



(TENDER FORM NOT TRANSFERABLE)

TENDER FORM PURCHASED BY-----

MR NO. & DT.

SIGNATURE OF THE UNIT OFFICER

To
The Regional Manager,
TSRTC,
MGBS : Hyderabad Region

PHOTOGRAPH TO BE

AFFIXED WITH
SIGNATURE

Sir,

Sub:-CONTRACTS – Awarding of contract relating to Chemical Washing of Special Type Buses of various Depots of _____ Division of Hyderabad Region - Submission of Tender Form – Reg.

Ref: Tender Notification No.M2/797(01)/2021-HR, dt:05.07.2021 published in Namasthe Telangana and Deccan Chronicle on 09.07.2021

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.

I/We hereby further agree to abide by the terms and conditions stipulated by the Corporation from time to time during the operation of my 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 CONTRACT OF CHEMICAL WASHING TO THE SPECIAL TYPE BUSES (i.e GARUDA PLUS, GARUDA, INDRA, VOLVO(CITY)/METRO LUXURY, LOW FLOOR A/C/MARCOPOLO/PUSHPAK, SUPER LUXURY,DELUXE BUSES AND OTHER TYPE OF BUSES OF HYDERABAD REGION.

1. Name of the Tenderer
(In capital letters) _____

2. Father's Name _____

3. Full Address of the Tenderer
Contact No./Cell No. _____

4. Age of the Tenderer _____

5. Nature of Work: Chemical Washing to the Special Type of buses of various Depots of _____ Division of Hyderabad Region.

Note: The criteria for allotment of this contract will be based on the lowest amount offered among the tenderers.

6. Rates offered per bus per attempt :

1. Volvo(city)Metro Luxury AC	Rs. _____
2. Vajra Mini AC	Rs. _____
3. Low Floor AC	Rs. _____
4. Super Luxury	Rs. _____
5. Low Floor Non AC	Rs. _____
6. Semi low floor Non AC	Rs. _____
7. Metro Deluxe	Rs. _____

(Chemical Washing to be done once in a month for all AC buses & once in two (2) months for all other types as per Cir.No.24/2012-MED, dt:31.10.2012)

7. Registration of Firm :

8. Previous experience (if any) :

9. Date of submission of Tender Form :
a) Existing valid labour licence No. : -----
(copy to be enclosed) : Yes /No

b) Labour Registration. :-----
(Copy to be enclosed) :Yes/No

c) Details of PF code No. & ESI code Nos : PF.No: ESI No:
(Copies to be enclosed) :Yes/No

d) P A N Number : -----
(Copy to be enclosed) : Yes/No

e) GST No. :
(Copies to be enclosed) :Yes/No

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

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10. Details of Earnest Money Deposit (EMD) drawn in favour of Dy. Chief Accounts Officer, TSRTC, Hyderabad Region, M.G.B.S (DD to be enclosed)

a) Amount paid towards EMD : Rs.50,000/-

b) DD/Banker's Cheque No & Date :

c) Name of the Bank/ Branch :

11. I/We submit the following Sureties, who have signed hereunder as Guarantors.

Sl. No	Name of the surety with Full address &Contact No	Occupation and Financial Status	Signature of the sureties for the execution of the agreement deed of license
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Note: All the above columns should be filled up compulsorily. Please read all clauses of Terms and conditions and sign each page as acknowledgement of acceptance.

TERMS AND CONDITIONS FOR THE CONTRACT OF CHEMICAL WASHING OF
SPECIAL TYPE BUSES.

1. Chemical washing consists of the following activities.
 - a) Removing Dust on Seats.
 - b) Sucking Dust from seats using vaccum cleaner.
 - c) Cleaning of seat backside of Fiber sheet, Roof, interior sides, and floor to be done by Chemical Shampoo.
 - d) For cleaning of floor, fiber & Rexine items HD Chemical is used.
 - e) For cleaning fabric, 101 and 103 chemicals to be use.
 - f) Seats are dried with blower after cleaning.
2. The Contractor shall carry out CHEMICAL WASHING of seat fabric & interior lining along with disinfecting in Garuda Plus, Garuda, Indra, Volvo, Low Floor AC, Super Luxury and Deluxe buses etc.
3. The periodicity is “once in a month “ for Garuda Plus, Garuda, Indra, Volvo, Low Floor AC and “once in two months “ for all other type of buses.
4. The contractor shall make their own arrangements to get all the required equipments like Vaccum Cleaner, Chemicals etc., to the Depots.
5. The successful bidder has to undertake the job of Chemical Washing of Special type buses in the contract area specified in the tender application.
6. The successful bidder has to deploy the persons/contract labour daily at the work spot to undertake the above said work contract. The specified number of workmen has to be deployed by the successful bidder at the work spot daily. Irrespective of his liability to extend weekly rest to his workmen, which he has to meet on his own arrangement.
7. The period of contract is initially TWO YEARS from the date of agreement and extendable for one more year on similar terms & conditions.
8. Earnest Money Deposit is Rs.50,000/-
9. The EMD prescribed should be paid through crossed Demand Draft drawn in **favour of Dy. Chief Accounts Officer, TSRTC, Hyderabad Region**, payable at Nationalized Bank, only and in case of failure to enclose the Demand Draft, as specified above in original to form/Application will be rejected. The EMD amount shall not carry any interest.
10. The Tender Forms can be downloaded from the website (<http://www.tsrtc.telangana.gov.in>) from **09.07.2021 to 23.07.2021**. The cost of Tender Form for each activity 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, Hyderabad Region**”, for each depot/unit separately which is to be enclosed with EMD amount payable and along with the Tender application at the time of submission of Tender Form.

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11. EMD is not exempted to any society/voluntary organization/institution / communities etc.
12. 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.
13. The corporation is not responsible if the tenders are held up due to litigations in Courts or for any other administrative reasons.
14. The EMD amount of unsuccessful bidders will be refunded after finalization of Tenders, without any interest.
15. Tenders in the name of the minor or on behalf of the minors will be rejected. Tenders once made shall not be permitted to withdraw.
16. In case of Firms/Companies/Corporations etc., the authorized representatives can submit the tender application along with authorization letter.
17. The interested parties may inspect the premises of contract before submitting the tender form.
18. The tender form duly filled in, along with the Demand Draft in original towards the EMD for Rs.50,000/- should be enclosed along with the terms and conditions duly signed on each page. Amount quoted by Tenderer towards monthly remuneration should be written in both figures and words clearly and other supporting certificates shall be kept in 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. On the sealed cover, the nature of work, name and address of the tenderer shall be indicated.
19. The sealed cover should be placed in the sealed tender box, kept in the Office of the Regional Manager, Hyderabad Region, MGBS, Hyderabad upto **14.00 Hrs.** on **24.07.2021**, 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.
20. 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.
21. Tender forms with any pre-conditions or additional conditions other than those prescribed by TSRTC will summarily be rejected.
22. If the successful tenderer fails to take up the work within the period specified the EMD will be forfeited.
23. The successful tenderer shall enter into an agreement for undertaking the work on prescribed Terms & Conditions.

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24. The successful tenderer (allottee) has to pay Security Deposit which is equivalent to ONE MONTH remuneration through DD in favour of Dy.CAO (HR) 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.
25. 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.
26. The contractor should not engage persons below 18 years and above 60 years of age for the work. At any cost child labour i.e., children below 14 years of age, should never be engaged for the contracted work.
27. 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.
28. 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.
29. The contractor is liable for any obligation arising out of his contract in respect of labour engaged by him.
30. No Compensation shall be paid by the Corporation for any injury or death of the workers engaged by the Contractor within the premises of the contract area. The Contractor is liable to bear all expenses and compensation in such cases. The contractor shall satisfy the TELANGANA STATE ROAD TRANSPORT CORPORATION the arrangements made by him to fulfill his obligation arising out of this clause by way of an Insurance Policy.
31. 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.

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32. The Tenderer with at least Two (2) years of registration in force under shops and establishments Act 1988 only and at experience for the same / similar nature of work (like man power supply) with the appropriate authority will be given preference.
33. The Tenderer who is holding PF & ESI Code No.s issued by Competent Authority concerned shall be given preference.
34. 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.
35. 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 Licence after payment of the Security Deposit amount and commencement of the work, within the stipulated time.
36. The Security Deposit paid by the contractor is liable to be forfeited in case of contractor fails to execute the contract for the period agreed to under the contract.
37. The contractor is liable to pay the damages if any caused to the premises or moveable/immovable property of the Corporation by him or by his agents or representatives as determined by the licensor. The Corporation shall have the right to recover such amounts towards damages caused from the monthly remuneration or security deposit of the contractor. In case the amount is recovered from the Security Deposit, the contractor is liable to recoup the same immediately
38. 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.
39. The Corporation shall have right to terminate the contract with a month's notice, if in its opinion the work of contractor is not satisfactory and its decision in this regard shall be final.
40. The Security Deposit paid by the contractor is liable to be forfeited in case the contractor terminates the contract without giving three months notice to the Corporation.
41. The contractor shall insure the lives of the labour engaged by him for any eventual risks that might crop up in the event of any accident and it shall be the sole responsibility of the contractor to meet all the claims / compensation for disability or loss of life of the labour, and damage to the equipment pertaining to TSRTC if any.
42. The contractor is liable for imposition of penalties upto Rs.500/- in case of complaints from the Staff, Officers and Public on cleanliness of vehicles and the same will be deducted from the monthly remuneration bills or from the Security Deposit, as the case may be. In case, the amount is deducted from the Security Deposit, the contractor is liable to recoup the same immediately. Otherwise, the contract is liable for termination duly forfeiting the Security Deposit. This clause does not stand as a bar for implementing the clause of "termination of contract for improper maintenance". Penalties can be levied by the Unit Officer or the authority who enters the agreement any higher authority to such authority.

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43. 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.
44. The right given under this contract is not transferable.
45. The contractor is not permitted to sub-let the contract work to any other sub-contractor.
46. 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, TSRTC shall be final.
47. The workers employed by the contractor shall not have any right or claim whatsoever for employment in TSRTC at a future date.
48. In case of 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.
49. 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.,
50. 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.
51. 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 in 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.
52. On the expiry of the period of license or on its termination as the case may be the contractor shall handover the equipments supplied by the departments if any to the unit officer of the concerned duly handing over the contract.
53. 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.
54. 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.
55. 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.
56. Income Tax as per the provisions of I T 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 and the same is to be produced.

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CRITERIA FOR ALLOTMENT OF TENDERS:

1. The criteria for allotment of this contract will be based on the rates quoted by the tenderers.
2. **Technical qualifications criteria for sweeping and washing tender:**

- (i) **PAST EXPERIENCE (35 marks maximum):** Past experience will be treated in two ways one in TSRTC 2nd in any other industry. For every year experience in TSRTC seven points per year experience will be granted and a maximum of 35 marks will be granted for an experience of five years and above

If the contractor has experience in sweeping and cleaning contracts in any other transport industry five marks per year experience will be granted and a maximum of 25 marks will be given for experience of five years and above

If the contractor has experience in sweeping and cleaning contracts other than transport industry he will be granted two points per year experience and a maximum of 10 marks for experience of five years and above. The relevant experience certificates have to be submitted as part of the technical bid

- (ii) **VALUE OF CONTRACTS (20 marks maximum):** Value of contract per month of sweeping and cleaning contracts executed during one year in previous 5 years period accounted for granting marks as follows:

Sl.No.	Value of contracts	Marks
1	Upto Rs.25,000/-	5
2	Rs.25,000/- to Rs.50,000/-	10
3	Rs.50,000/- to Rs.75,000/-	15
4	Rs.75,000/- and above	20

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

- (iii) **STAFF STRENGTH (20 marks maximum):** Based on staff strength of the contractor the following marks will be awarded

Sl.No.	Staff Strength	Marks
1	Upto 5 members	5
2	5 to 10 members	10
3	10 to 15 members	15
4	15 members and above	20

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

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- (iv) **LABOUR LICENCE (5 marks):** If the contractor has a labour licence he will be awarded 5 marks maximum. A Xerox copy of the labour licence has to be submitted
- (v) **PF CODE (5 marks):** If the contractor has a PF code he will be awarded 5 marks maximum. A Xerox copy of the PF code statement has to be submitted
- (vi) **PAN CARD (5 marks):** If the contractor has a PAN card on his name and is an income Tax payer he will be awarded five points maximum. A Xerox copy of the PAN card has to be submitted

- (vii) **CLIENT CREDENTIALS (10 marks):** The contractor has to submit client credentials or user certificate stating that his performance as cleaning and sweeping contractor is satisfactory for which he will be awarded 10 marks

While allotment of contract for washing and sweeping of special type of buses the contractor has to qualify in the technical bid the contractor has to get an aggregate mark of 60 out of 100 marks

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