

**TELANGANA STATE ROAD TRANSPORT CORPORATION  
KHAMMAM REGION**

**TENDER FORM**

Affix latest photo and  
attested by the  
Gazetted Officer  
with stamp & seal

To  
The Regional Manager,  
T.G.S.R.T.C.,  
KHAMMAM REGION.

Sir,

Sub-TENDERS - Tenders called for from the Agencies for supply of “ **E-4 Data Entry Operators on Out Sourcing**” **Group - B** at Khammam, Madhira, Kothagudem and Manuguru- Submission of Tender Form - Reg.

Ref:-Tender Notification No.M1/725(25)/2024-RM/KMM,Dt.24.07.24

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I/We, here by submit my/our Tender in the prescribed Tender Form. I/We read thoroughly the job description, Terms and Conditions made available together with the Tender Form and understood the full contents.

Further, I/We, here by submit my/our Tender in the prescribed Tender Form.

I/We, here by 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 awarding the same.

Yours faithfully,

Date:

**SIGNATURE OF THE TENDERER**

Full Name & Permanent Address  
of the Tenderer(s), with  
Telephone Numbers (in block letters)

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**APPLICATION FORM TO BE FILLED BY THE TENDERER**

1. NAME OF THE TENDERER ..  
(In capital letters)
2. FATHER NAME ..
3. NAME OF THE AGENCY WITH ..  
FULL ADDRESS & PHONE NO.  
( If Tender is filed on behalf of \  
an agency)
4. AGENCY REGISTRATION NO. & ..  
VALIDITY.
5. PF CODE NO. & VALIDITY ..
6. ESI CODE NO. & VALIDIDTY ..
7. NATURE OF CONTRACT WORK FOR ..  
WHICH TENDER FORM SUBMITTED .. **Data Entry Operators E-4 (Group – B)**
- 08 REMUNERATION EXPECTED ..  
(IN FIGURES & IN WORDS) :

09. EARNEST MONEY DEPOSIT : REGISTRATION FEE PARTICULARS FOR  
DOWNLOADED TENDER FORM form.

\_\_\_\_\_DD/BCNO. & Date\_\_\_\_\_

\_\_\_\_\_Amount For Rs..\_\_\_\_\_

\_\_\_\_\_Name of the Bank\_\_\_\_\_

10. LABOUR LICENCE (IF ANY) :
11. Age of the Tenderer(in words)  
(Minor of the age below 18  
years not eligible) :
- 12 Full Address & Phone No. ..
13. PAN and Aadhar no. :

14. I/We, the following sureties, who have signed hereunder as Guarantors.

Sno. Name of the Surety	Occupation & Signature of the Sureties with full Address. Financial for the execution of the Status. Agreement Deed of Licence)
1. -----	
2. -----	

**TENDER CONDITIONS FOR CONTRACT WORK OF OUTSOURCING OF DEO WORK AT KHAMMAM, KOTHAGUDEM, MADHIRA AND MANUGURU DEPOTS (GROUP – B) OF KHAMMAM REGION. TOTAL- 04**

1. The successful bidder has to carryout the contract work of typing work every day in the Khammam, Kothagudem, Madhira & Manuguru, Khammam Region.
2. The Tenderers have to quote rates for the above work as specified in the TenderNotification.
3. Finalisation of Tenders will be by way of negotiation by the Tender Committee with each of the Tenderers and decision of the Tender Committee in that regard shall be final.
  - a. Other things being equal, the tenderer who is holding PF & ESI Code Nos. issued by competent authorities concerned shall be given preference.
  - b. Other things being equal, if more than one tenderer quoted lowest minimum amount of monthly remuneration/Licence fee and found suitable by the Tender Committee, the contract shall be allotted on the basis of LOTTERY.
  - c. If the lowest monthly remuneration quoted by any tenderer who does not have PF& ESI Code Nos. is less than the montly remuneration quoted by the tenderer holding PF&ESI Code Nos. the Tender Committee shall have right to negotiate with the Tenderers holding PF & ESI Code Nos. so as to give preference to him.
  - d. If the tenderer quoted less than the above specified value, such a quotation will automatically be disqualified.
  - f. The candidates sponsored by the agency must be qualified in the Test Conducted by TGSRTC to the post of Typists.
  - g. The details of date and time of submission of opening of tenders is furnished as follows:-
    - h. Date and time of submission of Tender applications : The sealed cover should be placed in a tender box, kept in the office of the Regional Manager, Khammam at Old Bus station, Khammam **from 10.30Hrs upto 14.00 hrs. on 18.09.2024** 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 at New Bus station, Khammam.
4. (i) The Successful bidder has to deploy the persons daily at the work-spot to undertake the work-contract. This specified number of wrokmen have to be deployed by the successful bidder at the work -spot daily irrespective of his liablility to extend weekly rest to his workmen, which he has to meet on his own arrangement.
  - (ii) The successful Contractor should produce the persons who proposes to deploy against the work, along with their certificates concerned, before the Tender Committee immediately on finalisation of the Tender.
  - (iii) The Workmen have to strictly follow the office timings allotted to them. The Unit Officer/Supervisor Incharge is authorized to change the Office timings based on the day to day requirement.
  - (iv) The Successfull Contractor/Agency has to furnish the passport size photographs of the persone deployed by him for the contract work within 15 days of awarding contract containing the Name, Qualification, experience, age, father name, residential address of each person. The Contractor shall not change the person without prior approval of Unit Officer/Supervisor Incharge.

- (v) The working period of outsourced activity may be reckoned as 21<sup>st</sup> of previous month to 20<sup>th</sup> of the current month and 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 1<sup>st</sup> of every month.
- (vi) In charge Supervisors shall maintain Registers regarding Attendance and works carried out by the person engaged by the Contractor.
- (vii) The In charge Supervisor shall certify the claim submitted by the contractor with reference to the register maintained.
- (viii) 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.
- (ix) The Tools and plants required for attending the assigned duties will be supplied by the Corporation.
- (x) In the event of the Contractor continuously defaulting and not supplying prescribed number of persons regularly the Regional Manager concerned on the recommendations of DM/UNIT Officer can terminated the contractor with a month's notice.
- (xi) The outsourced Typist shall be kept under the constant supervision of the Depot Manager/Unit officer/PD supervisor concerned.
- (xii) Details of works to be carried out by DEOs are as Annexure-A.
- (xiii) The payment shall be made by way of crediting the salaries to the Bank Account of the Concerned Typist by the contractor invariably. The Agency is responsible for any objections disputes raised either by Labour Department or the typist engaged by it on any payment to be made to the workers and on any penalties levied by the Government and other statutory authorities.

XIV. The successful bidder has to follow the Rule of Reservations of SC & ST Communities.

5. The period of contract is **TWO YEARS** from the date of agreement and can be extendable for one more year based on the Satisfactory performance.
6. Earnest Money Deposit(through DD) amount mentioned in the Tender Notice should be paid alongwith Tender Form.
7. The EMD prescribed should be paid through crossed Demand Draft drawn in favour of 'ACCOUNTS OFFICER, TGSRTC, Khammam REGION payable at Warangal and in case of failure to enclose the DD in original to the Tender Form/Application, submitted the Tender Form/application will be rejected. The EMD amount shall not carry any interest.
8. EMD is not exempted to any Society/ Voluntary Organisations / Institutions/communities etc.
9. In case EMD 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 in terms and conditins the tender will be rejected besides forfeiting the EMD.

10. The Corporation is not responsible, if the tenders are held up due litigation in Hon'ble Courts or for any other administrative reasons.
11. The EMD amount of unsuccessful bidders will be refunded after finalisation of Tenders without any interest.
12. Tenders in the name of the minor on behalf of the minors will be rejected. Tenders once made shall not be permitted to withdraw.
13. In case of Firms/Companies/Corporations etc., the authorised representatives can submit the tender application along with authorisation letter.
14. The interested parties may inspect the premises of contract before submitting the tender form.
15. The tender form duly filled in, along with the DD in original towards the EMD amount should be enclosed together along with the terms and conditions duly signed on each page. Amount quoted by tenderer towards monthly license fee should be written in both figures and words clearly and other supporting certificates shall be kept in cover and sealed. In case of any corrections on the monthly license fee 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 business, name and address of the tenderer shall be indicated.
16. The sealed cover should be placed in a tender box, kept in the office of the Regional Manager, Khammam up to 14.00hrs. on the said day. The tenders received after the stipulated date & time will not be accepted. Tenders will be opened at 15.00hrs., on the same day by the Tender Committee as mentioned in the Tender Notice.
17. Tender Forms not accompanied by the DD in original towards the requisite EMD; incomplete filled in tender forms, failure to sign and failure to enclose terms and conditions will be rejected.
18. Tender forms with any pre-conditions or additional conditions other than the conditions prescribed by the TGSRTC will summarily be rejected.
19. If the successful tenderer fails to take up the work within the period specified, the EMD will be forfeited.
20. The successful tenderer shall enter into an agreement for undertaking the work on prescribed terms and conditions.
21. 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/she desires to discontinue the contract for whatsoever reasons, before completion of the minimum period of contract, he/she shall forfeit the security deposit in favour of the Corporation.
22. The contract shall be **terminable with two(2) months advance notice by either party** or after completion of two years period.
23. The successful tenderer (allottee) has to pay the **Security Deposit which is equivalent to the (1) One month remuneration, by way of DD** and enter into an agreement with the Corporation with the Regional Manager Warangal only on Non-Judicial Stamp paper worth of Rs.100/-, failing which allotment is liable for cancellation and the EMD paid by him/her shall be forfeited to the Corporation without any further notice / information. The Security Deposit will not carry any interest.
24. The monthly remuneration will be paid to the Successful bidder every month by the Corporation.
25. In the event of death of contractor, the contract shall come to an end. However the license may permit the Legal Heir of the contractor to run the contract on the same terms

and conditions for the remaining period of license on execution of fresh deed of agreement by such legal heir.

## 26. QUALIFICATIONS:

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

- i) Must have passed PUC or Intermediate or its equivalent examination.
- ii) Must have knowledge in windows operating system, "Internet Usage" Browsing, sending and receiving e-mails and knowledge in MS-Office (Word, Excel and Power Point).
- iii) Must be above 18 years and below 65 years of age as on date of filling Tender provided they are physically fit.

27) The worker should contact the supervisor on-duty at office before and after spell of his/her duty and furnish the position from time to time.

28) A) Remuneration will be arranged by way of account payee crossed cheque on monthly basis on certification given by Personnel Department Supervisor.

B) The monthly bill of the contract amount shall be paid to the Contractor only after deduction of the PF amounts from the wages of the persons engaged by him 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 either from the persons engaged by him or from the Contractor at the rates prescribed, from time to time, as per the instructions issued in this matter.

C) The Contractor shall arrange salaries to the workers engaged through Account payee Cheque or through Cash where Bank facility is not available.

29) The Contractor is liable for any obligation arising out of his contract in respect of labour engaged by him.

30) No compensation shall be paid by the Corporation for any injury or death of the workers 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** and arrangements made by him to fulfill his obligations arising out of this clause by way of an insurance policy.

31) In case the contractor who is not in possession of PF & ESI code Nos, the monthly bill of the Contract amount shall be paid to the Contractor only after reduction of the PF amounts from the wages of the persons engaged by him and recovering the matching contribution (Employee's share) together with administrative and inspection charges, EDLIF, ESI and any other recoveries that are to be made either from the persons engaged by him or from the Contractor at the rates prescribed, from time to time as per the instructions issued in this matter.

32) In case the contractor who is in possession of individual PF & ESI Code Nos. obtained from the competent authority, the contractor shall remit the PF & EDLIF amounts in respect of the persons engaged by him to the appropriate authority under the PF & ESI concerned 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 remuneration.

- 33) 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 officials.
- 34) The Contractor has to obtain license from the licensing Officer under contract labour (Regulation & Abolition) Act.1970 to carry-out the allotted work in the establishment of \_\_\_\_\_ and submit a copy of the same to the Licensor and to the concerned Depot Manager before commencement of the contract.
- 35) 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 etc., as prescribed by the State Government from time to time and submit the concerned for payment. He/She indemnify the Corporation all the claims, damages for compensation under the provisions of all laws and Acts pertaining to the Labour.

Any excess deductions made by the Contractor/ Outsourcing Agency in violation of the instructions shall result in stringent action including termination duly protecting the interest of outsourced persons.

- 36) The Security Deposit is Refundable on expiry of the period of license without interest and subject to due performance and fulfillment of agreement conditions.
- 37) The Security Deposit is liable to be forfeited in case he/she fails to execute contract for a minimum period of ONE YEAR.
- 38) The allotment of contract shall be non-exclusive i.e., the Corporation shall have the right to grant license to more than one license to do same type of business/ Service contract in the same premises.
- 39) The monthly bill of the contract amount shall be paid to the contractor only after deduction of the PF amounts from the wages of the persons engaged by him and recovering the matching contributions (employer share) and any other recoveries that are to be made either from the persons engaged by the Contractor at the rates prescribed, from the persons engaged by the contractor at the rates prescribed, from time to time and its remittance to the concerned authorities.
- 40) The Contractor shall ensure deduction of PF amount contributions from the wages of the persons engaged by him together with the matching contribution of the employer (contractor) along with 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 the 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 PF deductions to TGSRTC PF TRUST. Similarly, the contractor should remit the ESI contributions to the concerned authorities under intimation to Corporation. Preference will be given to the tenderer possessing license obtained from Labour Department and Code Number allotted by RPFC and ESI.
- 41) The Contractor is liable to pay the amount towards cost of damages, if any caused to the premises movable and immovable property of the Corporation by him or by his agents or representatives as determined by the Licensor. The Licensor shall have right to recover such amounts towards the damages caused, from the monthly remuneration or Security Deposit of the contractor . In case the amount is recovered from the Security Deposit, the contractor is liable to recoup the same immediately.
- 42) Any violation or breach of terms and conditions of the contract including unsatisfactory performance in office shall render the contract liable to be terminated duly forfeiting the Security Deposit.

- 43) The Corporation shall have right to terminate the Contract with a **months notice**, if in it's opinion the work of Contractor is not satisfactory and it's decision in this regard shall be final.
- 44) The contractor shall insure the lives of the labour engaged by him for any eventual risks that might crop up in the event of the any accident and it shall be 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 TSRTC if any.
- 45) The contractor is liable for imposition of penalties up to Rs.1000/- (Rupees One Thousand only) in case of compliance from the staff/ officers and public on performance of the work and the same will be deducted from the remuneration or the Security Deposit, as the same case may be. In case, the amount deducted from the Security Deposit, the contractor is liable to recoup the same immediately. Otherwise the contractor 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 performance/work". Penalties are to be levied by the authority who enter the agreement.
- 46) The license is liable for termination in the event of the contractor failing which to do the contract for which the License is granted for continuous period of 90 days, which shall also carry necessary penalties and forfeiture of Security Deposit.
- 47) The rights given under this contract are not transferable.
- 48) The Contractor is not permitted to sublet the contract work to any other sub-contractor.
- 49) In all disputes in scope of doubts or interpretations of clauses conditions and applications of this contract or otherwise, the decision of the Managing Director, TGSRTC shall be final.
- 50) The persons employed by the contractor shall not have any right or claim whatsoever for employment in the corporation TGSRTC at a future date.
- 51) In case of misbehavior, assault on employees of TSRTC, by the Contractor or his representatives/workers will lead to imposition of penalty of termination of contract duly forfeiting Security Deposit.
- 52) 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 it's choice through nominations with the Tenderers after justifying their ability to comply with the labour laws viz., payment of minimum wages, recovery and remittance of contributions towards PF,EDLIF & ESI etc.
- 53) The contractor shall adhere to all the Acts and laws in force applicable to the contractor and for any violation of such laws. The sole responsibility lies with the contractor.
- 54) In the event of any statutory authority impose any punishment like fine 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 / deposit etc., with it's unit. It is proved to the satisfaction of the Corporation that such penal actions are ceased. Such actions may also be reason for termination of contract.
- 55) On the expiry of the period of license or on it's termination, as the case may be the Contractor shall handover the equipments if any to the Depot Manager/ Unit Officer duly handing over the contract.
- 56) The contractor shall pay all the taxes including Service Tax under the Central and State Governments rules made there under, applicable to the business. The Corporation is not liable for the penalties in view of the non-payment of taxes to Statutory authorities will cause termination of license and vacation premises.
- 57) 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.
- 58) 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.



- 59) The Contractor shall not engaged any persons whose character and credentials and integrity are to be 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.
- 60) Damage to vehicles, if any, caused by the workers shall be recovered from the payments, to the Corporation.
- 61) The Corporation shall have right to terminate the contract with a months notice, if in its opinion the work of contractor is not satisfactory and it's decision in this regard shall be final.
- 62) The contractor shall adhere to all the Acts and laws in force applicable to the contractor and for any violation of such laws. The sole responsibility lies with the contractor.
- 63) All things are equal, the tender will be allotted through lottery.
- 64) The Corporation shall have rights to cancel the tender without assigning any reason.
- 65) In all disputes in case of doubts or interpretations of clause of conditions and applications of this contract or otherwise the decision of the Managing Director, TGSRTC shall be final.

**ANNEXURE-A**

**DETAILS OF WORK TO BE CARRIED OUT BY DEOs**

- 1) Typing of all correspondence in the office viz., letters, Note files, Office orders, Periodicals, Seniority Lists, Statements, Guide sheets, Counters, Affidavits, Appeal-Petitions, Para-Wise Comments etc., as entrusted by the Unit Officer / Supervisor In charge.
- 2) Maintain files and correspondence thereon as entrusted by the Unit Officer/Supervisor In-charge confidentially.
- 3) Making data entry in computers about service particulars of employees for maintenance of PMSS modules and generating necessary Reports as entrusted by the Supervisor In-charge.
- 4) Maintenance of History card of Personal Computer and other Office equipments etc.
- 5) Maintaining of Registers & Personal Records.
- 6) Any other item of work entrusted by the Unit Officer/ Supervisor In-charge.

**GENERAL CONDITIONS:**

- i) He/She shall attend the Office time communicated by Management on all working days with an half-an hour lunch as specified.
- ii) He/She is not allowed to leave the office during working hours unless permitted by the Unit Officer/Supervisor In-charge on urgent personal work.
- iii) He/She must attend to their work allotted promptly without wasting time.
- iv) He/She shall follow Office discipline.
- v) He/She should not attend Office under the influence of liquor or Intoxicated conditions.