

TELANGANA STATE ROAD TRANSPORT CORPORATION  
KHAMMAM REGION

TENDER FORM

Affix latest  
Passport size  
photo of the  
tenderer.

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

Sir/Madam,

Sub:-TENDERS: Allotment of Contract work for providing Man Power in  
Cargo/parcel services on outsourcing basis at KMM, SPL &KTDM  
Depots of Khammam Region – Reg.

Ref:- Tender Notification No.M1/725(26)/2024-RM:KMM, Dt:30-09-2024.

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I/We hereby submit my/our tender in the prescribed tender form. I/We read thoroughly  
the terms and Conditions supplied together with the tender form and understood the full  
contents.

I hereby further agree to abide by the terms and conditions stipulated by the Corporation  
from time to time during the operation of Contract on awarding the same. Tender submitting for  
providing Man Power in Cargo/parcel services on outsourcing basis at KMM, SPL &KTDM  
Depots of Khammam Region.

Yours faithfully,

SIGNATURE OF THE TENDERER

Name : .....

S/o .....

Age of the Tenderer ..... Years.

(Minor of age below 18 Yrs. are not

eligible)

Name of the Society/ Firm/ Agency : \_\_\_\_\_

Date : .....

Permanent address of the Tenderer : H.NO: \_\_\_\_\_

STREET/POST: \_\_\_\_\_

MANDAL \_\_\_\_\_

DIST: \_\_\_\_\_ Pin Code \_\_\_\_\_

Phone/Mobile No \_\_\_\_\_

P.T.O

1. Rates offered (including PF/ESI/ EDLIF & 7%(with ESI, per person per month)Profit margin E-22(SEMI-SKILLED) per person Per month E14(KMM),E-04(SPL), &E-04 KTDM) : a) Rs. \_\_\_\_\_
2. Registration of firm (if any) :  
(Copy to be enclosed)
3. PF Code No. (Copy to be enclosed) :
4. ESI Code No.(Copy to be enclosed) :
5. Labour License (Validity) (Copy to be enclosed) :
6. GST No. (Copy to be enclosed) :
7. Aadhar No. (Copy to be enclosed) :
8. Pan No. (Copy to be enclosed) :
9. EARNEST MONEY DEPOSIT (EMD):Rs. \_\_\_\_\_
  - a) DD/Banker's Cheque No. \_\_\_\_\_ Date \_\_\_\_\_
  - b) Name of the Bank \_\_\_\_\_, Branch \_\_\_\_\_
10. Registration Fee Amount. Rs. \_\_\_\_\_
  - a).DD/Banker's Cheque No. \_\_\_\_\_ Date \_\_\_\_\_
  - b).Name of the Bank \_\_\_\_\_, Branch \_\_\_\_\_

- NOTE:-1. The Tenderer shall have to quote the monthly remuneration amount expected from The Corporation including minimum wages, PF, ESI, EDLIF and minimum profit margin to the Contractor.
2. The Tenderer shall not quote the amount less than minimum work value i.e., per month per person based on the Minimum wages as mentioned in the Tender notification.
  3. The EMD of the Tenderer is liable to forfeited under the following circumstance
    - a) When the Successful Tenderer backs out from payment of Security Deposit within 7 days from the date of receipt of allotment letter "or" 15 days from the date of allotment letter whichever is earlier.
    - b) When the EMD paid is less than what is stipulated in the tender.
    - c) When the EMD is paid through other means i.e., in a manner other than, what is stipulated in the Tender Notification.
    - d) When incomplete tender form is submitted or tender form with preconditions or additional conditions is submitted.
    - e) When the Tender is submitted in an un-concerned tender form.
    - f) When the Tender is submitted for the Contract work other than notified in the tender notification.
    - g) When the Tender is submitted by minors / or on behalf of minors.
    - h) When the Tenderer quote the amount less than minimum work value (Floor rate) i.e., Per month per person.
- **The Tender form in sealed cover will be placed in a tender box kept in the office of the Regional Manager, Old Bus station, Khammam from 10.30 hrs to 14.00 hrs on dt.12-11-2024. The tenders received after the stipulated date and time will not be accepted. Tenders will be opened at 15.00 hrs the same day by the tender committee at New Bus Station, Khammam.**

SIGNATURE OF THE TENDERER

**TERMS & CONDITIONS FOR THE CONTRACT WORK OF OUTSOURCING OF MAN POWER  
IN CARGO/PARCEL SERVICES AT THE UNITS OF KMM,SPL &KTDM KHAMMAM REGION**

1. The successful bidder has to carry out the contract work of Man Power in Cargo/parcel services work every day in the Units of Khammam Region as stipulated in the Tender Notification.
2. The Tenderers have to quote rates for the above work as specified in the Tender Notification.
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. The Tenderer who is holding PF, ESI code numbers and valid Labour License issued by Competent Authorities concerned shall participate duly enclosing the proofs to the Tender Form.
  - 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 tenderer quoted less than the above specified value, such a quotation will automatically be disqualified.
  - d. The candidates sponsored by the agency must be qualified in the Test Conducted by TSRTC to the post of Man Power in Cargo/Parcel Services on Out-sourcing basis and also physical fitness.
  - e. The details of date and time of submission and opening of tenders is furnished in the Tender Notification.
1.
  - (i) The Successful bidder has to deploy the persons daily at work-spot to undertake the work contract. This specified number of workmen have to be deployed by the successful bidder at the work-spot daily irrespective of his liability to extend weekly rest to his workmen, which he has to meet on his own arrangement.
  - ii. The successful Contractor should produce the persons proposed 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 Successful Contractor/Agency has to furnish the passport size photographs of the person 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.
  - v. The Contractor shall not change the person without prior approval of Unit Officer/ Supervisor Incharge.
  - 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 terminate the contractor with a month's notice.
  - xi. The outsourced Man Power in Cargo/Parcel Services shall be kept under the constant supervision of the Depot Manager/ Unit officer/ PD/AO supervisor concerned.
  - xii. Details of works to be carried out by Man Power in Cargo/Parcel Services is entrusted by the Unit Officer/Supervisors at the work spot.

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- xiii. The payment shall be made by way of crediting the salaries to the Bank Account of the Concerned Man Power in Cargo/Parcel Services by the contractor invariably. The Agency is responsible for any objections disputes raised either by Labour Department or the Man Power in Cargo/Parcel Services engaged by it on any payment to be made to the workers and on any penalties levied by the Government and other statutory authorities.
5. The period of contract is Two years from the date of agreement and extendable for One more year on similar terms and conditions and satisfactory performance of the contractor
  6. Earnest Money Deposit (through DD/BC) 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 OFFICEDR, TGSRTC, KHAMMAM REGION payable at Khammam 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 or 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 Demand Draft in original towards the EMD amount should be enclosed together with the terms and conditions and annexure, 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 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.
  16. The sealed cover should be placed in a tender box, kept in the office of the Regional Manager, Khammam at the time and date as stipulated in the Tender Notification. The tenders received after the stipulated date and time will not be accepted. Tenders will be opened at the time as stipulated in the Tender Notification by the Tender Committee.
  17. Tender Forms not accompanied by the Demand Draft original towards the requisite EMD; incomplete filled tender forms will be rejected.
  18. Tender forms with any pre-conditions or additional conditions other than the conditions prescribed by TSRTC will summarily be rejected.
  19. If the successful tenderer fails to take up the work within the period specified, the EMD will be forfeited to the Corporation.
  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 desires to discontinue the contract for whatsoever reasons, before completion of minimum ONE year of contract, the Security Deposit will be forfeited in favour of the Corporation.

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22. The Contract shall be terminated with one month's advance notice by either party.
23. The Contractor shall pay a sum equivalent to ONE month's remuneration payable to him towards Security Deposit to the Corporation and enter into an agreement with the Corporation 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.
24. The Security Deposit is refundable on expiry of the period of licence without interest and subject to due performance and fulfillment of agreement conditions and adjustment of dues towards cost of damages, fines imposed, taxes etc., if any.
25. The Security Deposit paid by the contractor is liable to be forfeited in the event of non-commencement of maintenance work within the stipulated time after depositing Security Deposit as per the allotment order or breach of any of the terms and conditions of the tender form besides termination of contract.
26. The Security Deposit is liable to be forfeited in the event of non- submission of Deed of Licence after payment of Security Deposit amount and non-commencement of contract.
27. In the event of the contractor continuously defaulting and non supplying sufficient number of specified men regularly, the licensor, on the recommendations of the Depot Manager can terminate the contract with a month's notice duly forfeiting the Security Deposit.
28. 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 & conditions for the remaining period of contract on execution of fresh deed of agreement by such legal heir.
29. **QUALIFICATIONS:**  
**MAN POWER IN CARGO/PARCEL SERVICES:**
  1. Must have passed PUC/SSC or Intermediate or its equivalent examination.
  2. Must have knowledge in Windows Operating System, "Internet usage" and browsing, sending and receiving of e-mails and knowledge in MS Office (Word, Excel & Power Point)
  3. Must be above 18 years and below 45 years of age as on date of filing Tender provided they are physically fit.
30. 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.
31. Remuneration will be arranged by way of Account Payee crossed cheque on monthly basis on certification given by Unit Officer/ Supervisor.
32. 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.
33. The contractor shall arrange salaries to the workers engaged through Account Payee Cheque or through cash where bank facility is not available.
34. 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.
35. The contractor is liable for any obligation arising out of his contract in respect of labour engaged by him.
36. 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 TSRTC the arrangements made by him to fulfill his obligation arising out of this clauses by way on an Insurance Policy.

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37. 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 (employers 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 on the rates prescribed, from time to time, as per the instructions issued in the matter.
38. The contractor shall ensure deduction of PF contributions from the wages of the persons engaged by him together with matching contributions of the employer (contractor) along with administrative and inspection charges at the rates prescribed by the Govt. from the time to time and remit to the Secretary, TSRTC, PF (Trust), Hyd. If the tenderer is in possession of Code No. allotted by the 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 TSRTC PF (Trust). Preference will be given to the Tenderer possessing licence obtained from Labour Department and Code No. allotted by RPFC.
39. The contractor shall remit the PF/ ESI/EDLIF amounts in respect of the persons engaged by him to the Regional Provident Fund Commissioner on the Code No. obtained by him and produce proof of the same every month to the Unit Officer to arrange payment of the monthly remuneration.
39. The contractor shall adhere to all Labour Acts and Laws in force applicable to the contract work and for any violation of such laws the sole responsibility lies with the licensee.
40. 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.
41. In the event of any statutory authority imposing 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 contractor like remuneration, deposits etc., with it until it is proved to the satisfaction of the Corporation that such penal action are ceased. Such actions may also be reason for termination of contract duly forfeiting Security Deposit.
42. 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.
43. Income tax as per the provisions of I.T. Act and other taxes if any will be recovered from the monthly payment and contractor has to obtain the PAN number from the Income tax department and the same is to be produced.
44. 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 like payment of Minimum wages, PF, EDLIF, ESI, etc., as prescribed by the State Government from time to time and submit the proof of compliance along with the monthly bill to the Corporation all the claims, damages for compensation under the provisions of all Laws and acts pertaining to the Labour.
45. GST: The Payments if any on either side will be made under GST Act.
46. The allotment of contract shall be non-exclusive, i.e, the Corporation shall have the right to grant licence to more than one licence to do same type of business/ service contract in the same premises.
47. 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 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.

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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 insure 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 / loss of life.
50. The contractor is liable for imposition of penalties upto Rs.1,000/- 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 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 stand as a bar for implementing the clause of "Termination of contract for improper performance of work". Penalties are to be levied by the authority who enter the agreement.
51. The licence is liable for termination in the event of the Corporation failing to do the contract for which the licence is granted for continuous period of 90 days, which shall also carry necessary penalties and forfeiture of Security Deposit.
52. The rights given under this contract are not transferrable.
53. The contractor is not permitted to sub-let the contract work to any other sub-contractor.
54. The persons employed by the contractor shall not have any right or claim whatsoever for employment in TSRTC at a future date.
55. In case of misbehavior 'or' assault on passengers / employees of TSRTC any act or comment, tarnishing the image of the Corporation by the contractor or his / her representatives / workers will be lead to imposition of fine or termination of 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 non-payment of taxes or default thereon. Any default, non-payment of taxes to Statutory Authorities will cause termination of licence and vacation of premises.
57. The Corporation reserves the right either to increase or decrease the number of persons to be deployed by the contractor from time to time.
58. 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.
59. Income tax as per the provisions of I.T. Act and other taxes if any will be recovered from the monthly payment and contractor has to obtain the PAN number from the Income tax department and the same is to be produced.
60. Any dispute amongst the parties arising out of the MOU shall be referred to Vice Chairman and Managing Director of the Corporation whose decision shall be final and binding to both the parties.
61. All the above terms and conditions will form part of the agreement of the license and the contractor will be bound by the conditions in addition to any other conditions prescribed by the corporation.
62. For any item not covered in these terms and conditions, the decision of the corporation shall be final.

SIGNATURE OF THE TENDERER

**DETAILS OF WORKS TO BE CARRIED OUT BY MAN POWER IN CARGO/PARCEL SERVICES**

1. Typing of all correspondence in the office, viz., letters, note files, office orders, periodicals, seniority lists, statements, guide sheets, counters, affidavits, 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 PMS modules and generating necessary reports as entrusted by the Unit Officer/ Supervisor in-charge.
4. Maintenance of history card of Type writer, Personal Computer and other office equipment, etc.
5. Any other item of work entrusted by the Unit Officer/ Supervisor in-charge.

**GENERAL CONDITIONS:**

- He/ She shall attend at office time communicated by Management on all working days with an half an hour lunch as specified.
- 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.
- He/ She must attend to their work allotted promptly without wasting time.
- He/ She shall follow office discipline.
- He/ She should not attend office under the influence of liquor or intoxicated condition.

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