

**TELANGANA STATE ROAD TRANSPORT CORPORATION**  
**SECUNDERABAD REGION**

To

The Regional Manager,  
TGSRTC, Secunderabad Region.

PHOTOGRAPH TO  
BE AFFIXED WITH  
SIGNATURE

Madam,

Sub: **CONTRACTS – Awarding of contract related to outsourcing the activity of Sweeping, Cleaning and washing of Garage Yard Premises including Traffic, DM's offices and Maintenance of Toilets in all the sections of the \_\_\_\_\_ of Secunderabad Region** – Submission of Tender Form – Reg.

Ref: Tender Notification No.E5/122(40)/2025 -SR, Dt.15.07.2025.

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

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

I/We hereby further agree to abide by the terms and conditions stipulated by the Corporation from time to time during the operations of my contract on awarding the same.

Yours faithfully

SIGNATURE OF THE TENDERER

DATE:

FULL NAME:  
PERMANENT ADDRESS  
OF THE TENDERER  
PHONE NO & CELL NO: (BLOCK LETTERS)

TENDER FORM TO BE FILLED BY THE TENDERER FOR ALLOTMENT OF OUTSOURCING ACTIVITY OF SWEEPING, CLEANING AND WASHING OF GARAGE YARD PREMISES INCLUDING DM'S OFFICE, TRAFFIC AND MAINTENANCE OF TOILETS IN ALL THE SECTIONS OF \_\_\_\_\_ OF SECUNDERABAD REGION

1. Name of the Tenderer \_\_\_\_\_  
(In capital letters)
2. Father's name \_\_\_\_\_
3. Full Address of the Tenderer with \_\_\_\_\_  
Mobile Number
4. Date of Birth & Age of the Tenderer: \_\_\_\_\_
5. If Firm/Agency mention full address  
& details : \_\_\_\_\_  
\_\_\_\_\_
6. Nature of the Work : Outsourcing of Sweeping, Cleaning and  
washing of Garage Yard Premises, traffic  
section, DM's office & Maintenance of toilets  
in all the sections of \_\_\_\_\_ Depot premises.
7. Name of the Depot : \_\_\_\_\_
8. a. Minimum No. of persons to be  
Deployed for the above work : 07 Unskilled  
b. Minimum value of the work with PF code ₹ \_\_\_\_\_ per month.  
(Including PF &ESI Statutory and 7% profit margin)
9. Total amount as per Annexure for which Quoted ₹ \_\_\_\_\_
10. a) Labour licence No. & validity (if any) :  
Under contract Labour (R&A Act, 1970)  
(Xerox copy to be enclosed)
- b) Certification of Registration of Firm :  
(Xerox copy to be enclosed)
- c) Details of PF Code No. & ESI Code No. :  
(Xerox copies to be enclosed)
- d) Permanent Account Number :  
(Xerox copy to be enclosed)
- e) GST Registration Number & Date :  
(Xerox copy to be enclosed)
- f) Previous experience (if any) :  
(Details to be furnished with proof  
No of years in similar field)

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

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

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

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

13. Last Date and Time for submission of tender:

I/We confirm my/our acceptance to the Terms and Conditions stipulated by 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.

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**JOB DISCRIPTION FOR SWEEPING, CLEANING AND WASHING OF GARAGE YARD  
PREMISES INCLUDING TRAFFIC, DM's OFFICE AND MAINTENANCE OF TOILETS IN ALL  
THE SECTIONS OF THE DEPOT**

1. The Contractor must deploy the required manpower to attend the above mentioned works regularly at the work spot, despite of this obligation to extend weekly rest to his workmen, which he has to meet on his own arrangement.
2. The Contractor has to keep the contract area clean and tidy at all times.
3. The Contractor should engage Seven (07) unskilled persons to carry out the above work.
4. The Contractor shall arrange for –
  - i. Sweeping of Garage during regular maintenance of Depot Garage as well as during the change over at Depot premises and Change Over Points, DMs office, Traffic Section and Maintenance of Toilets in all the sections of \_\_\_\_\_ Depot.
  - ii. The contractor has to arrange cleaning of doors, windows and glasses of windows, curtain walls, fixed glazing etc. with necessary cleaner at regular intervals not less than twice a week.
  - iii. The contractor has to maintain drainage system, storm water, drainage system including the cleaning of man holes, pipe lines etc., in the contract area.
  - iv. The contractor has to arrange to cleaning of raw water and drinking water sumps & over head tanks regularly at least once in a month with necessary bleaching powder etc.
  - v. The contractor has to implement the instructions issued by the Corporation Official from time to time and has to execute any specified work pertaining to maintenance of the work premises as per the instructions.
  - vi. The Contractor has to arrange to clean inside of the buses, whenever there is urgent need as directed by the Corporation Supervisors.
  - vii. The contractor has to arrange to execute the extra cleaning and web swabbing of the floors as and when required on special occasions as specified by officials.
  - viii. The contractor has to arrange to sweeping of the terrace area at regular intervals duly removing the dust.
  - ix. The contractor has to arrange to clean the false ceiling share walls, balconies projected in dome area of height duly using the department supplied ladder.
  - x. All the tools, materials etc., required to carry out the above works are to be brought and minor repairs, if any by the Contractor himself.
  - xi. The contractor has to arrange for cleaning and up keeping the areas around the Drinking water points.
  - xii. The contractor has to arrange for cleaning of dust bins and disposing of the waste papers and other materials outside the premises, where it is assigned for the same.
  - xiii. The contractor has to arrange for the sweeping, cleaning and washing of the entire bus depot, garage yard, pits, annexure rooms etc., connected to the garages, office rooms twice in a day and removing the dust and debris to a place at a distance located.

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- xiv. The contractor has to arrange wet swabbing with phenyl twice in a week and detergent (washing powder) water cleaning once in a week in the rooms, flooring and corners of the entire complex. The required material for sweeping and cleaning and maintenance of toilets for carry out the contract work has to be provided by the Contractor at his OWN COST.
- xv. The contractor has to arrange for the removal of cobwebs, bird nests, sack other dirty materials within the contract area.
- xvi. The contractor has to arrange to keep the walls, pillars and ceiling of the contract area clean and tidy. The fungus on the walls and ceilings should be cleaned with brooms twice in a week. The contractor shall arrange to pick up the pebbles etc., in the entire garage yard once in a day.
- xvii. The contract has to arrange for the cleanliness of the toilets blocks in a Garage, DM's Office and Traffic Section every day by using phenyl/acid.
- xviii. The contractor shall arrange for watering the plants and ensure proper growth and protection of the plants in the contract area.
- xix. The contractor shall also 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.
- xx. The schedule-III yard and pits shall be cleaned by scrapping the grease, oil and mud formed.
- xxi. The contractor and his workers shall not drive the vehicles of TSRTC inside or outside the garage premises.

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**I- GENERAL**

1. The sealed cover should be placed in the sealed tender box, kept in the Office of the Regional Manger, Secunderabad Region, JBS, Picket, Secunderabad upto 14:00 Hrs. on 12.09.2025, the tenders received after the stipulated date and time will not be accepted. Tenders will be opened at 15:00 Hrs. on the same day by the Tender Committee.
2. Tenders in the name of minor or on behalf of minors will be rejected. Tenders once made shall not be permitted to be withdrawn.
3. In case of Firms/Companies/Corporations etc., the authorized representatives can submit the tender application along with authorization letter.
4. Tender forms not accompanied by the demand draft in original towards the requisite EMD, incompletely filled in tender forms, not having signature on each and every page including the enclosed terms and conditions, will be rejected. Also the successful tenderer has to submit a solvency certificate issued by the competent authority.
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 **within 15 days from the date of allotment letter.**
7. a) **No contractor can quote value less than the minimum value of work** specified in the Tender Notification for Outsourcing Works of Sweeping and Cleaning of Garage Yard in the Depots of Secunderabad Region by engaging unskilled labour. 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 PF, EDLIF, ESI, Administration and Inspection Charges wherever applicable in addition to the minimum profit margin of 7%.  
c) The contractor should quote clearly the rate per month for providing number of persons/labour for the above work as stipulated in the Annexure.  
(i) Minimum wage for unskilled is Rs.12,732/- as communicated by the Govt. (As per Circular No.PD-17/2025, Dt. 09.07.2025).  
(ii) **Minimum value of work (minimum cost) means sum total of**  
(a) Minimum wages and statutory contribution towards PF, ESI, EDLIF Administration and Inspection Charges and  
(b) 7% profit on minimum wages and statutory contribution.  
(iii) In case, any area falls within ESI exempted zone the same will not be included in the minimum value. Minimum value of work (minimum cost) is rounded off to the nearest rupee.  
(iv) Minimum value of work with statutory provision & 7% profit margin per person would be Rs.15,837/- per month per person for contractor with PF code No.

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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, Secunderabad Region, before submission of the tender form. Later no clarification will be entertained.
14. In all disputes, in case of doubts or interpretation of clauses, conditions and applications of this contract or otherwise, the decision of the Managing Director, TGSRTC shall be final.
15. a) The contractor is not permitted to sub-let the contract work to any other Sub-contractor.  
b) The allotment of contract shall be on Non-exclusive basis.  
c) The Corporation shall have the right to grant licence to more than one licensee to do the same type of contract in the same premises.
16. The right given under this contract is not transferable.
17. The Corporation reserves its right to reduce/increase the manpower 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.
19. The contractor and the persons engaged by him for the work are subjected to security check both at the time of entry into and exit out of the premises.
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.

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**II. CONTRACTORS OBLIGATIONS:**

1. The contractor has to obtain license from the Licensing Officer under Contract Labour (Regulation & Abolition) Act, 1970 to carry-out the work contract in question in the contract area and submit a copy of the same to the Licensor and to the Unit Officer/Depot Manager concerned before commencement of the contract.
2. The contractor has to contact the Labour Department and to maintain the registers as required under law and as required by the Corporation and the same have to be produced for verification by the Inspecting Officials.
3. The Contractor is liable for any obligation arising out of his contract in respect of labour engaged by him.
4. The contractor has to supply uniform and identity badges to the workers. No worker shall be allowed to work without identity badges. The workers should contact the supervisor on duty at Depot before and after the spell of their duty and furnish the position from time to time. The contractor shall not change the men without prior approval of the Depot Manager.
5. The contractor should adhere to all acts and laws in force applicable to his business and for any violation of such laws, the sole responsibility lies with the licensee.
6. On expiry of the period of licence or on its termination, as the case may be, the contractor shall hand over equipments, if any, to the Depot Manager of the Depot concerned and obtain a certificate to that affect.
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 non-payment of taxes or default therein. Any default, non-payment of taxes to statutory authorities will cause termination of licence and vacation of premises.
8. Income Tax as per the provisions of Income Tax Act and other applicable taxes will be recovered from the monthly payment and the contractor has to submit PAN Number allotted by the Income Tax Department.
9. The contractor shall insure the lives of the labour engaged by him for any eventual risks that might crop up in the event of any accident and it shall be the sole responsibility of the contractor to meet all the claims/compensation for disability or loss of life of the labour, simultaneously enclosing for records.
10. The contractor shall pay the remuneration by crediting to the Bank Account of the respective personnel engaged by him, simultaneously enclosing copies as proof for records.
11. In case of injury/death caused to any person within the premises of Depot Garage 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, then 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.

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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, Provident Fund, EDLIF, ESI etc. as prescribed by the appropriate Government from time to time and submit the proof of compliance along with the monthly bill to the Depot Manager concerned for payment. He has to indemnify the Corporation on all the claims, damages for compensation under the provisions of all Laws and Acts pertaining to the Labour.
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 for 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 movable/immovable property of the Corporation by him or by his agents or representatives as determined by the licensor. The Corporation shall have 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 required manpower.
2. The candidate must be experienced in the relevant field.
3. Must be above 18 years of age as on date of filing Tender.
4. The contractor should engage required number of persons in the age group of 18 to 58 years. He should not engage persons below the age of 18 years for the work at any cost. Child labour i.e., children below 14 years of age, should never be engaged for the contract work.
5. The contractor shall not engage any persons whose character, 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 contract.

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6. 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.
7. The contractor will have his work contract supervised by DM/Supervisor regularly or any authority superior to him.
8. 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.
9. The manpower thus engaged shall be deployed as per shift requirements of Depot, as instructed by Garage incharge and his Supervisor.
10. The successful Contractor/Agency has to furnish the passport size photographs of the workers to be deployed by him for the contracted work, within 15 days of awarding contract containing the name, qualification, experience, age, Father's name, residential address of each worker along with Tender Application. The contractor shall not change the work men specified without prior approval of Depot Manager/Supervisor/Maintenance Incharge.
11. The successful contractor should produce the workers whom he proposes to deploy against the work, along with their certificates concerned, before the tender committee immediately on finalization of the tender.
12. The workers employed by the contractor shall not have any right or claim whatsoever for employment in TGSRTC at a future date.
13. 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 Corporations.

#### **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 contribution towards PF, EDLIF, ESI, Administrative and Inspection Charges and 7% profit margin by the contractor.
3. Other things being equal, preference will be given to the following in the order of priority.
  - a) The Tenderer who is holding PF & ESI Code Nos. issued by Competent Authority concerned shall be given preference.
  - b) The Tenderer who holds a valid labour licence under contract Labour(R & A Act 1970) will be given preference.
  - c) The Tenderer with registration of the firm/similar nature of work with manpower 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.

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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. The successful bidder has to undertake the contract and carryout the work as per the job description.
8. In case of contractor supplying 20 or more persons to TSRTC in any category who is not in possession of PF & ESI code shall compulsorily submit the same, otherwise his tenders shall be liable for cancellation duly forfeiting the EMD.

**V) EMD:**

1. Earnest Money Deposit is to be paid as specified in Tender Notification/Tender Terms and conditions at Annexure.
2. a) The EMD prescribed should be paid through crossed Demand Draft drawn for **₹67,000/-** in favour of Dy. Chief Accounts Officer, TGSRTC, Secunderabad Region, payable at any 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.  
 c) The tender form duly filled in, along with the Demand Draft in original towards EMD amount should be enclosed along with terms and conditions duly signed on each page. Amount quoted by Tenderer should be written both in 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.  
 d) In case of any discrepancy in words and figures, the rate whichever is lower will be reckoned as quoted rate.  
 e) On the sealed cover, the nature of business, name and address of the tenderer shall be indicated
3. EMD is not exempted to any society/voluntary organization/institution/communities etc
4. 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.
5. The EMD amount of unsuccessful bidders will be refunded after finalization of Tenders, without any interest.
6. 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.

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7. 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.
8. If the successful tenderer fails to pay Security Deposit within 10 days from the date of communication, the EMD will be forfeited.

#### **VI) SECURITY DEPOSIT:**

1. The successful bidder to whom the contract will be allotted shall have to undertake the contract for a period of TWO YEARS from the date of entering into an agreement. If he desires to discontinue the contract for whatsoever reasons, before completion of minimum period of contract, the Security Deposit will be forfeited in favour of the Corporation.
2. The successful tenderer (allottee) has to pay Security Deposit which is equivalent to ONE MONTH remuneration through DD in favour of Dy.Chief Accounts Officer, Secunderabad Region 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 Security Deposit has to be paid.
3. The Security Deposit is refundable on the expiry of the period of licence without interest and subject to the satisfactory performance and fulfillment of agreement conditions duly collecting recoveries or damages or any.
4. 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.
5. The security deposit will be forfeited duly giving one month advance termination notice:
  - a. When penalties are imposed for improper maintenance or complaints etc. for more than 3 times in a calendar year.
  - b. If the contractor commits breach of any terms and conditions of the agreement during the subsistence of the period of agreement.

#### **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.

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2. The contract shall be terminable with One (01) Month's advance notice by either party.
3. The contract is liable for termination in the event of contractor failing to do the contract for which the licence is granted for a continuous period of 90 days which shall also carry necessary penalties and forfeiture of Security Deposit.
4. Any violation or breach of terms and conditions of the contract including unsatisfactory maintenance of contract area shall render the contract liable to be terminated duly forfeiting the Security Deposit.
5. Mis-behaviour or assault on the employees of the 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.

#### **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 maintenance of 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 that 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 or 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 from monthly bills/security deposit etc., 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 Contractor has to submit his claims every month by 2nd of succeeding month with the certification of Mechanical and Security in-charges concerned for payment of monthly bill which will normally be arranged by 11th of succeeding month.
2. Payment of monthly remuneration will be made only on submission of proper claim duly certified by the Maintenance Supervisor.

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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, PF/ESI Challan copies, performance details by the Unit Officer.
4. The monthly bill of the contract amount shall be paid to the contractor only after submission of proof about the deduction of PF and ESI amounts from the wages of the persons engaged by the 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 licensee at the rates prescribed from time to time and its remittance to the concerned authorities with details of the persons for whom it is remitted.
5. The contractor shall ensure deduction of PF contributions from the wages of the persons engaged by him together with the matching contribution of the employer (contractor) along with administrative and inspection charges at the rates prescribed by the Government from time to time and remit to the Secretary, TSRTC PF (Trust), Hyderabad. If the contractor is in possession of Code Number allotted by Regional Provident Fund Commissioner (RPFC), he shall remit the PF deductions to the respective RPFC under intimation to the Licensor and he need not remit the PF deductions to TSRTC PF (Trust). Preference will be given to the tenderer processing licence obtained from Labour Department and Code number allotted by RPFC & ESI.
6. In case of the contractor who is in possession of individual PF/ESI Code Number 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 & 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.
7. The contractor shall claim 12% Employer's contribution from Govt. of India under PMRPY Scheme in respect of new employees registered with EPFO w.e.f.01.04.2016 and upto 31.03.2019 and engaged by them to work in TSRTC. The Corporation will not reimburse the same to the contractor.
8. 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 Depot Manager/Unit Officer concerned for arranging payment of monthly remuneration which will normally be arranged on or before 10<sup>th</sup> of succeeding month.
9. The Corporation will meet the total additional expenditure that arises 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.
10. Whenever the minimum wages payable to the contract labour or workers are enhanced in the middle of the contract period, the contractor should pay difference of Security deposit towards the revised monthly remuneration or license fee.

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