

TELANGANA STATE ROAD TRANSPORT CORPORATION**Hyderabad Region**

To
The Regional Manager
T G S R T C, Hyderabad Region,
Kachiguda CAC, Hyderabad.

Sir,

PHOTO

Sub: **CONTRACTS** – Contract of **HSD Oil Top up of depots of Hyderabad Region** – Submission of Tender application Form - Reg.

Ref: Tender Notification No. **M2/797(08)/2025-HR, dated 29.12.2025.**
Published in Andhra Jyothi & Times of India Newspapers **on 17.01.2026.**

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

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

Yours faithfully

(SIGNATURE OF THE TENDERER)

Date:

Name & Address of the Tenderer:

Full Name:

Permanent Address:

Contract Number:

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**APPLICATION FORM TO BE FILLED BY THE TENDERER – WORK
CONTRACT FOR HSD OIL TOPUP UNITS OF HYDERABAD REGION**

- 1) NAME OF THE TENDERER :
(In capital Letters)
- 2) DATE OF BIRTH AND :
AGE OF THE TENDERER
- 3) FATHER'S NAME :
- 4) FULL ADDRESS OF THE :
TENDERER WITH MOBILE
& PHONE NO.
- 5) IF FIRM/AGENCY MENTION :
FULL ADDRESS AND DETAILS
- 6) PAN NO. :
- 7) NATURE OF WORK : **HSD Oil Top up**
- 8) NAME OF THE DEPOT :
No of vehicles =
- 9) a) MINIMUM NO.OF PERSONS TO BE : **03 UN-SKILLED**
DEPLOYED FOR THE ABOVE WORK
b) MINIMUM VALUE OF THE WORK : WITH PF CODE:**Rs. 47,511 /- p.m**
(Including PF&ESI statutory & 7% P.M) :
- 10) RATE QUOTED FOR CARRYING OUT : Rs.
THE ABOVE WORK (including min. wages,
statutory contributions& Profit margin etc.)
- 11) IF THE TENDERER PROVIDED RETIRED EMPLOYEES,
THE WAGE + PROFIT MARGIN IS APPLICABLE:

SIGNATURE OF THE TENDERER

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12) EARNEST MONEY DEPOSIT (EMD): Amount Paid Rs.

By Way of D.D./Bankers Cheque D.D. No. _____

Only drawn in favor of DATE _____

Dy. Chief Accounts Officer/ Secunderabad Region
BANK _____

TSRTC, Hyderabad.

13) DETAILS OF PF CODE NO. & :
VALIDITY (Proof to be enclosed)

14) DETAILS OF ESI CODE NO. & :
VALIDITY (Proof to be enclosed)

15) DETAILS LABOUR LICENCE NO. :
& VALIDITY (Proof to be enclosed)
(Form-VI)

16) DETAILS OF GST NO.
& VALIDITY (Proof to be enclosed)

17) PREVIOUS EXPERIENCE :
(Proof to be enclosed)

18) LAST DATE & TIME : **05.02.2026, UPTO 14.00 HOURS**
FOR SUBMISSION OF TENDER

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

SIGNATURE OF THE TENDERER

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TERMS & CONDITIONS FOR DEPLOYMENT OF MANPOWER AND JOB DESCRIPTION.

DEPLOYMENT OF MANPOWER

The contractor/Agency should deploy only male candidates to carry out the contract.

- a) The contractor shall deploy **03 Un- Skilled** for top up and other related works.
- b) The candidate should possess a minimum qualification of ITI with Diesel Mechanic Trade.
- c) Must be above 18 years of age as on date of filing of Tender.
- d) Must produce a fitness certificate from any of the Govt. Doctor not below the rank of Civil Asst. Surgeon. (Proof of documentary evidence should be submitted by the Contractor before allotment).

JOB DESCRIPTION:

1. HSD OIL TOPUP, ASISTANCE TO DESPATCH OF VEHILES & HANDINGOVER AND TAKINGOVER OF VEHICLE TOOLS: -
2. . The Contractor shall ensure proper Top up of HSD Oil as per the specification and ensure the recording of the same for each Bus daily.
 - A) The contractor shall provide required Assistance to Dispatch of Vehicles daily. The Contactor has undertaken the work of Handing over and taking over of vehicle Tools.
 - B) The Contractor ensures proper Top up of HSD Oil as per the specification and ensure the recording of the same for each Bus daily and shall maintain appropriate records in the computer, generation of Log sheet challan and working in oil sections also.
 - C) The Dispatch staff deployed should operate LIM (Log Sheet Issue Machine) for issue of log sheets at the time of vehicle departure.
3. Assistance required to Dispatch of the Vehicles means: -
 - Dusting of all seats.
 - a) Providing of tools in the Bus.
 - b) Placing of appropriate Destination/Time table Boards in the Bus.
 - c) Ensuring of the sufficient water in the Radiator by adding the required water in the Radiator.
 - d) The Contractor has to undertake the above specified work daily in the contract area, irrespective of his liability to extend weekly rest to his workmen, which he has to meet on his own arrangements.
 - e) The Contractor shall be responsible for the Security of oil Bunk and all kinds of oils thereof and should report to the oil section In charge/Mechanical Supervisor daily before the start & end of the shift.
 - f) Any work entrusted by the Mechanical Supervisor.

SIGNATURE OF THE TENDERER

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TERMS & CONDITIONS

1. The Tenderer has to pay the Earnest Money Deposit (EMD) of **Rs. 28,507/-** drawn in favor of the Dy. Chief Accounts Officer/Secunderabad Region , TSRTC, by way of Demand Draft/Bankers Cheque and enclose to the Tender Form. The tender form without the EMD will be rejected. The EMD amount shall not carry any interest.
2. EMD is not exempted to any Society/ Voluntary Organization/ Institution/ Communities etc.,.
3. In case the Earnest Money Deposit paid by the Tenderer is less than what is stipulated in the tender notification or if the EMD is paid through other means i.e., in a manner other than the stipulated in terms and conditions, such tender application will be rejected besides forfeiting the EMD.
4. **The Tender Form, duly filled up shall be placed in a sealed cover and the category for which the Tender is applied shall be written on the top of the envelope. Such Sealed envelope shall be dropped in the tender box, kept in the Office of the Regional Manager, Hyderabad Region Kachiguda CAC from 10.30 Hrs. to 14.00 Hrs. on 05.02.2026. The tenders received after the stipulated date and time will not be accepted. Tenders will be opened on the same day at 15.00hrs in the presence of the tenderers.**
5. **THE CONTRACT PERIOD IS FOR TWO (2) YEARS, WHICH CAN BE EXTENDABLE FOR ONE (1) MORE YEAR BASED ON THE SATISFACTORY PERFORMANCE (i.e. TOTAL (03) YEARS ONLY).**
6. The Security Deposit will be forfeited duly giving one-month advance termination notice:
 - a) When penalties are imposed for improper maintenance or complaints etc., for more than three times in a calendar year.
 - b) If the contractor commits breach of any terms and conditions of the agreement during the subsistence of the period of agreement.
7. **THE CRITERIA FOR AWARDING THE CONTRACT IS:**
 - a) The agency participating in the tender shall have at least two (02) years of experience for the same/similar nature of work.
 - b) The tenderer who is holding PF and ESI Code Nos., issued by the appropriate authorities shall be given preference.

SIGNATURE OF THE TENDERER

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- c) Other things being equal, if more than one Tender quote the minimum value of the work and is found suitable by the Tender Committee, the Contract shall be allotted one of them on the basis of LOTTORY.
 - d) Finalization of tenders will be by way of negotiation by the Tender Committee. The decision of the Tender Committee in that regard shall be final.
 - e) The persons who are blacklisted 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 other conditions:
8. The successful bidder has to undertake the contract and carryout the work as per the job description.
 9. The Successful bidder has to deploy the ABOVE-MENTIONED persons daily to undertake the above said work contract. This specified number of workmen has 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 since the monthly remuneration includes the provision of Off-relievers.
 10. The Corporation is not responsible if the tenders are held up due to litigations in Hon'ble Courts OR for any other administrative reasons.
 11. The EMD amount of unsuccessful bidders will be refunded after finalization 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 authorized representatives can submit the tender application along with the authorization letter.
 14. **The Tenderer must fill the Tender form completely, sign all the papers containing the Terms & Conditions and enclose the Demand Draft in original towards the EMD amount to it and put it in a sealed cover and drop the cover in the Tender Box. Amount quoted by tenderer towards monthly remuneration should be written in both figures and in words clearly and other supporting certificates shall be kept in the cover and sealed. In case of any corrections on the monthly rates quoted or any other corrections in the tender form, they should be attested by the tenderer, otherwise the tender will be rejected. On the sealed cover, the nature of Contract, name and address of the tenderer shall be indicated.**

SIGNATURE OF THE TENDERER

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15. The Tender Form not accompanied by the Demand Draft/Bankers Cheque, as the case may be, in original towards requisite EMD: incomplete filled tender forms, failure to sign and failure to enclose terms and conditions will be rejected. Also, the successful tenderer has to submit a solvency certificate issued by the competent authority.
16. Tender forms with any pre-conditions or additional conditions other than the conditions prescribed by TSRTC will summarily be rejected.
17. If the successful tenderer fails to take up the work within the period specified in the allotment order, the EMD will be forfeited.
18. The successful tenderer shall enter into an agreement for undertaking the work on prescribed terms and conditions within 15 days from the date of Allotment Letter.
19. The successful bidder to whom the contract will be allotted shall have to undertake the contract for a minimum period of ONE YEAR from the date of entering into an agreement. If he desires to discontinue the contract for reasons whatsoever, before completion of minimum period of ONE YEAR of the contract, the Security Deposit will be forfeited in favour of the Corporation.
20. The Corporation shall have the right to terminate the contract with a month's notice if in its opinion the contract is not satisfactory and his decision in this regard shall be final.
21. The contract shall be terminable with two months advance notice by either party after completion of the two year period.
22. **The successful tenderer (allottee) has to pay the Security Deposit equivalent to (1) ONE Month remuneration by way of DD and enter into an agreement** within the stipulated time failing which the allotment is liable for cancellation and the EMD paid by him/her shall be forfeited to the Corporation without any further notice/intimation. Security Deposit will not carry any interest.
23. **The Contractor should engage only Male persons in the age group of 18 to 62 years.** He should not engage persons below the age of 18 years for the work. At any cost child labour i.e., children below 14 years of age, should never be engaged for the contract work.
24. 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.
25. 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 prior approval of Depot Manager/Supervisor.

SIGNATURE OF THE TENDERER

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26. In case the Contractor deploys any of his family members who are covered under the term "Family Members" as defined under Sub-Section 3 of Section 26 of the Minimum Wages Act, 1948, an Affidavit explaining the relationship and dependency shall be submitted, both by the Contractor as well as the reported family member of the Contractor individually.
27. The Contractor shall pay minimum wages to the lab our engaged by him at the rates not less than the Minimum Wages as notified by the Government from time to time, in the presence of the Depot Manager/Supervisor failing which the difference of wages will be deducted from the Security Deposit /Monthly bill. He is responsible for any objections, disputes, raised either by Lab our Department or the Workers on any payment to be made to the workers and on any penalties levied by the Government.
28. The contractor is liable for any obligation arising out of his contract in respect of lab our engaged by him
29. **No compensation shall be paid by the Corporation for any injury or death of the workers engaged by the Contractor either enroute of the service so operated or within the depot premises. The Contractor is liable to bear all expenses and compensation in such cases. The contractor shall satisfy the TELANGANA STATE ROAD TRANSPORT CORPORATION with regard to the arrangements made by him to fulfill his obligation arising out of this clause by way of an Insurance Policy.**
30. In case the contractor, who is not in possession of PF and ESI Code Nos., the monthly bill of contract amount shall be paid to him only after deduction of the PF amounts from the wages of the persons engaged by him and recovering the matching contribution (Employer share) together with Administrative & Inspection Charges, EDLIF, ESI and 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.
31. The contractor shall ensure deduction of PF 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, TSRTC PF (Trust), Hyderabad. If the Contractor is in possession of Code Number allotted by Regional Provident Fund Commissioner (RPFC), 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 license obtained from Labour Department and Code Number allotted by RPFC & ESI.
32. In case of the contractor who is in possession of individual PF/ESI Code No. Obtained from the competent authority, the contractor shall remit the PF/EDLIF amounts in respect of the persons engaged by him, to the appropriate authorities under PF and ESI concerned 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.

SIGNATURE OF THE TENDERER

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33. The contractor has to contract the Labor 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 Labor (Regulation & Abolition) Act, 1970 to carry-out the work entrusted to him under this Agreement and submit a copy of the same to the Licensor and to the concerned Depot Manager before commencement of the contract.
35. The contractor has to comply with all the provisions of the Acts of Government relating to lab our and Rules and Regulations made there under from time to time like Contract Labour (R&A) Act 1970. Payment of Minimum Wages, Provident Fund, EDLIF, ESI, Weekly off etc., as prescribed by the appropriate Government from time to time and submit the proof of compliance along with the monthly bill to the Depot Manager 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.
36. The Security Deposit is refundable on the expiry of the period of Contract without interest, subject to the performance and fulfillment of agreement conditions.
37. 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.
38. The Security Deposit amount is liable to be forfeited in the event of non submission of Deed of License after payment of the Security Deposit amount and commencement of business/service contract
39. The workmen deployed by the Contractor have to strictly follow the shift timings allotted to them by the maintenance Incharge. The Maintenance Incharge at any time can change their shift duties based on the day to day requirement.
40. The monthly bill of the contract amount shall be paid to the contractor, only after submission of proof about the deduction of the PF amounts from the wages of the persons engaged by Contractor 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 from the persons engaged by the Contractor at the rates prescribed from time to time and it remittance to the Authorities concerned.
- 41. The contractor has to produce a certificate about his performance every month on or before 5th of succeeding month from the concerned authority on the satisfactory performance of the work to the concerned Depot Manager/Unit Officer for arranging payment of monthly remuneration which will normally be arranged before 10th of succeeding month.**

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42. The contractor is liable for imposition of penalties upto Rs.500/- in case of complaints from the staff, Officers and public on maintenance of the work and the same will be deducted from the monthly bills/remuneration or the Security Deposit, as the case may be. In case, the amount is deducted from the Security Deposit, the contractor is liable to recoup the same immediately. Otherwise, the contract it is liable for termination duly forfeiting the Security Deposit. This clause does not stand as a bar for implementing the clause of "Termination of contract for improper maintenance". Penalties can be levied by the authority who enter the agreement (i.e. DM/RM/Unit Officer) or any higher authority.
43. The contractor is liable to pay the cost of damages if any caused to the premises or movable/immovable property of the Corporation by him or by his agents or representatives, as determined by the licensor. The Corporation shall have the right to recover such amounts towards damages caused from the monthly remuneration or security deposit of the contractor.
44. 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.
45. The Corporation is having rights to increase or reduce the man power of the contract as and when necessary, by the Corporation.
46. 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 and damage to the equipment pertaining to TSRTC if any.
47. The Contract is liable for termination in the event of the contractor failing to do the contract (for which the license is granted) for a continuous period of 90 days which shall also carry necessary penalties and forfeiture of security deposit.
48. The rights given under the Contract are not transferable.
49. The Contractor is not permitted to sub-let the contract work to any other sub-contractor.
50. The workers employed by the contractor or the contractor himself shall not have any right or claim whatsoever for employment in the Telangana State Road Transport Corporation at a future date.
51. In case of misbehavior, assault on the passengers/ employees of the Telangana State Road Transport Corporation by the contractor or his representatives/workmen so deployed will lead to imposition of penalty or termination of contract, duly forfeiting the Security Deposit.

SIGNATURE OF THE TENDERER

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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 its choice through negotiations with the tenderers after justifying their ability to comply with the Labor Laws viz., Payment of Minimum wages recovery and remittance of contributions towards PF/EDLIF/ESI etc.,.
53. The contractor should adhere to all the Acts and Laws in force and applicable to his business and for any violation of such laws the sole responsibility lies with the licensee.
54. In the event of any statutory authority imposes any punishment likes fines etc., and if the Corporation is made a party in such penal action, the Corporation has got the authority to keep such amount due to the contractor like remuneration/security deposit etc., with it until it is proved to the satisfaction of the corporation that such penal actions are ceased. Such actions may also be reason for termination of the contract.
55. On the expiry of the period of contract or on its termination, as the case may be, the contractor shall handover the equipment's supplied by Department, if any, to the Unit Officer concerned in good working condition.
56. The contractor shall pay all the taxes under the Central and State Acts/Rules made there under, applicable to the business. The Corporation is not liable for the penalties in view of non-payment of taxes or default therein. Any default, non-payment of taxes to the statutory authorities will cause termination of contract and vacation of premises.
57. The GST at the rate applicable shall be paid by the contractor and submit the proof of the same in proper format for reimbursement.
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 Tenders.
59. Income Tax as per the provisions of I.T Act and other taxes if any, will be recovered from the monthly payment and the contractor should invariably provide his Income Tax PAN Number to the Corporation.
60. The contractor and the persons engaged by him for the work are subjected to security check while incoming and outgoing of the garage premises.
61. The Successful Contractor should produce the workers whom he proposes to deploy against the work, along with their certificates concerned, before the Tender Committee immediately on finalization of the Tender.
62. The contractor shall also be responsible for the safety of the tolls and plants and other items like electrical fittings, furniture and other property of the Corporation within the contract area.

SIGNATURE OF THE TENDERER

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63. a) The remuneration will be paid to the successful bidder every month by the Corporation.
b) Payment of monthly remuneration will be made only on submission of proper claim duly certified by Maintenance Supervisor and certificate should be given by Incharge Supervisor with reference to day-to-day work carried out by the Contractor. Incharge Supervisor should maintain a Register recording the attendance of the workers and works carried out.
64. The allotment of contract shall be on NON-EXCLUSIVE i.e., the Corporation shall have the right to grant contract to more than one contractor to do same type of contract in the same premises.
65. The contractor will have his work contract supervised by DM/Supervisor regularly or any authority superior to him.
66. 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 / LICENSE FEE.
67. The Agency/Contractor shall make the remuneration to the workmen engaged by way of Cheque or crediting to the Bank account of the concerned invariably.
68. In the event of death of contractor, the contract shall come to an end. However, the Corporation may permit the legal heir of the contractor to run the contract on the same terms and conditions for the remaining period of contract on execution of a fresh deed of agreement by such legal heir.
69. All disputes in scope of doubts or interpretation of clauses of conditions and applications of this contract or otherwise, the decision of the Managing Director, Telangana State Road Transport Corporation shall be final.
70. All the above terms and conditions will form part of the agreement of the Contract and the contractor will be bound by the conditions in addition to any other conditions prescribed by the Corporation from time to time.

SIGNATURE OF THE TENDERER

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