

TELANGANA STATE ROAD TRANSPORT CORPORATION
TENDER FORM
FOR Outsourcing RTC Constables (Security Guards without Arms) -2025

To
The Regional Manager,
T.G.S.R.T.C.,
NALGONDA.

Passport size
Photo
of the
Tenderer

Sir/Madam,

Sub: TENDERS - Providing of RTC Constables (Private Security Guards without Arms) on outsourcing basis in the Bus stations (Dvk-Kondamallepally-2, Sagar Ring Road-2, SRPT- In front of New Bus stand Suryapet-2 & In front of Hi-tech Bus Stand Suryapet-4, Total=10, of Nalgonda Region as per tender notification- Submission of Tender Form - Regarding.

Ref: Tender Notification No.O1/122(2)/2025, Dated 03.02.2025.

I/ We hereby submit my/ our Tender in the prescribed form. I/We read thoroughly the job description. Terms and 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.

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

1. Name of the Tenderer (in capital letters) : _____
2. Firm Name & Full Address : _____
(Registration copy to be enclosed) _____
3. Labour License No. & Validity : _____
(To be enclosed proof)
4. EMD Particulars : D.D.No. _____, Date _____
Rs. _____, Bank _____
5. GST NO. (To be enclosed proof) :
6. PF NO. (To be enclosed proof) :
7. ESI NO. (To be enclosed proof) :
8. Pan card No.(to be enclosed) :
9. Bank Account No. (to be enclosed) :
10. Remuneration expected from the Corporation including PF, ESI & EDLIF: Rs. _____
with profit margin per month. : _____
(In words _____)
11. Aadhar Card No. (to be enclosed):------
12. Last Date & Time for submission of Tender form: 21.02.2025 (up to 14.00 Hrs.)



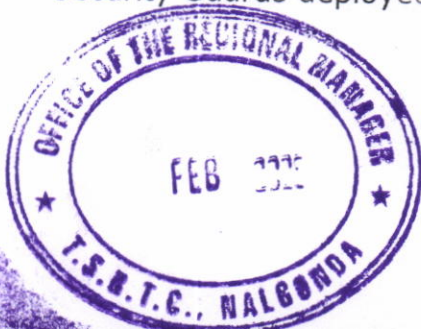
SIGNATURE OF TENDERER

TERMS & CONDITIONS:

- 1.a) The Agency shall have to undertake the contract for a minimum period of ONE YEAR from the date of entering into the agreement. If it desires to discontinue the contract for whatsoever reasons, before completion of minimum period of ONE YEAR of the contract, he / she has to pay the balance amount which falls short of the amount equivalent to ONE YEAR license fee in addition to forfeiture of Security Deposit.
 - b) The Agency has to furnish its Registration Number / Labour Licence Number and its validity.
 - c). The Agency shall deploy well trained and disciplined male Security Guards round the-clock (24 hours) as detailed below or as may be required by the TGSRTC.
 - I. Shift 06.00 hrs. to 14.00 hrs.
 - II. Shift 14.00 hrs. to 22.00 hrs.
 - III. Shift 22.00 hrs. to 06.00 hrs.
 - General Shift 08.00 hrs. to 17.00 hrs.
 - d) The TGSRTC has the right to terminate the licence(Contract) with a month's notice if in its opinion the contract is not satisfactory and its decision in this regard shall be final. The Security Deposit is liable for forfeiture in case the agency terminates the contract without giving 2 months notice to the Corporation.
 - e) The Agency has to pay Security Deposit as specified by way of DD and enter into an agreement with TGSRTC failing which 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.
2. The Agency shall safeguard the property from criminal offences of thefts, misappropriation, fire, sabotage in addition to regulating the entry and exit of vehicles and flow of traffic and take prompt action in the event of any untoward incidents.

**SIGNATURE OF TENDERER**

3. The Agency categorically makes it clear that the Security personnel deployed by it are the employees of the Agency only.
4. The Agency shall notify to the Security Guards deployed by it, that, they are not regarded as employees of TGSRTC and TGSRTC does not undertake any liability arising out of employment of any nature and in any manner. Further, such security guards will not have any claim against TGSRTC in the matter of service including absorption, regularization etc.
5. Agency shall render Security & Vigilance services by deploying Security Guards who fulfill the following minimum standards.
 - a) The Security Guards must have passed 10th class.
 " OR "
 Must be Ex-Servicemen with II class Army Certificate.
 - b) Should have the following minimum physical standards.
 Height (min) :160 Cms 5'4"
 Weight (min) :50 Kgs
 - c) Must not be below 18 Years and not above 45 years of age.
 - d) Must have experience in the capacity of Security Guard for a minimum of 1 year, with the Agency.
 - e) Should produce a physical fitness Certificate obtained from the District Civil Surgeon at the time of deployment.
 - f) Must have good antecedents.
 - g) The Agency shall deploy the guards who do not have physical deformities or any contagious diseases, which would disable them from discharging their duties. In this respect the TGSRTC reserves the right to instruct as and when such instances are noticed.
6. **THE AGENCY:**
 - a) Shall provide a. list of Security Guards deployed by it to the concerned Unit Head/Authorities with full bid-data along with passport size photos of the Security Guards deployed, by it to TGSRTC.



SIGNATURE OF TENDERER

- b) Shall provide full and prescribed uniform of its agency in Khaki with nameplate badge to the Security Guards deployed by it to TGSRTC.
- c) Shall provide torches to the Security Guards who perform duty in night shift.
- d) Shall provide lathis and whistles and any other permitted accessories required to the Security Guards deployed by it.
- e) Shall ensure timely reporting of Security Guards to their assigned duty and their smart turnout.
- f) Shall provide suitable time recording instruments at all peaces to check the punctuality in attendance and alertness of Security Guards while on duty at a regular intervals by giving programme of taking rounds in the premises etc.
- g) Shall screen the personnel for their antecedents, before their deployment to TGSRTC.
- h) The Security Guards should not be changed frequently and in case of such change, it should be done in consultation with concerned authorities, duly taking approval of Regional Manager, Nalgonda.
- i) Shall maintain liaison with local police.
- j) Shall bring about anti-theft/anti-fire measures in consultation with Unit Heads/Authorities concerned.
- k) Shall agree to make good the loss/damage of the TGSRTC property upon establishing the negligence of the agency, on enquiry by TSRTC authorities after mutual consultation of- both the parties. In case-of any dispute or disagreement, the decision of TGSRTC authorities will be final.
- l) Shall ensure that their Security Guards/employees shall conduct themselves in a disciplined manner and shall not report for duties consuming alcoholic drinks or any other intoxicating substance.
- m) Shall replace Security Guards who fall sick, proceed on leave or otherwise absent themselves without additional cost to the TGSRTC.



SIGNATURE OF TENDERER

- n) The Agency shall have no claim for bills against non-employment of persons.
- o) During the check conducted by the Officers and officials of TGSRTC if any Security Guard deployed is found sleeping while on-duty or absent from the work spot or found under the influence of alcohol or in bad turn out, deduction Of Rs.1000/- per Security Guard per day will be effected from the Monthly bill 'or' Security Deposit as the case may be of the Agency besides the defaulter shall be removed/replaced.

CHARTED DUTIES OF SECURITY PERSONNEL:

- i) Safeguarding the properties of Corporation against loss, damage and sabotage.
- ii) Preventing the entry of illicit/unauthorized vehicles at Main entrance gate and preventing parking of contract carriages, taxi cabs around the Bus Station.
- iii) Regulating the parking of Commuters vehicles.
- iv) Driving out of hawkers, beggars, prostitutes and agents of illicit vehicle trying to take away the passengers from Bus Station platforms.
- v) Identifying the pocket pickers, suitcase lifters, snatching offenders and anti-social elements causing inconvenience to the commuters and to handover them to local police under intimation to the higher officials.
- vi) Maintaining 'queues' at Advance/Current Ticket Booking Counters, Bus Pass Counters whenever required.
- vii) Recording of Arrival Punctuality of Buses at Head quarter Bus Stations.
- viii) Assisting the Asst. Traffic Manager/Bus Station Manager/Traffic Supervisors in realization of rents, closure of default stalls-etc.
- ix) Keeping a close watch on encroachments or illegal occupation of Bus Station sites or vacant space and inform to the same to Unit Officers immediately.
- x) Reporting of Trade Union Activities and all untoward incidents at Bus Stations including accidents information.



SIGNATURE OF TENDERER

- xi) Informing about all activities causing loss to Corporation directly or indirectly.
- xii) Giving proper assistance/guidance to the commuters, when required and also behave with the commuters, crew and officials courteously.
- xiii) Assisting the local Police at the time of frisking of passengers in the Bus Stations and clearing of traffic in front of Bus Stations for free flow of traffic.
- xiv) Any other specific work/task other than above specified duties assigned by the Unit Officer.
- xv) Restrict un-authorized movement and parking of the private vehicles in and around the bus stations so as to facilitate the free movement of RTC vehicles.
- xvi) Check and restrict the carry of prohibited articles like Petrol, Kerosene etc.
- xvii) Inform the Fire Station, besides carrying out First Aid exercise in case of fire accidents in the premises of TGSRTC.
- xviii) Provide escort for men, material and valuables as and when requisitioned.
- xix) On coming to know of the occurrence of any illegal activity inside the premises of TGSRTC, by the employees of TGSRTC/Outsiders shall report to the appropriate authorities forthwith without any loss of time and take action to Marshall and prepare the evidence of such illegal activities as directed by TGSRTC from time to time.
- xx) Regulate the movement of men and materials from coming in and going out from the premises of TGSRTC by duly verifying the relevant documents and duly entering their details in the concerned Register.
- xxi) Report immediately any security threat to the movable and immovable property of the TGSRTC and take all measures to protect the same.
- xxii) Report on the inadequacy of lighting and fire extinguishers inside the premises, and on the condition of the compound wall from time to time to Unit Officer.
- xxiii) To attend to all the lawful duties pertaining to Security & Vigilance as allotted by the Unit Head/Security Vigilance Officer/Authorized Officers of TGSRTC which may vary from unit to unit.



SIGNATURE OF TENDERER

- 7.a) The agency has to comply with all the provisions of the Acts of Government relating to labour and Rules and Regulations made thereunder from time to time like contract Labour (R&A) Act,1970. Payment of Minimum Wages, Provident Fund, EDLIF, ESI etc as prescribed by the appropriate Government from time to time and submit the proof of compliance along with the monthly bill to the Depot Manager/Unit Officer concerned 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.
- b) The agency shall pay minimum wages of the Security. Guards engaged by it at the rates not less than the Minimum Wages as 7 notified by the Government from time to time, in the presence of Unit Officer/Supervisor failing which the difference of wages will be deducted from the Security Deposit Monthly bill. The Agency is responsible for any objections, disputes, raised either by Labour Department or the Security Guards engaged by it on any payment to be made to the workers and on any penalties levied by the Government or any other Statutory authorities.
- 8.a) Remuneration will be arranged by way of Account Payee Crossed Cheque on monthly basis on certification given by Mechanical Supervisor.
- (b). The Contractor shall arrange salaries to the workers engaged through Account Payee Cheque "or" through Cash where' Bank facility is not available.
9. The Agency shall remit the PF/EDLIF/ESI, amounts in respect of the persons engaged by him, to the Regional Provident Fund Commissioner on the Code Number obtained by him and produce proof of the same every month to the Unit Officer: to arrange.: payment of the monthly license fee. If he is not allotted with Code Number of the RPF Commissioner the amounts to be remitted into PF Trust of the Corporation. Similarly he has to remit the ESI contribution to the ESI authorities and produce the proof to that effect every month to the Unit Officer before getting monthly bill payment.
10. The agency is liable for any obligation arise but of his contract in respect of labour engaged by him.



SIGNATURE OF TENDERER

11. The Agency 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 officials.
12. No Compensation shall be paid by the Corporation for any injury or death of the Security Guard engaged by the Agency within the premises of the contract area. The Agency is liable to bear all expenses and compensation in such cases. The Agency shall satisfy the TELANGANA STATE ROAD TRANSPORT CORPORATION the arrangements made by him to fulfill his obligation arising out of this clause by way of an Insurance Policy.
13. The Agency shall insure the lives of the Security Guards engaged for any eventual risks that might crop up in the event of any accident and it shall be the sole responsibility of the agency to meet all the claims/compensation for disability or loss of life of the Security Guards arising out of his employment and damage to the equipment pertaining to TGSRTC, if any.
14. The Agency has to pay Security Deposit equal to (1) One month remuneration for the total No. of persons being engaged by way of DD and maintain the same amount as Security Deposit during the total period of contract, failing which allotment is liable for cancellation and the EMD paid by the Agency shall be forfeited to the Corporation without any notice/intimation. The Security Deposit shall not carry any interest.
15. The Security Deposit is refundable on the expiry of the period of licence without interest and subject to the performance and fulfillment of agreement conditions.
- 16.a) The Security Deposit paid by the agency is liable to be forfeited in the event of non commencement of 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.
- b) 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 before commencement of service of contract.



SIGNATURE OF TENDERER

17. The Security Deposit is liable for forfeiture in case the Agency terminates the contract without giving (2) TWO months notice to the Corporation.
18. Any violation or breach of terms and conditions of the contract including unsatisfactory performance of contract area shall render the contract liable to be terminated duly forfeiting the Security Deposit.
19. The allotment of contract shall be on NON EXCLUSIVE i.e., the Corporation shall have the right to grant licence to more than one licence to do same type of contract for the same premises.
20. The Agency has to produce a certificate about his performance every month on or before 5th of succeeding month from the concerned Unit Officer on the satisfactory performance of the work to the concerned V&SO for arranging payment of monthly remuneration which will normally be arranged before 10th of succeeding month.
21. The licence is liable for termination in the event of the agency failing to do the contract (for which the licence is granted) for a continuous period of seven (7) days which shall also certify necessary penalties and forfeiture of Security Deposit.
22. In the event of death of proprietor of agency, the validity of licence shall cease to exist. However, the licensor may permit the Legal Heir of the agency to run the contract on the same terms and conditions for the remaining period of licence, or execution of fresh deed of agreement by such heir only in case of acceptance by Corporation.
23. The rights given under this contract are not transferable.
24. The agency should adhere to all acts and laws enforce applicable to his business and for any violation of such laws the sole responsibility lies with the licensee.
25. The Security Guards employed by the agency shall not have any right or claim whatsoever for employment in TGSRTC at a future date.



SIGNATURE OF TENDERER

26. In the event of any statutory authority imposes any punishment like 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 agency like remuneration/security deposit etc., with it until it is proved to the satisfaction of the Corporation that such penal actions are ceased and the Corporation is indemnified. Such actions may also be reason for termination of contract.
27. The agency will have his work contract supervised by V&SO regularly or any authority superior to him. (Specified by Corporation).
28. On the expiry of the period of licence or on its termination, as the case may be the agency shall handover the equipments if any to the Depot Manger/Unit Officer of the concerned Depot or duly handing over the contract.
29. The agency 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 payment of taxes or default therein. Any default, non-payment of taxes to statutory authorities will cause termination of licence and vacation of premises.
30. In all disputes in case of doubts or interpretation of clauses of conditions and applications of this contract or otherwise, the decision of the Managing Director, TGSRTC shall be final.
31. The Agency shall not be entitled to any other charges except the payment per. security guard.
- 32.a) The agency shall undertake any other work connected with Security & Vigilance Upon instructions from the TGSRTC.
- b) Extra personnel if required by the TGSRTC in exigencies shall be deployed by the agency based on the wages indicated on its offer.
- c) It is up to the TGSRTC to formulate/devise any evaluation system to enable assessment of the performance of the agency.



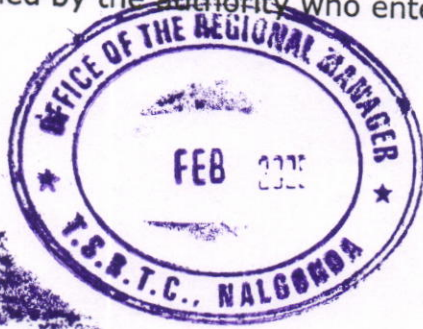
SIGNATURE OF TENDERER

- d) The Agency is not entitled to claim double wages/or any additional wages to the Security Guards engaged by him in the event of using them in National Holidays, State Government holidays.
- e) The agency shall ensure deployment of security guards of its agency as per the schedule and shall refrain from extraction of double duty from any of its security guard deployed in TGSRTC i.e., the security guards who perform duties in first shift should not be continued in second shift and the second shift security guards in third shift and the third shift security guards in the next day first shift etc.
- f) The TGSRTC will not admit such claim of the agency for extracting double duty of the security guards deployed.
- g) In case Security guards remained absent for duty assigned and no substitute is posted in their place the TGSRTC reserves the right to recover the same amount from the wages of the Security Guards remained absent.
- h) The Security Guards deployed by the agency are not entitled to free bus passes or any other facility that may be available to regular employees of the Corporation.
- i) The TGSRTC reserved the right of posting the Supervisors/Officers to monitor and evaluate the performance of the Security Guards.
33. The Contractor has to supply proper uniform to the Security Guards as specified along with the name and identity name plates. No Security Guard be allowed without identity name plate and Uniform. The Security Guards should contact the Supervisor on duty at Bus Stations/Unit before and after spell of his duty and furnish the position from time to time.
34. The Contractor is liable to pay the amount towards cost of 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 Licensor. The Licensor shall have the right to recover such amounts towards the damages caused, from the monthly remuneration or Security Deposit of the Contractor.



SIGNATURE OF TENDERER

35. The Licence shall be terminable with a two month's advance notice by either party. However the Licensor shall have the right to terminate the licence (contract) with a month's notice if in his opinion the business/contract is not satisfactory and his decision in this regard shall be final. The Security Deposit is liable for forfeiture in case the contract terminates the contract without giving 2 months notice to the Corporation.
36. During the agreement period, the Licensor is at liberty to alter/modify/add/delete any of the condition(s) of the agreement in the interest of the Corporation.
37. The Contractor shall ensure deduction of PF contribution from the wages of the persons engaged by him together with the matching contribution of the employer (contractor) alongwith administrative and inspection charges at the rates prescribed by the Government from time to time and remit to the Secretary, TGSRTC PF(Trust), Hyderabad. If the tenderer is in possession of Code Number allotted by Regional Provident Fund Commissioner, he shall remit the PF deductions to the respective RPFC under intimation to the Licensor and he need not remit the PE deductions to TGSRTC PF(Trust). Preference will be given to the tenderer possessing licence obtained from Labour Department and Code Number allotted by RPFC.
38. 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.
39. The Corporation (Regional Manager) reserves the right either to increase or decrease number of persons to be deployed by the Contractor from time to time during the time of agreement period.
40. The Contractor is liable for imposition of penalties upto Rs.1,000/- in case of complaints from the Staff, Officers and Public on maintenance of the work and the same will be deducted from the remuneration or the Security Deposit, as the case may be. In case, the amount 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 stands as a bar for implementing the clause of "termination of contract for improper maintenance". Penalties are to be levied by the authority who enter the agreement.



SIGNATURE OF TENDERER

41. 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.
42. The Contractor is not permitted to sub-let the Contract work to any other sub-contractor.
43. Income Tax as per the provisions of IT Act, and other taxes if any will be recovered from the monthly payment and the Contractor has to obtain the PAN Numbers from the Income Tax Department and the same is, to be produced.
44. 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 is responsible for all the consequences that may take place during the tenure of his contract.
45. Whenever the minimum wages payable to the contract Labour Workers are enhanced, in the middle of the contract period, the Contractor should pay the difference of Security Deposit towards the revised monthly remuneration/licence fee.
46. The Corporation has every right to terminate the contract with one month advance notice without assigning any reasons during the subsistence of contract period.
47. All the above terms and conditions will form part of the agreement of the licensee and the Contractor will be bound by the conditions in addition to any other conditions prescribed by the ,Corporation during the subsisting period of contract. The Corporation is having right to incorporate any fresh clauses or to delete any existing clauses in Agreement.



SIGNATURE OF TENDERER

DUTIES & RESPONSIBILITIES OF SECURITY GUARDS:

- i) Safeguarding the properties of Corporation against loss, damage and sabotage.
- ii) To prevent thefts, pilferage, losses, outbreak of fire.
- iii) To maintain discipline and keep vigil while on duty.
- iv) To act as a RTC CONSTABLE in the absence of RTC CONSTABLE.
- v) To maintain- all security branch records prescribed.
- vi) To check outgoing and incoming- vehicles and material as per Log sheet/Gate Passes/Vouchers and make entries in the relevant records to prevent pilferages/misuse/losses.
- vii) To check oil tanker at the time of decanting the HSD oil/petrol in the absence of RTC CONSTABLE and whenever instructed and to make entries in the concerned.
- viii) To check and restrict the movement of registers, employees in the premises.
- ix) To collect information with regard to union activities, strikes/dharna/untoward incidents and activities of unlawful elements and bring to the notice of the superior authorities mentioning in the general diary and submit reports before leaving the posts.
- x) To obey all instructions of the superior authorities in discharging their duties.
- xi) Any other duties assigned to them by their superior.

SIGNATURE OF TENDERER