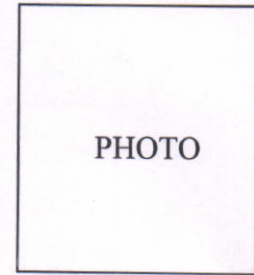


**TELANGANA STATE ROAD TRANSPORT CORPORATION**  
**NALGONDA REGION**

To  
The Regional Manager,  
TGSRTC,  
Nalgonda Region,  
NALGONDA.



Sir,

Sub: **CONTRACTS** - Tender for awarding work contract for interior cleaning (Chemical Wash) of Rajadhani, Super Luxury, Deluxe and Semi-Deluxe Buses at Nalgonda Region on the basis of Payment of monthly remuneration by the Corporation - Reg.

Ref: Tender Notification No.O1/122(01)/2025-RM:N, Dated.03.02.2025.  
Published in News papers on 04.02.2025.

<<<>>>

I/We hereby submit the Tender in the prescribed tender form. I/We read thoroughly the job description, terms and conditions supplied together with the Tender Form and understood the full contents.

I/We hereby further agree to abide by the Terms and Conditions stipulated by the Corporation from time to time during the operation of my/our contract on being awarded the same.

Yours faithfully,

(SIGNATURE OF THE TENDERER)

Date:

Name & Address of the Tenderer:

Full Name:

Permanent Address:

Contract Number:



SIGNATURE OF THE TENDERER



**TENDER FORM TO BE FILLED BY THE TENDERER - WORK CONTRACT - CHEMICAL WASHING(i.e. Vehicles having Fabric Seat Covers and Interior Lining shall be cleaned by Chemical wash in all Rajadhani, Super Luxury, Deluxe and Semi-Deluxe Buses) OF BUSES AT NALGONDA REGION.**

1. NAME OF THE TENDERER :  
(in capital Letters)
2. DATE OF BIRTH AND :  
AGE OF THE TENDERER
3. FATHER'S NAME :
4. CASTE :
5. FULL ADDRESS OF THE :  
TENDERER WITH MOBILE  
& PHONE No.
6. IF FIRM/ AGENCY MENTION :  
FULL ADDRESS AND DETAILS
7. PAN NO. :
8. AADHAR NO :
9. NATURE OF WORK :

**Chemical washing consists of the following activities.**

- a. Removing Dust on Seats
- b. Sucking Dust from seats using Vacuum Cleaner
- c. Cleaning of seat backside of Fiber sheet, Roof, interior sides, and floor by using Chemical Shampoo.
- d. For cleaning of floor, Fiber & Rexine items HD chemical is used
- e. For cleaning fabric, 101 & 103 chemicals are used
- f. Seats are dried with Blower after cleaning.

**10.DETAILS OF BUSES :**

Sl. No	Nature of Work	Name of the Depot	Number of Buses				Total Number of Buses (129)	Period of Contract	EMD Rs.
			Rajadhani	Super Luxury	Deluxe	Semi Deluxe			
1	Chemical Wash of seat fabric and Interior lining	DVK	0	2	5	0	2 Rajadhani, 48 Super Luxury, 75 Deluxe, 4 Semi Deluxe	2 Years	40,000
		NLG	1	0	51	2			
		MLG	1	33	8	0			
		KDD	0	13	5	0			
		SRPT	0	0	6	2			



SIGNATURE OF THE TENDERER



11. Remuneration quoted per bus  
(Including chemical, required machines )  
i.e., Vaccum Cleaner, Foam Generator,  
Dryer and Required Man Power).

1)Rs.....for Rajadhani Bus  
In words .....  
2) Rs.....for Super Luxury  
Bus in words .....  
3)Rs.....for Deluxe Bus in  
words .....  
4)Rs.....for Semi-Deluxe  
Bus in words .....

S.NO	Type of Buses	NO OF BUSES	RATE QUOTATED (Each Vehicle)	AMOUNT
1	2	3	4	5=( 3 X 4)
a	RAJADHANI	2		
b	SUPER LUXURY	48		
c	DELUXE	75		
d	SEMI-DELUXE	4		
		<b>TOTAL AMOUNT</b>		

In words Rs. \_\_\_\_\_

(The criteria for allotment of the contract is based on the lowest rate quoted on the total amount)

11. EARNEST MONEY DEPOSIT(EMD): Amount Paid **Rs.**

By Way of D.D./Bankers Cheque  
Only drawn in favour of  
**Accounts Officer, T.G.S.R.T.C.,  
NALGONDA.**

D. D. No:  
DATE:

(EMD is not exempted to any Society/ Voluntary Organization/  
Institution/ Communities etc,).

12. DETAILS LABOUR LICENCE No.:  
& VALIDITY(Proof to be enclosed)

13. DETAILS OF GST No. :  
(Proof to be enclosed)

14. PREVIOUS EXPERIENCE :  
(Proof to be enclosed)

15. LAST DATE & TIME : 21.02.2025, Upto 14.00 Hours.  
FOR SUBMISSION OF TENDER FORM.

SIGNATURE OF THE TENDERER





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

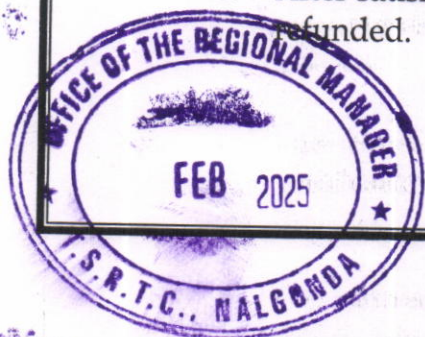
**DOCUMENTS TO BE ENCLOSED TO THE TENDER FORM**

1. Tender form DD & EMD DD
2. Proof of GST No.
3. Labour Licence (Form VI)
4. Experience Certificate
5. Pan card
6. Aadhar card

**TERMS & CONDITIONS:**

1. To attend cleaning of fabric seat cover and interior lining along with disinfecting for Rajadhani Buses once in a month (30) days & also to attend cleaning of fabric seat cover and Interior lining along with disinfecting for Super Luxury, Deluxe and Semi-Deluxe Buses once in a month (30) days.
2. **THE CONTRACT PERIOD IS TWO (2) YEARS, WHICH CAN BE EXTENDED BY ONE (1) MORE YEAR BASED ON THE SATISFACTORY PERFORMANCE.**
3. The Contractor shall Deposit an amount of equivalent to One (1) month remuneration as Security Deposit. The Security Deposit will not carry any interest.
4. **The contractor shall ensure to cleaning of Buses as per the tender notification. The Buses may be increased or decreased during the period of contract.**
5. The contractor shall claim the bill once in a month on or before 5<sup>th</sup> of every month with required proof certified by supervisor concerned.
6. After satisfactory completion of contract the Security Deposit amount will be refunded. The Security Deposit shall not carry any interest.

SIGNATURE OF THE TENDERER





7. In case of failure to carry out the work during the contract period the Security Deposit amount will be forfeited to the Corporation Funds.
8. The successful tenderer has to arrange to supply required Chemical, Detergent etc. and above mention Machines (i.e. Vaccum Cleaner, Generator, Dryer, required Man Power) at his OWN COST for cleaning of Buses.
9. The Contractor shall ensure proper Interior cleaning (Chemical cleaning) as per the specification and ensure to recording of the same daily and maintain appropriate records and obtain signature of concerned supervisor & security.
10. The licensee shall responsible for the security of all kinds of tools their of and should report to the section incharges/ mechanical supervisors daily before the start & end of the shift.
11. The Contractor has to supply proper uniform to the workers and identity plates also to the workers at his own cost. No Workers be allowed without identity plates and uniform. The workers should contract the Supervisor on duty at Depot before and after spell of his/her duty and furnish the position from time to time.
12. The Successful tenderer shall produce a proof of certification at the time of claiming of Bill with the Garage incharge.
13. The EMD of the tenderer will be forfeited under the following circumstances:
  - a. When the tender form submitted by the tenderer is invalid. The tender form becomes invalid.
  - b. When the EMD paid is less than what is stipulated in the Tender.
  - c. When the tenderer fails to offer remuneration per Bus.
  - d. When EMD is paid through other means i.e. in a manner other than what is stipulated in the Tender Notification.
  - e. When incomplete tender form is submitted or tender form with pre-conditions or additional conditions is submitted.
  - f. When the tender is submitted in an unconcerned tender form.
  - g. When the tender is submitted for the business other than that notification in the tender.

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- h. If the successful tenderer fails to pay Security Deposit within stipulated time, as per the allotment letter.
  - i. If the successful tenderer backs out from the taking up of the work, for whatsoever reason.
  - j. Tender form with any pre-conditions or additional conditions other than the conditions prescribed by TGSRTC will summarily be rejected.
14. The Tenderer has to pay the Earnest Money Deposit (EMD) of **Rs.40,000/-** drawn in favour of the **Accounts Officer, TGSRTC, Nalgonda** by way of Demand Draft/Bankers Cheque and enclose to the Tender Form. The tender form without the EMD will be rejected. The EMD amount shall not carry any interest.
15. EMD is not exempted to any Society/Voluntary Organization/ Institution/ Communities etc.,
16. In case the Earnest Money Deposit paid by the Tenderer is less than what is stipulated in the tender notification or if the EMD is paid through other means i.e., in a manner other than the stipulated in terms and conditions, such tender application will be rejected besides forfeiting the EMD.
17. The Tender Form, duly filled up shall be placed in a sealed cover and the category for which the Tender is applied shall be written on the top of the envelope. Such Sealed envelope shall be dropped in the tender box, kept in the Office of the Regional Manager, Nalgonda Region from 10.30 Hrs to 14.00 Hrs on 21.02.2025. The tenders received after the stipulated date and time will not be accepted. Tenders will be opened on the same day at 15.00 hrs in the presence of the tenderers.
18. The contract shall be terminable with a three months advance notice of either party after completion of the one year period.
19. The Security Deposit will be forfeited duly giving one month advance termination notice:
- a. When penalties are imposed for improper maintenance or complaints etc., for more than three times in a calendar year.
  - b. If the contractor commits breach of any terms and conditions of the agreement during the subsistence of the period of agreement.

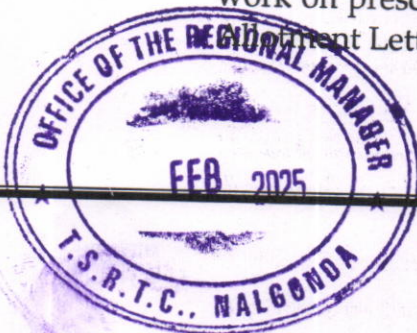
SIGNATURE OF THE TENDERER





20. The successful bidder has to undertake the contract and carryout the work as per the job description.
21. The Corporation is not responsible if the tenders are held up due to litigations in Hon'ble Courts OR for any other administrative reasons.
22. The EMD amount of unsuccessful bidders will be refunded after finalization of Tenders, without any interest.
23. 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.
24. In case of Firms/Companies/Corporations etc., the authorized representatives can submit the tender application along with the authorization letter.
25. The Tenderer must fill the Tender form completely, sign all the papers containing the Terms & Conditions and enclose the Demand Draft in original towards the EMD amount to it and put it in a sealed cover and drop the cover in the Tender Box. Amount quoted by tenderer towards the value of the work should be written in both figures and in words clearly and other supporting certificates shall be kept in the cover and sealed. In case of any corrections on the rates 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, the nature of Contract, name and address of the tenderer shall be indicated.
26. The Tender Form not accompanied by the Demand Draft/ Bankers Cheque, as the case may be, in original towards requisite EMD: incomplete filled tender forms, failure to sign and failure to enclose terms and conditions will be rejected. Also, the successful tenderer has to submit a solvency certificate issued by the competent authority.
27. Tender forms with any pre-conditions or additional conditions other than the conditions prescribed by TGSRTC will summarily be rejected.
28. If the successful tenderer fails to take up the work within the period specified in the allotment order, the EMD will be forfeited.
29. The successful tenderer shall enter into an agreement for undertaking the work on prescribed terms and conditions within 15 days from the date of Allotment Letter.

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30. The successful bidder to whom the contract will be allotted shall have to undertake the contract for a minimum period of ONE YEAR from the date of entering into an agreement. If he desires to discontinue the contract for reasons whatsoever, before completion of minimum period of ONE YEAR of the contract, the Security Deposit will be forfeited in favour of the Corporation.
31. The Corporation shall have the right to terminate the contract with a month's notice if in its opinion the contract is not satisfactory and his decision in this regard shall be final.
32. The successful tenderer (allottee) has to pay the Security Deposit equivalent to ONE Month remuneration by way of DD and enter into an agreement within the stipulated time failing which the allotment is liable for cancellation and the EMD paid by him/her shall be forfeited to the Corporation without any further notice/intimation. Security Deposit will not carry any interest.
33. **The Contractor should engage only Male persons in the age group of 18 to 60 years.** He should not engage persons below the age of 18 years for the work. At any cost child labour i.e., children below 14 years of age, should never be engaged for the contract work.
34. The Contractor shall not engage any persons whose character and credentials and integrity are doubtful in nature and those who are on the record of Police with criminal background. If any such persons are engaged, the Contractor is solely responsible for such engagement and he is responsible for all the consequences that may take place during the tenure of his contract.
35. 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 member of the Contractor individually.
36. The Contractor shall pay minimum wages to the labour engaged by him at the rates not less than the Minimum Wages as notified by the Government from time to time. He is responsible for any objections, disputes, raised either by Labour Department or the Workers on any payment to be made to the workers and on any penalties levied by the Government.

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37. The contractor is liable for any obligation arising out of his contract in respect of labour engaged by him.
38. No compensation shall be paid by the Corporation for any injury or death of the workers engaged by the Contractor. 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.
39. The contractor has to obtain license from the Licensing Officer under Contract Labour(Regulation & Abolition) Act, 1970 to carry-out the work entrusted to him under this Agreement and submit a copy of the same to the Licensor and to the concerned Depot Manager before commencement of the contract.
40. 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 Contract Labour (R&A) Act 1970. Payment of Minimum Wages, Provident Fund, EDLIF, ESI, Weekly off etc., as prescribed by the appropriate Government from time to time.
41. The Security Deposit is refundable on the expiry of the period of Contract without interest, subject to the performance and fulfillment of agreement conditions.
42. The Security Deposit paid by the contractor is liable to be forfeited in the event of non commencement of maintenance work/service contract after depositing SD 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.
43. The Security Deposit amount is liable to be forfeited in the event of non submission of Deed of License after payment of the Security Deposit amount and commencement of business/service contract.
44. The workmen deployed by the Contractor have to strictly follow the shift timings allotted to them by the maintenance Incharge. The Maintenance In-charge at any time can change their shift duties based on the day to day requirement.



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45. The contractor has to produce a certificate about his performance every month on or before 5<sup>th</sup> of succeeding month from the concerned authority on the satisfactory performance of the work to the concerned Depot Manager/Unit Officer for arranging payment of monthly remuneration which will normally be arranged before 10<sup>th</sup> of succeeding month.
46. The contractor is liable for imposition of penalties up to Rs.500/- in case of complaints from the staff, Officers and public on maintenance of the work and the same will be deducted from the monthly bills/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 Security Deposit. This clause does not stand as a bar for implementing the clause of "Termination of contract for improper maintenance". Penalties can be levied by the authority who enter the agreement (i.e. Dy.RMs/RM / Unit Officer) or any higher authority.
47. The contractor is liable to pay the cost of damages if any caused to the premises or movable/immovable property of the Corporation by him or by his agents or representatives, as determined by the licensor. The Corporation shall have the right to recover such amounts towards damages caused from the monthly remuneration or security deposit of the contractor.
48. Any violation or breach of terms and conditions of the contract including unsatisfactory maintenance of contract area shall render the contract liable to be terminated duly forfeiting the Security Deposit.
49. The Contractor shall ENSURE the lives of the Labour 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 to the equipment pertaining to TGSRTC if any.
50. The Contract is liable for termination in the event of the contractor failing to do the contract (for which the license is granted) for a continuous period of 90 days which shall also carry necessary penalties and forfeiture of security deposit.
51. The rights given under the Contract are not transferable.
52. The Contractor is not permitted to sub-let the contract work to any other sub-contractor.

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53. The workers employed by the contractor or the contractor himself shall not have any right or claim whatsoever for employment in the Telangana State Road Transport Corporation at a future date.
54. In case of misbehavior, assault on the passengers/employees of the Telangana State Road Transport Corporation by the contractor or his representatives/workmen so deployed will lead to imposition of penalty or termination of contract, duly forfeiting the Security Deposit.
55. The Management reserves the 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 tenderer after justifying their ability to comply with the Labour Laws viz.
56. The contractor should adhere to all the Acts and Laws in force and applicable to his business and for any violation of such laws the sole responsibility lies with the licensee.
57. In the event of any statutory authority imposes any punishment likes fines etc., and if the Corporation is made a party in such penal action, the Corporation has got the authority to keep such amount due to the contractor like remuneration/security deposit etc., with it until it is proved to the satisfaction of the corporation that such penal actions are ceased. Such actions may also be reason for termination of the contract.
58. On the expiry of the period of contract 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 in good working condition.
59. The contractor shall pay all the taxes 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 the statutory authorities will cause termination of contract and vacation of premises.
60. The GST at the rate applicable shall be paid by the contractor and submit the proof of the same in proper format for reimbursement.
61. The Tender Committee reserves the right to alter/modify the period of contract mentioned in the Tender Notice at the time of finalization of Tenders.



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62. 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 should invariably provide his Income Tax PAN Number to the Corporation.
63. The contractor and the persons engaged by him for the work are subjected to security check while incoming and outgoing of the garage premises.
64. The contractor shall also 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.
65. The remuneration will be paid to the successful bidder every month by the Corporation.
66. Payment of monthly remuneration will be made only on submission of proper claim duly certified by Maintenance Supervisor and certificate should be given by Incharge Supervisor with reference to day to day work carried out by the Contractor. Incharge Supervisor should maintain a Register recording the works carried out.
67. The allotment of contract shall be on NON EXCLUSIVE i.e., the Corporation shall have the right to grant contract to more than one contractor to do same type of contract in the same premises.
68. The contractor will have his work contract supervised by DM/Supervisor regularly or any authority superior to him.
69. The Agency/Contractor shall make the remuneration to the workmen engaged by way of Cheque or crediting to the Bank account of the concerned invariably.
70. 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 a fresh deed of agreement by such legal heir.
71. All disputes in scope of doubts or interpretation of clauses of conditions and applications of this contract or otherwise, the decision of the Managing Director, Telangana State Road Transport Corporation shall be final.
72. 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 from time to time.

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SIGNATURE OF THE TENDERER