

TELANGANA STATE ROAD TRANSPORT CORPORATION

No.E3/122(3)/2025-GHZ

O/o the Executive Director /GHZ
JBS, Sec'bad, Date: 26.08.2025.**TENDER NOTIFICATION**

Sealed tenders in the prescribed form are invited from the experienced and interested parties for participating in tenders for Outsourcing activity of Typists/DEOs at Units/Depots in Greater Hyderabad Zone.

NATURE OF WORK: Typists / Data Entry Operators on Outsourcing Basis.

Sl. No.	Nature of work	Minimum No. of persons to engaged	Minimum Value of Work Including Min. Wages + Statuary Prov. + 7% Profit Margin	EMD Payable (2.5% X 24 on Col.IV)
I	II	III	IV	V
1	Typists/DEOs at Units/Depots in Greater Hyderabad Zone	<u>39</u>	Rs.6,73,686.00	Rs.4,05,000.00

The monthly wages per person duly taking the minimum wage along with statutory provision and 7 % profit margin as shown hereunder:

Description	Amount
Minimum Wage	13887.00
PF @12%	1666.44
Admn. Charges @ 0.50%	69.44
EDLIF @ 0.50%	69.44
ESI @ 3.25%	451.33
Total	16143.65
Profit Margin 7%	1130.05
Total per Typist/DEO per month	17273.70
(Rounded off)	17274.00
For 39 Typists/DEOs per month	6,73,686.00
EMD (Total Wages*24*2.5%)	4,05,000.00

I. **The qualifications prescribed for:**

- Typist / Data Entry Operator shall possess SSC/Intermediate, Typewriting Higher/ Lower grade in English and Telugu.
- Must have knowledge in computer applications Windows Operating System, MS office (Word, Excel & Power Point), Internet Usage & Browsing, Sending and Receiving of Mails is essential.
- The age group for Typists / Data Entry Operators shall be between 18 to 65 years.

II. **TERMS & CONDITIONS:**

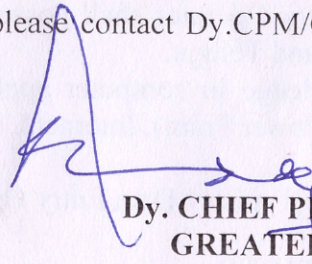
- The period of contract is **TWO (02) YEARS** only and extendable for ONE (01) more year based on the satisfactory performance of the Contractor. Number of workmen deployed can be increased or decreased during the subsisting period of contract as per requirement.

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2. 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), GST Number & the tenderer with at least Two (2) years 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.
3. The prescribed Tender Forms together with Terms & Conditions may be download from website www.tgsrtc.telangana.gov.in (Tenders) from 04.09.2025 to 18.09.2025.
4. The cost of Tender form is Rs.1,180/- (Rupees One Thousand One Hundred and Eighty only) including 18% GST and the Earnest Money Deposit (EMD) shall be drawn through Demand Draft from any Nationalised Bank in favour of "Dy. Chief Accounts Officer, TGSRTC, Secunderabad Region" separately. The original Two (2) DDs shall be submitted along with Tender form, failing which the Tender form will be rejected. The cost of tender form DD & EMD DD drawn less than the stipulated amount is also rejected. The EMD shall not carry any interest.
5. Sealed tender forms duly filled in shall be dropped in the sealed tender box kept in the office of the Dy.CPM/GHZ, TGSRTC, JBS, Secunderabad upto 14:00 hrs on 19.09.2025 and the same will be opened at 15:00 hrs on the same day in the presence of the Tenderers or their authorized Representatives.
6. In case the amount quoted is less than the above mentioned in the tender notification the tender will be rejected, since the value of the contract amount include the minimum wages, PF/ESI with profit margin other thing being equal, if more than one tenderer quotes same rate and found suitable by the Tender Committee the contract shall be allotted on the basis of LOTTERY.
7. The Corporation reserves the right to cancel Tenders or postpone the tenders at any stage without assigning any reason thereof.
8. The Tender Committee reserves the right to alter/modify the period of contract mentioned in Tender Notice at the time of finalization of Tender.

For any further information/clarification, please contact Dy.CPM/GHZ office, 2nd floor, JBS, Picket, Secunderabad.



**Dy. CHIEF PERSONNEL MANAGER
GREATER HYDERABAD ZONE**

Copy to: ED(GHZ) for favour of information, please.

Copy to: RMs: HR & SR for Information.

Copy to: Dy.CAOs: GHZ & (P&A) for information.

Copy to: POs:HR & SR for Infn.