

TELANGANA STATE ROAD TRANSPORT CORPORATION
SECUNDERABAD REGION

To

The Regional Manager,
TGSRTC, Secunderabad Region.

PHOTOGRAPH TO BE
AFFIXED WITH
SIGNATURE

Madam,

Sub: CONTRACTS – Awarding of contract relating to Outsourcing of Candidates (Skilled) **to utilize their services at Pushpak Pickup Points being operated to Rajiv Gandhi International Airport under the jurisdiction of CNT and MYP-II Depots of Secunderabad Region** – Submission of Tender Form – Reg.

Ref: Tender Notification No.E5/122(94)/2025-SR, dt.22.11.2025.

I/We hereby submit my 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.

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 operations of my contract on awarding the same.

Yours faithfully

SIGNATURE OF THE TENDERER

DATE: _____

FULL NAME: _____
(BLOCK LETTERS)

PERMANENT ADDRESS: _____

PHONE NO. & CELL NO.: _____

TENDER FORM TO BE FILLED BY THE TENDERER FOR ALLOTMENT OF CONTRACT OF OUTSOURCING OF CANDIDATES (SKILLED) TO UTILIZE THEIR SERVICES AT PUSHPAK POINTS BEING OPERATED TO RAJIV GANDHI INTERNATIONAL AIRPORT UNDER THE JURISDICTION OF CNT AND MYP-II DEPOTS OF SECUNDERABAD REGION.

1. Name of the Tenderer _____
(In capital letters)
2. Father's name _____
3. Full Address of the Tenderer with _____
Mobile Number
4. Date of Birth & Age of the Tenderer _____
5. If Firm/Agency mention full address _____
& details _____
6. Nature of the Work Outsourcing of Candidates (Skilled) to utilise
their services at Pushpak Points being operated
to RGIA under the jurisdiction of CNT and
MYP-II depots of Secunderabad Region.
7. Name of the Depot : CNT & MYP-II
8. a. Minimum No. of persons to be deployed
for the above work : 46 Skilled Persons
b. Minimum value of the work : ₹ 10,33,758/- per month.
(Including 7% profit margin excluding Statutory provision i.e. PF, EDLIF & ESI)
9. Total amount as per Annexure for which Quoted ₹ _____
10. a) Labour licence No. & validity (if any) :
Under contract Labour (R&A Act, 1970)
(Xerox copy to be enclosed)
b) Certification of Registration of Firm :
(Xerox copy to be enclosed)
c) Details of PF Code No. & ESI Code No. :
(Xerox copies to be enclosed)
d) Permanent Account Number :
(Xerox copy to be enclosed)
e) GST Registration Number & Date :
(Xerox copy to be enclosed)
f) Previous experience (if any) :
(Details to be furnished with proof
No of years in similar field)

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11. Details of Earnest Money Deposit “drawn in favour of Dy. Chief Accounts Officer, TGSRTC, Secunderabad Region.

- a) Amount paid towards EMD ₹ _____
- b) Demand Draft / Banker’s cheque No. & date _____
- c) Name of the Bank _____

12. Details of Cost of Tender Form “drawn in favour of Dy. Chief Accounts Officer, TGSRTC, Secunderabad Region.

- a) Amount paid towards Cost of Tender Form ₹ 1,180/-(including GST)
- b) Demand Draft / Banker’s cheque No. & date _____
- c) Name of the Bank _____

13. Last Date and Time for submission of tender:

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

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TERMS AND CONDITIONS

1. a) The Contractor/Agency should deploy only Graduates employees against the contract work.
b) The persons to be employed by the contractor must be able to read, write and speak Telugu and English and shall be familiar with local geography and culture.
2. The workers to be deployed by the contractor must be above 18 years and below 60 years of age as on the date of filing the tender provided and they shall be physically fit.
3. The duties and responsibilities of Passenger Guides engaged at control points should be followed as per the Annexure.
4. a) The tenderer should to pay an EMD amount @2.5% of the total notified value of the work –contract along with tender Application through DD.
b) The EMD amount shall not carry any interest.
c) The EMD shall be forfeited if the successful contractor failed to pay the Security deposit and enter into the agreement within 7 days on receipt of allotment letter or 15 days from the date of allotment.
5. The contractor should deploy the no. of persons prescribed against each shift, irrespective of his obligation to extend weekly rest to his workmen, which he has to meet on his own arrangement. The workers have to strictly follow the shift timings allotted to them by the Traffic Incharge. The Traffic Incharge is authorized to change their shift duties based on the day to day traffic need.
6. Incharges/Supervisors shall maintain registers reading attendance and works carried out by the passenger guides engaged by the Contractor.
7. The Incharges/Supervisors shall certify the claim submitted by the contractor with reference to the register maintained.
8. In case the contractor deploys any of his family members who are covered under the term “Family Members” as defined under Sub Section 3 of Section 26 of the Minimum Wages Act, 1948, an Affidavit explaining the relationship and dependency shall be submitted, both by the contractor as well as the reported family members of the contractor individually.
9. The Successful Contractor should produce the Passenger Guides whom he proposes to deploy against the work along with their certificates concerned, before the tender committee immediately on finalization of the Tender.
10. Two sets of Green T-shirts as specified by the Corporation per year shall be supplied to each employee by the Contractor.

SIGNATURE OF THE TENDERER

11. In case, there are more than one tender quoting the same lowest amount, allotment of contract shall be made on the basis of the Lottery.
12. If any worker of contractor absents on a particular day, the corresponding amount has to be deducted from the contractor.
13. In the event of the contractor continuously defaulting and not supplying sufficient number of assigned passenger guides regularly, the Regional Manager on the recommendations of unit officer can terminate the contract with a month's notice.
14. The contract can be terminated by giving one month notice by either party.
15. EDs of the Zones are authorized to accord sanction for the allotment of the above work contract to the successful contractor, recommended by the Tender Committee. The period of contract shall initially be for a period of Two years.
16. The other instructions issued from time to time in calling for and finalizing tenders for awarding of work-contracts and the statutory obligations to be observed in respect of the contract labour after their deployment shall be followed accordingly.
17. The Managing Director of TGSRTC reserves the right to modify any condition/ conditions of the agreement and add another condition/condition during the contract period. The contractor has to abide by the conditions modified/incorporated and has to enter into a fresh agreement with the Corporation at his/her/its cost.
18. In case of any dispute or differences arising on the terms and conditions of the Tender or Contract as the case may be, the decision of the Managing Director of TSRTC shall be final and binding on the both parties.
19. If any dispute arises between the contractor and TGSRTC the Courts at Hyderabad and Secunderabad shall have Jurisdiction.

SIGNATURE OF THE TENDERER

TERMS AND CONDITIONS

I- GENERAL

1. The sealed cover should be placed in the sealed tender box, kept in the Office of the Regional Manger, Secunderabad Region, JBS, Picket, Secunderabad upto 14:00 Hrs. on **10.02.2026**, the tenders received after the stipulated date and time will not be accepted. Tenders will be opened at 15:00 Hrs. on the same day by the Tender Committee.
2. Tenders in the name of minor or on behalf of minors will be rejected. Tenders once made shall not be permitted to be withdrawn.
3. In case of Firms/Companies/Corporations etc., the authorized representatives can submit the tender application along with authorization letter.
4. Tender forms not accompanied by the demand draft in original towards the requisite EMD, incompletely filled in tender forms, not having signature on each and every page including the enclosed terms and conditions, will be rejected.
5. Tender forms with any pre-conditions or additional conditions other than those prescribed by TSRTC will summarily be rejected.
6. The successful tenderer shall enter into an agreement for undertaking the work on prescribed terms and conditions.
7. a) **No contractor can quote value less than the minimum value of work** specified in the Tender Notification for Outsourcing of Manpower to utilize their services at Pushpak Pickup Points of RGI Airport under the jurisdiction of CNT and MYP-II Depots of Secunderabad Region. If any contractor quotes less than the minimum value notified such quotations shall automatically be disqualified.

b) The interested parties shall submit their tender form/application quoting the “monthly remuneration” expected which includes minimum wage payable plus minimum profit margin of 7%.

c) The contractor should quote clearly the rate per month for providing No. of persons/labour for the above work as stipulated in the Annexure.
 - (i) Minimum wage for Skilled is Rs.18,453/- as communicated by the Govt. (As per Circular No.PD-17/2025, Dt. 09.07.2025).
 - (ii) The Contractor should quote clearly the rate per month for providing no. of persons for the above work as stipulated in the Annexure.

SIGNATURE OF THE TENDERER

- (iii) Minimum value of work with 7% profit margin per person would be Rs.22,473/- per month per person for contractor with PF Code No. including statutory provision i.e. PF, EDLIF & ESI.
8. 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 heir.
9. Management reserves the right to reject/cancel any or all tenders without assigning any reason. The Management decision is final in this matter. Management also reserves the right to allot the contract to any person of its choice through negotiations with the tenderers after justifying their ability to comply with the Labour Laws viz., Payment of Minimum wages, recovery and remittance of contributions towards PF/EDLIF/ESI etc.,
10. 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.
11. The period of contract is **Two(02) Years** from the date of agreement and extendable upto one more year based on the satisfactory performance of the contractor.
12. The Corporation is not responsible, if the tenders are held up due to litigations in Courts or for any other administrative reasons.
13. Any clarification required regarding the terms and conditions shall be obtained from the office of the Regional Manager, Secunderabad Region, Jubilee Bus Station, 2nd Floor, Picket, Secunderabad **before submission of the tender form. Later no clarification will be entertained.**
14. In all disputes, in case of doubts or interpretation of clauses, conditions and applications of this contract or otherwise, the decision of the Managing Director, TGSRTC shall be final.
15. a) The contractor is not permitted to sub-let the contract work to any other sub-contractor.
b) The allotment of contract shall be on Non-exclusive basis.
c) The Corporation shall have the right to grant licence to more than one licensee to do the same type of contract in the same premises.
16. The right given under this contract is not transferable.
17. The Corporation reserves its right to reduce/increase the man power requirement by giving one month notice to the Contractor/Agency as and when needed.

SIGNATURE OF THE TENDERER

18. Interested parties may inspect the premises of contract before submitting the Tender Form.
19. The contractor should engage required number of persons to carry out the contract work.
20. The Corporation reserves the right to modify condition/conditions of the Agreement during the period of agreement and the successful tenderer has to abide the conditions of the Corporation and has to enter into a fresh agreement with the Corporation at his own cost.
21. Tenders shall be invariably REJECTED:-
 - a. When incomplete tender form is submitted or tender form with pre-conditions or additional conditions is submitted.
 - b. When the tender is submitted in an irrelevant tender form.
 - c. When the tender is submitted for the business other than the one notified in the tender.
 - d. When the tender form is not enclosed with the original DD towards EMD.
 - e. Required Xerox copies are not enclosed with the Tender Form.

II. CONTRACTORS OBLIGATIONS:

1. The contractor has to obtain license from the Licensing Officer under Contract Labour (Regulation & Abolition) Act, 1970 to carry-out the work contract in question in the contract area and submit a copy of the same to the Licensor and to the Unit Officer/Depot Manager concerned before commencement of the contract.
2. The contractor has to contact the Labour Department and to maintain the registers as required under law and as required by the Corporation and the same have to be produced for verification by the Inspecting Officials.
3. The Contractor is liable for any obligation arising out of his contract in respect of labour engaged by him.
4. The contractor has to supply Uniform and identity badges to the workers. No worker shall be allowed to work without identity badges. The workers should contact the supervisor on duty at Depot before and after the spell of their duty and furnish the position from time to time. The contractor shall not change the men without prior approval of the Depot Manager.
5. The contractor should adhere to all acts and laws in force applicable to his business and for any violation of such laws the sole responsibility lies with the licensee.
 - a) The contractor shall be responsible for the safety of the tools & plant and other items like electrical fittings, furniture & other property of the Corporation within the contract area.

SIGNATURE OF THE TENDERER

6. On the expiry of the period of licence or on its termination, as the case may be, the contractor shall hand over the equipment, if any, to the Depot Manager of the concerned Depot and obtain a certificate to that effect.
7. 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 nonpayment of taxes or default therein. Any default, nonpayment of taxes to statutory authorities will cause termination of licence and vacation of premises.
8. Income Tax as per the provisions of IT Act and other applicable taxes will be recovered from the monthly payment and the contractor has to submit PAN Number allotted by the Income Tax Department.
9. 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 or loss of life of the labour, simultaneously enclosing for records.
10. The contractor shall pay the remuneration by crediting to the Bank account of the respective personnel engaged by him, simultaneously enclosing copies as proof for records
11. In case of Injury/Death caused to any person within the premises of the contract area/ at depot by the labour engaged by the contractor, the contractor shall be liable to pay the compensation as levied by the statutory bodies/authorities concerned. The Corporation shall not be responsible for any such compensation. In case the contractor fails to pay such compensation the Corporation shall have the right to recover the same from the Security Deposit and monthly remuneration payable to the contractor apart from termination of contract.
12. In case the Contractor/Agency 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/Agency as well as reported family members of the Contractor individually.
13. The Contractor has to comply with all the provisions of the Acts of Government relating to labour Rules and Regulations made there under from time to time like Contract Labour (R&A) Act 1970. Payment of Minimum Wages as prescribed by the appropriate Government from time to time and submits the proof of compliance along with the monthly bill to the Depot Manager concerned for payment. He has to indemnify the Corporation on all the claims, damages for compensation under the provisions of all Laws and Acts pertaining to the Labour.

SIGNATURE OF THE TENDERER

14. 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 the arrangements made by him to fulfill his obligation arising out of this clause by way of an Insurance Policy.
15. The contractor has to pay the wages to the persons engaged by him before 10th of every month at the rates not less than the “minimum wages” as fixed by the Commissioner of Labour from time to time. He is responsible for any objections or disputes raised either by the Labour Department., or the workers on any payments to be made to the workers and on any penalties levied by the Government.
16. The contractor is liable to pay the damages if any caused to the premises or moveable/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. In case the amount is recovered from the Security Deposit, the contractor is liable to recoup the same immediately.

III. LABOUR SPECIFICATIONS:

1. The contractor/agency should deploy candidates against the contract work.
2. Must be above 18 years of age as on date of filing Tender.
3. To undertake the above specified work contract, the contract shall deploy Persons/contract labour directly in the contract area, despite his obligation to extend weekly rest to his workmen, which he has to meet on his own arrangement.
4. The successful Contractor/Agency has to furnish the passport size photographs of the workers to be deployed by him for the contracted work, within 15 days of awarding contract containing the Name, Qualification, experience, age, Father's name, residential address of each worker along with Tender Application. The contractor shall not change the work men specified without approval of Depot Manager/Traffic Incharge.
5. The workers employed by the contractor shall not have any right or claim whatsoever for employment in TGSRTC at a future date.
6. 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.

SIGNATURE OF THE TENDERER

IV. CRITERIA FOR ALLOTMENT OF TENDERS:

1. The criteria for allotment of this contract will be based on the lowest amount offered but not less than the minimum value and in accordance with terms and conditions.
2. The rate quoted shall include minimum wages payable for unskilled labour and minimum 7% profit margin of the contractor.
3. Other things being equal, preference will be given to the following in the order of priority.
 - a) The Tenderer who is holding PF & ESI Code Nos. issued by Competent Authority concerned shall be given preference.
 - b) The Tenderer who holds a valid labour licence under contract Labour Regulation and Obligation Act 1970) will be given preference.
 - c) The Tenderer with registration of firm for the same/similar nature of work with man power supply with the appropriate authority will be given preference.
4. Other things being equal, if more than one Tenderer quotes the lowest minimum amount and is found suitable by the Tender Committee, on all other criteria specified above the Contract shall be allotted to one of them on the basis of Lottery.
5. Finalization of Tender will be by way of negotiation by the Tender Committee. The decision of the Tender Committee in that regard shall be final.
6. The persons who are black listed or who have bad track record with the Corporation or against whom business complaints are pending will not be considered for allotment of the contract even if they fulfill all the other conditions.
7. In case of contractor supplying 20 or more persons to TGSRTC in any category who is not in possession of PF & ESI code shall compulsorily submit the same his tenders shall be liable for cancellation duly forfeiting the EMD.

V) EMD:

1. Earnest Money Deposit is to be paid as specified in Tender Notification/Tender terms and conditions at Annexure.
2.
 - a) The EMD prescribed should be paid through crossed Demand Draft drawn in favour of Dy. Chief Accounts Officer, TGSRTC, Secunderabad Region, payable at Nationalized Bank, only and in case of failure to enclose the Demand Draft, as specified above in original to form/Application will be rejected.
 - b) The EMD amount shall not carry any interest.

SIGNATURE OF THE TENDERER

3. a) The tender form duly filled in, along with the Demand Draft in original towards the EMD amount should be enclosed along with the terms and conditions duly signed on each page. Amount quoted by Tenderer 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 rates quoted or any other corrections in the tender form, they should be attested by the tenderer otherwise the tender will be rejected.

b) In case of any discrepancy in words and figures, the rate whichever is lower will be reckoned as quoted rate.

c) On the sealed cover, the nature of business, name and address of the tenderer shall be indicated
4. EMD is not exempted to any society/voluntary organization/institution/ communities, etc.
5. In case EMD paid by the tenderer is less than what is stipulated in the tender Notification or the EMD is not paid in the form of DD, the tender will be rejected besides forfeiting the EMD.
6. The EMD amount of unsuccessful bidders will be refunded after finalization of Tenders, without any interest.
7. If the successful tenderer fails to take up the work and provide labour with prescribed experience/qualification within the period specified, the EMD will be forfeited.
8. The tenders once submitted are not permitted to be withdrawn at any stage of process .Any such withdrawal of tender would result in forfeiture of EMD.
9. If the successful tenderer fails to pay Security Deposit within 10 days from the date of communication, the EMD will be forfeited.

VI) SECURITY DEPOSIT:

1. The successful bidder to whom the contract will be allotted shall have to undertake the contract for a period of Two Years from the date of entering into an agreement. If he/she desires to discontinue the contract for whatsoever reasons, before completion of minimum period of contract, the Security Deposit will be forfeited in favour of the Corporation.
2. The successful tenderer (allottee) has to pay Security Deposit which is equivalent to One Month remuneration through DD in favour of Dy.CAO/SR within stipulated time 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. In case of increase in statutory wages during the period of contract, proportionately additional SD has to be paid.

SIGNATURE OF THE TENDERER

3. The Security Deposit is refundable on the expiry of the period of licence without interest and subject to the satisfactory performance and fulfillment of agreement conditions.
 - a. 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.
 - b. Non-submission of Deed of Licence after payment of the Security Deposit amount, within the stipulated time.
 - c. The contractor failing to execute the contract for the period agreed to under the contract.
 - d. 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 contract, the Security Deposit will be forfeited in favour of the corporation.

VII) TERMINATION:

1. The Corporation shall have right to terminate the contract with a month's notice, if in its opinion the work of contractor is not satisfactory or when there is no further need of the contract and its decision in this regard shall be final.
2. The contract shall be terminable with One Month advance notice by either party.
3. The contract is liable for termination in the event of contractor failing to do the contract for which the licence is granted for a continuous period of 90 days which shall also carry necessary penalties and forfeiture of Security Deposit.
4. 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.
5. Mis-behaviour or assault on the employees of the Andhra Pradesh State Road Transport Corporation by the contractor or his representatives/workers will lead to imposition of penalty or termination of contract duly forfeiting the Security Deposit.
6. After finalization of tender, no further representation of tenderer shall be entertained.

SIGNATURE OF THE TENDERER

VIII) PENALTY CLAUSE:

1. a) The contractor is liable for imposition of penalties upto Rs.500/- in case of complaints from the Staff, Officers and Public on the allotted work and the same will be deducted from the monthly remuneration bills or from 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 Unit Officer or the authority who enters the agreement any higher authority to such authority.
- b) If any worker of Contractor absents on a particular day, and no substitute is provided in his place the corresponding wage amount has to be deducted from the contractor.
- c) The Contractor should fulfill the minimum guaranteed attendance of the labour engaged every month. Poor attendance/attendance lower than the minimum guaranteed attendance shall render liable for imposition of penalties apart from deduction of wage.
2. In the event of any statutory authority imposed any punishment like fines etc., and if the Corporation is made a party in such penal action, the Corporation will retain/recover such amount from the amount due to the contractor monthly/security deposit etc., with in until it is proved to the satisfaction of the Corporation that such penal actions are ceased. Such actions will also result in termination of contract.

IX) BILL CLAIM, PF & ESI:

1. The remuneration will be paid to the successful bidder on monthly basis by the Corporation. The Contractor has to submit the claim on 2nd of every month, the monthly remuneration will be paid to Contractor by 11th of the month and the contractor has to pay the wages to the workers and remit PF/ESI/EDLIF/GST Contributions by 15th of the month. Then, he has to submit the claim of next month on 2nd of the month alongwith proof of wages paid and proof of statutory remittances made for the previous month. The cycle for payment for the month would be calendar month. Payment of monthly remuneration will be made only on submission of proper claim duly certified by the Maintenance Supervisor.
2. The bill/claim by contractor shall be numbered with date. It should indicate number of persons, Quantum of work, rate applicable and amount of the bill. The bill should have the name and address of the contractor accompanied with relevant papers viz., Attendance, Acquaintances, performance details by the Unit Officer.
3. The contractor has to produce a certificate about his performance every month on or before 28th current 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 on or before 11th of succeeding month.

SIGNATURE OF THE TENDERER

4. The Corporation will meet the total additional expenditure that arises due to increase in minimum wages and no enhancement of profit margin will be allowed on the corresponding increase in minimum wages, as and when the minimum wages are enhanced during the contract period.
5. Whenever the minimum wages payable to the contract labour or workers are enhanced in the middle of the contract period the contractor should pay difference of Security deposit towards the revised monthly remuneration or license fee.

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DUTIES AND RESPONSIBILITIES OF PERSONS (SKILLED) TO UTILISE THEIR SERVICES BEING OPERATED TO PUSHPAK PICKUP POINTS RGI AIRPORT UNDER THE JURISDICTION OF CNT AND MYP-II DEPOTS OF SECUNDERABAD REGION.

- The Executives have to wear Green T-shirts as specified by the Corporation and shall be provided by the Contractor.
- They should be in neat and tidy in their outfits and should appear in hygienic condition.
- The Executives should be graduates with fluent in English, Hindi and Telugu languages having basis computer knowledge.
- The Executive shall receive the passengers at Bus Stop with pleasant greetings.
- They shall assist for loading and unloading of luggage of Senior Citizens/lady passengers.
- They shall update the arrival and departure of buses.
- They shall follow the directions of the Officials of RTC.
- They shall work round the clock in three shifts.
- The firm has to provide Smart Phones to the Executives.
- The Executives have to maintain Control Chart pertaining to the Services touching the Bus Stations.
- Have to supply Drinking Water to the Passengers.
- Have to inform Depot Managers:
 - i. On un-punctual operations and bunching of buses.
 - ii. Break-down of service buses in his jurisdiction.
 - iii. About accidental occurrences in his jurisdiction.
 - iv. About Bundh, Agitations, Visits of local VIPs like MLAs, MLCs. MPs and Ministers etc.
 - v. About encroachment of TSRTC land.
- To ensure upkeep of Control point and yard.
- The Executives have to inform Unit Officer about illicit vehicles plying with Vehicle Numbers, Type and timings of operations.
- Any other works entrusted by AM(T)/DM.

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