

**e-procurement tender notification NO:C2/644(AC)/2017-OPD(M&C),
DT: 07.03.2017**



TELANGANA STATE ROAD TRANSPORT CORPORATION

**TENDER DOCUMENT FOR APPOINTMENT OF SERVICE WISE PARCEL
CONTRACTORS FOR TRANSPORTATION OF GOODS & PARCELS BY
VENNELA, GARUDA PLUS AND GARUDA BUSES OF THE CORPORATION
FOR A PERIOD OF FIVE YEARS**

**O/o THE CHIEF TRAFFIC MANAGER(M&C) & DIR(CP),
BUS BHAVAN,
RTC X ROADS, MUSHEERABAD, HYDERABAD-500624**

Website: <http://www.rtc.telangana.gov.in>

www.eprocurement.gov.in

DISCLAIMER

The information contained in this Tender document or subsequently provided to Tenderers, whether in document or verbal or any other form by or on behalf of Telangana State Road Transport Corporation (TSRTC) by any of its employees or advisors, is provided to Tenderers on the terms and conditions set out in this Tender document and such other terms and conditions subject to which such information is provided.

The purpose of this Tender document is to provide interested parties with information that may be useful to them in eliciting their proposals pursuant to this Tender document. This Tender document may not be appropriate for all persons, and it is not possible for the Corporation, its employees or advisors to consider the investment objectives, financial situation and particular needs of each party who reads or uses this Tender document.

This Tender document includes statements, which reflect various assumptions and assessments made by the Corporation in relation to the Contract. Such assumptions, assessments and statements do not purport to contain all the information that each Tenderer may require.

The assumptions, assessments, statements and information contained in this Tender document, may not be complete, accurate, adequate or correct. Each Tenderer should, therefore, conduct his/her own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in this Tender document and obtain independent advice from appropriate sources.

Information provided in this document to the Tenderer(s) is on a wide range of matters, some of which depends upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Corporation accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.

Corporation, its employees and advisors make no representation or warranty and shall have no liability to any person, including any Applicant or Tenderer under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this Tender document or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the Tender document and any assessment, assumption, statement or information contained therein or deemed to form part of this Tender document or arising in any way in this Tender Stage.

Signature of the tenderer.

e-tender details

1.	Department Name	TELANGANA STATE ROAD TRANSPORT CORPORATION
2.	Circle/Division	OFFICE OF THE MD, OPD(M&C) WING, BUS BHAVAN
3.	Tender Number	No.C2/644(AC)/2017-OPD(M&C) dated 07.03.2017
4.	Tender Subject	Appointment of Service wise parcel transport contractors for transportation of goods & parcels by Vennela, Garuda Plus & Garuda Buses of the Corporation for a period of five years.
5.	Period Of Contract	Five years
6.	Form Of Contract	As per Tender Document
7.	Tender Type	Open
8.	EMD	BIDDERS SHOULD SUBMIT THEIR EMD BY WAY OF DEMAND DRAFT DRAWN ON ANY NATIONALIZED / SCHEDULED BANK PAYABLE AT HYDERABAD IN FAVOUR FA&CAO, TSRTC. THE EMD AMOUNT IS Rs.1,00,000/ (for any number of services).
9	Tender document Process Fee	Rs 1,145/-
10.	Tender document Process Fee Payable To	FA&CAO, TSRTC PAYABLE AT HYDERABAD
11.	Bid submission starting date and time	07-03-2017 at 11.00am
12	Bid submission closing date and time	20-03-2017 at 05.00pm
13.	Hard copies submission closing	21-03-2017 at 02.00pm

	date and time	
14.	Submission of separate DDs towards EMD	SCANNED COPY SHOULD BE UPLOADED WHILE BIDDING AND HARD COPY SHOULD BE SUBMITTED WELL BEFORE OPENING OF THE BIDS
15.	Technical Bids Opening Date	21-03-2017 at 03.00pm
16.	Commercial Bids Opening Date and Time	25-03-2017 at 04.00 pm
17.	Place Of Tender Opening	C T M(M&C) & DIR(CP), OPD(M&C) WING, 2 nd Floor, Bus Bhavan, Mushirabad, Hyderabad.
18.	Officer Inviting Bids	Chief Traffic Manager & Director (Central Projects), TSRTC
19.	Contact Person	Chief Traffic Manager (M&C) & DIR(CP)
20.	Address/E-mail id	C T M(M&C) & DIR(CP), OPD(M&C) WING, 2 nd Floor, Bus Bhavan, Mushirabad, Hyderabad. dyctmmnc@tsrtc.telangana.gov.in
21.	Contact Details: Telephone, Fax	9959225400 Fax:040-27616078
22.	Procedure to Offer Submission	<p>The Bidders shall submit their response through Bid submission to the tender on e-Procurement platform at www.eprocurement.gov.in by following the procedure given below.</p> <p>The Bidders would be required to register on the e-procurement market place www.eprocurement.gov.in or https://tender.eprocurement.gov.in and submit their bids online. Offline bids shall not be entertained by the Tender Inviting</p>

Authority for the tenders published in e-Procurement platform. The Bidders shall submit their eligibility, qualification details, Technical bid, Financial bid etc., in the online standard formats displayed in e-Procurement web site. The Bidders shall upload the scanned copies of all the relevant certificates, documents etc., in support of their eligibility criteria/ certificates / documents in the eProcurement web site. The Bidders shall sign on the statements, documents, certificates, uploaded by them, owning responsibility for their correctness/authenticity. The Bidders shall attach all the required documents for the specific tender after uploading the same during the bid submission as per the Tender Notice and Bid Document.

1. Digital Certificate Authentication:

The Bidders shall authenticate the bid with their Digital Certificates for submitting the bid electronically on e-Procurement platform and the bids not authenticated by digital certificate of the Bidders will not be accepted on the e-Procurement platform

2. Registration with e-Procurement platform:

For registration and online bid submission, Bidders may contact HELP DESK of M/s Vayam technologies Limited or

<https://tender.eprocurement.gov.in>.

3. Submission of Hard Copies:

After online submission of bid, the Bidders are requested to submit the originals of DD towards EMD and Tender document Process fee to the Tender Inviting Authority and other uploaded documents before opening of the bids. The Bidders shall invariably furnish the original DDs to the Tender Inviting Authority before opening of bids either personally or through courier or by post and submission of the same within the stipulated time shall be the responsibility of Bidders. The department shall not take any responsibility for any delay or non-receipt. If any of the documents furnished by the Bidders are found to be false/fabricated/bogus, such Bids will be rejected and the EMD will be forfeited.

The Bidders are requested to get a confirmed acknowledgement from the Tender Inviting Authority as a proof of submission of Hardcopies to avoid any discrepancy. The Bidders have to attach the required documents as hard copies after uploading the same as required by Tender Inviting Authority in the tender conditions.

4. Payment Of Transaction Fee:

It is mandatory for all the participant Bidders from 1st January 2006 to electronically pay a Non-Refundable Transaction fee to M/s. TSTS (Telangana State Technological Services), the service provider through "Payment Gateway Service on E-Procurement platform". The Electronic Payment Gateway accepts all Master and Visa Credit Cards issued by any Bank and Direct Debit Facility/Net Banking of

		<p>ICICI Bank, HDFC, Axis Bank to facilitate the transaction. This is in compliance of G.O. Ms. 13 dated 07.05.2006. A service tax of 15% + Bank Charges on the transaction amount payable to TSTS shall be applicable.</p> <p>5. Tender Document:</p> <p>The Bidders are requested to download the Tender Document and read all the terms and conditions mentioned in the Tender Document and seek clarification, if any, from the Tender Inviting Authority. Any offline bid submission clause in the tender document could be neglected. The Bidders have to keep track of any changes by viewing the Addenda / Corrigenda issued by the Tender Inviting Authority from time-to-time, in the e-Procurement platform. The Department calling for Tenders shall not be responsible for any claims / problems arising out of this</p> <p>6. Bid Submission Acknowledgement:</p> <p>The Bidders shall complete all the processes and steps required for Bid submission. The system will generate an acknowledgement with a unique bid submission number after completing all the prescribed steps and processes by the Bidders. Users may also note that the bids for which an acknowledgement is not generated by the e-Procurement system are treated as invalid or not saved in the system. Such invalid bids are not made available to the Tender Inviting Authority for processing the bids. The Government of TS and M/s TSTS are not responsible for incomplete bid submission by users.</p>
23.	General Terms & Conditions	As per Tender Document

HOW TO APPLY

- Click at www.eprocurement.gov.in / <https://tender.eprocurement.gov.in> to download e-Procurement notification and Tender document
- Read the complete document, carefully
- Price Bid shall be submitted online only
- The system will generate an acknowledgement with a unique offer submission number on successful completion of the above process.

For any help or technical support on e-Procurement, Bidders may contact M/s Vayam Technologies Limited over phone or in person or their helpdesk at:

**e-Procurement Help Desk
Vayam Technologies Limited
Plot No.107, 1st Floor, Lumbini Enclave, Opp: NIMS Hospital,
Near Hotel Urvasi , Punjagutta,
Hyderabad-500082,
Telangana State, India
Ph: +91-40-44426250/51
Fax: +91-40-44426252
E-Mail: helpdesk.eproc@vayamtech.com**

**Details of e-procurement tender notification no:C2/644(AC)/2017-
OPD(M&C), DT.07.03.17**

- a) The tender is for appointment of service wise contractors for transportation of Goods & Parcels by Vennela, Garuda Plus & Garuda buses of the corporation for a period of five years.
- b) e-procurement online bids (single bid system) are invited from Parcel contractors who have experience of two years & above in transportation of goods & parcels (which is mandatory).
- c) Earnest Money Deposit for an amount of Rs 1,00,000/- (Rupees one lakh only) in the form of Demand Draft obtained in favour of Financial Adviser, TSRTC from any nationalized bank to be scanned and updated online.
- d) Before submission of the tender though online, tenderers are required to make themselves fully conversant with the eligibility, terms and conditions, so that no ambiguity arises at a later date in this respect.
- e) Corporation reserves the right to **accept any tender or reject/cancel any tender or all the tenders** received in response to this tender notification at any stage without assigning any reasons whatsoever.

TERMS AND CONDITIONS OF THE TENDER

General

1. Tenderer is required to read carefully the contents of this document and is expected to examine all instructions, forms, terms and conditions in the tender documents. Failure to furnish all the information required as per the tender document or submission of a tender not substantially responsive to the tender documents in every respect will be at the Tenderer's risk and may result in rejection of the tender.
2. The Tender must be submitted in the prescribed Tender Form along with requisite EMD.
3. The Tender form must be signed by the Tenderer only.
4. The Tender once submitted shall not be permitted to be withdrawn. The Corporation shall 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. **Any person/Agency/Organization, who/which was a contractor to the Corporation in the past and was terminated due to default in payment or for any other reason and any existing contractor who defaulted in payment of contract amount equivalent to 6 months and above in the present contract on the date of submission of this tender, is disqualified from participating in this Tender.**

Signature of the Tenderer

Earnest Money Deposit

6. The EMD is Rs.1,00,000/-. The Tenderer shall submit a Demand Draft obtained from any Nationalized Bank/Scheduled Bank for the stipulated amount towards EMD. No exemption of EMD is allowed to any Government Organization/SSIs etc. The Demand Draft should be obtained in favour of FA & CAO, TSRTC, MUSHIRABAD, HYDERABAD. EMD in any other form other than Demand draft will not be accepted.
7. The tenderer shall also submit DD for an amount of Rs.1145/- towards Tender document Process fee.
8. 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.
9. The EMD of the tenderer will be forfeited under the following circumstances.
 - (a) When the EMD is not paid or less paid 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.
 - (f) When the tender form is submitted by a minor. However, in case the tender is submitted on behalf of a minor, necessary proof of guardianship shall be submitted, failing which tender will be rejected.
 - (g) When the Tender form is submitted by the person as stated vide clause 5 above.
 - (h) When the tender form is rejected as per the clause 13.
 - (i) When the successful tenderer fails to pay the Security deposit within 15 days and / or fails to furnish Bank guarantee within 15 days from the date of issue of letter of allotment of the contract.
 - (j) When the successful tenderer backs out from taking up of the contract within the stipulated period, for whatsoever reason.

Signature of the tenderer

(k) When the successful tenderer fails to enter into an agreement with the Corporation within 15 days from the date of issue of allotment letter for the contract.

(l) Non enclosure of requisite documents.

Submission of Tender:

10. Before submission of the tender, tenderers are required to make themselves fully conversant with the terms and conditions, so that no ambiguity arises at a later date in this respect.
11. If the tenderer finds discrepancies in tender document and its conditions or if he/she is in doubt as to their meaning, he/she should at once intimate and obtain clarification prior to submission of the tender.
12. If the tender is submitted on behalf of a firm, name of the person representing the firm along with designation shall be mentioned in the tender form below the firm's name. Also proof of authorization shall be enclosed.
13. The tender form shall be filled in all respects and shall be signed by the Tenderer. The Tenderers should ensure that their offer is submitted on the **due date and time**.

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

14. The Hard copy of the documents must be submitted to the C T M(M&C) &DIR(CP), TSRTC, Mushirabad, Hyderabad -500 624, before 21.03.2017 at 02.00 pm any Amendments issued thereon.

i) Documents required for qualification:

- (a) A demand draft for Rs 1145/- towards tender document process fee.
- (b) Requisite DD towards the EMD.
- (c) Proof of experience in the transportation of parcels & goods for a period of two years & above, since mandatory.
- (d) List of personnel and type of organization available
- (e) List of offices and infrastructure facilities available
- (f) The audited Profit & Loss and balance sheets for the last Two years duly certified by the Chartered accountant with name/seal and membership no., as a proof of turnover in transportation of parcels and goods.
- (g) Trade Certificate issued by concerned enforcement authorities for doing transportation of goods and parcel business.

Signature of the tenderer

- (h) Application form duly filled and signed as indicated at **Annexure - I.**
 - (i) All the papers of tender document with terms and conditions duly signed by the Tenderer on each page as a token of acceptance of all the terms and conditions.
 - (j) Self Attested copies of Tenderer's partnership deed/ proprietorship deed /Registration Documents, as applicable.
 - (k) Self Attested copy of PAN/TAN card of the Tenderer.
 - (l) Power of Attorney/Authority Letter to sign the Tender Document as applicable.
 - (m) Any other document required as per the tender conditions
15. **(a) All the Tenderers shall quote the contract amount through online only, service wise, payable to the Corporation per month during 1st yr of contract.**
- (b) Each tenderer can opt and quote for any number of services i.e., he can quote for one service, two services and even for all services.**
- (C) The amount quoted through online will be the same for during the initial two years period. The contract amount will be enhanced by 10% during the 3rd, 4th and 5th year of contract (over the then existing contract amount of 2nd, 3rd and 4th year respectively).**
16. The tender must be unconditional. Conditional offers will be summarily rejected. The tender shall be quoted by the Tenderer entirely in Indian Rupees.

Signature of the tenderer

Opening and Evaluation of Tenders:

17. The Tenders will be evaluated online 3.00 P.M., on 21.03.17 for technical evaluation and price bids will be evaluated online 04.00 pm on 25.03.2017.
18. The amount offered above will be the net amount payable to the Corporation.
19. The contract will be awarded service wise to the highest quoted tenderer on the basis of highest amount offered per service per month, after negotiations and recommendations made by Tender Committee constituted for this purpose.
20. Preference will be given to those tenderers who have more experience in the field of transportation of goods & parcels, **provided other things being equal**. Necessary proof of experience shall be submitted.

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 / qualification.

Tender Evaluation Committee

21. 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.

22. Any approach from the tenderer's representative or his Contractor, 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:

23. 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.

Any Addendum issued by the Corporation will reflect in the www.eprocurement.gov.in / www.rtc.telangana.gov.in .

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.

Allotment of contract

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

Termination of tender process

25. The Corporation may terminate the tender process at any time and without assigning any reason. Corporation makes no commitments, express or implied, that this process will result in a business transaction with anyone.

Signature of the tenderer.

TERMS & CONDITIONS OF THE CONTRACT

- 1) The contract is for appointment of contractor, service wise (up & down trips) for transportation of goods and parcels by the Vennela, Garuda Plus & Garuda buses of Corporation for a period of five years.
- 2) The details of approximate no. of buses of each type with make, permissible luggage space dimensions and weight limits are shown at **Annexure-III**
- 3) The tenderers may inspect the buses physically either on road or at Bus depots to have a clear idea before submitting their tender.
- 4) The Luggage Boot of Vennela, Garuda and Garuda plus buses is divided into 3 compartments. The 3rd compartment will be earmarked for the contractor duly making clear partition from the other two compartments with a facility to lock it for safe custody of parcels/goods to be transported by the contractor. The approximate volumetric space earmarked to the contractor is given at **Annexure - III.**

The first two compartments are earmarked for diesel tanks and passengers' luggage. Under exceptional circumstances if the luggage of bus passengers is not accommodated in the luggage boot (the space earmarked for passengers' luggage), their luggage will be made accommodated in the 3rd compartment i.e, the commercial luggage compartment reserved for the contractor. The contractor has to transport the luggage in other bus allotted to him or on the next day in the same bus, if the situation warrants.

- 5) In case Intra-state and Inter-state services are under operation on the same route/sector and two different tenderers opt i.e., one tenderer for intra-state services and another tenderer for inter-state services, then the tenderer of Inter-state services shall not book luggage from places within Telangana (both in up or down trips) for delivery at places within Telangana.

In other words, in the Up journey he is eligible to book luggage from places within Telangana/outside Telangana - for delivery at places only outside Telangana.

In the Down journey he is eligible to book luggage only from places located outside Telangana - for delivery at places outside / inside Telangana.

- 6) The successful tenderer shall have to pay an amount equivalent to highest six month's license fee of each service of Vennela, Garuda & Garuda Plus (considering the enhancement in license fee) towards Security Deposit, within 15 days from the date of issue of letter of allotment of contract.

The Security Deposit shall be paid to the C T M(M&C) & DIR(CP), T.S.R.T.C., Musheerabad, HYD., through Demand Draft obtained from any Nationalized Bank/Scheduled Bank located in Telangana in favour of FA, T.S.R.T.C., Musheerabad, HYD, payable at Hyderabad.

The security deposit will not carry any interest and will be refunded to the Contractor after one month from the date of completion of contract period, after adjusting the dues, if any payable by the Contractor to the Corporation.

Signature of the tenderer

The security deposit will not be adjusted towards monthly installments payable by the Contractor.

In case of termination of contract due to breach of terms and conditions of contract / agreement, Corporation shall have the right to adjust the security deposit paid by the Contractor towards the dues payable to the Corporation and to forfeit the balance security deposit.

- 7) The successful tenderer shall have to submit bank guarantee for an amount equivalent to six months license fee of 1st year contract of each service within 15 days from the date of issue of letter for appointment as contractor. **The Bank guarantee shall have validity for 15 months from the date of commencement of contract period.**

The Bank guarantee shall be furnished in addition to security deposit. **The Bank guarantee will be returned after completion of 15 months period.**

The Corporation shall have the right to invoke the bank guarantee at any time and to adjust the realized amount towards the due amounts payable to the Corporation, if the contractor defaults in payment of monthly installment amount or penalty, or for breach of any terms and conditions of the agreement.

- 8) The successful tenderer shall enter into an agreement with the Corporation duly paying applicable stamp duty within 15 days from the date of issue of letter of allotment of contract.
- 9) Failure to pay security deposit and / or to furnish bank guarantee and / or to enter into agreement within the stipulated period shall render cancellation of allotment of contract and the EMD / security deposit and / or Bank Guarantee amount paid shall be liable for forfeiture.
- 10) The contract amount payable by the contractor shall be paid as under:

The amount as agreed to pay to the Corporation for each month shall be paid **in advance** on or before 10th day of the month to the C T M(M&C) &DIR(CP), TSRTC, through Demand Draft obtained in favour of FA & CAO, TSRTC, Musheerabad, Hyderabad-624.

- a) The amount quoted in the tender document will be the same during the initial two years period. The contract amount will be enhanced by 10% during the 3rd, 4th and 5th year of contract (over the existing contract amount of 2nd, 3rd and 4th year respectively).
- b) **The contractor shall pay the contract amount to the Corporation, without any deductions including TDS (as the Corporation is exempted from TDS). In other words, the amount quoted in the Tender/agreed to be paid to the Corporation towards the contract shall be paid in Toto.**
- c) In the event of delay in payment of monthly installment, the Contractor is liable to pay **penalty** for each day of delay beyond the due date @ 36% per annum on the amount payable in addition to the installment amount. This clause shall not prevent the corporation from invoking bank guarantee and forfeiting the security deposit of the contractor.

Signature of the tenderer

- d) If a service (s) is/are not operated / cancelled for any administrative reasons, the monthly license fee will be deducted for that particular service(s) for the no. of days the service(s) is not operated, from the total license fee to be payable for that service(s) under the certification of the Regional Manager of the service(s) concerned. **However, this deduction of license fee will only be applicable for those service(s) which were not operated continuously for a period of 10 days or more.**
- e) Due to administrative reasons or for passenger convenience the timings of the particular service (s) changes, the same will be informed to the contractor. If the contractor is not willing to continue the contract for such service(s) with changed timings, a notice shall be given by the contractor 15 days in advance for withdrawal from the contract of that particular service, so as to deduct the licence fee for that service from the total contract amount payable.
- f) The contractor has no right to claim for loss of business / investment in proportionate on cancellation of a particular service(s). However, cancellation of service(s) will be informed to the Agent in advance.
- 11) If the contractor fails to pay the monthly installments for three consecutive months, or fails to pay the monthly installment within stipulated period thrice during the course of a calendar year, or commits breach of any conditions of the agreement, the Corporation shall have the right to take any one or all the following actions:
- a) to order to stop the transportation of parcels & goods by the allotted services.
 - b) to invoke the bank guarantee, and to adjust the amount towards due amounts payable to the corporation.
 - c) To adjust the security deposit amount towards the due amount payable to the corporation
 - d) to terminate the contract
- 12) In case contract is terminated, corporation shall have the right to adjust the deposits (Security deposit and Bank guarantee amount) towards all the dues payable to the corporation including incidental financial losses that might arise on account of such premature termination and also to forfeit the balance of deposit amount.
- 13) The contractor shall carryout his/her business of transportation of parcels and goods by the allotted buses of the Corporation in the specified service for a **minimum period of one year** from the date of commencement of the contract.

In the event of the contractor seeking premature termination of contract within the stipulated one year period, the contractor has to pay the balance monthly installments for the left over minimum stipulated period of contract.

Signature of the tenderer

If the contractor clears the balance contract amount for the left over minimum stipulated period of one year, the deposits (security deposit and Bank guarantee) will be refunded. In case the contractor fails to pay the amount which falls short of the amount payable for one year, Corporation has the right to adjust the deposits towards the dues payable by the contractor and to refund the balance deposits, if any. In the event of any further short fall even after adjustment of security deposits, the contractor shall make good the short fall within the prescribed time.

- 14) The contractor shall have to pay the contract amount as agreed to be paid to the Corporation, irrespective of transportation of goods & parcels by the allotted services.
- 15) The contractor shall comply with the provisions of all the Acts of Government relating to Labour and the Rules and Regulations made there under, from time to time like payment of P.F., ESI, Minimum wages as prescribed by the Govt., and submit the proof of compliance. The contractor/Agency shall at all times indemnify the Corporation all claims, damages for compensation under the provisions of all Laws and Acts pertaining to the Labour engaged by them.

The Contractor shall indemnify the Corporation for any claims made by any authority and reimburse the same in case any payments are made by the Corporation.

- 16) i) The contractor shall comply with all the laws/rules and procedure laid down in the local / within the territorial limits, in which the business is carried and he/she shall pay all the taxes (including service tax at the rate prescribed, if levied by Govt.),.. fees, octroi or other sums payable to the local authorities for the purpose of carrying out the business of transportation of parcels and goods by the Garuda buses of TSRTC on the allotted route and there shall be no dues payable to any authorities.

ii) The contractor shall obtain trade licence from the local authorities for carrying out the business.
- 17) The contractor shall obtain licence/permission from the Labour Department, by paying welfare fund on all the persons engaged by it. In case the contractor employs contract labour, he shall comply with all the provisions of contract labour (Regulation and Abolition) Act, 1970. The Corporation is not liable for any violations of the above Act, by the Agent.
- 18) a) It shall be the responsibility of the contractor to bring all essential equipments for booking, weighing machines and delivery or parcels, goods etc. wherever such facilities do not exist.

b) The Transportation of parcels / goods / covers accepted by the contractor, for delivery at places where no representative is available at the time of bus arrival at particular bus station, Corporation will not take any responsibility of handing over the consignments to any un-authorized person. The crew of the bus will not wait beyond the schedule departure in absence of the representative to claim for consignments. The same will be handed over to the parent depot of the bus. The contractor can collect these consignments at parent depot with due evidence.

Signature of the tenderer

c) The parcels / goods / covers which are not claimed by the contractor or his / her representative within 30 days shall be treated as lost property items and will be dealt with according to the rules and regulations, prescribed by the Corporation.

d) Corporation will not be held responsible, if such parcels are damaged / misplaced or lost.

19) a) If the contractor requests, the Corporation will try to provide necessary covered/uncovered space for running booking Office at its own Bus Station/ premises depending on availability and convenience of the Corporation on payment of additional licensee fee at the rates specified. The contractor shall not use the accommodation / space provided for any other purpose, other than the transportation of parcels and goods business.

Wherever Corporation cannot provide any covered /uncovered space at any of the Bus Stations due to non-availability, the contractor has to make his own arrangements and Corporation cannot be held liable for the expenditure incurred by the contractor on this account.

It is the responsibility of the contractor to get allotment of space from the other State Road Transport Undertakings wherever such space is required.

b) The Corporation will provide electricity to the accommodation / space provided to the contractor wherever possible and the contractor will have to install sub-meters at his/her cost and pay the electricity charges to the Corporation for the power consumed as per tariff fixed by the Electricity Board and / or as decided by the Corporation from time to time.

Failure to pay electricity charges will attract 36% of penalty, besides disconnection of electricity supply.

Corporation will not assure uninterrupted supply of electricity to the accommodation provided to the contractor in Bus Stations. In case of break down or failure of electricity supply the contractor shall make his/her own arrangements.

c) The contractor shall pay monthly license fee for the covered / uncovered space provided at the Bus Stations/premises by the Corporation for running booking offices, at the following rates or at the fixed by the corporation time to time.

~~~~~

| Bus Station       | Covered area<br>Per sft.(Rs.) | Uncovered area<br>Per sft.(Rs.) |
|-------------------|-------------------------------|---------------------------------|
| Major bus station | 42                            | 21                              |
| A Class           | 35                            | 18                              |
| B Class           | 22                            | 11                              |
| C Class           | 18                            | 9                               |

~~~~~

The above license fee for the accommodation to be provided shall be the same during the initial two years period. The license fee will be enhanced at 10%, 10% and 10% at the commencement of III, IV and V year of license, over the license fee payable in II, III and IV year of license respectively.

Signature of the tenderer

The contractor shall maintain the accommodation, if provided at the bus stations in clean and tidy condition at his/her cost. The contractor shall

carryout the business in a careful manner without causing any damage to the premises.

The contractor shall pay maintenance charges for the accommodation, if provided at the Bus stations @ Rs 1.50/- per sft/month or as decided by the Corporation.

Any additions or alterations proposed to be made to the accommodation provided to the contractor shall be recommended by the Regional manager concerned to the Chief Manager(M&C) & DIR(CP) for approval. All alterations shall be carried out at the cost of the contractor under the supervision of local CED (TSRTC) officials.

The contractor has to confine the activity to the area of accommodation provided. There should not be any encroachment beyond the area / space allotted.

If at any place, the contractor is found encroaching beyond the area / space allotted, the contractor is liable for payment of penalty as given here under:

Major and A Class Bus Stations:	Rs.1000/- on each occasion (Rupees one thousand only)
B Class	Rs.500/- on each occasion (Rupees five hundred only)
C Class	Rs.200/- on each occasion (Rupees two hundred only)

If the contractor is habituated for encroachment, the contract is liable for termination.

- 20) The contractor shall not accept prohibited articles and contraband goods for transportation as mentioned in the statement vide **Annexure-IV** enclosed to this Tender form.

If the contractor fails to adhere to the above condition, the contract is liable for termination besides imposition of penalty as deems fit and forfeiture of Security Deposit amount.

- 21) The contractor shall ensure transportation of restricted goods with necessary permits issued by the competent authorities and Corporation shall not be held responsible for any detention of the consignment or action at commercial / octroi check posts.

- 22) a) The total weight of luggage permitted to be transported by the contractor in each Vennela, Garuda plus & Garuda bus shall not exceed 1,500 Kgs. All the luggage / parcels should be accommodated (for Vennela, Garuda plus & Garuda) within the earmarked space.

b) The **contents of the parcels/goods** booked for transportation, **cost of the parcel** and the **weight of the parcel** shall be clearly recorded in the L.R. to be handed over to the TSRTC staff at the time of loading the parcel/goods for transportation in the bus. Failure to record the particulars of goods/parcels, bus number, crew signature etc., on the L.R. may entail the contractor liable - in case of loss or damage in transit.

Signature of the tenderer

- 23) a) The contractor should engage his own persons for running parcel / goods office at various Bus Stations.

b) The contractor shall himself arrange, for loading and unloading of Parcels and goods into and from the buses by engaging persons at his/her own cost. **The contractor shall not insist on utilizing the licensed porters in Bus stations for loading / unloading of Parcels / Goods into and from buses.** The persons engaged by the contractor for loading and unloading of parcels - goods shall not indulge in any other activity in the Bus station - except for loading and unloading of Parcels / goods of the contractor. The contractor has to pay the loading and unloading charges to the persons engaged by him.

c) The contractor shall furnish the particulars of the persons engaged in each bus station to the Corporation from time to time.

d) Persons engaged by the contractor for the purpose of transportation of Parcels and Goods who are in the employment of the contractor shall not have any right whatsoever for claiming employment in the Corporation in future.

24) a) The contractor shall hand over the consignments to the driver under acknowledgement by deploying his/her own men and pay specified crew charges, to the driver(s). In case more than one crew performs duty on a service, the allowance payable would be divided equally among them.

Similarly, the Driver shall hand over the consignments to the contractor or its authorized representative at the destination under acknowledgement.

b) The amount of allowance payable to the crew by the contractor shall be Rs. 30/- per trip (if the consignment is loaded) irrespective of the number of items loaded viz., Parcels/Cover/Master Cover/ Packet / etc.

The payment of allowance to the crew by the contractor shall be at the place of loading the consignments.

25) a) The Corporation and its Officials will have the right to inspect the parcels / goods and its contents of any parcel / goods at any time in order to prevent the transportation of prohibited articles mentioned in the Annexure-IV.

b) The Officials of the Corporation reserve the right to inspect the premises of the contractor at Bus stations and the documentation maintained at the Offices.

26) The Corporation shall not be responsible for any loss or damage that may be suffered by the contractor due to withdrawal or cancellation of buses, bundhs, agitations, accidents, floods / vandalism by outsiders, riots, fire, war, strikes or any other internal or external factors. However, the contractor will be informed in case of accident(s), break down of buses etc., en route for making necessary alternative arrangements for transshipment of consignments.

27) The contractor, after commencing the business shall furnish the list of places where he has Offices/branches for booking of parcels - delivery of parcels. This information shall be furnished to C T M(M&C) & DIR(CP), on or before 10th day - every month.

Signature of the tenderer

- 28) The Corporation reserves the right to transport their goods, dak and other departmental items by buses and the contractor shall not have any right to demand or claim charges for transport of these items.
- 29) The Corporation reserves the right to transport postal mails and news papers / magazine bundles and the contractor shall not have any right to object or claim charges for transportation of these items. **But the Corporation shall not accept for transportation of other goods, Parcels etc. from any other companies by these allotted buses in the space allotted to the contractor.**
- 30) The contractor shall not have any objection for carrying any luggage by the passengers in the buses and he is not entitled for the luggage charges that may be collected by the Corporation for such accompanied luggage.
- 31) Corporation reserves its right to issue permits for transportation of unaccompanied luggage by the Vennela, Garuda plus and Garuda buses.
- 32) The contractor shall make his/her own arrangements for the safety and protection of consignments from weather conditions.
- 33) a) The Corporation is not responsible in case the parcel / goods is lost or damaged in transit except, whenever there is loss or a damage to the parcels / goods due to the negligence of the Corporation employees, the Unit Officers of the Corporation will cause an enquiry and fix the responsibility on the employee(s) for such loss / damage as far as possible within 3 months from the date of such loss or damage is reported by the contractor or his/her representative to the Corporation. The contractor or his / her representative shall inform the loss / damage of parcels / goods to the respective Unit Officers, with details within one month from the date of loading of the parcels / goods in the bus.

b) Whenever it is established after due enquiry that loss or damage to parcels / goods is due to the fault or negligence of Corporation's employees, the cost of the lost or damaged parcels/goods will be recovered from the employee not exceeding Rs.50,000/- after due production of bills of the cost of materials damaged / lost and remitted to the contractor by the Corporation.
- 34) The contractor is liable for the damages caused to the accommodation provided in its bus stations or to any property of the Corporation or to any person in the course of transportation of goods & parcels or in the course of loading and unloading of goods & parcels.
- 35) The Corporation is not liable to pay any compensation in case of death or injury (simple or grievous) caused in the Corporation premises / buses to any person engaged, authorized or directed by the contractor in the course of transportation of parcels and goods.
- 36) In case where instances of misbehavior, refusal to carry parcels and such other acts of indiscipline or other acts detrimental to the interests of the business occur, the contractor or his / her representative shall report the matter to the Unit Officers concerned who will take appropriate action against such erring employees of the Corporation.

Signature of the tenderer

b) Appropriate action shall be taken by the contractor on reports of misbehavior etc. by his/her employees or agents with the Officials of the Corporation and the statutory authorities.

37) The contractor shall furnish information that may be required by the Corporation from time to time connected with transportation of goods and parcels by the buses of the Corporation.

38) The contract can be terminated by giving three months advance notice on either side.

In such circumstances, the deposits which may remain to the credit of the corporation will be refunded after all the dues payable to the corporation have been settled out of the deposits made by the Contractor (security deposit, bank guarantee etc.). Corporation shall not be liable to pay any damages that the Contractor may suffer on account of such termination.

However, the contractor is permitted to exercise this option only on completion of minimum stipulated period of one year. Corporation reserves the right to terminate the contract any time during the contract period, by giving 3 months advance notice to the contractor.

In case of breach of terms and conditions of the contract, Corporation shall have right to terminate the contract with a week days advance notice besides forfeiture of Security deposit/Bank guarantee amount.

39) The Corporation shall not be liable for any loss incurred by the contractor, his / her customers, bankers, financial institutions, personnel engaged by the contractor, or any other person connected in the business of the contractor.

40) The contractor shall not appoint other firms / agencies / individuals as sub-contractors to carry out the business of transportation of parcels & goods

41) The contractor shall not engage persons below the age of 18 years.

42) The contractor shall not employ, associate or include as business partner any person who was contractor of the corporation and defaulted in payment of contract amount.

In case, it comes to the notice of the Corporation that the contractor has employed/associated/included such person in carrying out the business, the corporation shall have the right to terminate the contract.

43) In case of any violation of the conditions of the contract, the Corporation reserves the right to terminate the contract besides forfeiting the security deposit / bank guarantee amount or both.

44) The business shall be carried out only on the name/firm, as the case may be, that was specified and recorded in the Tender form while submitting the tender. During the course of contract, the contractor/Agency shall not be allowed to change the name of the Agency or to transfer the Agency.

Signature of the tenderer

- 45) The Managing Director of the Corporation reserves the right to modify any condition/conditions of the agreement, and add any other condition/conditions during the contract period. The contractor / Agency have to abide by the conditions modified/incorporated and have to enter into a fresh agreement with the corporation at his/her/its cost.
- 46) 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, TSRTC, shall be final and binding on both the parties.
- 47) If any dispute arises between the contractor and Telangana State Road Transport Corporation, the Courts at Hyderabad and Secunderabad shall have jurisdiction.

Signature of the tenderer.

C T M(M&C) & DIR(CP)

TELANGANA STATE ROAD TRANSPORT CORPORATION

To
The C T M(M&C) &DIR(CP),
T. S. R. T. C., Mushirabad,
H Y D E R A B A D.

Sir,

Sub :- **TENDERS** - Submission of Tender for appointment of service wise contractor for transportation of goods and parcels by Vennela, Garuda Plus & Garuda buses of the Corporation for a period of Five years – Reg.

Ref: e-tender Notification No: **C2/644(AC)/2017-OPD(M&C), DT.07.03.17**

I/We hereby submit Tender for appointment as Contractor for transportation of goods and parcels by Vennela, Garuda Plus & Garuda buses of the Corporation for a period of Five years, after carefully going through the Terms and Conditions and other rules stipulated by the corporation, which are made available to me/us, along with the Tender Form.

Encl: Tender form

Place:

Yours faithfully,

Date:

(SIGNATURE OF THE TENDERER)
along with seal

Address:

Tender application form

**Affix latest
passport
size photo
with self
attestation**

To
The C T M(M&C) &DIR(CP),
T S. R. T. C. Mushirabad,
H Y D E R A B A D.

Sir,

Sub:-Submission of Tender Application form for evaluation of the offer/quote submitted for appointment of service wise contractor for transportation of goods and parcels by Vennela, Garuda Plus & Garuda buses of the Corporation for a period of Five years– Reg.

- 1) Name of the Tenderer :
(In capital letters)
- 2) Status (Individual/Partnership :
Firm/Company/Others) with
details and proof thereof
- 3) Address for correspondence :

Telephone No.

- 4) Permanent residential :
address

Telephone No. :

- 5) Email/Website address :

- 6) PAN No:
(Copy to be enclosed)

TAN No:
(Proof to be enclosed)

- 7) Tender document Process fee :
 - a. Demand Draft No. & Date :
 - b. Amount in Rs. : 1145/-
 - c. Bank particulars :(Cheques will not be accepted)

8) Earnest Money Deposit :
Amount particulars
a. Demand Draft No. & Date :
b. Amount in Rs. :
c. Bank particulars :
(Cheques will not be accepted)

9) Annual turnover **in parcel transport Business in Lakhs** :
(Necessary proof shall be enclosed)

10) Experience of the Tenderer : _____ years
in the field of transportation of
parcels & goods
(Necessary proof shall be enclosed)

11) Whether the Tenderer has
Branches doing transportation
of parcels goods
in Telangana-
If so, mention the places :
where it has Branches etc.,

12) I/We have enclosed the following documents to the tender form:

- i. Demand draft for Rs.1,00,000/- : Yes / No
towards EMD.
- ii. Experience certificate in : Yes / No
transportation of parcels and goods
for a period of TWO years and above
- iii. Audited P&L and Balance sheets for : Yes / No
the last two years duly certified by the
Chartered Accountant with Stamp &
Membership No. (FY.2014-15 and 2015-16)
- iv. Income Tax Returns filed for : Yes / No
FY 2014-15 & 2015-16
- v. Trade certificate issued by : Yes / No
the concerned authority
- vi. List of personnel, offices and : Yes / No
facilities available on hand

13) I/We have carefully read the terms and conditions of the tender document.

I/We understand and hereby accept that our offer shall be binding upon us subject to the modification resulting from contract negotiations, made by the Corporation at its discretion.

- 14) It is hereby confirm that I/We are entitled to act on behalf of our corporation/company/ firm/organization and empowered to sign this document as well as such other documents, which may be required in this connection.
- 15) I/we hereby agree to be appointed as contractor for transportation of goods & parcels by Vennela, Garuda & Garuda Plus buses of the corporation for a period of Five years.
- 16) I/We have perused the terms and conditions of the tender for appointment of Contractor and hereby agree to abide by the said conditions.
- 17) I/we have carefully read and understood the terms and conditions of the tender and of the contract and hereby confirm my/our acceptance to the Terms and Conditions stipulated. 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.

Date:

(Signature of the tenderer)
along with seal/stamp

ANNEXURE-II

DETAILS OF SERVICES TO BE QUOTED BY THE TENDERER FOR VENNELA, GARUDA PLUS and GARUDA BUSES										
SL NO	Type of Bus	Depot	Region	OPRS Service No	Up timings		Down timings		Service Details	
					Departure	Arrival	Departure	Arrival	From	To
1	GRD	PKT	RR	1318/19	8.00	15.30	7.00	14.00	KPHB	BDCM
2	GRD	PKT	RR	1143/44	5.45	12.00	15.15	21.30	KPHB	VJWD
3	GRD	PKT	RR	1147/48	16.00	22.15	5.00	11.15	KPHB	VJWD
4	GRD	PKT	RR	1343/44	11.45	18.00	23.50	5.45	JBS	VJWD
5	GRD	PKT	RR	1353/54	21.45	4.00	11.00	17.00	JBS	VJWD
6	GRD	KRMR-1	KRMR	7081/	14.00	17.00	17.30	20.30	KRMR	JBS
7	GRD	KRMR-1	KRMR	GDJ1	5.30	8.30	9.00	12.00	KRMR	JBS
8	GRD	KRMR-1	KRMR	GDJ4	15.00	18.00	18.30	21.30	KRMR	JBS
9	GRD	WL-1	WL	GDH1	5.30	8.00	8.45	11.15	HNK	HYD
10	GRD	WL-1	WL	GDH3	13.00	15.30	16.15	18.45	HNK	HYD
11	GRD	WL-1	WL	8235/36	14.30	17.00	17.45	20.15	HNK	HYD
12	GRD	WL-1	WL	HNX1	7.30	10.00	10.45	13.15	HNK	HYD
13	GRD	WL-1	WL	HNX2	15.00	17.30	18.15	20.45	HNK	HYD
14	GRD	HYD-1	RR	1297/98	17.15	6.00	17.30	5.30	KPHB	ELECTRO NICCITY
15	GRD	HYD-1	RR	1131/32	5.00	10.00	12.00	17.00	HYD	VJD
16	GRD+	MYP-1	SNG	1409/10	10.00	16.30	19.00	1.00	MYP	VJD
17	GRD+	MYP-1	SNG	1411/12	11.30	17.30	22.00	3.00	MYP	VJD
18	GRD+	PKT	RR	1998/99	17.40	8.00	19.15	7.20	ECIL	VSP
19	GRD+	GDK	KRMR	7290/91	17.15	7.55	18.00	8.15	GDK	BNG
22	GRD+	WL-1	WL	8203/04	18.30	6.50	19.15	6.15	HNK	BNG
21	GRD+	KMM	KMM	8665/66	15.30	5.30	19.30	7.45	KMM	BNG
22	GRD+	HYD-1	RR	1117/18	18.00	6.00	20.00	7.45	MB X ROAD	TPT
23	GRD+	HYD-1	RR	1137/38	7.00	12.15	13.00	18.15	HYD	ADB
24	GRD+	HYD-1	RR	1129/30	18.30	23.30	8.00	13.00	HYD	VJD
25	GRD+	NZB-2	NZB	7649/50	14.45	6.15	19.00	8.00	NZB	TPT
26	GRD+	BHEL	SNG	1403/1404	23:30	4:30	11:00	16:00	HYD	VJA
27	VNL	PKT	RR	1294/95	21.00	8.00	20.45	7.20	ECIL	CHANDA POOR

VNL- VENNELA; GRD – GARUDA; GRD+ - GARUDA PLUS

ANNEXURE -III

The details of permissible weight limit and space dimensions of each type of AC buses are given below:

SL NO	TYPE OF BUS	Approximate luggage space in cubic feet in 3rd Compartment	Maximum permitted weight limit (Kgs)
1	VENNELA	37.43	1500
2	GARUDA PLUS (Benz)	121.48	1500
3	GARUDA PLUS (Volvo)	95.28	1500
4	GARUDA	95.28	1500

ITEMS PROHIBITED FROM CARRIAGE UNDER PARCEL TRANSPORT

1. Petrol
2. Diesel Oil
3. Gasoline
4. Kerosene Oil
5. Methylated spirits
6. Turpentine
7. Acids
8. Sulphur
9. Coal Tar
10. Gunpowder
11. Guns (loaded) and Cartridges
12. Un-tanned Leather, Skin, Feathers and Hides
13. Raw Fish
14. Dry Fish
15. Crackers/Explosives
16. Gas Cylinders containing Compressed Gas
17. Dead Bodies of human beings and Animals
18. Contraband Articles
19. Un authorised forest produce
20. Bones/Horns
21. Animals
22. Batteries (not crated)
23. Charcoal
24. Unpacked Cinema Films
25. Unpacked Cotton bales
26. Unpacked Dry leaves
27. Unpacked Woolen Goods
28. Opium
29. Narcotic preparations and Hemp
30. Prohibited forest produce
31. Any other item prohibited by law from time to time

