

(DOWNLOADED)

**APPLICATION FORM TO BE FILLED BY THE TENDERER FOR ALLOTMENT OF  
SWEEPING, CLEANING & MOPPING OF BUSES CONTRACT (PIECE RATE BASIS  
CONTRACT FOR MOFUSSIL DEPOTS)At BHADRACHALAM DEPOT**

To  
The Dy. Regional Manager (M),  
T.S.R.T.C., KHAMMAM.

Passport Size  
Photograph of  
the  
Tenderer

Sir/Madam,

Sub:-TENDERS-Tenders invited for allotment of contract work for Sweeping & Cleaning  
And Mopping of Buses at BHADRACHALAM Depot in TGSRTC, KHAMMAM Region on  
“payment of monthly remuneration through PIECE RATE - BASIS by the Corporation” -  
Tender Form - Submitted - Reg.

Ref:- Tender Notfn. No.M1/725(36)/2025-RM:KMM Dt.19-01-2026.

-000-

I /we have gone through the terms and conditions/ ANNEXURE supplied along with the  
Tender Form carefully for taking -up the contract work of Sweeping & Cleaning and Mopping of  
buses at BHADRACHALAM Depot in TGSRTC, KHAMMAM Region on “payment of monthly  
remuneration by the Corporation” on PIECE RATE BASIS ”.

I / we hereby further agree to abide by the rules and conditions laid down in the Terms and  
Conditions, ANNEXURE and Agreement also such rules as farmed by the Corporation from time to  
time.

Yours faithfully,

(Signature of Tenderer).

Date:

Station:

Full address of the Tenderer  
(in block letters)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

CELL NO. \_\_\_\_\_

PROFORMA OF APPLICATION FORM TO BE FILLED BY THE TENDERER FOR  
ALLOTMENT OF SWEEPING, CLEANING & MOPPING OF BUSES CONTRACT  
(PIECE -RATE CONTRACT FOR MOFUSSIL DEPOTS)

At BHADRACHALAM **DEPOT**

(to be filled by the Unit Officer)

No. of Buses held at the Depot (Type-wise)

Pallevelugu/City Ordinary/Mini Buses : 19+2=21

Express /Metro Express/ Semi Low Floor: 16

Deluxe/ Metro Deluxe : 08

Super Luxury :

Rajadhani / Metro Luxury (City Volvo) :

Garuda Plus/Garuda/ Rajadhani& Lahari:

**Total Fleet** :

No. of Parking Drivers required (@ 25 vehicles) :02

**Total number of G.I. type buses available for a day for Cleaning :**

**No. of Activities for G.I. buses per month:**

- Mopping(Daily Cleaning Activity) : 45
- Weekly Cleaning Activity (MWP):45

**Total number of A.L. type buses available for a day for Cleaning :**

**No. of Activities for A.L. buses per month:**

- Daily Cleaning Activity:
  - Sweeping : 45
  - Washing : 45
- Weekly Cleaning Activity (MWP): 45

No. of Washing Plants available at the Depot Automatic: Manual:

Minimum No. of persons to be engaged per day: E-05 Un-skilled and E-01Semi-Skilled.E-02 Skilled.

Tender contract value: **Rs. 144095/-**

Total Contract Value: \_\_\_\_\_

Note:-1) The total contract value as per the quoted rates by the tenderer should not be less than the above mentioned tender value for qualifying.  
2) For calculation of no. of various activities in a month, 30 days and 4 weeks in a month is considered.  
3) The skilled wages shall be paid to the Parking drivers based on the attendance.

(To be filled in by the Tenderer)

1. Name of the Tender(in block letters) : \_\_\_\_\_

2. Father's Name : \_\_\_\_\_

3. AADHAR No. : \_\_\_\_\_

4. a)PAN No. : \_\_\_\_\_

b) GST No. : \_\_\_\_\_

5. Full Address of the Tenderer: \_\_\_\_\_

6. Nature of Work : *Sweeping, Cleaning and Washing of Buses, Removing of Dust on the Seats, Cleaning of Shutters and Windscreen glasses. The details of the works to be carried out (daily and weekly) for various category of vehicles is enclosed to the tender form.*

(Signature of Tenderer).

Passport  
Size  
Photograph  
of  
the  
Tenderer

7. Rates Offered/quoted:

**Note:-** Rate to be quoted per bus in Rupees & Paise and should not be less than the base rate prescribed for the activity by the Corporation.

I. For Garuda plus, Rajadhani AC, Super Luxury etc., (Vehicles with GI body)

S. No	Type	Mopping (Bucket Washing Daily Cleaning Activity)		Weekly Cleaning Activity	
		Base Rate	Rate to be quoted for (in Rs.)	Base Rate	Rate to be quoted for (in Rs.)
1	Garuda plus AC Buses	Rs. 115		Rs. 175	
2	Rajadhani AC Buses	Rs. 100		Rs. 125	
3	Mini AC buses	Rs. 75		Rs. 115	
4	Super Luxury, JnNURM SLF buses	Rs. 75		Rs. 115	

II. For Deluxe, Express, Pallevelugu/City ordinary buses (Vehicles with Aluminum Bus Body):

a) With Automatic washing plant:

Daily Cleaning Activity				Weekly Cleaning Activity	
Sweeping		Washing			
Base Rate	Rate to be quoted for (in Rs.)	Base Rate	Rate to be quoted for (in Rs.)	Base Rate	Rate to be quoted for (in Rs.)
Rs. 15		Rs. 18		Rs. 43	

b) With Conventional Washing Plant:

Daily Cleaning Activity				Weekly Cleaning Activity	
Sweeping		Washing			
Base Rate	Rate to be quoted for (in Rs.)	Base Rate	Rate to be quoted for (in Rs.)	Base Rate	Rate to be quoted for (in Rs.)
Rs. 15		Rs. 24		Rs. 56	

c) Profit Margin Expected (Not More Than 10%): \_\_\_\_\_

8. Labour License No. & Validity (if any) \_\_\_\_\_

9. Details of PF Code No. & ESI Code No. \_\_\_\_\_

10. Previous experience (if any) \_\_\_\_\_

11. Details of Earnest Money Deposit "drawn in favour of Dy.Chief Accounts Officer/ Accounts Officer, TGSRTC \_\_\_\_\_ Region."

a. Amount paid towards EMD Rs. \_\_\_\_\_

b. Demand Draft / Banker's Cheque No. & Date \_\_\_\_\_

c. Name of the Bank \_\_\_\_\_

12. Registration fee Amount (downloaded form) : Rs. \_\_\_\_\_

**Registration fee details**

a. DD/BC.No. & Dt. \_\_\_\_\_

b. Amount for Rs. \_\_\_\_\_

c. Name of the Bank \_\_\_\_\_

I/We undertake the following sureties, who have signed hereunder as guarantors:

S.No.	Name of the Surety Sureties With full address	Occupation	Signature of the for the execution of the Agreement (Deed of License)
1.			

SIGNATURE OF THE TENDERER

## TECHNICAL QUALIFICATION CRITERIA FOR SWEEPING AND WASHING TENDERS

**1. PAST EXPERIENCE (30 Marks maximum):** Past experience will be treated in two ways one in the Corporation 2<sup>nd</sup> in any other industry. For every year experience in the Corporation **five marks** per year experience will be granted and a maximum of 30 marks will be granted for an experience of six years and above.

- If the contractor has experience in sweeping and cleaning contracts in any other transport industry four marks per year experience will be granted and a maximum of **24 marks** will be given for experience of six years and above.
- If the contractor has experience in sweeping and cleaning contracts other than transport industry he will be granted **three marks** per year experience and a maximum of **18 marks** for experience of six years and above. The relevant experience certificates have to be submitted as part of the technical bid.

**2. VALUE OF CONTRACTS (25 Marks maximum):** Value of contract per month of sweeping and cleaning contracts executed during one year in previous 5 years period accounted for granting marks as follows.

Sl.No.	Value of contracts	Marks
1	Up to Rs.40,000/-	10
2	Rs.40,000/- to Rs.80,000/-	15
3	Rs.80,000/- to Rs.1,20,000/-	20
4	Rs.1,20,000/- and above	25

The relevant contract agreements have to be submitted as part of technical bid.

**3. STAFF STRENGTH (25 Marks maximum):** Based on staff strength of the contractor the following marks will be awarded.

Sl.No.	Staff strength	Marks
01	Up to 5 members	10
02	5 to 10 members	15
03	10 to 15 members	20
04	15 members and above	25

The PF statements of the previous year has to be submitted as proof of strength of staff. The list of personnel on hand and proposed for the said contract is also to be submitted.

**4. LABOUR LICENSE (5 Marks):** If the contractor has a labour license he will be awarded 5 marks maximum. A Xerox copy of the labour license has to be submitted.

**5. CLIENT CREDENTIALS (15 Marks):** The contractor has to submit client credentials or user certificate stating that his performance as cleaning and sweeping contractor is satisfactory for which he will be awarded 15 marks.

To qualify in the technical bid the contractor has to get an aggregate mark of 60 out of 100 marks.

(Signature of Tenderer).

## TENDER CONDITIONS

Tenderer is required to carefully read the contents of this document and examine all instructions, forms, terms and conditions in the tender documents. Failure to furnish all information required as per the tender document or submission of tender not substantially responsive to the tender document in every respect will be at the tenderer's risk and may result in rejection of the tender.

### NATURE OF WORK:

- 1) The successful bidder has to undertake the job of Sweeping, Mopping and Complete Washing of buses as specified in the tender notification on piece rate basis for Mofussil Depots and on manpower basis for City Depots of GHZ.

### SUBMISSION OF TENDERS:

- 2) The tender must be submitted in the prescribed tender form along with requisite EMD.
- 3) The tender form is not transferable. The tender form must be signed by the tenderer only.
- 4) The tender once submitted shall not be permitted to be withdrawn. The Corporation will not be responsible for the delay in finalizing the tenders- for administrative reasons or for the reasons beyond its control viz., court directive etc.
- 5) Incomplete tender form or tender form received after the stipulated time and date, tender form not accompanied by Demand Draft for requisite EMD will be rejected. Cheques/FDRs in lieu of Demand Drafts will not be accepted.
- 6) Before submission of tender, tenderers are required to make themselves fully conversant with the eligibility criteria and terms & conditions, so that no ambiguity arises at a later date in this respect.
- 7) If the tenderer finds discrepancies in tender documents and its conditions or if he is in doubt as to their meaning, he should at once intimate and obtain clarification prior to submission of the tender.
- 8) The interested parties may inspect the premises of work contract before submitting the tender form.
- 9) In case of Firms/Companies/Corporations etc., the authorized representatives can submit the tender application along with authorization letter.
- 10) The tender shall be filled in all respects and shall be signed by the tenderer. Tenders received after due date and time, shall not be accepted.

Signature of the Tenderer

**11) 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. 06.02.2026. 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.**

**12) Tenderer shall submit the tender in sealed envelope as below:**

The envelope marked on top as "TENDER FOR ENGAGEMENT OF CONTRACTOR FOR SWEEPING, MOPPING AND WASHING OF BUSES AT BHADRACHALAM DEPOT OF KHAMMAM REGION", duly furnishing the name of the tenderer along with telephone/mobile number on the left hand bottom side and it shall contain.

- a) Requisite DD towards the EMD. Rs. 2,20,000/-
- b) Proof of experience in the similar field.
- c) All the papers of tender document with terms and conditions duly signed by the tenderer on each page as a token of acceptance.
- d) Self attested copies of tenderer's partnership deed/proprietorship deed/registration documents, as applicable.
- e) Self attested copy of Pan Card and GST Number of the tenderer.
- f) Power of attorney/Authority Letter to sign the Tender Document as applicable.
- g) Any other document required as per the tender conditions.

**13) Quoting of Rates:**

- a) The tenderer shall quote the rates of Sweeping/Mopping/Washing activities per bus as mentioned in Annexure-1 for Pallevelugu, Express, Deluxe, etc. (irrespective of model) with aluminum body and Garuda, Garuda Plus, Rajadhani, Super Luxury etc. with MS/GI body, not less than the base rates specified by the Corporation in Annexure-2A for Mofussil Depots.
- b) For City Depots of GHZ, the tenderer shall quote the rates per month based on the number of men to be deployed.

14) The tenderer shall quote the above rates in figures as well as in words. There shall not be any alterations in the amount quoted by the tenderer. In case of difference in the amount recorded in figures and words, the amount recorded in words will be taken into consideration.

Signature of the Tenderer

15) The tender must be unconditional. Conditional offers will be summarily rejected. The tender shall be quoted by the tenderer entirely in Indian rupees.

16) Incomplete tenders or tenders not fulfilling any of the conditions specified above are liable to be rejected without assigning any reason.

17) **ELIGIBILITY CRITERIA:**

- a. The eligible tenderer can be an individual/partnership firm/firm company/corporation.
- b. The tenderer should have the past experience of executing sweeping & Cleaning contracts in APSRTC/TGSRTC/any other Transport Industry/any other Industry.
- c. The tenderer shall submit necessary proof of experience along with tender documents.
- d. The technical evaluation is furnished at Annexure-3. To qualify in technical bid, the tenderer has to get the aggregate marks of 60 out of 100.

**EARNEST MONEY DEPOSIT:**

18) The EMD as specified in the tender notification is Rs.2,20,000/-. Each tender form shall be accompanied by a Demand Draft from any Nationalized Bank/Scheduled Bank for the stipulated amount towards EMD. No exemption of EMD is allowed to any Government Organizations/SSIs etc. The Demand Draft should be obtained in favour of Accounts Officer, TGSRTC, Khammam Region. EMD in any other form other than the Demand Draft will not be accepted.

19) The EMD will not carry any interest. The EMD of the unsuccessful tenderers will be refunded only after finalization of tenders. The corporation shall not be responsible for any delay in refund of EMD due to any reason in finalizing tenders i.e. Administrative reasons/Court directive etc. The EMD of the successful tenderer will be adjusted towards Security Deposit payable to the corporation.

**OPENING AND EVALUATION OF TENDERS:**

20) The tenders will be opened in the Regional Manager's Office, Khammam New Bus Station, Khammam at 15.00 PM on **06.02.2026**. The tenderer or any of his/her authorized representative holding authorization letter, who wish to be present at the time of opening of tenders, shall attend the tenders.

21) In the event of the date specified for receipt and opening of tender being declared as a holiday for RM's office, due date for submission of tenders and opening of tenders will be the following working day.

Signature of the Tenderer

22) The following procedure will be adopted for opening and evaluation of the tenders.

- a) Sealed envelope will be opened to verify its contents and if the documents are incomplete or not in the prescribed formats or substantially insufficient to evaluate the tender on the basis of the information contained in it may render the tender invalid.
- b) The quotes of the tenderers shall be read out to all the tenderers or their representatives present at the time of opening.
- c) **“The contract will be awarded to the tenderer who quotes the lowest amount subject to securing minimum of 60 marks in technical evaluation”.**

**NOTE:** Even though the tenderers meet the requirements, they are subject to be disqualified at any stage if they have made misleading or false representations in the forms, statements and attachments submitted in proof of the requirements.

23) The Tender Committee reserves the right to alter/modify the period of work contract mentioned in the Tender Notice at the time of finalization of Tenders.

24) The rates agreed upon and fixed at the time of tender are valid and binding for a period of three years from the date of agreement. The rates are exclusive of applicable GST.

25) The Corporation is not responsible, if the tenders are held up due to litigation in Hon'ble Courts OR for any other administrative reasons.

26) Tenders in the name of the minor or on behalf of the minors will be rejected. Tenders once submitted will not be permitted to withdraw.

27) The successful tenderer shall enter into an agreement for undertaking the work on prescribed terms and conditions.

**TENDER EVALUATION COMMITTEE:**

28) The tender evaluation committee constituted by the corporation shall evaluate the tenders. The decision of the tender evaluation committee in the evaluation of the tenders shall be final. No correspondence will be entertained outside the process of negotiation/discussion with the committee.

Signature of the Tenderer

29) Any approach from the tenderer, representative/agent trying to influence the decision on the tender, officially or otherwise, shall render the tender liable to be summarily rejected. The tender committee has been empowered to take the final decision regarding the tender.

**AMENDMENT OF TENDER DOCUMENT:**

30) At any time prior to the deadline for submission of proposals, corporation may for any reason, whether at its own initiative or in response to a clarification requested by a prospective tenderer modify the tender document by issuing an addendum.

31) Any addendum thus issued shall become a part of the tender document and will be communicated in writing through post/facts/email to all purchasers of the tender document and will also be posted on the website of the corporation.

32) To provide reasonable time to the prospective tenderers to take an addendum into account while preparing their proposals, the deadline for submission of proposals may be extended, at the discretion of the tendering authority, if required.

**TERMINATION OF TENDER PROCESS:**

33) Corporation may terminate the tender process at any time and without assigning any reasons thereof. TSRTC makes no commitments, express or implied, that this process will result in a business transaction with anyone.

34) The Corporation reserves right to reject any or all tenders without assigning any reason. The Corporation also reserves the right to allot the work contract to any person of its choice through negotiations with the tenderers after justifying their ability.

**ALLOTMENT OF CONTRACT:**

35) As per the recommendations of the tender committee, the contract will be allotted to the successful tenderer. The successful tenderer shall enter into an agreement within 15 days from the date of issue of allotment letter for the contract.

**FORFEITURE OF EMD:**

36) The EMD of the tenderer will be forfeited under the following circumstances.

Signature of the Tenderer

i) When the tender form submitted by the tenderer is invalid.

The tender form is liable to be treated as invalid:

- a) When the EMD is not paid or less than what is stipulated in the tender.
- b) When the EMD is paid through other means i.e. in a manner other than what is stipulated in the tender notification.
- c) When tender form with pre-conditions or additional conditions is submitted.
- d) When the tender is submitted in an un-concerned tender form.
- e) When the tender is submitted for the business other than that notified in the tender notification.

- ii) When the successful tenderer fails to pay the security deposit within 30 days from the date of issue of allotment letter to carry out the work contract.
- iii) When the successful tenderer backs out from the contract within the stipulated period for what-so-ever reason.
- iv) When the successful tenderer fails to enter into an agreement with the corporation within 30 days from the date of issue of allotment letter for the work contract.

**CONTRACT PERIOD:**

37) The contract period is three years from the date of agreement and extendable for 2 more years on the same terms and conditions subject to satisfactory performance.

**SECURITY DEPOSIT:**

38) The successful tenderer has to pay Security Deposit equivalent to one month work contract amount payable to the contractor (worked out on number of buses to be swept/mopped/washed in a month), in cash 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.

39) The contractor shall have to furnish security deposit in the form of DD for one month remuneration.

Signature of the Tenderer

- 40) The Security Deposit is refundable on the expiry of the period of work contract without interest and subject to the satisfactory performance and fulfillment of agreement conditions.
- 41) The Security Deposit paid by the contractor is liable to be forfeited in the event of non-commencement of work contract within the stipulated time or breach of any of the terms and conditions besides cancellation of allotment.
- 42) The security deposit submitted by the contractor will be refunded only after one month from the date of completion of the contract period after adjusting all the dues, if any, payable by the contractor to the corporation.

**OPERATION OF CONTRACT:**

- 43) As per the tender notification, the successful bidder has to engage sufficient number of workers to carry out all the specified works efficiently. If the work is not satisfactory, the Depot Manager/Garage-in-charge has powers to insist on the contractor to replace the incompetent workers with skilful workers.
- 44) The contractor shall carryout the work contract on all days.
- 45) In case the contractor intends to stop the work contract on any day/fraction of a day for any reason, he has to inform and obtain prior permission from Depot Manager/Garage In-charge at least three days in advance.
- 46) The Tools & Plants like Trolleys/Benches, Buckets, Ladders and required materials like cleaning cloth, soap liquid, brushes & brooms etc., shall be provided to the contractor by the corporation in adequate quantities. No equipment shall be brought into the corporation premises from outside agencies without prior permission of the corporation.
- 47) The corporation officials/supervisors are empowered to check the work spot, labour/supervisors at any point of time for any number of times.
- 48) The shift supervisor shall allot the buses for sweeping, mopping and washing of buses in his shift and submit a summary sheet of work carried out during the shift to the Mechanical In-charge on daily basis.
- 49) The contractor shall be available at the work spot daily and monitor the work of work contract labour engaged by him. Alternatively, the contractor has to authorize two representatives from his staff to acknowledge and receive material and communications on his behalf and also to handover any communication to corporation on his behalf. One of such two authorized representatives shall always be available at the work spot invariably. Their contact numbers and residential addresses shall also be furnished to the Depot Manager/Garage In-charge.

Signature of the Tenderer

- 50) The contractor shall ensure that the workers engaged by him shall not drive the buses inside or outside the garage premises even though they are in possession of valid driving license. He shall be responsible for any consequences arising in this regard.
- 51) Workers found with rude behavior/arrogance or not following guidance/instructions issued by the supervisor or physically not suitable or found in drunken condition at work spot or involved in any kind of indiscipline or involved in theft cases, shall be dispensed with immediately by the contractor and fresh workers shall be engaged. In such cases penalties shall also be imposed.
- 52) On the expiry of the period of work contract or on its termination, whatever the case may be, the contractor shall handover the equipments supplied by corporation, if any, to the Unit Officer concerned.

**STATUTORY:**

- 53) The contractor is liable for all statutory or any other obligations arising out of his work contract in respect of labour engaged by him.
- 54) The contractor has to obtain license from the Licensing Officer under "Work contract Labour (R&A) Act, 1970," to carry out the work contract in question in the work contract area and submit a copy of the same to the Depot Manager concerned before commencement of the contract.
- 55) 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 authorities concerned.
- 56) The contractor shall pay all the taxes including GST under the Central and State Acts/Rules made there under, applicable to his work contract. The Corporation is not liable for the penalties in view of non-payment of taxes or default thereon. Any non-payment of taxes or default to statutory authorities is liable for termination of work contract.
- 57) The contractor has to register his Firm under GST. The Contractor shall submit GST invoice(s) in the GST format along with the bills every month. All the GST invoice(s) shall be submitted. On submission of GST invoice(s) by the Contractor, Corporation shall release the payment of GST amount.
- 58) In the event of any statutory authority imposes any punishment like fines etc, and if the Corporation is made a party in such penal action, the Corporation has got the authority to keep such amount due to contractor like work contract amount / 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 contract.

Signature of the Tenderer

59) The contractor should adhere to all Acts and Laws applicable to his work contract and for any violation, the sole responsibility lies with the contractor.

60) 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 TGSRTC if any.

61) 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 work contract area or outside of the corporation's premises. The contractor is liable to bear all expenses and compensation in such cases. The contractor shall satisfy the corporation with regard to the arrangements made by him to fulfill his obligations arising out of this clause by way of an insurance policy.

62) 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 has to be produced to the corporation.

63) Since the work contract is awarded on piece rate basis, it is the responsibility of the contractor to pay PF and ESI contributions in respect of the workers engaged by him to carry out the work contract. The corporation has no liability in this regard.

**PAYMENTS:**

64) For Moffusil Depots, Payment shall be done on piece rate basis i.e. based on the number of buses swept / mopped / washed only and not on the attendance of manpower deployed. For City Depots, payment shall be done on the attendance of manpower deployed.

65) The contractor shall maintain attendance register to all the persons engaged by him, record their attendance every day and obtain signature of supervisor authorized by corporation every day.

66) At Mofussil Depots, the contractor has to submit details of number of buses swept/ mopped/washed, type-wise on daily and monthly basis to the Depot Manager concerned with the certification of Mechanical in-charge of the Depot. By verifying the daily and monthly reports, the payment shall be arranged to the contractor on monthly basis through RTGS/NEFT on submission of proper claim with certification of concerned officer/supervisor regarding the work performed.

Signature of the Tenderer

67) At City depots of GHZ, the contractor has to submit details of daily attendance of the number of men deployed for claiming the bill to the Depot Manager concerned with the certification of Mechanical and Security in-charges of the Depot.

68) The Contractor has to submit his claims every month by 2<sup>nd</sup> of succeeding month with the certification of Mechanical and Security in-charges concerned for payment of monthly bill which will normally be arranged by 11<sup>th</sup> of succeeding month.

69) If the contractor fails to submit the claims in time without any valid reasons and does not make timely payments to the manpower deployed by him, this shall also be treated as breach of contract terms and conditions.

70) It is mandatory for the contractor to claim any arrears of work contract amount within three months before expiry of agreement.

**PENALTIES:**

71) The contractor is liable to execute the work contract to the satisfaction of the Corporation. If the contractor fails to comply with the terms and conditions of the contract, the Depot Manager concerned and also higher officials shall have the right to inspect and impose penalties and take necessary action. The details of the penalty are as follows:

- a) For unsatisfactory work or breach of any condition including submission of claims in time, a penalty of Rs.1000/- for first occurrence, Rs.2,000/- for second occurrence and Rs.5,000/- for third occurrence shall be imposed.
- b) If the above lapses occur more than 3 times in a year, the contractor shall be issued a show cause notice for termination of work contract and forfeiture of security deposit. If the contractor still fails to comply with the terms and conditions of contract, the work contract will be terminated with the approval of Regional Manager duly blacklisting the contractor.
- c) In case, the penalty amount is deducted from the Security Deposit, the contractor is liable to recoup the same immediately. Otherwise, the work 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 work contract for improper maintenance". Penalties to be levied by the authority who enters the agreement (i.e., RM/DM/Unit Officer).

Signature of the Tenderer

72) 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 Corporation. The Corporation shall have the right to recover such amounts towards the damages caused from the monthly work contract amount 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.

**TERMINATION OF CONTRACT:**

73) The Contractor shall undertake work contract for a minimum period of one year from the date of agreement. If he desires to discontinue the work contract for whatsoever reasons, before completion of the minimum period of one year, he/she shall forfeit the Security Deposit in favour of the Corporation.

74) If the contractor desires to discontinue the work contract whatsoever reasons after completion of minimum period of one year, he/she has to give one month advance notice.

75) The Corporation reserves the right to terminate the work contract with one month's notice any time during the work contract period for unsatisfactory performance or for breach of any terms and conditions of the agreement, besides forfeiting the security deposit. The work contract is also liable for termination without assigning any reason thereof, by giving one month's notice. The decision of the corporation is final in this regard.

76) In case of misbehavior, assault on employees of the TGSRTC by the contractor or his representatives/workers will lead to imposition of penalty or termination of work contract duly forfeiting the Security Deposit, besides legal action by lodging police complaint and filing case before Court of Law.

**GENERAL:**

77) The contractor should engage only male persons between 18 years and 60 years of age for the work. Child labour should never be engaged for the contracted work.

78) 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 back ground. 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 work contract.

79) The contractor is not permitted to sub-let the work contract to any other sub-contractor, benami or proxy.

Signature of the Tenderer

- 80) The allotment of work contract shall be NON-EXCLUSIVE i.e. the Corporation shall have the right to grant permission to any number of contractors to perform similar type of work contract in the same premises. The contractor has no right to question whatsoever.
- 81) The contractor is liable for any obligation arising out of his work contract in respect of labour engaged by him.
- 82) The contractor and his workers should furnish their AADHAR details and sign in the incoming/outgoing register maintained at security branch of the depot on daily basis.
- 83) In the event of death of Contractor, the work contract shall come to an end. However, the Corporation may permit the Legal Heir of the contractor to run the work contract on the same terms and conditions for the remaining period of work contract on execution of fresh deed of agreement by such legal heir.
- 84) All the above terms and conditions will form part of the agreement of work contract and the contractor will be bound by the conditions in addition to any other conditions prescribed by the Corporation.
- 85) The Rights given under the work contract are not transferable.
- 86) The workers/supervisors or any other persons employed by the contractor or contractor himself shall not have any right or claim whatsoever for employment in the Telangana State Road Transport Corporation at a future date.
- 87) Even after entering into agreement between Corporation and contractor, any number of clauses in the agreement are subject to modification/deletion. Addition of new clauses will also be made in the corporation's interest during operation of contract. At the same time, care will be taken to protect interest of the contractor also.
- 88) In all disputes in scope of doubts or interpretation of clauses of conditions and applications of this work contract or otherwise, the decision of the Managing Director, TGSRTC shall be final.
- 89) The jurisdiction for any legal proceedings shall be within Hyderabad.

Signature of the Tenderer

(DOWNLOADED)

APPLICATION FORM TO BE FILLED BY THE TENDERER FOR ALLOTMENT OF  
SWEEPING, CLEANING & MOPPING OF BUSES CONTRACT (PIECE RATE BASIS  
CONTRACT FOR MOFUSSIL DEPOTS)

At KHAMMAM DEPOT

Passport  
Size  
Photograph  
of  
the  
Tenderer

To  
The Dy. Regional Manager (M),  
T.S.R.T.C., KHAMMAM.

Sir/Madam,

Sub:-TENDERS-Tenders invited for allotment of contract work for Sweeping & Cleaning  
And Mopping of Buses at KHAMMAM Depot in TGSRTC, KHAMMAM Region on  
“payment of monthly remuneration through PIECE RATE - BASIS by the Corporation” -  
Tender Form - Submitted - Reg.

Ref:- Tender Notfn. No.M1/725(36)/2025-RM:KMM Dt.19-01-2026.

-000-

I /we have gone through the terms and conditions/ ANNEXURE supplied along with the  
Tender Form carefully for taking -up the contract work of Sweeping & Cleaning and Mopping of  
buses at KHAMMAM Depot in TGSRTC, KHAMMAM Region on “payment of monthly remuneration by  
the Corporation” on PIECE RATE BASIS ”.

I / we hereby further agree to abide by the rules and conditions laid down in the Terms and  
Conditions, ANNEXURE and Agreement also such rules as farmed by the Corporation from time to  
time.

Yours faithfully,

(Signature of Tenderer).

Date:

Station:

Full address of the Tenderer  
(in block letters)

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CELL NO. \_\_\_\_\_

PROFORMA OF APPLICATION FORM TO BE FILLED BY THE TENDERER FOR  
ALLOTMENT OF SWEEPING, CLEANING & MOPPING OF BUSES CONTRACT  
(PIECE -RATE CONTRACT FOR MOFUSSIL DEPOTS)

At **KHAMMAM DEPOT**

(to be filled by the Unit Officer)

No. of Buses held at the Depot (Type-wise)

Pallevelugu/City Ordinary/Mini Buses : 19+2=21

Express /Metro Express/ Semi Low Floor: 16

Deluxe/ Metro Deluxe : 08

Super Luxury :

Rajadhani / Metro Luxury (City Volvo) :

Garuda Plus/Garuda/ Rajadhani& Lahari:

**Total Fleet** :

No. of Parking Drivers required (@ 25 vehicles) :02

**Total number of G.I. type buses available for a day for Cleaning :**

**No. of Activities for G.I. buses per month:**

- Mopping(Daily Cleaning Activity) : 45
- Weekly Cleaning Activity (MWP):45

**Total number of A.L. type buses available for a day for Cleaning :**

**No. of Activities for A.L. buses per month:**

- Daily Cleaning Activity:
  - Sweeping : 45
  - Washing : 45
- Weekly Cleaning Activity (MWP): 45

No. of Washing Plants available at the Depot Automatic: Manual:

Minimum No. of persons to be engaged per day: E-05 Un-skilled and E-01Semi-Skilled.E-02 Skilled.

Tender contract value:Rs. 144095/-

Total Contract Value: \_\_\_\_\_

Note:-1) The total contract value as per the quoted rates by the tenderer should not be less than the above mentioned tender value for qualifying.

- 2) For calculation of no. of various activities in a month, 30 days and 4 weeks in a month is considered.
- 3) The skilled wages shall be paid to the Parking drivers based on the attendance.

(To be filled in by the Tenderer)

1. Name of the Tender(in block letters) : \_\_\_\_\_

2. Father's Name : \_\_\_\_\_

3. AADHAR No. : \_\_\_\_\_

4. a)PAN No. : \_\_\_\_\_

b) GST No : \_\_\_\_\_

5. Full Address of the Tenderer: \_\_\_\_\_

6. Nature of Work : *Sweeping, Cleaning and Washing of Buses, Removing of Dust on the Seats, Cleaning of Shutters and Windscreen glasses. The details of the works to be carried out (daily and weekly) for various category of vehicles is enclosed to the tender form.*

(Signature of Tenderer).

Passport  
Size  
Photograph  
of  
the  
Tenderer

7. Rates Offered/quoted:

**Note:-** Rate to be quoted per bus in Rupees & Paise and should not be less than the base rate prescribed for the activity by the Corporation.

I. For Garuda plus, Rajadhani AC, Super Luxury etc., (Vehicles with GI body)

S. No	Type	Mopping (Bucket Washing Daily Cleaning Activity)		Weekly Cleaning Activity	
		Base Rate	Rate to be quoted for (in Rs.)	Base Rate	Rate to be quoted for (in Rs.)
1	Garuda plus AC Buses	Rs. 115		Rs. 175	
2	Rajadhani AC Buses	Rs. 100		Rs. 125	
3	Mini AC buses	Rs. 75		Rs. 115	
4	Super Luxury, JnNURM SLF buses	Rs. 75		Rs. 115	

II. For Deluxe, Express, Pallevelugu/City ordinary buses (Vehicles with Aluminum Bus Body):

a) With Automatic washing plant:

Daily Cleaning Activity				Weekly Cleaning Activity	
Sweeping		Washing			
Base Rate	Rate to be quoted for (in Rs.)	Base Rate	Rate to be quoted for (in Rs.)	Base Rate	Rate to be quoted for (in Rs.)
Rs. 15		Rs. 18		Rs. 43	

b) With Conventional Washing Plant:

Daily Cleaning Activity				Weekly Cleaning Activity	
Sweeping		Washing			
Base Rate	Rate to be quoted for (in Rs.)	Base Rate	Rate to be quoted for (in Rs.)	Base Rate	Rate to be quoted for (in Rs.)
Rs. 15		Rs. 24		Rs. 56	

c) Profit Margin Expected (Not More Than 10%): \_\_\_\_\_

8. Labour License No. & Validity (if any) \_\_\_\_\_

9. Details of PF Code No. & ESI Code No. \_\_\_\_\_

10. Previous experience (if any) \_\_\_\_\_

11. Details of Earnest Money Deposit "drawn in favour of Dy.Chief Accounts Officer/ Accounts Officer, TGSRTC \_\_\_\_\_ Region."

a. Amount paid towards EMD Rs. \_\_\_\_\_

b. Demand Draft / Banker's Cheque No. & Date \_\_\_\_\_

c. Name of the Bank \_\_\_\_\_

12. Registration fee Amount (downloaded form) : Rs. \_\_\_\_\_

**Registration fee details**

a. DD/BC.No. & Dt. \_\_\_\_\_

b. Amount for Rs. \_\_\_\_\_

c. Name of the Bank \_\_\_\_\_

I/We undertake the following sureties, who have signed hereunder as guarantors:

S.No.	Name of the Surety Sureties With full address	Occupation	Signature of the for the execution of the Agreement (Deed of License)
1.			

SIGNATURE OF THE TENDERER

## TECHNICAL QUALIFICATION CRITERIA FOR SWEEPING AND WASHING TENDERS

**1. PAST EXPERIENCE (30 Marks maximum):** Past experience will be treated in two ways one in the Corporation 2<sup>nd</sup> in any other industry. For every year experience in the Corporation **five marks** per year experience will be granted and a maximum of 30 marks will be granted for an experience of six years and above.

- If the contractor has experience in sweeping and cleaning contracts in any other transport industry four marks per year experience will be granted and a maximum of **24 marks** will be given for experience of six years and above.
- If the contractor has experience in sweeping and cleaning contracts other than transport industry he will be granted **three marks** per year experience and a maximum of **18 marks** for experience of six years and above. The relevant experience certificates have to be submitted as part of the technical bid.

**2. VALUE OF CONTRACTS (25 Marks maximum):** Value of contract per month of sweeping and cleaning contracts executed during one year in previous 5 years period accounted for granting marks as follows.

Sl.No.	Value of contracts	Marks
1	Up to Rs.40,000/-	10
2	Rs.40,000/- to Rs.80,000/-	15
3	Rs.80,000/- to Rs.1,20,000/-	20
4	Rs.1,20,000/- and above	25

The relevant contract agreements have to be submitted as part of technical bid.

**3. STAFF STRENGTH (25 Marks maximum):** Based on staff strength of the contractor the following marks will be awarded.

Sl.No.	Staff strength	Marks
01	Up to 5 members	10
02	5 to 10 members	15
03	10 to 15 members	20
04	15 members and above	25

The PF statements of the previous year has to be submitted as proof of strength of staff. The list of personnel on hand and proposed for the said contract is also to be submitted.

**4. LABOUR LICENSE (5 Marks):** If the contractor has a labour license he will be awarded 5 marks maximum. A Xerox copy of the labour license has to be submitted.

**5. CLIENT CREDENTIALS (15 Marks):** The contractor has to submit client credentials or user certificate stating that his performance as cleaning and sweeping contractor is satisfactory for which he will be awarded 15 marks.

To qualify in the technical bid the contractor has to get an aggregate mark of 60 out of 100 marks.

(Signature of Tenderer).

## TENDER CONDITIONS

Tenderer is required to carefully read the contents of this document and examine all instructions, forms, terms and conditions in the tender documents. Failure to furnish all information required as per the tender document or submission of tender not substantially responsive to the tender document in every respect will be at the tenderer's risk and may result in rejection of the tender.

### NATURE OF WORK:

- 1) The successful bidder has to undertake the job of Sweeping, Mopping and Complete Washing of buses as specified in the tender notification on piece rate basis for Mofussil Depots and on manpower basis for City Depots of GHZ.

### SUBMISSION OF TENDERS:

- 2) The tender must be submitted in the prescribed tender form along with requisite EMD.
- 3) The tender form is not transferable. The tender form must be signed by the tenderer only.
- 4) The tender once submitted shall not be permitted to be withdrawn. The Corporation will not be responsible for the delay in finalizing the tenders- for administrative reasons or for the reasons beyond its control viz., court directive etc.
- 5) Incomplete tender form or tender form received after the stipulated time and date, tender form not accompanied by Demand Draft for requisite EMD will be rejected. Cheques/FDRs in lieu of Demand Drafts will not be accepted.
- 6) Before submission of tender, tenderers are required to make themselves fully conversant with the eligibility criteria and terms & conditions, so that no ambiguity arises at a later date in this respect.
- 7) If the tenderer finds discrepancies in tender documents and its conditions or if he is in doubt as to their meaning, he should at once intimate and obtain clarification prior to submission of the tender.
- 8) The interested parties may inspect the premises of work contract before submitting the tender form.
- 9) In case of Firms/Companies/Corporations etc., the authorized representatives can submit the tender application along with authorization letter.
- 10) The tender shall be filled in all respects and shall be signed by the tenderer. Tenders received after due date and time, shall not be accepted.

Signature of the Tenderer

**11) 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. 06.02.2026. 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.**

**12) Tenderer shall submit the tender in sealed envelope as below:**

The envelope marked on top as "TENDER FOR ENGAGEMENT OF CONTRACTOR FOR SWEEPING, MOPPING AND WASHING OF BUSES AT KHAMMAM DEPOT OF KHAMMAM REGION", duly furnishing the name of the tenderer along with telephone/mobile number on the left hand bottom side and it shall contain.

- a) Requisite DD towards the EMD. Rs. 2,20,000/-
- b) Proof of experience in the similar field.
- c) All the papers of tender document with terms and conditions duly signed by the tenderer on each page as a token of acceptance.
- d) Self attested copies of tenderer's partnership deed/proprietorship deed/registration documents, as applicable.
- e) Self attested copy of Pan Card and GST Number of the tenderer.
- f) Power of attorney/Authority Letter to sign the Tender Document as applicable.
- g) Any other document required as per the tender conditions.

**13) Quoting of Rates:**

- a) The tenderer shall quote the rates of Sweeping/Mopping/Washing activities per bus as mentioned in Annexure-1 for Pallevelugu, Express, Deluxe, etc. (irrespective of model) with aluminum body and Garuda, Garuda Plus, Rajadhani, Super Luxury etc. with MS/GI body, not less than the base rates specified by the Corporation in Annexure-2A for Mofussil Depots.
- b) For City Depots of GHZ, the tenderer shall quote the rates per month based on the number of men to be deployed.

14) The tenderer shall quote the above rates in figures as well as in words. There shall not be any alterations in the amount quoted by the tenderer. In case of difference in the amount recorded in figures and words, the amount recorded in words will be taken into consideration.

Signature of the Tenderer

15) The tender must be unconditional. Conditional offers will be summarily rejected. The tender shall be quoted by the tenderer entirely in Indian rupees.

16) Incomplete tenders or tenders not fulfilling any of the conditions specified above are liable to be rejected without assigning any reason.

17) **ELIGIBILITY CRITERIA:**

- a. The eligible tenderer can be an individual/partnership firm/firm company/corporation.
- b. The tenderer should have the past experience of executing sweeping & Cleaning contracts in APSRTC/TGSRTC/any other Transport Industry/any other Industry.
- c. The tenderer shall submit necessary proof of experience along with tender documents.
- d. The technical evaluation is furnished at Annexure-3. To qualify in technical bid, the tenderer has to get the aggregate marks of 60 out of 100.

**EARNEST MONEY DEPOSIT:**

18) The EMD as specified in the tender notification is Rs.2,20,000/-. Each tender form shall be accompanied by a Demand Draft from any Nationalized Bank/Scheduled Bank for the stipulated amount towards EMD. No exemption of EMD is allowed to any Government Organizations/SSIs etc. The Demand Draft should be obtained in favour of Accounts Officer, TGSRTC, Khammam Region. EMD in any other form other than the Demand Draft will not be accepted.

19) The EMD will not carry any interest. The EMD of the unsuccessful tenderers will be refunded only after finalization of tenders. The corporation shall not be responsible for any delay in refund of EMD due to any reason in finalizing tenders i.e. Administrative reasons/Court directive etc. The EMD of the successful tenderer will be adjusted towards Security Deposit payable to the corporation.

**OPENING AND EVALUATION OF TENDERS:**

20) The tenders will be opened in the Regional Manager's Office, Khammam New Bus Station, Khammam at 15.00 PM on **06.02.2026**. The tenderer or any of his/her authorized representative holding authorization letter, who wish to be present at the time of opening of tenders, shall attend the tenders.

21) In the event of the date specified for receipt and opening of tender being declared as a holiday for RM's office, due date for submission of tenders and opening of tenders will be the following working day.

Signature of the Tenderer

22) The following procedure will be adopted for opening and evaluation of the tenders.

- a) Sealed envelope will be opened to verify its contents and if the documents are incomplete or not in the prescribed formats or substantially insufficient to evaluate the tender on the basis of the information contained in it may render the tender invalid.
- b) The quotes of the tenderers shall be read out to all the tenderers or their representatives present at the time of opening.
- c) **“The contract will be awarded to the tenderer who quotes the lowest amount subject to securing minimum of 60 marks in technical evaluation”.**

**NOTE:** Even though the tenderers meet the requirements, they are subject to be disqualified at any stage if they have made misleading or false representations in the forms, statements and attachments submitted in proof of the requirements.

23) The Tender Committee reserves the right to alter/modify the period of work contract mentioned in the Tender Notice at the time of finalization of Tenders.

24) The rates agreed upon and fixed at the time of tender are valid and binding for a period of three years from the date of agreement. The rates are exclusive of applicable GST.

25) The Corporation is not responsible, if the tenders are held up due to litigation in Hon'ble Courts OR for any other administrative reasons.

26) Tenders in the name of the minor or on behalf of the minors will be rejected. Tenders once submitted will not be permitted to withdraw.

27) The successful tenderer shall enter into an agreement for undertaking the work on prescribed terms and conditions.

**TENDER EVALUATION COMMITTEE:**

28) The tender evaluation committee constituted by the corporation shall evaluate the tenders. The decision of the tender evaluation committee in the evaluation of the tenders shall be final. No correspondence will be entertained outside the process of negotiation/discussion with the committee.

Signature of the Tenderer

29) Any approach from the tenderer, representative/agent trying to influence the decision on the tender, officially or otherwise, shall render the tender liable to be summarily rejected. The tender committee has been empowered to take the final decision regarding the tender.

**AMENDMENT OF TENDER DOCUMENT:**

30) At any time prior to the deadline for submission of proposals, corporation may for any reason, whether at its own initiative or in response to a clarification requested by a prospective tenderer modify the tender document by issuing an addendum.

31) Any addendum thus issued shall become a part of the tender document and will be communicated in writing through post/facts/email to all purchasers of the tender document and will also be posted on the website of the corporation.

32) To provide reasonable time to the prospective tenderers to take an addendum into account while preparing their proposals, the deadline for submission of proposals may be extended, at the discretion of the tendering authority, if required.

**TERMINATION OF TENDER PROCESS:**

33) Corporation may terminate the tender process at any time and without assigning any reasons thereof. TSRTC makes no commitments, express or implied, that this process will result in a business transaction with anyone.

34) The Corporation reserves right to reject any or all tenders without assigning any reason. The Corporation also reserves the right to allot the work contract to any person of its choice through negotiations with the tenderers after justifying their ability.

**ALLOTMENT OF CONTRACT:**

35) As per the recommendations of the tender committee, the contract will be allotted to the successful tenderer. The successful tenderer shall enter into an agreement within 15 days from the date of issue of allotment letter for the contract.

**FORFEITURE OF EMD:**

36) The EMD of the tenderer will be forfeited under the following circumstances.

Signature of the Tenderer

i) When the tender form submitted by the tenderer is invalid.

The tender form is liable to be treated as invalid:

- a) When the EMD is not paid or less than what is stipulated in the tender.
- b) When the EMD is paid through other means i.e. in a manner other than what is stipulated in the tender notification.
- c) When tender form with pre-conditions or additional conditions is submitted.
- d) When the tender is submitted in an un-concerned tender form.
- e) When the tender is submitted for the business other than that notified in the tender notification.

- ii) When the successful tenderer fails to pay the security deposit within 30 days from the date of issue of allotment letter to carry out the work contract.
- iii) When the successful tenderer backs out from the contract within the stipulated period for what-so-ever reason.
- iv) When the successful tenderer fails to enter into an agreement with the corporation within 30 days from the date of issue of allotment letter for the work contract.

**CONTRACT PERIOD:**

37) The contract period is three years from the date of agreement and extendable for 2 more years on the same terms and conditions subject to satisfactory performance.

**SECURITY DEPOSIT:**

38) The successful tenderer has to pay Security Deposit equivalent to one month work contract amount payable to the contractor (worked out on number of buses to be swept/mopped/washed in a month), in cash 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.

39) The contractor shall have to furnish security deposit in the form of DD for one month remuneration.

Signature of the Tenderer

- 40) The Security Deposit is refundable on the expiry of the period of work contract without interest and subject to the satisfactory performance and fulfillment of agreement conditions.
- 41) The Security Deposit paid by the contractor is liable to be forfeited in the event of non-commencement of work contract within the stipulated time or breach of any of the terms and conditions besides cancellation of allotment.
- 42) The security deposit submitted by the contractor will be refunded only after one month from the date of completion of the contract period after adjusting all the dues, if any, payable by the contractor to the corporation.

**OPERATION OF CONTRACT:**

- 43) As per the tender notification, the successful bidder has to engage sufficient number of workers to carry out all the specified works efficiently. If the work is not satisfactory, the Depot Manager/Garage-in-charge has powers to insist on the contractor to replace the incompetent workers with skilful workers.
- 44) The contractor shall carryout the work contract on all days.
- 45) In case the contractor intends to stop the work contract on any day/fraction of a day for any reason, he has to inform and obtain prior permission from Depot Manager/Garage In-charge at least three days in advance.
- 46) The Tools & Plants like Trolleys/Benches, Buckets, Ladders and required materials like cleaning cloth, soap liquid, brushes & brooms etc., shall be provided to the contractor by the corporation in adequate quantities. No equipment shall be brought into the corporation premises from outside agencies without prior permission of the corporation.
- 47) The corporation officials/supervisors are empowered to check the work spot, labour/supervisors at any point of time for any number of times.
- 48) The shift supervisor shall allot the buses for sweeping, mopping and washing of buses in his shift and submit a summary sheet of work carried out during the shift to the Mechanical In-charge on daily basis.
- 49) The contractor shall be available at the work spot daily and monitor the work of work contract labour engaged by him. Alternatively, the contractor has to authorize two representatives from his staff to acknowledge and receive material and communications on his behalf and also to handover any communication to corporation on his behalf. One of such two authorized representatives shall always be available at the work spot invariably. Their contact numbers and residential addresses shall also be furnished to the Depot Manager/Garage In-charge.

Signature of the Tenderer

- 50) The contractor shall ensure that the workers engaged by him shall not drive the buses inside or outside the garage premises even though they are in possession of valid driving license. He shall be responsible for any consequences arising in this regard.
- 51) Workers found with rude behavior/arrogance or not following guidance/instructions issued by the supervisor or physically not suitable or found in drunken condition at work spot or involved in any kind of indiscipline or involved in theft cases, shall be dispensed with immediately by the contractor and fresh workers shall be engaged. In such cases penalties shall also be imposed.
- 52) On the expiry of the period of work contract or on its termination, whatever the case may be, the contractor shall handover the equipments supplied by corporation, if any, to the Unit Officer concerned.

**STATUTORY:**

- 53) The contractor is liable for all statutory or any other obligations arising out of his work contract in respect of labour engaged by him.
- 54) The contractor has to obtain license from the Licensing Officer under "Work contract Labour (R&A) Act, 1970," to carry out the work contract in question in the work contract area and submit a copy of the same to the Depot Manager concerned before commencement of the contract.
- 55) 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 authorities concerned.
- 56) The contractor shall pay all the taxes including GST under the Central and State Acts/Rules made there under, applicable to his work contract. The Corporation is not liable for the penalties in view of non-payment of taxes or default thereon. Any non-payment of taxes or default to statutory authorities is liable for termination of work contract.
- 57) The contractor has to register his Firm under GST. The Contractor shall submit GST invoice(s) in the GST format along with the bills every month. All the GST invoice(s) shall be submitted. On submission of GST invoice(s) by the Contractor, Corporation shall release the payment of GST amount.
- 58) In the event of any statutory authority imposes any punishment like fines etc, and if the Corporation is made a party in such penal action, the Corporation has got the authority to keep such amount due to contractor like work contract amount / 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 contract.

Signature of the Tenderer

59) The contractor should adhere to all Acts and Laws applicable to his work contract and for any violation, the sole responsibility lies with the contractor.

60) 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 TGSRTC if any.

61) 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 work contract area or outside of the corporation's premises. The contractor is liable to bear all expenses and compensation in such cases. The contractor shall satisfy the corporation with regard to the arrangements made by him to fulfill his obligations arising out of this clause by way of an insurance policy.

62) 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 has to be produced to the corporation.

63) Since the work contract is awarded on piece rate basis, it is the responsibility of the contractor to pay PF and ESI contributions in respect of the workers engaged by him to carry out the work contract. The corporation has no liability in this regard.

**PAYMENTS:**

64) For Moffusil Depots, Payment shall be done on piece rate basis i.e. based on the number of buses swept / mopped / washed only and not on the attendance of manpower deployed. For City Depots, payment shall be done on the attendance of manpower deployed.

65) The contractor shall maintain attendance register to all the persons engaged by him, record their attendance every day and obtain signature of supervisor authorized by corporation every day.

66) At Mofussil Depots, the contractor has to submit details of number of buses swept/ mopped/washed, type-wise on daily and monthly basis to the Depot Manager concerned with the certification of Mechanical in-charge of the Depot. By verifying the daily and monthly reports, the payment shall be arranged to the contractor on monthly basis through RTGS/NEFT on submission of proper claim with certification of concerned officer/supervisor regarding the work performed.

Signature of the Tenderer

67) At City depots of GHZ, the contractor has to submit details of daily attendance of the number of men deployed for claiming the bill to the Depot Manager concerned with the certification of Mechanical and Security in-charges of the Depot.

68) The Contractor has to submit his claims every month by 2<sup>nd</sup> of succeeding month with the certification of Mechanical and Security in-charges concerned for payment of monthly bill which will normally be arranged by 11<sup>th</sup> of succeeding month.

69) If the contractor fails to submit the claims in time without any valid reasons and does not make timely payments to the manpower deployed by him, this shall also be treated as breach of contract terms and conditions.

70) It is mandatory for the contractor to claim any arrears of work contract amount within three months before expiry of agreement.

**PENALTIES:**

71) The contractor is liable to execute the work contract to the satisfaction of the Corporation. If the contractor fails to comply with the terms and conditions of the contract, the Depot Manager concerned and also higher officials shall have the right to inspect and impose penalties and take necessary action. The details of the penalty are as follows:

- a) For unsatisfactory work or breach of any condition including submission of claims in time, a penalty of Rs.1000/- for first occurrence, Rs.2,000/- for second occurrence and Rs.5,000/- for third occurrence shall be imposed.
- b) If the above lapses occur more than 3 times in a year, the contractor shall be issued a show cause notice for termination of work contract and forfeiture of security deposit. If the contractor still fails to comply with the terms and conditions of contract, the work contract will be terminated with the approval of Regional Manager duly blacklisting the contractor.
- c) In case, the penalty amount is deducted from the Security Deposit, the contractor is liable to recoup the same immediately. Otherwise, the work 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 work contract for improper maintenance". Penalties to be levied by the authority who enters the agreement (i.e., RM/DM/Unit Officer).

Signature of the Tenderer

72) 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 Corporation. The Corporation shall have the right to recover such amounts towards the damages caused from the monthly work contract amount 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.

**TERMINATION OF CONTRACT:**

73) The Contractor shall undertake work contract for a minimum period of one year from the date of agreement. If he desires to discontinue the work contract for whatsoever reasons, before completion of the minimum period of one year, he/she shall forfeit the Security Deposit in favour of the Corporation.

74) If the contractor desires to discontinue the work contract whatsoever reasons after completion of minimum period of one year, he/she has to give one month advance notice.

75) The Corporation reserves the right to terminate the work contract with one month's notice any time during the work contract period for unsatisfactory performance or for breach of any terms and conditions of the agreement, besides forfeiting the security deposit. The work contract is also liable for termination without assigning any reason thereof, by giving one month's notice. The decision of the corporation is final in this regard.

76) In case of misbehavior, assault on employees of the TGSRTC by the contractor or his representatives/workers will lead to imposition of penalty or termination of work contract duly forfeiting the Security Deposit, besides legal action by lodging police complaint and filing case before Court of Law.

**GENERAL:**

77) The contractor should engage only male persons between 18 years and 60 years of age for the work. Child labour should never be engaged for the contracted work.

78) 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 back ground. 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 work contract.

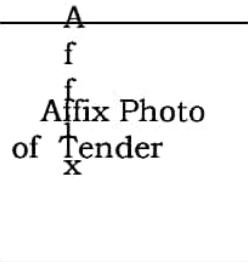
79) The contractor is not permitted to sub-let the work contract to any other sub-contractor, benami or proxy.

Signature of the Tenderer

- 80) The allotment of work contract shall be NON-EXCLUSIVE i.e. the Corporation shall have the right to grant permission to any number of contractors to perform similar type of work contract in the same premises. The contractor has no right to question whatsoever.
- 81) The contractor is liable for any obligation arising out of his work contract in respect of labour engaged by him.
- 82) The contractor and his workers should furnish their AADHAR details and sign in the incoming/outgoing register maintained at security branch of the depot on daily basis.
- 83) In the event of death of Contractor, the work contract shall come to an end. However, the Corporation may permit the Legal Heir of the contractor to run the work contract on the same terms and conditions for the remaining period of work contract on execution of fresh deed of agreement by such legal heir.
- 84) All the above terms and conditions will form part of the agreement of work contract and the contractor will be bound by the conditions in addition to any other conditions prescribed by the Corporation.
- 85) The Rights given under the work contract are not transferable.
- 86) The workers/supervisors or any other persons employed by the contractor or contractor himself shall not have any right or claim whatsoever for employment in the Telangana State Road Transport Corporation at a future date.
- 87) Even after entering into agreement between Corporation and contractor, any number of clauses in the agreement are subject to modification/deletion. Addition of new clauses will also be made in the corporation's interest during operation of contract. At the same time, care will be taken to protect interest of the contractor also.
- 88) In all disputes in scope of doubts or interpretation of clauses of conditions and applications of this work contract or otherwise, the decision of the Managing Director, TGSRTC shall be final.
- 89) The jurisdiction for any legal proceedings shall be within Hyderabad.

Signature of the Tenderer

TELANGANA STATE ROAD TRANSPORT CORPORATION



To  
The Regional Manager  
T.G.S.R.T.C Khammam Region.

SUB: TENDERS :- Submission of tender for awarding contact for providing Attenders, distribution of  $\frac{1}{2}$  liter /1 ltr mineral bottles supplied by Corporation – Provision & maintenance of CDs/ Pen drive Video & Audio in Non A.C Lahari Buses/Rajadhani A.C buses of \_\_\_\_\_ Depot- Reg.

Ref: Tender notification M1/725(36)/2025-RM:KMM, dt.19.01.2026.

\*\*\*\*

I/We hereby submit tender for awarding of contract for providing Attenders, daily maintenance Like dusting, washing, cleaning, distribution of  $\frac{1}{2}$  liter /1 ltr mineral bottles supplied by Corporation – assistance to passengers luggage loading & un-loading & provision & maintenance of CD / Pen drive Video & Audio in Rajadhani buses of Khammam Region together with Cell phone etc in Non A.C Lahari Buses /Rajadhani A.C buses of \_\_\_\_\_ DEPOT subject to the terms and conditions and other rules stipulated by the Corporation which are made available to me along with the tender form.

Place:

Yours faithfully

Date :

Encl: ( Tender form)

SIGNATURE OF TENDERER

FULL ADDRESS:

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Tender form for awarding contact for providing Attenders with cell phone, daily maintenance Like dusting, washing, cleaning, distribution of ½ liter / 1 ltr mineral bottles supplied by Corporation - provision & maintenance of CD / Pen drive Video & Audio, assistance to passengers in loading & un-loading of luggage etc in Non A.C Buses / Rajadhani A.C /LAHARI Buses of \_\_\_\_\_ Depot of Khamamm Region.

(To be filled in by the Tenderer)

1. Name of the Tender : \_\_\_\_\_ (in capital letters)

2. Father's Name : \_\_\_\_\_

3. AADHAR No. : \_\_\_\_\_

4. PAN No. : \_\_\_\_\_

5. Full Address of the Tenderer:

6. Nature of Work : providing Attenders with cell phone, daily maintenance Like dusting, washing, cleaning, distribution of ½ liter / 1 ltr mineral bottles supplied by Corporation - provision & maintenance of CD / Pen drive Video & Audio, assistance to passengers in loading & un-loading of luggage etc in Non A.C Lahari Buses / Rajadhani A.C buses at \_\_\_\_\_ Depot of Khammam Region.

7. Labour License No. (if any) \_\_\_\_\_

8. Details of PF Code No. & ESI Code No. \_\_\_\_\_

9. Previous experience (if any) \_\_\_\_\_

10. Earnest Money Deposit Particulars: Registration fee for Down loaded  
Tender form

\_\_\_\_\_ D.D / B.C. No. & Date \_\_\_\_\_

\_\_\_\_\_ Amount \_\_\_\_\_

\_\_\_\_\_ Name of the Bank \_\_\_\_\_

SIGNATURE OF THE TENDERER

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11. Providing of \_\_\_\_\_ Attenders for Buses at \_\_\_\_\_ Depot.

Amount Offered for Rs.\_\_\_\_\_

a) Provide CD/Pen drive Play, Audio-video & maintenance =

Rs.\_\_\_\_\_

(Quote not less than Rs.50/- per bus per month)

b) P.F.Registration Code no.& Validity.\_\_\_\_\_

c) EDLIF Registration Code NO. & Validity.\_\_\_\_\_

d) ESI Registration Code No. & Validity.\_\_\_\_\_

e) Labour licence No.( If any) \_\_\_\_\_

f) Pan No. \_\_\_\_\_

g) GST No. \_\_\_\_\_

12. I/We undertake the following sureties, who have signed hereunder as guarantors:

S.No	Name of the sureties With full Address	Surety With full	Occupation	Signature of the for the execution of the Agreement (Deed of License)
1.				
2.				

h) Distribution of water bottle to passenger ( bottles will supply by Corporation)

i) Supply of 5 leading news papers in Garuda Plus buses on free of cost.

I hereby agree to be awarded and willing to undertake the contract for providing attenders distribution of water bottles (supplied by Corporation) to passengers and CD Cassettes/Pen drive and maintenance of Video & Audio and assistance to passengers in loading & un-loading luggage in Non A.C Lahari Buses / Rajadhani A.C Buses of \_\_\_\_\_ Depot of Khammam Region for a period of (2) Two years on payment of the above amount, if the same is allotted to me.

I hereby agree to pay all Taxes wherever applicable to the concerned statutory authorities and reimburse the amount to TGSRTC in case TGSRTC is required to pay the same or already paid.

I conform my acceptance to the Terms and conditions stipulated by TGSRTC. In the event of my failure to abide by any of the terms and conditions, the EMD amount paid by me is liable for forfeiture.

(Signature of the Tenderer)

Place:

NAME IN CAPITAL LETTERS:

Date

ADDRESS:

-4-

**TERMS AND CONDITIONS OF THE TENDER FOR AWARDING CONTRACT FOR  
PROVIDING ATTENDERS AND SUPPLY OF ½ LITER / 1 LITER MINARAL WATER  
BOTTLES, CD CASSETTES/PEN DRIVE AND MAINTENANCE OF AUDIO & VIDEO IN Non  
A.C Lahari Buses / RAJADHANI/LAHARI A.C BUSES OF \_\_\_\_\_ DEPOT OF  
KHAMMAM REGION.**

**INTRODUCTION:**

- 1) a) The Tender is for awarding contract for providing Attenders with Cell phone and supply ½ liter / 1 liter Mineral Water bottles and CD Cassettes/Pen drive and maintenance of Audio & Video in Rajadhani/LAHARI buses of \_\_\_\_\_ Depot of Khammam Region.  
b) The Contract has to provide off reliever separately then only off reliever amount shall be allowed.
- 2) The contract is for a period of (2) two years and extendible one more year based on the performance of the contractor.
- 3) The Tender must be submitted in the prescribed Tender form. The Tender form is not transferable.
- 4) The Tender must be signed by the Tenderer only.
- 5) Each Tender form shall be accompanied by a Demand Draft / Banker's cheque drawn in favour of Accounts Officer, TGSRTC, Khammam Region from any Nationalized Bank towards EMD. Demand Drafts obtained from other than Nationalized Banks will not be accepted.
- 6) The EMD will not carry any interest. The EMD of the unsuccessful tenderers will be refunded only after finalization of tenders. The Corporation shall not be responsible for any delay in refund of EMD due to reasons beyond its control in finalizing tenders.
- 7) The Tender form completed in all respects, affixed with a recent passport size photograph, sealed in a cover shall be put in the Tender Box provided in the office of the Regional Manager, TGSRTC, Khammam Region.
- 8) The date for submission of completed Tender Form is **from 10.30 hrs to 14.00 hrs on 06.02.2026 at RM's Office, Old Bus Station, Khammam.**
- 9) The Tenders will be opened at New Bus station, Khammam on **06.02.2026 at 15.00 hrs.** the Tenderer or his authorized representative may be present at the time of opening of Tenders.
- 10) Incomplete Tender form, tender form received after the stipulated time and date, Tender forms not accompanied by Demand Draft towards EMD will be rejected. Cheques in lieu of Demand Draft will not be honored. Tender form, with lesser value of Demand Draft will be rejected.
- 11) The Tender once submitted will not be permitted to be withdrawn. Corporation will not be responsible for the delay in finalizing tenders for reasons beyond its control viz., court directive etc.
- 12) The EMD of the tenderer will be forfeited under the following circumstances.
  - (i) When the tender form submitted by the tenderer other than the prescribed form, the Tender form becomes invalid.
  - (ii) When the EMD paid is less than what is stipulated in the tender.
  - (iii) When EMD is paid through other means i.e., in a manner other than what is stipulated in the Tender Notification.
  - (iv) When incomplete tender form is submitted or tender form with pre-conditions or additional conditions is submitted.

SIGNATURE OF THE TENDERER.

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- (v) When the tender is submitted in an unconcerned tender form.
- (vi) When the tender is submitted for the business other than that notified.
- (vii) If the successful tenderer fails to pay Security Deposit within 15 days from the date of communication.
- (viii) If the Successful tenderer backs out from taking up of the contract, for whatsoever reason.

13) The Regional Manager / Tender Committee reserves the right to reject any tender or all the Tenders without assigning any reasons there for. Tenderer shall have no cause of action or claim against TGSRTC or its Officers – employees – successor – assignee for rejection of his tender.

14) The successful tenderer has to pay Security Deposit equivalent to (1) one month remuneration amount and enter into an agreement within 15 days from the date of communication of allotment. Otherwise allotment is liable for cancellation and the EMD paid by the tenderer will be forfeited. The Security Deposit will not carry any interest.

15) The successful tenderer shall supply and maintain the following items from the date of entering into agreement.

1. Supply 5 leading news papers on free of cost.
2. Attenders : Each (1) one person per bus with Cell phone
3. 1/2 liter/1 liter Mineral Water bottles supplied by Corporation in □ Rajadhani buses.
4. Video/Audio, CD Cassettes/Pen drive

17 a) The successful tenderer shall distribution of 1/2 liter/1 liter Mineral Water bottles (which are supplied by Corporation) to the passengers who are travelling in the bus, (as one time of measure)

b) The licensee shall supply CD cassettes pen drive E.2 per bus per day & Display of CD cassettes / Pen drive in the buses( both Audio/video) .

c) The successful tenderer shall arrange one attender with Cell phone in each bus at his own cost.

j) The Licensee shall organize washing cleaning of buses when they are away from Head Quarters

e) The successful tenderer shall supply CD Cassettes/Pendrive (ie. Audio & Video ) play each 2 per bus per day at his own cost.

f) The cinemas only which are having legal validity are to be played.( Cinemas such as piracy etc., cinemas shall not be play).

g) The Attenders shall assist to keep the bus in neat and tidy condition.

h) The Attenders shall Assist the Passengers to keep the luggage loading and unloading, Display of CD Cassettes (Video & Audio), Supply of Water bottles and Refreshments to Passengers, Guide the passengers to use the Toilets, and also see Toilets Clean condition.

i) The No.of buses are to be increased or decreased in any time.

j) The Licensee shall no display any advertisement.

18) The Corporation shall have the right to FORFEIT THE SECURITY DEPOSIT paid by the contractor at any time, if the contract commits breach of any terms & conditions of the agreement.

SIGNATURE OF THE TENDERER.

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19) The contract can be terminated by giving three month's notice on by the licensee/Agency and one month notice by the Corporation. In such circumstances, the deposit which may remain to the credit of the successful tenderer will be refunded only after all the dues payable to the Corporation have been settled out of the Deposits held by the Corporation.

20 a) The Successful tenderer shall carryout the business for providing of Attenders and supply of 1/2 liter/1 liter Mineral Water bottles and CD Cassettes/Pen drive (Audio & Video) for Non A.C buses /Rajadhani A.C/LAHARI buses in \_\_\_\_\_ Depot of Khammam Region for a minimum period of (1) One year from the date of enter into agreement before he/she can seek termination of contract.

b) In the event of the contractor seeking premature termination of contract within the stipulated 1 year period, the agent is liable to pay the monthly installments for the left over period of 1 year failing which the Corporation has the right to forfeit the Security Deposit.

c) The Attender shall travel in the bus and during the course of journey, he has to sell the following items at the rates specified below. These items shall be procure by the contractor made available to the attender to sell in the bus.

i) Chips/Wafers/Savories : Price fixed by the manufacturer.

ii) Britannia Good Day biscuits, Marie Biscuits  
Chocolates of Vijay Amul Parle, Nutrine - : Should not be sold over and above Parry's brand only. Salt biscuits of Crack the Maximum Retail price Jack, Monaco.,

iii) Packed Cool drinks : -do-

iv) Provide Cell phone and to collect the actual charges of the call.

21) In case the contractor fails to ensure to distribute 1/2 liter/1 liter Mineral Water bottles (which were supplied by Corporation) and supply of CD Cassettes / Pendrive the Depot Manager's concerned/ Dy.Regional Manager(O)/Dy.Regional Manager (M) concerned are empowered to impose a penalty upto Rs.500/- in each case.

22) In case contractor played the cinemas which are not having legality (i.e. piracy cinemas etc.) the contract will be terminated with 7 days notice duly forfeiting Security Deposit.

23) The Attenders provided by the contractor shall maintain good manner in the bus. In case any complaint received against attender the Depot Manager's concerned/ Dy. Regional Manager(O)/ Dy.Regional Manager (M) /Regional Manager concerned are empowered to impose a penalty up to Rs.500/- in each case in (2) occasions and continued the same attitude in (3) third time the contract will be terminated duly forfeiting the Security Deposit by giving One month notice.

SIGNATURE OF THE TENDERER.

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- 24) Corporation shall not be held liable for any loss or damage to the CD Cassettes/ Pen drive (Audio & Video).
- 25) On completion of the contract period shall become the property of the Corporation.
- 26) In case of termination of contract due to breach of Terms & Conditions of agreement CD/Pen drive and the contract shall have no right whatsoever on them.
- 27) The contractor shall not engage persons below the age of 18 years. The persons engaged by the contractor shall not have any right or claim what so ever, for employment in TGSRTC at a future date.
- 28) The contractor shall Abide by All Labour Laws at the rates -prescribed by the Government of Telangana, from time to time., like payment of Minimum Wages, PF/EDLIF/ESI/Employer equal contribution/Weekly off shall be made in the presence of the TGSRTC Official - concerned.
- 29) The Agent has to supply proper uniform to the attenders and identity and plates also the worker at his own cost. No worker will be allowed without identity plate and uniform. The worker should contact the supervisor on duty at depot before and after spell of his duty and furnish the position from time to time.
- 30) The monthly bill of the contract amount shall be paid to the agent only after submission of proof about the payment of PF amount with matching contribution to each person engaged by the contractor together with the administrative and inspection charges , EDLIF ESI and any other recoveries that are to be made from the persons engaged by the licensee at the rates prescribed from time to time.
- 31) The agent is liable for any obligation arise of this contract in respect of Labour engaged by him.
- 32) The Agent has to maintain the Registers as required under Law and required by the Corporation and the same have to be produced for verification of the inspecting officials.
- 33) No compensation shall be paid by the Corporation for any injury or death of the workers engaged by the contractor within the premises of contract area. The contractor is liable to bear all expenses and compensation in such case. The contractor shall satisfy the TGSRTC the arrangements made by him to full fill his obligation arising out of this clause by way of an insurance policy.
- 34) The agent is liable to pay the damages, if any causes to premises of movable/immovable property of the Corporation by him or by his agents or representatives as determined by the Licensee. The Corporation shall have the right to recover such amount towards damages caused from the monthly remuneration or Security Deposit of the Contractor.
- 35) In case of Mis- behavior, assault on employees of the TGSRTC or his representatives/ workers will lead to imposition of penalty or termination of contract duly forfeiting the Security Deposit.

SIGNATURE OF THE TENDERER.

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- 36) The Agent has to produce certificate about his performance every month or or before 5<sup>th</sup> of every month from the Concerned Depot authorities on the satisfactory performance of the work for payment of monthly remuneration.
- 37) The licensee liable for termination in the event of the Agent failing to do the contract for which license is granted for a continuous period of (90) days which shall also carry necessary penalties and forfeiture of Security Deposit.
- 38) The agent shall adhere to all acts and law enforce applicable to his business and for any violation of such laws the sole responsibility lies with the licensee.
- 39) The No. of buses are likely be increased or decreased at any time.
- 40) In the event of any statutory authorities imposes any punishment like fine etc and if the Corporation is made a party in such penal action, the Corporation has the got the Authority to keep such amount due to the agent like remuneration / security deposit etc with it until it is proved to satisfaction of the Corporation that such penalty actions are closed. Such actions may also be reasons for termination of contract.
- 41) The licensee shall not engage persons as Attenders who are below 18 years and above 62 years.
- 42) The persons engaged by the licensee shall not have any right to claim whatsoever for employment TGSRTC at a future date.
- 43) The Security Deposit paid by the Contractor is liable to be forfeited in the event of non-commencement of work/service contract after depositing security Deposit begin the stipulated time as per the allotment order or breach of any of the terms & conditions of the tender form besides termination of contract.
- 44) The Agent shall pay all the taxes under Central & State Acts made there under applicable to the business. The Corporation is not liable for the penalties in view of the non-payment of taxes or default there in. Any default non-payment of taxes to the Statutory Authorities will cause termination of license.
- 45) "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."
- 46) No Tenderer can quote value less than the minimum value of work. The Tenderer who holds PF,ESI Code and valid labour license under Contract Labour (Regulation & abolition Act, 1970) and the tenderer with at least ONE year of registration of Firm and experience for the same & similar nature of work (like provision of man power) with the appropriate authority will be given preference.
- 47) Tenderers, those who purchased the Tender Form, has only to submit the tender form, other-wise the tender will be rejected. The tenderers has to enclose a copy of their PAN CARD.
- 48) In case, there are more than one Tenderer quoting the same amount, allotment of contract shall be made on the basis of the Lottery and 1st Preference shall be given to Tenderers holding PF & ESI Code Nos..
- 47.The contractor should adhere to all acts and laws enforce applicable to his business and for any violation of such laws the sole responsibility lies with the license.

SIGNATURE OF THE TENDERER.

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48. In the event of any statutory authority imposes any punishment like fines etc., and if the Corporation is made a party in such penal action, the Corporation has got the authority to keep such amount due to 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 contract.
49. On the expiry of the period of license or on its termination as the case may be the contractor shall handover the equipments supplied by department if any to the unit officer of the concerned duly handing over the contract.
50. The contractor shall pay all the taxes including service tax under the Central and State Acts/Rules made there under applicable to the work. 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 statutory authorities will cause termination of license and vacation of premises.
51. 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.
52. All the above terms & 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.
53. 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.
54. No Tenderer can quote value less than the minimum value of work. The Tenderer who holds PF,ESI Code and valid labour license under Contract Labour (Regulation & abolition Act, 1970) and the tenderer with at least ONE year of registration of Firm and experience for the same & similar nature of work (like provision of man power) with the appropriate authority will be given preference.
55. If necessary the contractor shall arrange to remove the bed bugs from the buses.
56. In case of any dispute or difference arising on the terms and conditions of the tender or contract as the case may be, the decision of the MANAGING DIRECTOR, TGSRTC, shall be final and binding on both the parties.
57. The Contractor shall have rights to cancel the tender without assigning any reason.

SIGNATURE OF THE TENDERER.

**PROVIDING OF MECHANICS**

**TELANANGA STATE ROAD TRANSPORT CORPORATION  
KHAMAMM REGION**

(TENDER FORM NOT TRANSFERABLE)

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

Sir/Madam,

Sub:- CONTRACTS - Awarding of contract relating to Providing of  
E- Mechanics(SKILLED) to Depot – Submission of Tender  
form - Reg.

Ref: Tender Notification No.M1/725(36)/2025-RM-KMM, Dt.19.01.2026.

\*\*\*\*

I/We hereby submit 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 & Conditions stipulated by the Corporation from time to time during the operation of Contract on awarding the same.

Yours faithfully,

(SIGNATURE OF THE TENDERER)

Date:

Full Name & Permanent Address of the Tenderer: (in Block Letters)  
with Contact No.

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**PROFORMA OF TENDER FORM TO BE FILLED BY THE TENDERER  
FOR ALLOTMENT OF E- MECHANICS AT DEPOT**

1. Name of the Tenderer :  
(Aadhar Card to be enclosed)

Affix passport  
size Photograph

2. Fathers Name :

3. Full Address of the Tenderer:

4. Nature of work : Providing of E- Mechanics

5. Depot ( work to be undertaken at ) : **DEPOT**

6. Remuneration Offered Per month with PF/ESI & 7% Profit Margin for total workers is  
Rs. \_\_\_\_\_ in words \_\_\_\_\_

(Mentioned in the Tender Notification)

7. Labour License No. & Validity :  
(Xerox copy to be enclosed)

8. Certification of Registration of Firm :  
(Xerox copy to be enclosed)

9. Details of PF & ESI Code No :  
(Xerox copy to be enclosed)

10. Permanent Account Number :  
(Xerox copy to be enclosed)

11. GST Registration Number & Date:  
(Xerox copy to be enclosed)

12. Previous Experience (If any) :  
(Details to be furnished with proof  
No. of years in similar field)

13. EMD Particulars :  
a) EMD Amount of Rs. : \_\_\_\_\_  
b) Demand Draft/Banker's Cheque  
No & Date. : \_\_\_\_\_  
c) Name of the Bank : \_\_\_\_\_

I/We confirm my/our acceptance to the 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 by me/us is liable for forfeiture.

Signature of the Tenderer

**TERMS & CONDITIONS**  
**(E- MECHANICS )**

1. The successful bidder has to undertake the job of **E- MECHANICS** in the contract work spot specified.
2. The successful bidder has to deploy E- Skilled Male persons only daily at the work-spot 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 as notified in the tender notification, irrespective of his liability to extend weekly rest to his workmen he has to meet on his own arrangement.
3. The period of contract is **Two (2) years from the date of Agreement and extendable by One more year based on the satisfactory performance.**
4. The EMD prescribed should be paid through crossed Demand Draft drawn in favour of **Accounts Officer, TGSRTC, KHAMAMM Region**, payable at Khamamm and in case of failure to enclose the Demand Draft or Money Receipt, as the case may be, in original to the Tender Form/Application submitted, the Tender Form/Application will be rejected. The EMD amount shall not carry any interest.
5. EMD is not exempted to any Society/Voluntary Organizations /Institutions/ Communities etc.,
6. In case Earnest Money Deposit 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 conditions, the tender will be rejected besides forfeiting the Earnest Money Deposit.
7. The minimum value of the work contracts is assessed (as notified in the Tender Notification) which includes Minimum wages of Skilled Rs.18453/- with Statutory contributions including 7% profit Margin.(WITH PF, ESI, EDLIF of Rs.22473/-)

**8.LABOUR SPECIFICATIONS**

- A) The contractor/Agency should deploy only male candidates against the contract work.
- B) At any cost child labour i.e. Children below 18 years of age, should not be engaged for the contracted work.
- C) The candidate must be the holder of National Trade Certificate(ITECH) in the particular trade, in which his services are outsourced.
- D) Must be 18 years of age as on date of filling tender, and should be Physically fit to undertake the job assigned.

**SIGNATURE OF TENDERER**

- E) Must produce a fitness certificate from any of the Govt. doctor not below the rank of Civil Asst. Surgeon.
- F) In case the persons proposed by the contractor/agency are not having experience. The candidates may be tested by the respective Dy. RM(M) of the Region and the Depot Manager concerned for their Technical suitability before engaging them. The candidates shall be made available for conducting test within One week of opening of Tenders.

8. If the candidates provided by the contractor are unable to qualify the test conducted by Dy. RM(M) & DM of unit, he shall invariably provide fresh candidates for test within 7 days from the date of former test. No further consideration shall be made beyond two tests.
9. If the contractor fails to provide sufficient qualifying candidates even after two tests the tender shall deemed to be canceled duly forfeiting the EMD and the tender committee shall negotiate with the second lowest tenderer who is fulfill the other conditions.
10. The contractor shall not engage an persons whose character and credentials and integrity are doubtful in nature and those who are on the record of Police criminal background. If any such persons are engaged, the contractor solely responsible for such engagement and he is responsible for such and he responsible for all the consequences that may take place during the tenure of his contract.
11. In the event of any theft or irregularity which is detrimental to the interest of the organization the Corporation will have right to recover at the loss caused on account of the same, besides imposing fine/forfeiture of Security Deposit/Termination of the contract depending upon the irregularity.
12. As per the Govt of A.P through G.O.No.4271, dt.01.11.2008, "the contractor shall pay the wages to the personnel engaged by him through Cheque or crediting the salaries to the Bank Account of the concerned worker invariably".
13. To undertake the above specified work contract, the contractor shall deploy persons/contract labour daily in the contract area, duly extending weekly rest to his workmen as specified by the Unit Officer.
14. The contractor has to submit worker wise personal details i.e. Address & Qualification to be concerned unit officer before commencement of the contract.
15. The contractor has to issue the Identity Cards to the persons engaged by you and submit a copy of the same to concerned Unit Officer and to the Security Wing.
16. The contractor has to pay the wages to the personnel engaged by you through Cheque or crediting the salaries to the Bank Account of the concerned worker.
17. The contractor has to produce the following copies at the time of submission of monthly remuneration claims which is compulsory:

SIGNATURE OF TENDERER

18.
  - i) The contractor has to submit statutory contribution of PF & ESI ECR (Electronic-Challan- Receipt) Challans through online system only every month for arranging monthly remuneration.
  - ii) The contractor also submit worker wise wage statement (ESR) to the extent of challan (PF & ESI) submission by you every month.
  - iii) You have to produce the Form-6-A(Consolidation annual contributions statement) in the month of April every year.
19. The Corporation is not responsible if the tenders are held up due to litigation in Hon'ble Court OR for any other administrative reasons.
20. The EMD amount of unsuccessful bidders will be refunded after finalisation of Tenders, without any interest.
21. Tenders in the name of the minor or on behalf of the minors will be rejected. Tenders once made shall not be permitted to be withdrawn.
22. In case of Firms/Companies/Corporations etc., the authorized representatives can submit the tender application along with authorization letter.
23. The tender form duly filled in, along with the Demand Draft 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 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 on the monthly remuneration 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, name and address of the tenderer shall be indicated.
24. The sealed cover should be placed in a Tender Box, kept in the **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. 06.02.2026. 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.**
25. Tender Forms not accompanied by the Demand Draft/Money Receipt, as the case may be, in Original towards the requisite EMD; incomplete filled in tender forms, Tender form without signature and without terms and conditions with signature on each page will be rejected.
26. Tender forms with any pre-conditions or additional conditions other than the conditions prescribed by TGSRTC will be summarily rejected.
27. If the successful tenderer fails to take up the work within the period specified, the EMD will be forfeited.

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28. The successful tenderer shall enter into an agreement for undertaking the work on prescribed terms and conditions.
29. The successful bidder to whom the contract will be allotted shall have to undertake the contract for a minimum period of TWO YEARS from the date of entering into an agreement. If he desires to discontinue the contract for whatsoever reasons, before completion of minimum period of contract, Security Deposit will be forfeited in favour of the Corporation.
30. The contract shall be terminable with a ONE month advance notice by either party on completion of minimum period of One year. However the Corporation having rights to Terminate the contract if the contractor performance is not satisfied.
31. The successful tenderer (allottee) has to pay Security Deposit which is equivalent to ONE MONTHS' Remuneration, in cash and enter into an Agreement with the Corporation (with the RM/DM) 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.
32. The Remuneration will be paid to the successful bidder every month by the Corporation.
33. Payment of monthly remuneration will be made only on submission of proper claim duly certified by Maintenance Supervisor and certificate should be given by In charge Supervisor with reference to day to day work carried out by the Contractor. Supervisor should maintain a Register recording the attendance of the workers and works carried out.
34. 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 fresh deed of agreement by such legal heir.
35. The contract should not engage persons below the age of 18 years and above the 35 years of age for the work. At any cost child labour i.e. children below 18 year of age, should never be engaged for the contracted work. The Contractor should deploy only male persons who possess any of the following qualifications.

For ARTISANS

- a) The contractor/agency should deploy only male candidates against the contract work.
- b) At any cost child labour i.e. Children below 18 years of age, should not be engaged for the contracted work.
- c) The candidate must be the holder of National Trade Certificate (ITI) in the particular trade, in which his services are outsourced.

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- d) Must be above 18 years of age as on date of filling tender, and should be physically fit to undertake the job assigned.
- e) Must produce a fitness certificate from any of the Govt doctor not below the rank of Civil Asst. Surgeon.

36. The contractor has to supply Identity plates to the workers. worker shall be allowed without identity plates. The workers should contact the supervisor on-duty at Depot before and after spell of his duty and furnish the position from time to time. The contract shall not change the men without prior approval of the Depot Manager/ Maintenance Incharge.

37. 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.

38. The Contractor has to pay the wages to the persons engaged by him 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 Dept., or the workers on any payment to be made to the workers and on any penalties levied by the Government.

39. The contractor is liable for any obligation arising out of his contract in respect of labour engaged by him.

40. 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 with regard to the arrangements made by him to fulfill his obligation arising out of this clause by way of an Insurance Policy.

41. 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'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 pre-scribed from time to time as per the instructions issued in this matter.

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42. The contractor not in possession of PF Code 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 the Administrative and Inspection charges at the rates prescribed by the Government from time to time and remit to the Secretary, TGSRTC PF(Trust), Hyderabad. If the tenderer is in possession of Code Number allotted by Regional Provident Fund Commissioner, he shall remit the PF deductions to the respective RPFC under intimation to the Depot Manager and he need not remit the PF deductions to TGSRTC PF (Trust). Similarly, the contractor should remit the ESI contributions to the Authorities concerned under intimation to Corporation, Preference will be given to the tenderer possessing license obtained from Labour Department and Code Numbers allotted by RPFC and ESI.
43. In case of 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 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.
44. 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.
45. 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 in the Establishment of KHAMAMM Depot and submit a copy of the same to the Unit Officer/Depot Manager concerned before commencement of the contract.
46. 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, Weekly Off etc., 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.
47. The Security Deposit is refundable on the expire of the period of Contract without interest and subject to the performance and fulfillment of agreement conditions.
48. 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 Security Deposit within the stipulated time as per the allotment order or breach of any of the terms and conditions of the Tender form besides termination of contract.  
b) The security deposit amount is liable to be forfeited in the event of nonsubmission of Deed of License after payment of the Security Deposit amount and commencement of service contract.

SIGNATURE OF TENDERER

49. The security deposit is liable to be forfeited in case the contractor fails to execute the contract for the period agreed to under the contract.
50. 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 its remittance to the Authorities concerned.
51. The contractor has to produce a certificate about his performance every month on or before 5th of succeeding month from the authority concerned on the satisfactory performance of the work to the Unit Officer concerned for arranging payment of monthly remuneration which will normally be arranged before 10th of succeeding month.
52. The contractor is liable to pay the 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 Depot Manager. The Depot Manager 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.
53. Any violation or breach of terms and conditions of the contract including unsatisfactory maintenance of contract work shall render the contract liable to be terminated duly forfeiting the Security Deposit.
54. The contractor will not be allowed revised profit margin as and when minimum wages of labour will increase during the contract period.
55. The Corporation shall have right to terminate the contract with a month's notice, if in its opinion the work of contractor is not satisfactory and its decision in this regard shall be final.
56. The Security Deposit is liable for forfeiture in case the Contractor terminates the contract without giving one month notice to the Corporation.
57. 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.

SIGNATURE OF TENDERER

58. The contractor is liable for imposition of penalties up to Rs.1000/- in case of complaints from the Staff, Officers and Public on maintenance of work and the same will be deducted from the remuneration or the Security Deposit, as the case be. In case, the amount is deducted from the Security Deposits, 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 authority who enter the agreement (i.e.RM/DM/Unit Officer) or any higher authority.
59. The Contract is liable for termination in the event of contractor failing to do the contract for a continuous period of 90 days which shall also carry necessary penalties and forfeiture of Security Deposit.
60. The Rights given under the Contract are not transferable.
61. The contractor is not permitted to sub-let the contract work to any other sub-contractor.
62. In all disputes in scope of doubts or interpretation of clauses of conditions and applications of this contract or other-wise, the decision of the Joint Managing Director, Telangana State Road Transport Corporation shall be final.
63. The workers employed by the contractor/or the contractor himself shall not have any right or claim whatsoever for employment in the Andhra Pradesh State Road Transport Corporation at a future date.
64. In case of misbehavior, assault on employees of the Telangana State Road Transport Corporation by the contractor or his representatives/workers it will lead to imposition of penalty or termination of contract duly forfeiting the Security Deposit and Criminal action.
65. The Management reserves the right to reject any or all tenders without assigning any reason thereof. 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 Labour Laws viz., Payment of Minimum Wages recovery and remittance of contributions towards PF/EDLIF/ESI etc.,
66. The contractor should adhere to all acts and laws enforce applicable to his business and for any violation of such laws the sole responsibility lies with the Contractor.
67. 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 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 contract.

SIGNATURE OF TENDERER

68. The contractor shall pay all the taxes including Service Tax under the Central and State Acts/Rules made there under, to the business. The Corporation is not liable for the penalties in view of non- payment of taxes or default therein. Any default, nonpayment of taxes to statutory authorities will cause termination of Contract.
69. The Tender Committee reserves the right to alter/modify the period of contract mentioned in the Tender Notice at the time of finalisation of Tender.
70. 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.
71. The successful tenderer has to submit GST certificate, issued by the Competent Authority.
72. If any contractor quotes less than the above estimated (notified) value such a quotation will automatically be disqualified.
73. The contractor shall issue identity cards/employment cards as prescribed under Rule 76 of A.P Contractor Labour (R&A) Rules, 1971 duly affixing a passport size photograph of the workmen with signature of the employer(contractor) on the Photograph. The Identity card shall be issued in triplicate. One copy of the Identity shall be issued to the contract labour and the other two copies shall be submitted to the Unit Officer concerned. One copy will be retained with Unit Officer and the other copy shall be sent to the Security personnel of the Unit for necessary action. The contract labour will not be permitted to enter into the premises without the identity Card
74. If the Contractor is fail to pay the monthly minimum wages to the labour engaged by him within a stipulated date (i.e 5<sup>th</sup> of every month) of every month, the contract is liable for Termination duly forfeiting the Security Deposit.
75. 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

## TRAFFIC GUIDES

### TELANGANA STATE ROAD TRANSPORT CORPORATION KHAMMAM REGION

To

The Regional Manager,  
T.S.R.T.C.,  
KHAMMAM Region.

PHOTOGRAPH TO BE  
AFFIXED WITH  
SIGNATURE

Madam,

**Sub: CONTRACTS – Awarding of contract relating to outsourcing the work of Traffic Guides to utilize their services at the traffic generating points AT LB NAGAR POINT under the jurisdiction of the KHAMMAM DEPOT of KHAMMAM Region– Submission of Tender Form – Reg.**

Ref: Tender Notification No.M1/725(36)/2025-RM-KMM, Dt.19.01.2026.

\*\*\*\*

I/We hereby submit my Tender in the prescribed tender from. I/We read thoroughly the job description, terms and conditions supplied together with the tender from 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 :  
PERMANENT  
ADDRESS OF THE  
TENDERER  
PHONE NO & CELL NO: (BLOCK LETTERS)

**TENDER FORM TO BE FILLED BY THE TENDERER FOR ALLOTMENT OF  
CONTRACT OF OUTSOURCING ACTIVITY OF TRAFFIC GUIDES (SEMI-SKILLED) AT  
LB NAGAR POINT UNDER KHAMMAM DEPOT, KHAMMAM 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 activity of Traffic Guides (Semi-skilled) at <b>LB NAGAR POINT</b> UNDER KHAMMAM DEPOT , KHAMMAM Region.
7. a. Minimum No. of persons to be deployed for the above work : <b>05</b>	
b. Minimum value of the work per month	: ₹ _____
(including 7% profit margin excluding Statutory provision i.e. PF, EDLIF & ESI) Total amount as per Annexure for which Quoted	
8. a) Labour license No. & validity (if any)	: ₹ _____
Under contract Labour (R&A Act, 1970) (Xerox copy to be enclosed)	
a. Certification of Registration of Firm	:
(Xerox copy to be enclosed)	
b. Details of PF Code No. & ESI Code No	:
(Xerox copies to be enclosed)	
c. Permanent Account Number	:
(Xerox copy to be enclosed)	
d. GST Registration Number & Date	:
(Xerox copy to be enclosed)	
e. Previous experience (if any)	:
(Details to be furnished with proof No of years in similar field)	

**SIGNATURE OF THE TENDERER**

9. Details of Earnest Money Deposit "drawn in favour of Accounts Officer, TGSRTC, KHAMMAM Region, Sangareddy.

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

I/We confirm my/our acceptance to the 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 by me/us is liable for forfeiture.

SIGNATURE OF THE TENDERER

## **TERMS AND CONDITIONS**

1. a) The Contractor /Agency should give preference to deploy RTC Retired employees against the Contract work. If they are not available, then the Contractor should deploy Retired Police Constables below the age of 65 Years.  
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. If retired employees are not available, then outside workers to be deployed by the Contractor, whose age should be between 18 years and below 62 years of age as on the date of filing the tender provided and they shall be physically fit.
3. The duties and responsibilities of Traffic Guides engaged at traffic generating points should be followed as per the Annexure.
4. a) The tenderer should to pay an EMD amount 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 number of Traffic Guides 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 passenger guides have to strictly follow the shift timings allotted to them by the traffic in-charge. The traffic in-Charge is authorized to change their shift duties based on the day to day traffic need.
6. In-charges / Supervisors shall maintain registers, reading attendance and works carried out by the passenger guides engaged by the Contractor.
7. The In-charges / 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 Traffic 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 colour T-shirts per year, P Cap, Whistle and Stick shall be supplied to each passenger guide 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 passenger guide 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 traffic 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 hereby 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/agency/agencies as to abide by the conditions modified/ incorporated and as 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 TGSRTC Shall is final and binding on the both parties.
19. If any disputes arise 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 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. 06.02.2026. 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.**
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 TGSRTC 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 Traffic Guides to utilize their services at the traffic generating points under the jurisdiction of the Depots of KHAMMAM 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 SEMI-SKILLED is Rs.15042/- 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/labour for the above work as stipulated in the Annexure.

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(iii) Minimum value of work with 7% profit margin per person would be Rs.18705/- 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 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, Old Bus station, Khammam from 10.30 hrs to 14.00 hrs on dt. 06.02.2026. By 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 license 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.
18. Interested parties may inspect the premises of contract before submitting the tender Form.

**SIGNATURE OF THE TENDERER**

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 Licenser 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.
6. On the expiry of the period of license 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.

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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 license 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 way of cheque or 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 submit 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 10<sup>th</sup> 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 only male 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 license 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) E M D -**

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 Accounts Officer, TGSRTC, KHAMMAM 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 initially, for a period of TWO YEARS from the date of entering into an agreement. If he 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 AO/KMM 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 license 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 License 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 (01) 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 license 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 Telangana 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 the contractor 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., within 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 & P.F., 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 26th of previous month to 25th of current month.
2. Payment of monthly remuneration will be made only on submission of proper claim duly certified by the Maintenance Supervisor.
3. 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.

SIGNATURE OF THE TENDERER

4. The contractor has to produce a certificate about his performance every month on or before 28<sup>th</sup> 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 11<sup>th</sup> of succeeding month.
5. 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.
6. 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.

**DUTIES AND RESPONSIBILITIES OF PASSENGER GUIDES TO UTILISE THEIR SERVICES AT THE CONTROL POINTS FOR BUSES BEING OPERATED UNDER THE JURISDICTION OF THE LB NAGAR POINT UNDER KHAMMAM DEPOT OF KHAMMAM REGION**

1. To wear uniform prescribed by TGSRTC with Name Badge.
2. To provide information of Bus services to Public.
3. To maintain Control chart pertaining to the Services touching the Bus Stations.
4. To announce Arrival & Departure of service Buses with timings.
5. To help Passengers in boarding and alighting of service Buses.
6. To supply Drinking water to the Passengers.
7. 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 TGSRTC land.
8. To ensure upkeep of Control point and yard.
9. To inform Unit Officer about illicit vehicles plying with Vehicle Numbers, Type and timings of operations.
10. Any other works entrusted by AM(T) / DM.

SIGNATURE OF THE TENDERER

Chemical washing(downloaded)

TELANGANA STATE ROAD TRANSPORT CORPORATION

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

Sir,

Sub: CONTRACTS:- Tender for awarding of contract for Interior Cleaning (Chemical Cleaning) of Volvo (Garuda), Rajadhani, Lahari(AC), Super Luxury, Lahari Non AC and Deluxe Buses at \_\_\_\_\_ DEPOT on the basis of Payment of remuneration to the Contractor by the Corporation - Reg.

Ref: Tender Notification No. M1/725(36)/2025-RM:KMM, Dt.19-01-2026.

&&&

I / We hereby submit my/ our Tender for awarding of contract for Interior Cleaning of Seats and Interior lining shall be cleaned by “ Chemical Cleaning, Volvo (Garuda), Rajadhani, Lahari(AC), Super Luxury, Lahari Non AC and Deluxe Buses at \_\_\_\_\_ Depot” on the basis of Payment of remuneration to the Contractor by the Corporation.

I / We read thoroughly the job description and the Terms & conditions supplied together with the Tender Form and understood their full meaning.

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

Yours faithfully

Date: (SIGNATURE OF THE TENDERER)

Full Name & Permanent address

Of the Tenderer:  
(in Block Letters)

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

**TENDER FORM**

**TENDER FORM FOR ALLOTMENT OF CONTRACT WORK OF "CHEMICAL WASH" TO THE SEAT FABRIC AND THE INTERIOR LINING OF ALL SPECIAL TYPE VEHICLES AT REGULAR INTERVALS BY OUTSIDE AGENCY TO REMOVE STAINS, OIL MUCK & ACCUMULATED DUST IN THE \_\_\_\_\_ DEPOT.**

1. Name of the Tenderer/Agency : \_\_\_\_\_
2. Father's name : \_\_\_\_\_
3. Man Power Agency Registration No. : \_\_\_\_\_  
(copy to be enclosed)
4. P.F.Code No. : \_\_\_\_\_  
(copy to be enclosed)
5. ESI Code No. : \_\_\_\_\_  
(copy to be enclosed)
6. Labour Licence No. : \_\_\_\_\_  
(copy to be enclosed)
7. Particulars of Experience :  
( Copies to be enclosed).
8. P A N NO. : \_\_\_\_\_  
(copy to be enclosed)
9. Details of GST No. : \_\_\_\_\_  
(Copies to be enclosed)
10. Address for correspondence : \_\_\_\_\_
11. Mobile Number : \_\_\_\_\_
12. (A) Earnest Money Deposit Particulars:
  - (i) D D No. \_\_\_\_\_
  - (ii) Amount \_\_\_\_\_
  - (iii) Name of the Bank \_\_\_\_\_  
(B) Registration fee Particulars:
  - (i) D D No. \_\_\_\_\_
  - (ii) Amount \_\_\_\_\_
  - (iii) Name of the Bank \_\_\_\_\_

Chemical washing(downloaded)

Signature of the Tenderer

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13. To quote the rates by the contractor/agency for carry out "Chemical Wash" to the seat fabric and the interior lining of all special type vehicle at regular intervals to remove stains, oil muck and accumulated dust. ( Tenderer should quote rate separately for each type of vehicle both in words and figures)

(A ) Rajadhani/Garuda, Lahari(AC) Rs.....

(B) Super Luxury, Lahari Non AC Rs.....

(C) DELUXE Rs.....

I confirm my acceptance to the terms and conditions stipulated by TSRTC. In the event of failure to abide to any of the terms and conditions, the EMD amount paid by me is liable for forfeiture.

Signature of the Tenderer

Name :

Address:

Place :

Date :

Fleet of Khammam Region Vehicles:

SL.NO	DEPOT	TYPE						TOTAL
		GRD+	RJD	LHR AC	LHR NAC	SLX	DLX	
1	KMM	0	23	2	0	9	8	42
2	SPL	0	7	0	2	20	8	37
3	KTDM	0	0	0	0	11	3	14
KMM REGION		0	30	2	2	40	19	93

Chemical washing(downloaded)

**TERMS AND CONDITIONS FOR THE CONTRACT WORK OF CARRYING -OUT “CHEMICAL WASH” TO THE SEAT FABRIC AND INTERIOR LINING OF ALL SPECIAL TYPE VEHICLES AT(\_\_\_\_\_) DEPOT) REGULAR INTERVAL BY OUT-SIDE AGENCY**

A. The Tender is for allotment of contract work of carrying-out “CHEMICAL WASH” to the seat fabric and interior lining of all special type vehicles at regular interval by out-side Agency.

B. Chemical washing consists of the following activities:

- a) Removing dust on seats.
- b) Sucking dust from seats using Vacuum Cleaner
- c) Cleaning of seat backside of Fiber sheet, roof, interior sides and floor by using chemical shampoo.
- d) For cleaning of floor, Fiber & Rexine items HD chemical is used.
- e) For cleaning fabric, 101 & 103 chemicals are used.
- f) Seats are dried with blower after cleaning.

1. The firm shall carry-out chemical washing of seat fabric and interior lining along with dis-infecting in Garuda, Rajadhani, Super Luxury and Deluxe buses etc. [of which the seats are made with Ramond fabric] in Depot premises.
2. The periodicity for carrying out the Chemical Washing Shall be “Once in a Month “ for all type of buses having fabric seat upholstery i.e., for gardua Plus, Lahari Sleeper, Lahari Sleeper cum seater, Rajadhani AC & Lahari AC, Super Luxuary, Lahari Non AC, Deluxe, Semi Deluxe etc. The remuneration per bus is fixed as follows which is inclusive of all taxes, material and other expenses.

Sl.No.	Type of Bus	Rate per Bus Rs.
1	Garuda/Rajadhani, Lahari (AC)	
2	Super luxury, Lahari Non AC	
3	Deluxe	

3. The Tender will not be allotted to the Firm/Agency who quotes more remuneration than the amount fixed above. If firms more than one Agency quotes the same rate the tenders will be finalized on lottery basis.
4. The Firm shall make its own arrangements to get all the required equipment like vacuum cleaner chemicals etc. to the Depots.
5. A separate Register has to be maintained by the maintenance In-charges according the vehicle no., date of attention etc. and shall certify the completion of the activity.
6. The Firm shall submit the claim of the bill to the concerned Depot Manager once in a month on or before 5<sup>th</sup> of every month with required proof certified by the Supervisor concerned.
7. The successful bidder has to undertake the contract work in the Depots itself.
8. The Period of contract is two years from the date of agreement and extendable for one more year on satisfactory performance.

Signature of the Tenderer

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9. Earnest Money deposit is Rs. \_\_\_\_\_
10. The EMD prescribed should be paid through crossed Demand Draft drawn in favour of "Accounts Officer, TGSRTC, Khammam Region" payable at Khammam. In case of failure to enclose Original Demand Draft to the tender form submitted, the tender form will be rejected.
11. EMD is not exempted to any Society/Voluntary Organisation/Institutions/ Communities etc.,
12. In case Earnest Money Deposit 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 terms and conditions, the tender will be rejected besides forfeiting the Earnest Money Deposit.
13. The Corporation is not responsible, if the tenders are held up due to litigation in Hon'ble Courts or for any other administrative reasons.
14. The EMD amount of unsuccessful bidders will be refunded only after finalization of tenders., without any interest.
15. Tenders in the name of minor or on behalf of the minors will be rejected. Tenders once made shall not be permitted to withdraw.
16. In case of Firms/Companies/Corporations etc., the authorized representatives can submit the tender application along with authorization letter.
17. 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 duly signed on each page. Amount quoted by the tenderer towards remuneration for execution of the work to each vehicle 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 on the remuneration quoted or any corrections in the tender form, they should be attested by the tenderer, other-wise the tender will be rejected. On the sealed cover, name and address of the tenderer shall be indicated.
18. The filled in Tender form shall be submitted in the Tender box in the Office of the RMs Office, Old Bus Station TGSRTC, KMM from **10.30 Hrs up to: 14.00 Hrs. on 06.02.2026** and the box will be opened at **15.00Hrs** on the same day in presence of the tenderers or their authorized representatives at **New Bus Station, Khammam**
19. Tender forms not accompanied by the Demand Draft in original towards the requisite EMD, Incomplete filled tender forms, tender forms without signatures and without terms and conditions on each page will be rejected.
20. Tender forms with any pre-conditions or additional conditions other than the conditions prescribed by TSRTC will summarily be rejected.
21. If the successful tenderer fails to take up the work within the period , the EMD will be forfeited.
22. 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 period of contract, the security deposit will be forfeited to Corporation.

Signature of the Tenderer

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23. The contract can be terminable with Two month's advance notice by the contractor after completion of minimum stipulated period of one year. The Corporation shall have the right to terminate the contract with a month's notice, if in its opinion, the service is not satisfactory and its decision in this regard is final. The Security deposit is liable for forfeiture in case the contractor terminates the contract without giving TWO months' notice to the Corporation.
24. The EMD amount paid by the successful tenderer is converted as Security Deposit. If the successful tenderer failed to enter into an agreement, the allotment is liable for cancellation and the EMD paid by the Agency shall be forfeited to the Corporation without any further notice/intimation. Security deposit will not carry any interest.
25. The Security Deposit paid by the Agency is liable to be forfeited in the event of non performance of the contract or for breach of any of the terms and conditions of the Agreement.
26. The Tenderer should not engage persons below the age of 18 years and above 60 years of age to under take this contract work.
27. The Agency is liable for any obligation arising out of this contract in respect of labour engaged by it.
28. a) No compensation shall be paid by the Corporation for an injury or death of the workers engaged by the Agency within the premises of the contract area. The Agent is liable to bear all expenses and compensation in such cases. The contractor shall satisfy the TGSRTC the arrangements made by it to fulfill this obligation arising out of this clauses by way of an Insurance policy.  
b) The Agency shall insure the lives of the labour engaged by it for any eventual risks that might crop up in the event of any accident and it shall be the sole responsibility of the Agency to meet all the claims / compensation for disability / loss of life of the labour and damage to the equipment pertaining to TGSRTC if any.  
c) Damage to vehicles / property of the Corporation if any caused by the workers shall be recovered from the monthly remuneration / Security Deposit.
29. a) The Agency shall adhere to all Acts and Laws in force applicable to the contract work and for any violation of such laws the sole responsibility lies with the Agency.  
b) The Agency has to contact the Labour Department and to maintain the Registers as required under Law and as required by the Corporation and the same have to be produced for verification of the inspecting officials.  
c) 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, deposit 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.  
d) Income tax as per the provisions of IT Act and other taxes if any will be recovered from the monthly payment and Agency/contractor has to obtain the PAN Number from the Income Tax department and the same is to be produced.

Signature of the Tenderer

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- e) The Agency 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 Agency is solely responsible for such engagement and it is responsible for all the consequences that may take place during the tenure of contract.
- f) The Agency has to obtain the licence from the Licensing Authority under Contract labour (Regulation and Abolition) Act , 1970 to carryout the work contract the establishment and submit a copy of the same to the Licenser and to the concerned Depot Manager before commencement of the contract.

30. The Rights given under this contract are not transferable.

31. The workers employed by the Agency shall not have any right or claim whatsoever for employment in the TSRTC at a future date.

32. The successful Agency/tenderer has to submit PAN Number. In case PAN number is not furnished, IT will be recovered @ 20% as per the IT Rules which are applicable w.e.f. 01.04.10 or as per IT Rules communicated from time to time.

33. Tender form is not transferable. If the tender form after purchase is transferred in some other's name, the tender quote shall be treated as Invalid and rejected besides imposing the penalty of Rs. 10,000/- or forfeiture of 25% of EMD whichever is less.

34. The Agency is liable to pay the damages, if any caused to the premises/ vehicles/movable/immovable property of the Corporation by any of its representatives , as determined by the Corporation. The Corporation shall have right to recover such amounts towards damages caused from the Security Deposit of the Contractor.

35. In case of misbehavior, assault on employees of TSRTC by the Contractor/ Agency or its representatives/workers will lead to imposition of penalty or termination of the contract duly forfeiting the Security deposit in addition to legal action.

36. The contractor is liable for imposition of penalties up to Rs.500/- in 1<sup>st</sup> occasion Rs.1000/- for 2<sup>nd</sup> occasion and termination in case of third occasion, in case of improper performance of execution of the contract work.

37. The contract is liable for termination in the event of the contractor failing to do the business/service continuously for 90 days.

38. In the Opinion of the Corporation, if the Agency fails to execute the contract for the terms mutually agreed to in the agreement, the Corporation has the right to take any of the following actions.

- a) Imposition of the fine for breach of contract by authorized Officer of the Corporation not below the rank of DM/ATM. ( It does not preclude inspection and imposition of fine any authority superior to the above authorities.)
- b) Forfeiture of the Security Deposit either partly or fully.

39. In the event of the death of the contractor, the contract shall cease to exist. However, the Corporation may permit the legal heir of the contractor to run the work contract on the same terms and conditions for the remaining period of the contract, on execution of fresh deed of licence.

Signature of the Tenderer

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40. The workers engaged by the Agency shall not have any right or claim what so ever for employment in TSRTC at a future date.
41. In 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, TSRTC shall be final.

All the above terms and conditions will form part of the agreement and Agency will be bound by the conditions addition to any other conditions prescribed by the Corporation.

Signature of the Tenderer

(DOWNLOADED)

APPLICATION FORM TO BE FILLED BY THE TENDERER FOR ALLOTMENT OF  
SWEEPING, CLEANING & MOPPING OF BUSES CONTRACT (MAN POWER BASIS -  
RATE CONTRACT FOR MOFUSSIL DEPOTS)  
At SATHUPALLY DEPOT

To  
The Dy. Regional Manager (M),  
T.S.R.T.C., KHAMMAM.

Passport  
Size  
Photograph  
of  
the  
Tenderer

Sir/Madam,

Sub:-TENDERS-Tenders invited for allotment of contract work for Sweeping & Cleaning  
And Mopping of Buses at **SATHUPALLY** Depot in TGSRTC, KHAMMAM Region on  
“payment of monthly remuneration through **MAN POWER BASIS** by the Corporation” -  
Tender Form - Submitted - Reg.

Ref:- Tender Notfn. No. M1/725(36)/2025-RM:KMM Dt.19-01-2026.

-000-

I /we have gone through the terms and conditions/ ANNEXURE supplied along with the  
Tender Form carefully for taking -up the contract work of Sweeping & Cleaning and Mopping of  
buses at **SATHUPALLY** Depot in TGSRTC, KHAMMAM Region on “payment of monthly remuneration  
by the Corporation” on **MAN POWER BASIS**”.

I / we hereby further agree to abide by the rules and conditions laid down in the Terms and  
Conditions, ANNEXURE and Agreement also such rules as farmed by the Corporation from time to  
time.

Yours faithfully,

(Signature of Tenderer).

Date:

Station:

Full address of the Tenderer  
(in block letters)

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CELL NO. \_\_\_\_\_

PROFORMA OF APPLICATION FORM TO BE FILLED BY THE TENDERER FOR  
ALLOTMENT OF SWEEPING, CLEANING & MOPPING OF BUSES CONTRACT  
(MAN POWER BASIS RATE CONTRACT FOR MOFUSSIL DEPOTS)

At SATHUPALLY DEPOT

(to be filled by the Unit Officer)

Passport  
Size  
Photograph  
of  
the  
Tenderer

No. of Buses held at the Depot (Type-wise)

Pallevelugu/City Ordinary/Mini Buses : 15

Express /Metro Express/ Semi Low Floor: 07

Deluxe/ Metro Deluxe : 08

Super Luxury :

Rajadhani / Metro Luxury (City Volvo) :

Garuda Plus/Garuda/ Rajadhani& Lahari:

**Total Fleet :**

No. of Parking Drivers required (@ 25 vehicles) :01

**Total number of G.I. type buses available for a day for Cleaning :**

**No. of Activities for G.I. buses per month:**

- Mopping(Daily Cleaning Activity) : 29
- Weekly Cleaning Activity (MWP):29

**Total number of A.L. type buses available for a day for Cleaning :**

**No. of Activities for A.L. buses per month:**

- Daily Cleaning Activity:
  - Sweeping : 30
  - Washing : 30
- Weekly Cleaning Activity (MWP): 30

No. of Washing Plants available at the Depot Automatic:01 Manual:02

Minimum No. of persons to be engaged per day:E-04 Un-skilled and E-01Semi-Skilled.E-01 Skilled.

Tender contract value:Rs. 106171/-

Total Contract Value: \_\_\_\_\_

Note:-1) The total contract value as per the quoted rates by the tenderer should not be less than the above mentioned tender value for qualifying.

- 2) For calculation of no. of various activities in a month, 30 days and 4 weeks in a month is considered.
- 3) The skilled wages shall be paid to the Parking drivers based on the attendance.

(To be filled in by the Tenderer)

1. Name of the Tender(in block letters) : \_\_\_\_\_

2. Father's Name : \_\_\_\_\_

3. AADHAR No. : \_\_\_\_\_

4. a)PAN No. : \_\_\_\_\_

b) GST No : \_\_\_\_\_

5. Full Address of the Tenderer: \_\_\_\_\_

6. Nature of Work : Sweeping, Cleaning and Washing of Buses, Removing of Dust on the Seats, Cleaning of Shutters and Windscreen glasses. The details of the works to be carried out (daily and weekly) for various category of vehicles is enclosed to the tender form.

(Signature of Tenderer).

7. Rates Offered/quoted:

**Note:-** Rate to be quoted per bus in Rupees & Paise and should not be less than the base rate prescribed for the activity by the Corporation.

I. For Garuda plus, Rajadhani AC, Super Luxury etc., (Vehicles with GI body)

S. No	Type	Mopping (Bucket Washing Daily Cleaning Activity)		Weekly Cleaning Activity	
		Base Rate	Rate to be quoted for (in Rs.)	Base Rate	Rate to be quoted for (in Rs.)
1	Garuda plus AC Buses	Rs. 115		Rs. 175	
2	Rajadhani AC Buses	Rs. 100		Rs. 125	
3	Mini AC buses	Rs. 75		Rs. 115	
4	Super Luxury, JnNURM SLF buses	Rs. 75		Rs. 115	

II. For Deluxe, Express, Pallevelugu/City ordinary buses (Vehicles with Aluminum Bus Body):

a) With Automatic washing plant:

Daily Cleaning Activity				Weekly Cleaning Activity	
Sweeping		Washing			
Base Rate	Rate to be quoted for (in Rs.)	Base Rate	Rate to be quoted for (in Rs.)	Base Rate	Rate to be quoted for (in Rs.)
Rs. 15		Rs. 18		Rs. 43	

b) With Conventional Washing Plant:

Daily Cleaning Activity				Weekly Cleaning Activity	
Sweeping		Washing			
Base Rate	Rate to be quoted for (in Rs.)	Base Rate	Rate to be quoted for (in Rs.)	Base Rate	Rate to be quoted for (in Rs.)
Rs. 15		Rs. 24		Rs. 56	

c) Profit Margin Expected (Not More Than 10%): \_\_\_\_\_

8. Labour License No. & Validity (if any) \_\_\_\_\_

9. Details of PF Code No. & ESI Code No. \_\_\_\_\_

10. Previous experience (if any) \_\_\_\_\_

11. Details of Earnest Money Deposit "drawn in favour of Dy.Chief Accounts Officer/ Accounts Officer, TGSRTC \_\_\_\_\_ Region."

a. Amount paid towards EMD Rs. \_\_\_\_\_

b. Demand Draft / Banker's Cheque No. & Date \_\_\_\_\_

c. Name of the Bank \_\_\_\_\_

12. Registration fee Amount (downloaded form) : Rs. \_\_\_\_\_

**Registration fee details**

a. DD/BC.No. & Dt. \_\_\_\_\_

b. Amount for Rs. \_\_\_\_\_

c. Name of the Bank \_\_\_\_\_

I/We undertake the following sureties, who have signed hereunder as guarantors:

S.No.	Name of the Surety Sureties With full address	Occupation	Signature of the for the execution of the Agreement (Deed of License)
1.			

SIGNATURE OF THE TENDERER

## TECHNICAL QUALIFICATION CRITERIA FOR SWEEPING AND WASHING TENDERS

**1. PAST EXPERIENCE (30 Marks maximum):** Past experience will be treated in two ways one in the Corporation 2<sup>nd</sup> in any other industry. For every year experience in the Corporation **five marks** per year experience will be granted and a maximum of 30 marks will be granted for an experience of six years and above.

- If the contractor has experience in sweeping and cleaning contracts in any other transport industry four marks per year experience will be granted and a maximum of **24 marks** will be given for experience of six years and above.
- If the contractor has experience in sweeping and cleaning contracts other than transport industry he will be granted **three marks** per year experience and a maximum of **18 marks** for experience of six years and above. The relevant experience certificates have to be submitted as part of the technical bid.

**2. VALUE OF CONTRACTS (25 Marks maximum):** Value of contract per month of sweeping and cleaning contracts executed during one year in previous 5 years period accounted for granting marks as follows.

Sl.No.	Value of contracts	Marks
1	Up to Rs.40,000/-	10
2	Rs.40,000/- to Rs.80,000/-	15
3	Rs.80,000/- to Rs.1,20,000/-	20
4	Rs.1,20,000/- and above	25

The relevant contract agreements have to be submitted as part of technical bid.

**3. STAFF STRENGTH (25 Marks maximum):** Based on staff strength of the contractor the following marks will be awarded.

Sl.No.	Staff strength	Marks
01	Up to 5 members	10
02	5 to 10 members	15
03	10 to 15 members	20
04	15 members and above	25

The PF statements of the previous year has to be submitted as proof of strength of staff. The list of personnel on hand and proposed for the said contract is also to be submitted.

**4. LABOUR LICENSE (5 Marks):** If the contractor has a labour license he will be awarded 5 marks maximum. A Xerox copy of the labour license has to be submitted.

**5. CLIENT CREDENTIALS (15 Marks):** The contractor has to submit client credentials or user certificate stating that his performance as cleaning and sweeping contractor is satisfactory for which he will be awarded 15 marks.

To qualify in the technical bid the contractor has to get an aggregate mark of 60 out of 100 marks.

(Signature of Tenderer).

## TENDER CONDITIONS

Tenderer is required to carefully read the contents of this document and examine all instructions, forms, terms and conditions in the tender documents. Failure to furnish all information required as per the tender document or submission of tender not substantially responsive to the tender document in every respect will be at the tenderer's risk and may result in rejection of the tender.

### NATURE OF WORK:

- 1) The successful bidder has to undertake the job of Sweeping, Mopping and Complete Washing of buses as specified in the tender notification on piece rate basis for Mofussil Depots and on manpower basis for City Depots of GHZ.

### SUBMISSION OF TENDERS:

- 2) The tender must be submitted in the prescribed tender form along with requisite EMD.
- 3) The tender form is not transferable. The tender form must be signed by the tenderer only.
- 4) The tender once submitted shall not be permitted to be withdrawn. The Corporation will not be responsible for the delay in finalizing the tenders- for administrative reasons or for the reasons beyond its control viz., court directive etc.
- 5) Incomplete tender form or tender form received after the stipulated time and date, tender form not accompanied by Demand Draft for requisite EMD will be rejected. Cheques/FDRs in lieu of Demand Drafts will not be accepted.
- 6) Before submission of tender, tenderers are required to make themselves fully conversant with the eligibility criteria and terms & conditions, so that no ambiguity arises at a later date in this respect.
- 7) If the tenderer finds discrepancies in tender documents and its conditions or if he is in doubt as to their meaning, he should at once intimate and obtain clarification prior to submission of the tender.
- 8) The interested parties may inspect the premises of work contract before submitting the tender form.
- 9) In case of Firms/Companies/Corporations etc., the authorized representatives can submit the tender application along with authorization letter.
- 10) The tender shall be filled in all respects and shall be signed by the tenderer. Tenders received after due date and time, shall not be accepted.

Signature of the Tenderer

**11) 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. 06.02.2026. 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.**

**12) Tenderer shall submit the tender in sealed envelope as below:**

The envelope marked on top as "TENDER FOR ENGAGEMENT OF CONTRACTOR FOR SWEEPING, MOPPING AND WASHING OF BUSES AT SATHUPALLY DEPOT OF KHAMMAM REGION", duly furnishing the name of the tenderer along with telephone/mobile number on the left hand bottom side and it shall contain.

- a) Requisite DD towards the EMD. Rs. 1,60,000/-
- b) Proof of experience in the similar field.
- c) All the papers of tender document with terms and conditions duly signed by the tenderer on each page as a token of acceptance.
- d) Self attested copies of tenderer's partnership deed/proprietorship deed/registration documents, as applicable.
- e) Self attested copy of Pan Card and GST Number of the tenderer.
- f) Power of attorney/Authority Letter to sign the Tender Document as applicable.
- g) Any other document required as per the tender conditions.

**13) Quoting of Rates:**

- a) The tenderer shall quote the rates of Sweeping/Mopping/Washing activities per bus as mentioned in Annexure-1 for Pallevelugu, Express, Deluxe, etc. (irrespective of model) with aluminum body and Garuda, Garuda Plus, Rajadhani, Super Luxury etc. with MS/GI body, not less than the base rates specified by the Corporation in Annexure-2A for Mofussil Depots.
- b) For City Depots of GHZ, the tenderer shall quote the rates per month based on the number of men to be deployed.

14) The tenderer shall quote the above rates in figures as well as in words. There shall not be any alterations in the amount quoted by the tenderer. In case of difference in the amount recorded in figures and words, the amount recorded in words will be taken into consideration.

Signature of the Tenderer

15) The tender must be unconditional. Conditional offers will be summarily rejected. The tender shall be quoted by the tenderer entirely in Indian rupees.

16) Incomplete tenders or tenders not fulfilling any of the conditions specified above are liable to be rejected without assigning any reason.

17) **ELIGIBILITY CRITERIA:**

- a. The eligible tenderer can be an individual/partnership firm/firm company/corporation.
- b. The tenderer should have the past experience of executing sweeping & Cleaning contracts in APSRTC/TGSRTC/any other Transport Industry/any other Industry.
- c. The tenderer shall submit necessary proof of experience along with tender documents.
- d. The technical evaluation is furnished at Annexure-3. To qualify in technical bid, the tenderer has to get the aggregate marks of 60 out of 100.

**EARNEST MONEY DEPOSIT:**

18) The EMD as specified in the tender notification is Rs.1,60,000/-. Each tender form shall be accompanied by a Demand Draft from any Nationalized Bank/Scheduled Bank for the stipulated amount towards EMD. No exemption of EMD is allowed to any Government Organizations/SSIs etc. The Demand Draft should be obtained in favour of Accounts Officer, TGSRTC, Khammam Region. EMD in any other form other than the Demand Draft will not be accepted.

19) The EMD will not carry any interest. The EMD of the unsuccessful tenderers will be refunded only after finalization of tenders. The corporation shall not be responsible for any delay in refund of EMD due to any reason in finalizing tenders i.e. Administrative reasons/Court directive etc. The EMD of the successful tenderer will be adjusted towards Security Deposit payable to the corporation.

**OPENING AND EVALUATION OF TENDERS:**

20) The tenders will be opened in the Regional Manager's Office, Khammam New Bus Station, Khammam at 15.00 PM on **06.02.2026**. The tenderer or any of his/her authorized representative holding authorization letter, who wish to be present at the time of opening of tenders, shall attend the tenders.

21) In the event of the date specified for receipt and opening of tender being declared as a holiday for RM's office, due date for submission of tenders and opening of tenders will be the following working day.

Signature of the Tenderer

22) The following procedure will be adopted for opening and evaluation of the tenders.

- a) Sealed envelope will be opened to verify its contents and if the documents are incomplete or not in the prescribed formats or substantially insufficient to evaluate the tender on the basis of the information contained in it may render the tender invalid.
- b) The quotes of the tenderers shall be read out to all the tenderers or their representatives present at the time of opening.
- c) **“The contract will be awarded to the tenderer who quotes the lowest amount subject to securing minimum of 60 marks in technical evaluation”.**

**NOTE:** Even though the tenderers meet the requirements, they are subject to be disqualified at any stage if they have made misleading or false representations in the forms, statements and attachments submitted in proof of the requirements.

23) The Tender Committee reserves the right to alter/modify the period of work contract mentioned in the Tender Notice at the time of finalization of Tenders.

24) The rates agreed upon and fixed at the time of tender are valid and binding for a period of three years from the date of agreement. The rates are exclusive of applicable GST.

25) The Corporation is not responsible, if the tenders are held up due to litigation in Hon'ble Courts OR for any other administrative reasons.

26) Tenders in the name of the minor or on behalf of the minors will be rejected. Tenders once submitted will not be permitted to withdraw.

27) The successful tenderer shall enter into an agreement for undertaking the work on prescribed terms and conditions.

**TENDER EVALUATION COMMITTEE:**

28) The tender evaluation committee constituted by the corporation shall evaluate the tenders. The decision of the tender evaluation committee in the evaluation of the tenders shall be final. No correspondence will be entertained outside the process of negotiation/discussion with the committee.

Signature of the Tenderer

29) Any approach from the tenderer, representative/agent trying to influence the decision on the tender, officially or otherwise, shall render the tender liable to be summarily rejected. The tender committee has been empowered to take the final decision regarding the tender.

**AMENDMENT OF TENDER DOCUMENT:**

30) At any time prior to the deadline for submission of proposals, corporation may for any reason, whether at its own initiative or in response to a clarification requested by a prospective tenderer modify the tender document by issuing an addendum.

31) Any addendum thus issued shall become a part of the tender document and will be communicated in writing through post/facts/email to all purchasers of the tender document and will also be posted on the website of the corporation.

32) To provide reasonable time to the prospective tenderers to take an addendum into account while preparing their proposals, the deadline for submission of proposals may be extended, at the discretion of the tendering authority, if required.

**TERMINATION OF TENDER PROCESS:**

33) Corporation may terminate the tender process at any time and without assigning any reasons thereof. TSRTC makes no commitments, express or implied, that this process will result in a business transaction with anyone.

34) The Corporation reserves right to reject any or all tenders without assigning any reason. The Corporation also reserves the right to allot the work contract to any person of its choice through negotiations with the tenderers after justifying their ability.

**ALLOTMENT OF CONTRACT:**

35) As per the recommendations of the tender committee, the contract will be allotted to the successful tenderer. The successful tenderer shall enter into an agreement within 15 days from the date of issue of allotment letter for the contract.

**FORFEITURE OF EMD:**

36) The EMD of the tenderer will be forfeited under the following circumstances.

Signature of the Tenderer

i) When the tender form submitted by the tenderer is invalid.

The tender form is liable to be treated as invalid:

- a) When the EMD is not paid or less than what is stipulated in the tender.
- b) When the EMD is paid through other means i.e. in a manner other than what is stipulated in the tender notification.
- c) When tender form with pre-conditions or additional conditions is submitted.
- d) When the tender is submitted in an unConcerned tender form.
- e) When the tender is submitted for the business other than that notified in the tender notification.

- ii) When the successful tenderer fails to pay the security deposit within 30 days from the date of issue of allotment letter to carry out the work contract.
- iii) When the successful tenderer backs out from the contract within the stipulated period for what-so-ever reason.
- iv) When the successful tenderer fails to enter into an agreement with the corporation within 30 days from the date of issue of allotment letter for the work contract.

**CONTRACT PERIOD:**

37) The contract period is three years from the date of agreement and extendable for 2 more years on the same terms and conditions subject to satisfactory performance.

**SECURITY DEPOSIT:**

38) The successful tenderer has to pay Security Deposit equivalent to one month work contract amount payable to the contractor (worked out on number of buses to be swept/mopped/washed in a month), in cash 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.

39) The contractor shall have to furnish security deposit in the form of DD for one month remuneration.

Signature of the Tenderer

- 40) The Security Deposit is refundable on the expiry of the period of work contract without interest and subject to the satisfactory performance and fulfillment of agreement conditions.
- 41) The Security Deposit paid by the contractor is liable to be forfeited in the event of non-commencement of work contract within the stipulated time or breach of any of the terms and conditions besides cancellation of allotment.
- 42) The security deposit submitted by the contractor will be refunded only after one month from the date of completion of the contract period after adjusting all the dues, if any, payable by the contractor to the corporation.

**OPERATION OF CONTRACT:**

- 43) As per the tender notification, the successful bidder has to engage sufficient number of workers to carry out all the specified works efficiently. If the work is not satisfactory, the Depot Manager/Garage-in-charge has powers to insist on the contractor to replace the incompetent workers with skilful workers.
- 44) The contractor shall carryout the work contract on all days.
- 45) In case the contractor intends to stop the work contract on any day/fraction of a day for any reason, he has to inform and obtain prior permission from Depot Manager/Garage In-charge at least three days in advance.
- 46) The Tools & Plants like Trolleys/Benches, Buckets, Ladders and required materials like cleaning cloth, soap liquid, brushes & brooms etc., shall be provided to the contractor by the corporation in adequate quantities. No equipment shall be brought into the corporation premises from outside agencies without prior permission of the corporation.
- 47) The corporation officials/supervisors are empowered to check the work spot, labour/supervisors at any point of time for any number of times.
- 48) The shift supervisor shall allot the buses for sweeping, mopping and washing of buses in his shift and submit a summary sheet of work carried out during the shift to the Mechanical In-charge on daily basis.
- 49) The contractor shall be available at the work spot daily and monitor the work of work contract labour engaged by him. Alternatively, the contractor has to authorize two representatives from his staff to acknowledge and receive material and communications on his behalf and also to handover any communication to corporation on his behalf. One of such two authorized representatives shall always be available at the work spot invariably. Their contact numbers and residential addresses shall also be furnished to the Depot Manager/Garage In-charge.

Signature of the Tenderer

- 50) The contractor shall ensure that the workers engaged by him shall not drive the buses inside or outside the garage premises even though they are in possession of valid driving license. He shall be responsible for any consequences arising in this regard.
- 51) Workers found with rude behavior/arrogance or not following guidance/instructions issued by the supervisor or physically not suitable or found in drunken condition at work spot or involved in any kind of indiscipline or involved in theft cases, shall be dispensed with immediately by the contractor and fresh workers shall be engaged. In such cases penalties shall also be imposed.
- 52) On the expiry of the period of work contract or on its termination, whatever the case may be, the contractor shall handover the equipments supplied by corporation, if any, to the Unit Officer concerned.

**STATUTORY:**

- 53) The contractor is liable for all statutory or any other obligations arising out of his work contract in respect of labour engaged by him.
- 54) The contractor has to obtain license from the Licensing Officer under "Work contract Labour (R&A) Act, 1970," to carry out the work contract in question in the work contract area and submit a copy of the same to the Depot Manager concerned before commencement of the contract.
- 55) 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 authorities concerned.
- 56) The contractor shall pay all the taxes including GST under the Central and State Acts/Rules made there under, applicable to his work contract. The Corporation is not liable for the penalties in view of non-payment of taxes or default thereon. Any non-payment of taxes or default to statutory authorities is liable for termination of work contract.
- 57) The contractor has to register his Firm under GST. The Contractor shall submit GST invoice(s) in the GST format along with the bills every month. All the GST invoice(s) shall be submitted. On submission of GST invoice(s) by the Contractor, Corporation shall release the payment of GST amount.
- 58) In the event of any statutory authority imposes any punishment like fines etc, and if the Corporation is made a party in such penal action, the Corporation has got the authority to keep such amount due to contractor like work contract amount / 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 contract.

Signature of the Tenderer

59) The contractor should adhere to all Acts and Laws applicable to his work contract and for any violation, the sole responsibility lies with the contractor.

60) 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 TGSRTC if any.

61) 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 work contract area or outside of the corporation's premises. The contractor is liable to bear all expenses and compensation in such cases. The contractor shall satisfy the corporation with regard to the arrangements made by him to fulfill his obligations arising out of this clause by way of an insurance policy.

62) 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 has to be produced to the corporation.

63) Since the work contract is awarded on piece rate basis, it is the responsibility of the contractor to pay PF and ESI contributions in respect of the workers engaged by him to carry out the work contract. The corporation has no liability in this regard.

**PAYMENTS:**

64) For Moffusil Depots, Payment shall be done on piece rate basis i.e. based on the number of buses swept / mopped / washed only and not on the attendance of manpower deployed. For City Depots, payment shall be done on the attendance of manpower deployed.

65) The contractor shall maintain attendance register to all the persons engaged by him, record their attendance every day and obtain signature of supervisor authorized by corporation every day.

66) At Mofussil Depots, the contractor has to submit details of number of buses swept/ mopped/washed, type-wise on daily and monthly basis to the Depot Manager concerned with the certification of Mechanical in-charge of the Depot. By verifying the daily and monthly reports, the payment shall be arranged to the contractor on monthly basis through RTGS/NEFT on submission of proper claim with certification of concerned officer/supervisor regarding the work performed.

Signature of the Tenderer

67) At City depots of GHZ, the contractor has to submit details of daily attendance of the number of men deployed for claiming the bill to the Depot Manager concerned with the certification of Mechanical and Security in-charges of the Depot.

68) The Contractor has to submit his claims every month by 2<sup>nd</sup> of succeeding month with the certification of Mechanical and Security in-charges concerned for payment of monthly bill which will normally be arranged by 11<sup>th</sup> of succeeding month.

69) If the contractor fails to submit the claims in time without any valid reasons and does not make timely payments to the manpower deployed by him, this shall also be treated as breach of contract terms and conditions.

70) It is mandatory for the contractor to claim any arrears of work contract amount within three months before expiry of agreement.

**PENALTIES:**

71) The contractor is liable to execute the work contract to the satisfaction of the Corporation. If the contractor fails to comply with the terms and conditions of the contract, the Depot Manager concerned and also higher officials shall have the right to inspect and impose penalties and take necessary action. The details of the penalty are as follows:

- a) For unsatisfactory work or breach of any condition including submission of claims in time, a penalty of Rs.1000/- for first occurrence, Rs.2,000/- for second occurrence and Rs.5,000/- for third occurrence shall be imposed.
- b) If the above lapses occur more than 3 times in a year, the contractor shall be issued a show cause notice for termination of work contract and forfeiture of security deposit. If the contractor still fails to comply with the terms and conditions of contract, the work contract will be terminated with the approval of Regional Manager duly blacklisting the contractor.
- c) In case, the penalty amount is deducted from the Security Deposit, the contractor is liable to recoup the same immediately. Otherwise, the work 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 work contract for improper maintenance". Penalties to be levied by the authority who enters the agreement (i.e., RM/DM/Unit Officer).

Signature of the Tenderer

72) 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 Corporation. The Corporation shall have the right to recover such amounts towards the damages caused from the monthly work contract amount 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.

**TERMINATION OF CONTRACT:**

73) The Contractor shall undertake work contract for a minimum period of one year from the date of agreement. If he desires to discontinue the work contract for whatsoever reasons, before completion of the minimum period of one year, he/she shall forfeit the Security Deposit in favour of the Corporation.

74) If the contractor desires to discontinue the work contract whatsoever reasons after completion of minimum period of one year, he/she has to give one month advance notice.

75) The Corporation reserves the right to terminate the work contract with one month's notice any time during the work contract period for unsatisfactory performance or for breach of any terms and conditions of the agreement, besides forfeiting the security deposit. The work contract is also liable for termination without assigning any reason thereof, by giving one month's notice. The decision of the corporation is final in this regard.

76) In case of misbehavior, assault on employees of the TGSRTC by the contractor or his representatives/workers will lead to imposition of penalty or termination of work contract duly forfeiting the Security Deposit, besides legal action by lodging police complaint and filing case before Court of Law.

**GENERAL:**

77) The contractor should engage only male persons between 18 years and 60 years of age for the work. Child labour should never be engaged for the contracted work.

78) 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 back ground. 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 work contract.

79) The contractor is not permitted to sub-let the work contract to any other sub-contractor, benami or proxy.

Signature of the Tenderer

- 80) The allotment of work contract shall be NON-EXCLUSIVE i.e. the Corporation shall have the right to grant permission to any number of contractors to perform similar type of work contract in the same premises. The contractor has no right to question whatsoever.
- 81) The contractor is liable for any obligation arising out of his work contract in respect of labour engaged by him.
- 82) The contractor and his workers should furnish their AADHAR details and sign in the incoming/outgoing register maintained at security branch of the depot on daily basis.
- 83) In the event of death of Contractor, the work contract shall come to an end. However, the Corporation may permit the Legal Heir of the contractor to run the work contract on the same terms and conditions for the remaining period of work contract on execution of fresh deed of agreement by such legal heir.
- 84) All the above terms and conditions will form part of the agreement of work contract and the contractor will be bound by the conditions in addition to any other conditions prescribed by the Corporation.
- 85) The Rights given under the work contract are not transferable.
- 86) The workers/supervisors or any other persons employed by the contractor or contractor himself shall not have any right or claim whatsoever for employment in the Telangana State Road Transport Corporation at a future date.
- 87) Even after entering into agreement between Corporation and contractor, any number of clauses in the agreement are subject to modification/deletion. Addition of new clauses will also be made in the corporation's interest during operation of contract. At the same time, care will be taken to protect interest of the contractor also.
- 88) In all disputes in scope of doubts or interpretation of clauses of conditions and applications of this work contract or otherwise, the decision of the Managing Director, TGSRTC shall be final.
- 89) The jurisdiction for any legal proceedings shall be within Hyderabad.

Signature of the Tenderer

TENDER FORM FOR ASST. TO MECHANICS AT DEPOT OF MADHIRA (DOWNLOADED)

**TELANGANA STATE ROAD TRANSPORT CORPORATION  
KHAMMAM REGION  
TENDER FORM**

To  
The Regional Manager,  
TGSRTC, Khammam Region,  
KHAMMAM.

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

Sir,

Sub : CONTRACTS : Awarding of Outsourcing contract of Asst.to  
Mechanics at \_\_\_\_\_ Depot – Submission of Tender  
Form – Reg.

Ref : Tender Notification No. M1/725(36)/2025-RM:KMM, Dt. 19.01.2026.

**&&&**

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

Further, I / We hereby submit my / our tender in the prescribed tender form.

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

Yours faithfully,

Encl. : As above.

**SIGNATURE OF THE TENDERER**

Date : \_\_\_\_\_

Full Address of the Tenderer : \_\_\_\_\_  
(in block letters)

Phone \_\_\_\_\_ Cell No. \_\_\_\_\_

TENDER FORM FOR ASST. TO MECHANICS AT DEPOT OF MADHIRA (DOWNLOADED)

Nature of work : **Assts. to Mechanics (E. \_\_\_ Semi-skilled)**

1. Particulars of the place : **DEPOT**

2. Remuneration required for the Work mentioned (amount to be mentioned figures and words : **Rs. \_\_\_\_\_** clearly)

3. Previous experience if any :

4. E.M.D. : **Rs. \_\_\_\_\_**

5. Earnest Money Deposit : Registration Fee Particulars for downloaded tender form.

DD/BCNO. & Date \_\_\_\_\_

Amount For Rs.. \_\_\_\_\_

Name of the Bank \_\_\_\_\_

6. Address for Correspondence :

7. Labour Licence No. and Validity :  
(If any)

8. Details of PF Code No. and ESI :  
Code Nos. (Copies of Code allotment Orders to be enclosed)

9. PAN & AADAR NO :  
(Copies to be enclosed)

I offer the following sureties who have signed hereunder as Guarantors :

Sl. No.	Name of the surety with full address	Occupation & Financial status	Signature of Sureties
1.			
2.			

SIGNATURE OF THE TENDERER

**TENDER CONDITIONS**

- 1) The successful bidder has to undertake the job of Asst. to Mechanics at depot.
- 2) The successful bidder has to deploy E- \_\_\_\_\_ (SEMI-SKILLED) male persons only daily at the work spot to undertake the above said 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.
- 3) The period of contract is **Two years** from the date of agreement and extendable for one more year on similar terms and conditions on satisfactory performance of the contractor.
- 4) Earnest Money Deposit is **Rs. \_\_\_\_\_**.
- 5) The EMD prescribed should be paid through crossed Demand Draft drawn **in favour of Accounts Officer, TGSRTC, Khammam Region** payable at Khammam and in case of failure to enclose the Demand Draft as the case may be, in original to the Tender Form/ Application submitted, the Tender form/ Application will be rejected. The EMD amount shall not carry any interest.
- 6) EMD is not exempted to any Society / Voluntary Organizations / Institutions / Communities etc.
- 7) In case Earnest Money Deposit 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 terms and conditions, the tender will be rejected besides forfeiting the Earnest Money Deposit.
- 8) The Corporation is not responsible, if the tenders are held up due to litigation in Hon'ble Courts OR for any other administrative reasons.
- 9) The EMD amount of unsuccessful bidders will be refunded after finalization of Tenders, without any interest.
- 10) 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.

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- 11) In case of Firms / Companies / Corporations etc., the authorized representatives can submit the tender application along with authorization letter.
- 12) The tender form duly filled in, along with the Demand Draft in original towards the EMD amount for **Rs. \_\_\_\_\_** should be enclosed together along with the terms and conditions 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 on the monthly remuneration it should be written in both figures and words clearly. In case of any corrections on the monthly remuneration 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, name and address of the tenderer shall be indicated.
- 13) 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 06.02.2026**. 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 at New Bus station, Khammam.
- 14) Tender Forms not accompanied by the Demand Draft / Money Receipt, as the case may be, in original towards the requisite EMD; incomplete filled tender forms, Tender form without signature and without Terms & Conditions with signature on each page will be rejected.
- 15) Tender forms with any pre-conditions or additional conditions other than the conditions prescribed by TGSRTC will summarily be rejected.
- 16) If the successful tenderer fails to take up the work within the period specified, the EMD will be forfeited.
- 17) The successful tenderer shall enter into an agreement for undertaking the work on prescribed terms and conditions.
- 18) 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 period of contract, the Security Deposit will be forfeited in favour of the Corporation.

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- 19) The Contract shall be terminable with two months advance notice by either party after completion of 1 year period.
- 20) The successful tenderer (allottee) has to pay Security Deposit which is equivalent to ONE MONTH's remuneration, in cash and enter into an agreement with the Corporation (RM/DM), failing which allotment is liable for cancellation and the EMD paid by him shall be forfeited to the Corporation without any further notice / intimation. Security Deposit will not carry any interest.
- 21) The remuneration will be paid to the successful bidder every month by the Corporation.
- 22) 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.
- 23) 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 fresh deed of agreement by such legal heir.
- 24) The contractor should not engage persons below the age of 18 years and above the 58 years of age for the work. At any cost child labour i.e. children below 14 years of age, should never be engaged for the contracted work. **The Contractor should deploy only male persons who possess of the following qualifications.**
  - (a) **The candidate must be the holder of National Trade Certificate (ITI) in the particular trade, in which his services are out-sourced.**
  - (b) **Must be above 18 years of age as on date of filing Tender.**
  - (c) **Must produce a fitness certificate from any of the Govt. Doctor not below the rank of Civil Asst. Surgeon.**
- 25) The contractor has to supply and identity plates to the workers. No worker shall be allowed without identity plates. The workers should contact the supervisor on duty at Depot before and after spell of his duty and furnish the position from time to time. The contractor shall not change the men without prior approval of the Depot Manager / Maintenance incharge.

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- 26) 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.
- 27) (a) The contractor has to pay the wages to the persons engaged by him 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 Dept., or the workers on any payments to be made to the workers and on any penalties levied by the Government.  
(b) The Corporation will meet the total additional expenditure that arised due to increase in minimum wages and the Corresponding increase in Employer's Contribution towards PF., EDLIF and ESI 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.**
- 28) The contractor is liable for any obligation arising out of his contract in respect of labour engaged by him.
- 29) 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 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'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.

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- 31)** The contractor not in possession of PF code, 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 the Administrative and Inspection charges at the rates prescribed by the Govt., from time to time and remit to the Secretary, TSRTC PF (Trust), Hyderabad. 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 Depot Manager and he need not remit the PF deductions to TSRTC PF Trust. Similarly, the contractor should remit the ESI contributions to the Authorities concerned under intimation to Corporation. Preference will be given to the tenderer possessing License obtained from the Labour Dept., Code Nos. allotted by the RPFC and ESI.
- 32)** In case of 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 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.
- 33)** The contractor has to contract the Labour Dept., 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 (R&A) Act, 1970" to carry out the work contract in question in the contract area in the Establishment of TPSRTC and submit a copy of the same to the Unit Officer / Depot Manager concerned 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 three-under from time to time, like Payment of Minimum Wages, Provident Fund, EDLIF, ESI, Weekly Off etc., as prescribed by the State Govt., from time to time and submit the proof of compliance along with the monthly bill to the Unit Officer / 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 and subject to the performance and fulfillment of agreement conditions.

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**37)(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 Security Deposit within the stipulated time as per the allotment order or breach of any of the terms and condition of the tender form besides termination of contract.

(b) The Security Deposit amount is liable to be forfeited in the event of non-submission of deed of License after payment of the Security Deposit amount and commencement of service contract.

**38)** The Security deposit is liable to be forfeited in case the contractor fails to execute the contract for the period agreed to under the contract.

**39)** The monthly bill of the contract amount shall be paid to the contractor only after submission of proof about deduction of the PF amounts from wages of the persons engaged by contractor and recovering the matching contribution (employer's 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 its remittance to the Authorities concerned.

**40)** The contractor has to produce a certificate about his performance every month on or before 5<sup>th</sup> of succeeding month from the authority concerned on the satisfactory performance of the work to the Unit Officer concerned for arranging payment of monthly remuneration which will normally be arranged before 10<sup>th</sup> of succeeding month.

**41)** 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 Depot Manager. The Depot Manager shall have the 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 maintenance of contract work 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 month's notice, if in its opinion the work of contractor is not satisfactory and its decision in this regard shall be final.

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**44)**The Security Deposit is liable for forfeiture in case the contractor terminates the contract without giving Two months notice to the Corporation.

**45)**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 TGSRTC if any.

**46)**The contractor is liable for imposition of penalties upto Rs. **500/-** in case of complaints from the staff, officers and public on maintenance of work and the same will be deducted from the 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 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. RM/DM/Unit Officer) or any higher authority.

**47)**The Contract is liable for termination in the event of contractor failing to do the contract for 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)**In all disputes in scope of doubts or interpretation of clause of conditions and application of this contract or otherwise, the decision of the Managing Director, Telangana State Road Transport Corporation shall be final.

**51)****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.**

**52)**In case of mis behaviour, assault on employees of the Telangana State Road Transport Corporation by the contractor or his representatives / workers it will lead to imposition of penalty or termination of contract duly forfeiting the Security Deposit and Criminal action.

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- 53) The Management reserves right to reject any or all tenders without assigning any reason thereof. The Management also reserves the right to allot the contract to any person of its choice through negotiations with the tenderer 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.
- 54) The contractor should adhere to all acts and laws enforce applicable to his business and for any violation of such laws the sole responsibility lies with the Contractor.
- 55) 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 and recover such amount due to 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 contract.
- 56) On the expiry of the period of licence or on its termination, as the case may be the contractor shall handover the equipments supplied by Department if any to the Unit Officer concerned in good working condition.
- 57) The contractor shall pay all the taxes including Service Tax 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 statutory authorities will cause termination of Contract.
- 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) 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.
- 60) 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.
- 61) The tender form is not transferable i.e., the person who purchases the tender form shall only the participate in tenders. If the names of the purchaser of the tender form and the participant differ, the tender will be treated as invalid and rejected a part from forfeiture of EMD. In case of the organization/companies/Corporation etc., the authorized representatives can submit the tender application along with authorization letter.
- 62) 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.

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