WITH PF CODE Rs. **1,26,024/-**
(including PF, ESI, Statutory provisions & 7% margin)

11. RATE QUOTED PER MONTH

(EXCLUDING GOODS AND SERVICE TAX) : _____

(The amount to be quoted should include minimum wages PF, ESI, EDLIF etc. As per statutory obligations and profit margin)

Contractor with PF Code Rs. _____ for _____ persons

12. DATE OF SUBMISSION OF TENDER FORM: _____

a) Details of PAN Card, PF Code No. & ESI Code No. & Labour Licence No. (if any) (Details to be furnished with proof)

13. DETAILS OF GST NO. & VALIDITY :
(Proof to be enclosed)

14. PREVIOUS EXPERIENCE (If any) :
(Details to be furnished with proof)

15. DETAILS OF EARNEST MONEY DEPOSIT(EMD) DRAWN IN FAVOUR OF DY.CHIEF ACCOUNTS OFFICER,TSRTC, NALGONDA REGION
(DD TO BE ENCLOSED)

a) AMOUNT PAID TOWARDS EMD : Rs.**81,000/-**

b) DD/Bankers Cheque No. & Date: Rs. _____

c) NAME OF THE BANK/BRANCH:

16. DETAILS OF PROCESSING FEE "DRAWN IN FAVOUR OF ACCOUNTS OFFICER, TSRTC, NALGONDA REGION. (DD TO BE ENCLOSED)

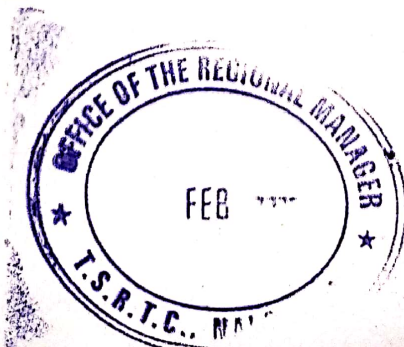
a) AMOUNT PAID TOWARDS ₹ _____

b) DD / Bankers Cheque NO. & DATE _____

c) NAME OF THE BANK/BRANCH: _____

16. LAST DATE & TIME
FOR SUBMISSION OF TENDER : 21.02.2024 UPTO 14.00 HRS

I/We confirm my/our acceptance to the Job description, Terms and conditions stipulated by TSRTC. In the event of my/our failure to abide by any of the terms and conditions, the EMD amount paid by me /us is laible for forfeiture.



SIGNATURE OF THE TENDERER

TERMS AND CONDITIONS OF THE OUTSOURCING OF DEO(TYPISTS) WORKS IN THE UNITS/DEPOTS OF NALGONDA REGION.

The successful bidder has to under take the job of outsourcing DEO's(Typists) by engaging persons to work as typist as per job discription mentioned at Annexure-A in the contract works spot specified in the tender application of PO/NLG. The details of Units wise requirement of DEO's(Typists) along with value of contract amount and EMD payable is furnished in Annexure-B.

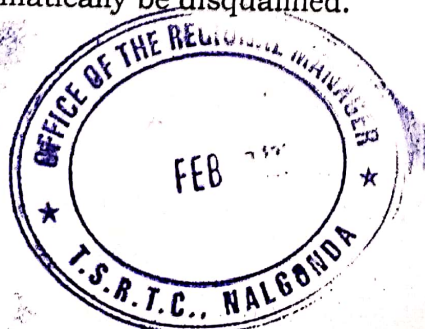
The persons to be deployed by the Contractor shall invariably posses the following qualifications.

DEOs:

- i) Must have Knowledge in windows operating system, "Internet Usage" and Browsing, sending & receiving of emails & Knowledge in Ms office (word, excel, power point).
- ii) Must be above 18 years and below 65 years of age as on date of filing Tender.

I-GENERAL:

- 1) The sealed cover should be dropped in a tender box kept in the office of the Regional Manager's Office, Nalgonda Region, Nalgonda on 08.01.2024 up to 14.00 hrs. The tenders received after the stipulated date and time will not be accepted. Tenders will be opened at 15.00 hrs on the same day by the Tender Committee.
- 2) Tenders in the name of the minor or on behalf of the minors will be rejected. Tenders once made shall not be permitted to withdraw.
- 3) In case of Firms / Companies / Corporations etc., the authorized representatives can submit the tender application along with authorization letter.
- 4) The successful tenderer shall enter into an agreement for undertaking the work on prescribed terms and conditions.
- 5) In case Earnest Money Deposit paid by the Tenderer is less than what is stipulated in the Tender Notification or the EMD paid through other means i.e., in a manner other than the stipulated terms and conditions, the tender will be rejected besides forfeiting the Earnest Money Deposit.
- 6) No Contractor can quote value less than the minimum value of work specified in the Tender Notification (Annexure-B) for outsourcing of works pertaining to Typists as per job description specified in the Annexure-A for the persons to be deployed by him in the contract work spot specified. If any contractor quotes less than the minimum value such quotation shall automatically be disqualified.



SIGNAUTRE OF THE TENDERER

- 7) The minimum value of the contract has been assessed based on the following three components.
- The minimum wage to be paid as fixed/communicated by TSRTC per month to DEO's as per the rates communicated by the Government.(which is Rs. 13,522/- at present).
 - The statutory employer's contributions payable in respect of the workers towards PF, EDLIF and ESI etc., along with the administrative and inspection charges, wherever applicable.
 - Over and above the value of the aforesaid two components, a minimum profit margin of 7% in all the Units may be considered to be allowed for the Contractor.
- 8) In case of any area falls within ESI exempted Zone, the same will not be included in the minimum value. Minimum value of the work is rounded off to the nearest rupee.
- 9) In the event of death of Contractor, the contract shall come to an end. However, the Corporation may permit the Legal Heir of the Contractor to run the contract on the same terms and conditions for the remaining period of Contract on execution of fresh deed of agreement by such legal heir.
- 10) The Management reserves right to reject any or all tenders without assigning any reason. The Management also reserves the right to allot the contract to any person of its choice through negotiations with the tenderers after justifying their ability to comply with the Labour Laws viz, Payment of minimum wages, recovery and remittance of contribution towards PF/EDLIF/ESI etc.,
- 11) The Tender Committee reserves the right to alter/modify the period of contract mentioned in the Tender Notice at the time of finalization of Tender.
- 12) The contract period is for Two(2) years which canbe extendable for one(01) More Year based on the satisfactory performance.
- 13) The Corporation is not responsible, if the tenders are held up due to litigation in Hon"ble Courts or for any other administrative reasons.
- 14) In all disputes in scope or doubts or interpretation of clauses of conditions and publications of this contract or otherwise, the decision of the VC&MD, Telangana State Road Transport Corporation shall be final.
- 15) The right given under the contract are not transferable. The Contractor is not permitted to sub-let the contract work to any other sub-contractor.
- 16) The Corporation reserves its rights to reduce /increase the manpower requirement by giving one month notice to the Contractor /Agency as and when needed.



SIGNAUTURE OF THE TENDERER

- 17) Tender Forms not accompanied by the Demand Draft, as the case may be, in original towards the requisite EMD and Processing fee DD: incompletely filled tender forms, failure to sign and failure to enclose terms and conditions and other required documentary proof will be rejected.

II - CONTRACTORS OBLIGATIONS:

- 1) The Contractor has to obtain licence from the Licencing Officer under "Contract Labour(R&A) Act, 1970" to carry out the work contract in question in the contract area in the Establishment and submit a copy of the same to the Personnel Officer of the concerned Region before commencement of the contract.
- 2) The Contractor has to contact the Labour Department, and to maintain the registers as required under Law and as required by the Corporation and the same have to be produced for verification of the Inspecting Official.
- 3) The Contractor is liable for any obligation arising out of his contract in respect of labour engaged by him.
- 4) The successful bidder has to deploy Typists daily at the work-spot to undertake the above said work contract as specified in the Tender Notification. This specified number of persons have to be deployed by the successful bidder at the work-spot daily. The persons deployed by the contractor have to follow the office timings allotted to them. The Unit Officer/Supervisor in charge is authorized to change the office timings based on the day to day requirement. The Typists should contact the Supervisor on duty at Unit before and after the spell of their duty and furnish the position from time to time. The Contractor shall not change the Typists without prior approval of the Unit Officer.
- 5) The Contractor should adhere to all acts and laws applicable to his business and for any violation of such laws the sole responsibility lies with the Contractor.
- 6) The Tools and Plants required for attending the assigned duties will be supplied by the Corporation. The Contractor shall be responsible for the safety of the Tools and plants and other items like: electrical fittings, furniture and other property of the Corporation within the contract area.
- 7) The Contractor is liable to pay the damages, if any, caused to the premises or movable and immovable property of the Corporation, by him or by his agents or representatives as determined by the Personnel Officer/Unit Officer. The Personnel Officer/Unit Officer of the concerned Region shall have the right to recover such amounts towards the damages caused from the monthly remuneration or Security Deposit, the Contractor is liable to recoup the same immediately.
- 8) On the expiry of the period of licence or on its termination, as the case may be, the Contractor shall handover the equipments supplied by Department, if any, to the Unit Officer concerned.

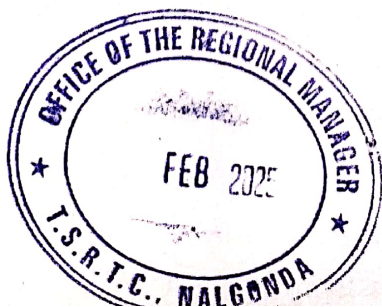


SIGNAUTURE OF THE TENDERER

- 9) The Contractor shall pay all the taxes including Goods and Service Tax under the Central and State Acts / Rules made there under, applicable to the business. The Corporation is not liable for the penalties in view of non payment of taxes or default therein. Any default, non-payment of taxes to statutory authorities will causes termination of contract.
- 10) Income Tax as per the provisions of I.T. Act and other taxes if any will be recovered from the monthly payment and the Contractor has to obtain the PAN number from the Income Tax Department and the same is to be produced.
- 11) The Contractor shall insure the lives of the persons engaged by him for any eventual risks that might crop up in the event of any accident and it shall be the sole responsibility of the Contractor to meet all the claims / compensation for disability or loss of life of the labour and damage of the equipment pertaining to TSRTC if any.
- 12) The Contractor shall pay the remuneration by way of cheque or by crediting into bank Account of the respective personnel engaged by him.
- 13) No compensation shall be paid by the Corporation for any injury or death of the persons engaged by the Contractor within the premises of the contract area. The Contractor is liable to bear all expenses and compensation in such cases. The Contractor shall satisfy the TELANGANA STATE ROAD TRANSPORT CORPORATION with regard to the arrangements made by him to fulfill his obligation arising out of this clause by way of an Insurance Policy. In case of the contractor fails to pay such compensation, the Corporation shall have the right to recover the same from the Security Deposit and monthly remuneration payable to the Contractor, apart from termination of Contract.
- 14) The Contractor has to comply with all the provisions of the Acts of Government relating to Labour and Rules and Regulations made there – under from time to time, like payment of minimum wages, Provident Fund, EDLIF, ESI, Weekly Off etc., as prescribed by the State Government, from time to time and submit the proof of compliance alongwith the Monthly bill to the Personnel Officer/Unit Officer of the concerned Region for payment. He has to indemnify the Corporation all the claims, damages for compensation under the provisions of all Laws and Acts pertaining to the Labour.

III – LABOUR SPECIFICATIONS:

- 1) The successful contractor/Agency has to furnish the passport size photographs of the persons to be deployed by him for the contracted work, within 15 days of awarding contract containing the Name, Qualification, Experience, Age, Father's Name, residential address of each person. The Contractor shall not change the men without prior approval of Unit Officer/Supervisor Incharge.



SIGNAUTURE OF THE TENDERER

- 2) In case the Contractor deploys any of his family members who are covered under the term "Family Members" as defined under Sub-Section 3 of Section 26 of the Minimum wages Act, 1948, an affidavit explaining the relationship and dependency shall be submitted, both by the Contractor as well as the reported family members of the Contractor individually.
- 3) The persons employed by the Contractor shall not have any right or claim whatsoever for employment in the Telangana State Road Transport Corporation at a future date.
- 4) All the above terms and conditions will form part of the agreement of the contract and the Contractor will be bound by the conditions in addition to any other conditions prescribed by the Corporation.
- 5) The persons engaged by contractor are eligible for weekly off.

IV - CRITERIA FOR ALLOTMENT OF TENDERS:

- 1) The contract shall be awarded to the Tenderer who quotes the nearest rates to the estimated rate as furnished in Annexure-B.
- 2) The successful Contractor should produce the persons, whom he proposes to deploy against the work, along with their certificates concerned, before the Tender Committee immediately on finalization of the tender. The candidate shall be selected based on the performance in suitability test which shall be conducted by the Unit officer concerned.
- 3) The rate quoted shall include minimum wages payable for DEO's(Typists) plus contribution towards PF, ESI, EDLIF, ESI, Administrative charges and profit margin of the contractor.
- 4) If the Lowest Monthly remuneration quoted by any Tenderer not holding PF & ESI Code numbers is less than the Monthly Remuneration quotes by the Tenderer with PF & ESI Code numbers, the Tender Committee shall have the right to negotiate with the Tenderer having PF & ESI Code numbers for reducing the Monthly remuneration so as to give preference to him.
- 5) Other things/conditions equal, the priority in the allotment will be given to the "LOWEST TENDERER". In case of tie, preference will be given to the tenderer who is holding PF, ESI Code numbers and Labour Licence issued by the authority over those not having the same.
- 6) In case, there are more than one Tenderer registered with PF and ESI authorities and are holding PF and ESI Code numbers quoting the same lowest amount, allotment of contract shall be made on the basis of the Lottery.
- 7) Finalization of tenders will be by way of negotiation by the Tender Committee. The decision of the Tender Committee in this regard will be final.
- 8) The persons who are block listed are have bad track record with the Corporation against whom business complaints are pending will not be considered for allotment of the contract, even if they fulfill all other conditions.



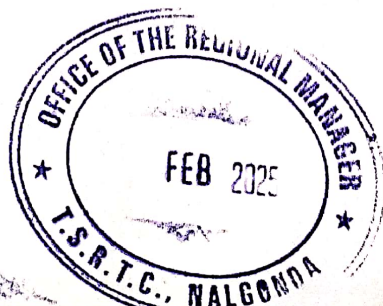
SIGNATURE OF THE TENDERER

V- EMD

- 1) The EMD prescribed should be paid through crossed Demand Draft drawn in favour of "Deputy Chief Accounts Officer, TSRTC, Nalgonda Region" payable at any Nationalized Bank and in case of failure to enclose the Demand Draft in original to the Tender Form/Application submitted, the Tender Form / Application will be rejected. The EMD amount shall not carry any interest.
- 2) The tender form duly filled in along with the Demand Draft in original towards the EMD should be enclosed together along with the terms and conditions duly signed on each page. Amount quoted by tenderer towards monthly remuneration should be written in both figures and words clearly and other supporting certificates shall be kept in a sealed cover. In case of any corrections on the monthly remuneration quoted or any other corrections in the tender form, they should be attested by the tenderer, otherwise the tender will be rejected. On the sealed cover, name and address of the tenderer shall be indicated. The sealed cover should be super scribed on the tender form tender application for DEOs(Typist) At Units/Depots in Nalgonda Region.
- 3) Tender forms with any pre-conditions or additional conditions other than the conditions prescribed by TSRTC will summarily be rejected.
- 4) EMD is not exempted to any Society/Voluntary Organizations / Institutions / Communities etc.
- 5) In case Earnest Money Deposit paid by the Tenderer is less than what is stipulated in the Tender Notification or the EMD paid through other means i.e., in a manner other than the stipulated terms and conditions, the tender will be rejected besides forfeiting the Earnest Money Deposit.
- 6) The EMD amount of unsuccessful bidders will be refunded after finalization of Tenders, without any interest.
- 7) If the successful tenderer fails to take up the work within the period specified, the EMD will be forefeited.

VI - SECURITY DEPOSIT:

- 1) The successful tenderer(allottee) has to pay Security Deposit which is equivalent to ONE MONTH remuneration, by way of DD in favour of Dy.Chief Accounts Officer, TSRTC, Nalgonda Region, Nalgonda, and enter into an agreement with the Corporation with Regional Manager, Nalgonda within 15 days from the date of allotment order, failing which allotment is liable for cancellation and the EMD paid by him shall be forfeited to the Corporation without any further Notice/intimation. Security Deposit will not carry any interest.
- 2) The Security Deposit is refundable on the expiry of the period of contract without interest and subject to the performance and fulfillment of agreement conditions.



SIGNATURE OF THE TENDERER

- 3) The Security Deposit paid by the Contractor is liable to be forfeited in the event of non-commencement of work/service contract after depositing Security deposit within the stipulated time as per the allotment order or breach of any of the terms and conditions of the tender form besides termination of contract.
- 4) The Security Deposit amount is liable to be forfeited in the event of non-submission of deed of licence after payment of the Security Deposit amount and commencement of service contract.
- 5) The Security Deposit is liable to be forfeited in case the Contractor fails to execute the contract for the period agreed to under the contract.
- 6) The successful bidder to whom the contract will be allotted shall have to undertake the contract for a minimum period of TWO YEARS from the date of entering into an agreement. If he desires to discontinue the contract for whatsoever reasons, before completion of minimum period of Two Years of the contract, the Security Deposit will be forfeited in favour of the Corporation.

VII - TERMINATION:

- 1) The Corporation shall have right to terminate the contract with a month's notice, if in its opinion the work of Contractor is not satisfactory and its decision in this regard shall be final.
- 2) In the event of the Contractor continuously defaulting and not supplying sufficient number of Assigned Typist regularly, the Executive Director/RM of respective Region on the recommendations of Unit Officer can terminate the contract with a month's notice duly forfeiting the Security Deposit.
- 3) The Contractor is liable for termination in the event of Contractor failing to do the contract for a continuous period of 90 days which shall also carry necessary penalties and forfeiture of Security Deposit.
- 4) Any violation of breach of terms and conditions of the contract including unsatisfactory maintenance of contract work shall render the contract liable to be terminated duly forfeiting the Security Deposit.
- 5) In case of mis-behaviour with public or employees of the Telangana State Road Transport Corporation by the Contractor or his representatives / workers will lead to imposition of penalty or termination of contract duly forfeiting the Security Deposit and criminal action.
- 6) The Contractor shall be terminable with TWO MONTHS advance notice by either party after completion of two years period.



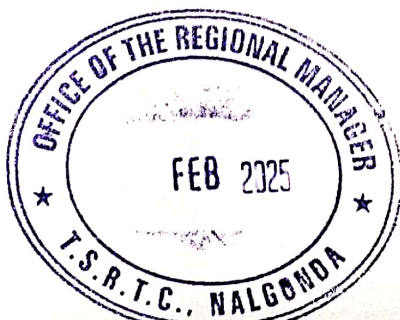
SIGNATURE OF THE TENDERER

VIII - PENALTY CLAUSE:

- 1) The Contractor is liable for imposition of penalties at the rates fixed by the Corporation, in case of complaints from the Staff, Officers and public, and the same will be deducted from the remuneration or the Security Deposit, as the case may be. In case, the amount is deducted from the Security Deposit, the Contractor is liable to recoup the same immediately. Otherwise, the contract is liable for termination duly forfeiting the balance Security Deposit. This clause does not stand as a bar for implementing the clause of "termination of contract for improper maintenance". Penalties can be to be levied by the authority who enter the agreement (ie., RM/DM/Unit Officer or any higher authority).
- 2) If any person of Contractor / Outsourcing Agency absents on a particular day, the corresponding wages has to be deducted from the Contractor in monthly remuneration bill.
- 3) The Contractor should fulfill the minimum guaranteed attendance of the labour engaged every month. Poor attendance or attendance lesser than the minimum guaranteed attendance shall render the contractor liable for imposition of penalties apart from deduction of wage.

IX - BILL CLAIM & PF, ESI:

- 1) The working period of outsourced activity may be reckoned as 21st of previous month to 20th of the current month and contractor to take necessary steps to present the bill by the Contractor / Outsourcing Agency in time and ensure that the remuneration of the Contract / Outsourced persons shall be paid on 1st of every month by the respective Regional Managers Office. If 1st happens to be holiday payment will be made on the next working day. If for any reasons the payment is delayed the Contractor shall not have any right to claim interest for any delayed payment.
- 2) The In-Charge Supervisor shall certify the claim submitted by the Contractor with reference to the Register maintained.
- 3) The bill/claim of the contractor shall be numbered with date. It should be indicated number of persons, quantum of work, rate applicable and amount of the bill. The bill should have the name and address of the contractor accompanied with relevant papers viz; Attendance, Pay acquaintance, PF/ESI challan copies and performance details.
- 4) The monthly bill of Contract amount shall be paid to the contractor only after submission of proof about deduction of the PF amounts from the wages of the persons engaged by the contractor and recovering the matching contribution (Employer's share together with Administrative and Inspection charges, EDLIF, ESI) and any other recoveries that are to be made from the persons engaged by the contractor at the rates prescribed from time to time and its remittance to the Authorities concerned.
- 5) During the contract period, no enhancement will be allowed on the finalized tender rates except increase in the minimum wages as communicated by Govt. from time to time. The proportionate increase of amount, statutory contributions shall however be allowed.



SIGNATURE OF THE TENDERER

ANNEXURE - A**DETAILS OF WORKS TO BE CARRIED OUT BY DATA ENTRY OPERATORS(TYPIST)**

- 1) Typing of all correspondence in the office viz, Letters, Notefiles, Office Orders, Periodicals, Seniority, Lists, Statements, Guide Sheets, Counter, Affidavits, Petitions, Para wise Comments etc., as entrusted by the Unit Officer/Supervisor in charge.
- 2) Maintaine files at correspondence their on as entrusted by the Unit Officer/Supervisor In-Charge confidentially.
- 3) Making data entry in computers about service particulars of employees for maintenance of PMS modules and generating necessary reports as entrusted by the Supervisor in charge.
- 4) Maintenance of history card of personnal computer and other office equipments etc.,
- 5) Maintaning of Registers.
- 6) Any other item of work entrusted by the Unit Officer/Supervisor In charge.

GENERAL CONDITIONS

- 1) He/She shall attend at work place in time as communicated by Management on all working days with an half-an hour lunch as specified.
- 2) He/She is not allowed to leave the work place during working hours unless permitted by the Unit Officer/Supervisor In charge on urgent personal work.
- 3) He/She must attend to their work allotted promptly without wasting time
- 4) He/She shall follow Office discipline
- 5) He/She should not attend work place under the influence of liquor or Intoxicate condition.

**SIGNATURE OF THE TENDERER**

ANNEXURE-B

DETAILS OF DEOS REQUIRED IN EACH UNIT OF THE REGIONS/ NON-OPERATIONAL UNITS WITH VALUE OF WORK CONTRACT AND EMD PAYABLE

SL.NO	UNIT WISE REQUIREMENT	TOTAL TYPIST IN EACH REGION/NO U	VALUE OF CONTRACT WORK WITH PF INCL. 7% PROFIT MARGIN	EMD PAYABLE Rs.
1	NLG-1, NKP-1, DVK-1, YGT-1, MLG-1, SRPT-1, KDD-1 PO/NLG-1	8	1,34,560 /-	81,000/-

SIGNATURE OF THE TENDERER

