

TELANGANA STATE ROAD TRANSPORT CORPORATION
GREATER HYDERABAD ZONE

(TENDER FORM NOT TRANSFERABLE)

Dy. CPM / GHZ

To
The Executive Director (GHZ)
TGSRTC,
JBS, Picket,
Secunderabad.

PHOTOGRAPH TO BE
AFFIXED WITH
SIGNATURE

Sir,

Sub: CONTRACTS – Awarding of contract the works of Typists / Data Entry Operators at the
Units / Depots in Greater Hyderabad Zone – Submission of Tender Form – Reg.

Ref: Tender Notification No.E3/122(3)2025/GHZ, Dt.26.08.2025

I/We hereby submit my/our 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 period of contract on being awarded the same.

Yours faithfully,

SIGNATURE OF THE TENDERER

DATE :

FULL NAME :
PERMANENT ADDRESS :
OF THE TENDERER

PHONE NO & CELL NO :
(IN BLOCK LETTERS)

**TENDER FORM TO BE FILLED BY THE TENDERER FOR ALLOTMENT OF
OUTSOURCING OF TYPISTS / DEOs IN THE UNITS / DEPOTS OF GHZ**

A
Dy. CPM / GHZ

1. NAME OF THE TENDERER :
(In capital Letters)
2. DATE OF BIRTH AND :
AGE OF THE TENDERER
3. FATHER'S NAME :
4. CASTE :
5. FULL ADDRESS OF THE :
TENDERER WITH MOBILE
& PHONE NO.
6. IF FIRM/AGENCY MENTION :
FULL ADDRESS AND DETAILS
7. PAN NO. :
(Copy to be enclosed)
8. NATURE OF WORK : PROVIDING OF TYPISTS / DEOs
9. NAME OF THE WORK PLACE : IN THE UNITS / DEPOTS OF GHZ.
10. MIN.NO.OF PERSONS TO BE : 39 Typists / DEOs
DEPLOYED FOR THE ABOVE WORK
11. MINIMUM VALUE OF THE WORK : **Rs.6,73,686/-** per month.
(As per the Annexure enclosed)
12. RATE QUOTED FOR CARRYINGOUT: Rs. _____
THE ABOVE WORK BY PROVIDING 39 TYPISTS / DEOs

In Words: Rupees : _____
(Including Min. wages, like PF, ESI, EDLIF, and Profit margin 7%)
(NOTE: Tenderer should not quote less than minimum value of the work)

13. EARNEST MONEY DEPOSIT (EMD) : Amount Paid Rs. 4,05,000/-
D.D. No. _____ DATE _____ BANK _____
By Way of D.D./Bankers Cheque Only drawn in favour of Dy.Chief Accounts Officer
Secunderabad Region.
(EMD is not exempted to any Society/ Voluntary Organization/ Institution/ Communities etc.,)

SIGNATURE OF THE TENDERER

14. DETAILS OF PF CODE NO. & VALIDITY (Proof to be enclosed) :
15. DETAILS OF ESI CODE NO. & VALIDITY (Proof to be enclosed) :
16. DETAILS LABOUR LICENCE NO. & VALIDITY (Form No.VI Proof to be enclosed) :
17. DETAILS OF GST NO. (Proof to be enclosed) :
18. PREVIOUS EXPERIENCE (Proof to be enclosed) :
19. LAST DATE & TIME FOR SUBMISSION OF TENDER : _____, UPTO 14.00 HOURS

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

DOCUMENTS TO BE ENCLOSED TO THE TENDER FORM.

1. EMD DD
2. Proof of PF Code No.
3. Proof of ESI Code No.
4. Proof of GST No.
5. Labour Licensee (Form VI)
6. Experience Certificate

SIGNATURE OF THE TENDERER

Note: All the above columns should be filled up compulsorily.

Please read all clauses of Terms and conditions and sign on each page as Acknowledgement of acceptance.

SIGNATURE OF THE TENDERER

TERMS AND CONDITIONS**TERMS AND CONDITIONS OF THE OUTSOURCING OF THE WORK TO BE CARRIED OUT BY TYPISTS / DATA ENTRY OPERATORS BY ENGAGING PERSONS IN THE UNITS/ DEPOTS OF GREATER HYDERABAD ZONE.****I) REQUIRED QUALIFICATIONS:**

1) The Persons to be deployed by the contractor shall invariably possess the following qualifications to attend to the contracted works of Typists / Data Entry Operators at the units of Greater Hyderabad Zone.

a) TYPIST:

- i) Must have passed SSC or Intermediate or its equivalent examination;
- ii) Must have passed Typewriting Higher Grade/Lower Grade either in English or Telugu or both.
- iii) Must be above 18 years and below 65 years of age as on date of filing Tender.
- iv) Must have knowledge in Computer applications MS Office (Word, Excel, Power Point etc.)

2) a) The Successful bidder has to undertake the job of outsourcing of Typists / Data Entry Operators by engaging persons to work as Typists / Data Entry Operator as per job description mentioned at Annexure 'B' at the contract work spot specified in the tender / application at any Unit / Depot in Greater Hyderabad Zone.

b) The actual place of work and the No. of Typists / Data Entry Operator to be deployed at each Unit/ Depot will be specified in the Allotment Order.


3) The period of contract is two years from the date of agreement; and extendable for one more year on similar terms and conditions and satisfactory performance of the Contractor.

4) The contractor should quote clearly the rate per month.

5) Earnest Money Deposit to be paid is Rs. _____

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II- GENERAL


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1. (a) The Tender Forms can be downloaded from the website (<http://www.tsrtc.telangana.gov.in>) from **04.09.2025 to 18.09.2025**. The Cost of Tender Form is **Rs.1180/- (cost Rs.1000/- + Rs.180/-(GST))**, for which a Demand Draft can be **“drawn in favour of Dy. Chief Accounts Officer, TSRTC, Secunderabad Region** to be enclosed with EMD amount payable and along with the Tender application at the time of submission of Tender Form.

b) The sealed cover should be placed in the sealed tender box, kept in the Office of the Executive Director, Greater Hyderabad Zone, JBS, 2nd Floor, Picket, Secunderabad upto 14.00 Hrs on 19.09.2025, 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. The Successful bidder has to deploy **39** Typists / Data Entry Operators daily at the work – spot to undertake the above said work contract as specified in the Tender Notification. This specified number of persons has to be deployed by the successful bidder at the work-spot daily, irrespective of his liability to extend weekly rest to his employees which he has to meet on his own arrangement. The persons deployed by the contractor have to follow the office timings allotted to them. The Unit Officer / Supervisor in charge is authorized to change the office timings based on the day to day requirements.
3. Rule of Reservation:- The Successful tenderer shall provide minimum 15% of SCs, 6% STs, 29% of BCs (BC-A:7%, BC-B:10%,BC-C:1%, BC-D:7%,BC-E:4%) out of the total requirement notified.
4. Tenders in the
5. name of minor or on behalf of minors will be rejected. Tenders once made shall not be permitted to be withdrawn.
6. In case of Firms/Companies/Corporations etc., the authorized representatives can submit the tender application along with authorization letter.
7. Tender forms not accompanied by the demand draft in original towards the requisite EMD, incompletely filled in, not having signature on each and every page including the enclosed terms and conditions, will be rejected.
8. Tender forms with any pre-conditions or additional conditions other than those prescribed by TSRTC will summarily be rejected.
9. The successful tenderer shall enter into an agreement for undertaking the work on prescribed terms and conditions.
10. a) **No contractor can quote value less than the minimum value of work** specified in the tender notification for outsourcing of works of **39** Typists / Data Entry Operator in Units of Greater Hyderabad Zone. 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 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 No. of persons/labour for the above work as stipulated in the Annexure ‘A’.

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- 10) The minimum value of the contract has been assessed based on the following three components :
 - a. The minimum wage is as fixed and communicated by TGSRTC per month to Typists / Data Entry Operator as per the rates communicated by the Head office, TSRTC (which is Rs. 13,887/- at present)
 - b. The Statutory employee's contribution payable in the respect of the workers towards PF, EDLIF and ESI etc., along with the administrative and inspection charges, wherever applicable.
 - c. Over and above the value of the aforesaid two components a minimum profit margin of 7% is allowed for the contractor.
- 11) 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.
- 12) Management reserves the right to reject any or all tenders without assigning any reason. 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.,
- 13) 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.
- 14) The corporation is not responsible if the tenders are held up due to litigations in Courts or for any other administrative reasons.
- 15) Any clarification required regarding the terms and conditions shall be obtained from the office of the Dy.CPM/GHZ Office, Greater Hyderabad Zone, Jubilee Bus Station, IInd floor, Picket, Secunderabad **before submission of the tender form. Later no clarification will be entertained.**
- 16) In all disputes, in case of doubts or interpretation of clauses, conditions and applications of this contract or otherwise, the decision of the VC & MD, TSRTC shall be final.
- 17)
 - 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.
- 18) The right given under this contract is not transferable.
- 19) 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.
- 20) Interested parties may inspect the premises of contract before submitting the tender form
- 21) The contractor should engage required number of persons to carry out the contract work
- 22) 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

- 23) The contractor shall also be responsible for the safety of the Tools and plants and other items like Electrical fittings, furniture and other property of the Corporation within the contract area
- 24) The Corporation reserves the right to modify any condition/conditions of the Agreement during the period of agreement and the successful tenderer has to abide by the conditions of the Corporation and has to enter into a fresh agreement with the Corporation at his own cost.
- 25) The workers employed by the contractor shall not have any right or claim whatsoever for employment in TGSRTC at a future date.
- 26) Tenders shall invariably be 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. When the required Xerox copies are not enclosed with the Tender form.
 - f. The demand draft in original towards the requisite EMD & cost of Tender form not having signature Bankers
- 27) 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.

III. CONTRACTORS OBLIGATIONS:

1. The contractor should adhere to all Acts and Laws in force applicable to his business. For any violation of such laws the sole responsibility lies with the licensee.
2. 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.
3. The contractor has to contact the Labour Department and 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.
4. The contractor shall pay all the taxes under the Central and State Acts/Rules made there under, applicable to the business. The Corporation is not liable for the penalties in view of nonpayment of taxes or default therein. Any default, nonpayment of taxes to statutory authorities will cause termination of licence and vacation of premises.
5. Income Tax as per the provisions of IT Act will be recovered from the monthly payment and the contractor has to submit Xerox of PAN Card allotted by the Income Tax Department
6. The contractor shall insure the lives of the Typists / Data Entry Operators 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 Typists / Data Entry Operators. The Contractor is liable for any obligation arising out of his contract in respect of Typists / Data Entry Operators engaged by him (A copy of insurance policy shall be submitted).

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7. a. 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 by submitting the Insurance Policies.
b. In case of Injury/Death caused to any person employee of TSRTC within the premises of Depot / Unit by the Typists / Data Entry Operators 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.
8. a. The contractor has to pay the wages to the persons engaged by him before 10th of every month at the rates not less than the "minimum wages" as fixed by the Commissioner of Labour from time to time. He is responsible for any objections or disputes raised either by the Labour Department., or the workers on any payments to be made to the workers and on any penalties levied by the Government.
b. 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.
9. 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. 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 from all the claims, damages for compensation under the provisions of all Laws and Acts pertaining to the Labour.
12. 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 difference immediately.
13. The Contractor is liable for any obligation arising out of his contract in respect of workers engaged by him.
14. The Typists / Data Entry Operators 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 Typists / Data Entry Operators without prior approval of the Depot Manager / Unit Officer.
15. On the expiry of the period of licence or on its termination, as the case may be the contractor shall hand over the equipments, if any, to the Depot Manager of the concerned Depot duly handing over the contract.

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IV) CRITERIA FOR ALLOTMENT OF TENDERS:

1. The criteria for allotment of this contract will be based on the lowest amount offered which shall not be less than the minimum value and in accordance with terms and conditions specified.
2. The rate quoted shall not be less than the minimum wage payable to Typists / Data Entry Operators is i.e. Rs.13,887/- plus contributions towards PF, EDLIF, ESI., administrative and Inspection charges 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.
 - b) The Tenderer who holds a valid labour licence under Contract Labour (Regulation and Obligation Act, 1970).
 - c) The Tenderer with at least Two (2) years of registration in force under Shops and Establishments Act 1988 only and with experience for the same / similar nature of work (like man power supply) with the appropriate authority.
4. Other things being equal, if more than one Tenderer quotes the lowest minimum amount and is found suitable by Tender Committee, and meets all the other criteria specified above the Contract shall be allotted to one of them on the basis of **Lottery**.
5. Finalization of Tenders will be by way of negotiation by the Tender Committee. The decision of the Tender Committee in that regard shall be final.
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.**

V. EMD:-

1. Earnest Money Deposit Rs.4,05,000/- (Rupees Four Lakhs and Five Thousand only) is to be paid as specified in Tender Notification/Tender terms and conditions.
2.
 - a. The EMD prescribed should be paid through crossed Demand Draft drawn in favour of Dy. Chief Accounts Officer, TGSRTC, (Secunderabad Region), payable at Nationalized Bank only, and in case of failure to enclose the Demand Draft, as specified above in original to the Application, such applications will be rejected.
 - b. The EMD amount shall not carry any interest.
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.

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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 and the Corporation is not responsible for any delay in finalizing the orders etc., Any such withdrawal of tender would result in forfeiture of EMD.
9. If the successful tenderer fails to pay Security Deposit within 15 days from the date of communication, the EMD will be forfeited.

VI). SECURITY DEPOSIT:

1. The successful tenderer (allotted) has to pay Security Deposit which is equivalent to ONE MONTH remuneration through DD in favour of Dy.CAO/SR within stipulated time and enter into an agreement with the corporation failing which allotment is liable for cancellation and the EMD paid by him/her shall be/forfeited to the corporation without any further notice/ intimation. Security Deposit will not carry any interest. In case of increase in statutory wages during the period of contract, proportionately additional SD has to be paid.
2. 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.
3. **Forfeiting of Security Deposit: - Security Deposit paid by the contractor is liable to be forfeited in the event of:**
 - a) Non commencement of maintenance work / service contract after depositing SD within the stipulated time as per the allotment order or breach of any of the terms and conditions of the Tender Form besides termination of contract.
 - b) Non-submission of Deed of Licence after payment of the Security Deposit amount, within the stipulated time.
 - c) Failure of the contractor to execute the contract for the period agreed to under the contract.
 - d) **The Security Deposit is refundable subject to claiming any arrears within 3 months before expiry of the period of licence without interest.**

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1. The Corporation shall have the right to terminate the contract with one month notice, if in its opinion the work of contractor is not satisfactory or if there is no further need for this contract and the decision of Corporation in this regard shall be final.
2. The contract shall be terminable at any point of time with Two (2) month's advance notice by the contractor after completion of 2 years period.
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 10 days which shall also carry necessary penalties and forfeiture of Security Deposit.
4. The contract is liable for termination in the event of contract failing to do supplies sufficient manpower.
5. Any violation or breach of terms and conditions of the contract including unsatisfactory Maintenance of contract area shall Tender the contract liable to be terminated duly forfeiting the Security Deposit.
6. Misbehavior 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 and termination of contract duly, forfeiting the Security Deposit.

VIII: PENALTY CLAUSE:

1. The contractor is liable for imposition of penalties upto Rs.500/- in case of complaints from the Staff, Officers and Public on maintenance of the work and the same will be deducted from the monthly 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 balance 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 into the agreement or any higher authority to such authority.
2. If any Typists / Data Entry Operators 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.
3. The Contractor should fulfill the minimum guaranteed attendance (as decided by Tender Committee) 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 wages.
4. The Contractor should fulfill the minimum guaranteed performance per month besides deploying stipulated man power as decided by the Tender Committee or any authorized authority of Corporation. Failure to fulfill the minimum guaranteed performance will render the contractor liable for imposition of penalty as decided by Tender Committee.
5. In the event of any statutory authority imposed any punishment like fines etc., and if the Corporation is made a party in such penal action, the Corporation will retain/recover such amount from the amount due to the contractor monthly/security deposit etc., with it 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.

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IX: BILL CLAIM & P.F., ESI

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1. The remuneration will be paid to the successful bidder on monthly basis by the Corporation. Bill should be submitted by the Contractor in the proper proforma supported by all necessary accompaniments not later than 5th of every month in order to arrange payment by 10th of the month. The cycle for payment for the calendar month days would be 1st to end of the same month.
2. Payment of monthly remuneration will be made only on submission of proper claim, duly certified by the Unit officer.
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 with statements, performance details by the Unit Officer.
4. The monthly bill of the contract amount shall be paid to the contractor only after he submits the proof about the deduction of the PF and ESI 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 licensee at the rates prescribed from time to time and its remittance to the concerned authorities with details of the persons in respect of whom it is remitted.
5. In case the contractor, who is not in possession of PF 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 & 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. Contractor shall submit the details of the persons to whom the PF is to be remitted in the proforma prescribed by PF Trust, TGSRTC for the current month.
6. The contractor has to produce a certificate about his performance every month on or before 5th of succeeding month from the concerned authority on the satisfactory performance of the work to the concerned Depot Manager/Unit Officer for arranging payment of monthly remuneration which will normally be arranged on or before 10th of the month.
7. During the contract period no enhancement will be allowed on the finalized tender rates except increase in the minimum wages as communicated by Government from time to time. "The Corporation will meet the total additional expenditure that arises due to increase in minimum wages and the corresponding increase in Employer's contributions 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**".

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Dy. CPM / GHZ

ANNEXURE- A

The present requirement of Typists / Data Entry Operators at Units / Depot in Greater Hyderabad Zone is follows.

Typists / Data Entry Operators Required

Nature of Work	No. of Persons required	Minimum value of the work contract per month including statutory provisions and 7% profit margin	EMD
		With PF Code	
(1)	(2)	(3)	(4)
Typists / Data Entry Operators	39	Rs.6,73,686/-	Rs.4,05,000/-

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DETAILS OF WORKS TO BE CARRIED OUT BY TYPISTS / DATA ENTRY OPERATORS

- 1) Typing of all correspondence in the Office viz, letters, Note files, Office Orders, Periodicals, Seniority Lists, Statements, Guide Sheets, Counters, Affidavits, Petitions, Para- wise Comments etc., as entrusted by the Unit Officer / Supervisor In charge.
- 2) Maintain files and correspondence thereon as entrusted by the Unit Officer/Supervisor In-charge confidentially.
- 3) Making data entry in Computers about Service particulars of employees for maintenance of PMS / CIS Modules, PD-WEB Portal and generating necessary Reports as entrusted by the Supervisor In charge.
- 4) Maintenance of History Card of Type Writer, Personal Computer and other Office equipment etc.,
- 5) Maintaining of Registers.

GENERAL CONDITIONS:

- 1) He/She shall attend Office in time communicated by Management on all working days with half-an-hour Lunch as specified.
- 2) He/She is not allowed to leave the Office during working hours unless permitted by the Unit Officer/Supervisor In-charge on urgent personal work.
- 3) He/She must attend to their work allotted promptly without wasting time.
- 4) He/She shall follow Office discipline.
- 5) He/She should not attend Office under the influence of liquor or in an intoxicated condition.

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