

i

**TENDER FORM FOR APPOINTMENT OF CONTRACTOR
FOR WORK CONTRACT TO ATTEND RGs AND BREAKDOWN OF
LONG DISTANCE SERVICE BUSES OF APPTD (APSRTC) AT
HYDERABAD**

TENDER NOTIFICATION NO. T1/122(1)/2025-LDS, DT:13.03.2025



ANDHRA PRADESH PUBLIC TRANSPORT DEPARTMENT (APSRTC)

O/o THE Dy.CHIEF TRAFFIC MANAGER, LDS
APPTD(APSRTC), BUS BHAVAN,
RTC X ROADS, MUSHEERABAD,
HYDERABAD-500020

Website: <http://www.apsrtc.ap.gov.in>

TENDER NOTIFICATION NO. T1/122(1)/2025-LDS, DT : 13.03.2025

SL. No	DETAILS OF TENDER SCHEDULE	
1	Purpose of Tender	Appointment of contractor supply of man power to attend RGs and Breakdowns of long distance service buses of APPTD(APSRTC) at Hyderabad (being operated from different Depots of APPTD(APSRTC) to different places in Hyderabad) by deploying skilled Mechanics, Electricians and semi-skilled Asst. Mechanics at BHEL Depot, MGBS and L.B.Nagar in Hyderabad.
2	Date of Sale of tender application forms	On all working days from 13.03.25 to 26.03.25 between 10:30 hrs and 17:00 hrs.
3.	Place of sale of tender application forms	1. Office of the Dy.Chief Traffic Manager, LDS Unit, APPTD(APSRTC), A-Block, Ground Floor, Bus Bhavan, Hyderabad. 2. Can be downloaded from 13.03.025 http://apsrtc.ap.gov.in/tenders
4	Cost of Application form	Rs.1770/- (including GST). DD should be drawn in favour of Public Transport Department, Government of Andhra Pradesh from any nationalized/scheduled Bank, payable at Vijayawada. In case of downloading of application form website, DD should be enclosed to the tender form at the time of submission of tender on
5	EMD	Rs.10,000/- DD should be drawn in favour of Public Transport Department, Government of Andhra Pradesh from any nationalized/scheduled Bank, payable at Vijayawada. The DD should be enclosed to the tender application form at the time of submission of tender form.
6	Tender date	27.03.2025 at 10:30 hrs to 14:00 hrs
7	Place of submission of tenders	Office of the Dy.Chief Traffic Manager, LDS Unit, APPTD (APSRTC), A-Block, Ground Floor, Bus Bhavan, Hyderabad
8	Dt. of opening tenders	27.03.025 at 15:00 hrs.
9	Contact Nos for clarification on tenders	ATM(LDS) - 9100948191 Dy.CTM(LDS)- 9959224747

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 Andhra Pradesh Public Transport Department (APSRTC) 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 APPTD(APSRTC), 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 APPTD(APSRTC) 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/its 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. APPTD(APSRTC) accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.

APPTD(APSRTC), 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.

**DETAILS OF TENDER NOTIIFICATION NO.T1/122(1)/2025-LDS
DT: 13.03.2025**

- a) The tender is for Appointment of contractor supply of man power to attend RGs and Breakdowns of long distances service buses of APPTD(APSRTC) at Hyderabad (being operated from different Depots of APPTD(APSRTC) to different places in Hyderabad) by deploying skilled Mechanics, Electricians and semi-skilled Asst. Mechanics at BHEL Depot, MGBS and L.B.Nagar in Hyderabad for a period of two years initially and extendable for one more year on mutually agreed terms subject to the performance of the contractor.
- b) Sealed Tenders are invited from individuals / agencies / firms who possess valid labour license of A.P and PF and ESI codes for taking up work contract by deploying 4 skilled Mechanics, 5 skilled Electricians and 5 semi-skilled (Assistant Mechanics) on work contract basis to attend RGs and Breakdowns pertaining to long distance service buses at Hyderabad.
- c) Tender documents can APPTD(APSRTC) obtained from the office of the Dy.Chief Traffic Manager, LDS Unit, A-Block, Ground Floor, APPTD(APSRTC), Bus Bhavan, Hyderabad from 13.03.2025 to 26.03.2025 between 10.30 hrs and 17.00 hrs on all working days on submission of DD for Rs 1500/- + GST @ 18% i.e. for Rs.1770/- obtained in favor of Public Transport Department, Government of Andhra Pradesh, payable at Vijayawada, drawn at any nationalized/scheduled bank.
- d) Tender documents can also be downloaded from the website <http://apsrtc.ap.gov.in/tenders>. A Demand Draft for Rs 1500/- + GST @ 18% i.e. for Rs.1770/- (One thousand seven hundred and seventy only) obtained in favor of Public Transport Department, Government of Andhra Pradesh, payable at Vijayawada, shall be enclosed with each Tender form (downloaded), at the time of submission of tender.
- e) Earnest Money Deposit for an amount of Rs. 10,000/- (Rs. Ten thousands only) shall be obtained in favour of Public Transport Department, Government of Andhra Pradesh, payable at Vijayawada, drawn at any nationalized / scheduled bank and to be submitted along with tender form.
- f) Completed tender forms shall be submitted through sealed covers in the sealed tender box provided at the **office of the Dy.Chief Traffic Manager (LDS), 'A' Block, Ground Floor, APPTD(APSRTC), Bus Bhavan, RTC X roads, HYDERABAD** from 10.30 hrs to 14.00 hrs on 27.03.2025. The tenders will be opened on the same day at 15.00 hrs . Tenderers or their authorized representatives will be permitted to be present at the time of opening of tenders.

Signature of the tenderer

- g) In the event of the date, specified for receipt and opening of tender, being declared as a holiday for APPTD's office(APSRTC), the due date for submission of tenders and opening of tenders will be on the following working day.
- h) 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.
- i) APPTD(APSRTC) 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.

Signature of the tenderer

TERMS AND CONDITIONS OF THE TENDER

I. GENERAL

- 1) Tenders are invited from the eligible agencies/individuals/firms those possess valid labour licence from Govt. of AP, valid PF & ESI codes to engage manpower ie 4 skilled Mechanics, 5 skilled Electricians and 5 semi-skilled Asst. Mechanics to work for APPTD(APSRTC) for attending of RGs/ Breakdowns for long distance service buses at Hyderabad and surroundings as required.
- 2) **Period of contract:** Contract will be for two (2) years from the date of commencement of contract work after payment of security deposit. The period may be extendable for one more year on mutually agreed terms subject to the performance of the contractor.
- 3) All the tenderers are requested to get in touch with Office of the Dy.Chief Traffic Manager (LDS), A-Block, APPTD(APSRTC), Ground Floor, Bus Bhavan, RTC X roads, HYD for all updates on the tender such as addendums, replies to queries, postponement of tender schedules etc. or monitor the website of APPTD(APSRTC) for the same. No claims or compensation will be entertained on account of the Tenderer having not read/noticed the updates, etc.
- 4) Tenderer is required to read the contents of this document carefully and is expected to examine all instructions, forms, terms and conditions in the tender documents. Failure to furnish all 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.
- 5) The Tender must be submitted in the prescribed Tender Form along with DD drawn towards prescribed EMD amount and cost of the tender application.
- 6) The Tender form is not transferable. The Tender form must be signed by the Tenderer only. The tenderer must sign on all the papers of tender document invariably.
- 7) The Tender once submitted shall not be permitted to be withdrawn at any stage. Any request for such withdrawal of tender will result in forfeiture of EMD amount in favour of Corporation.
- 8) 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., If the tenderer finds any discrepancies in tender document and its conditions or if he is in doubt as to their meaning, he should at once intimate and obtain clarification prior to submission of tender.

Signature of the tenderer

-

- 9) 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 name. Also proof of authorization shall be enclosed.
- 10) The tender shall be filled in all respects and shall be signed by the Tenderer on all pages of the document. The Tenderers should ensure that their tender is submitted on the **due date and withing the stipulated time**.
- 11) The tender must be unconditional. Conditional offers will be summarily rejected. The Tender shall be quoted by the Tenderer entirely in Indian Rupees.
- 12) Tenders received after the due date and time, shall not be accepted.
- 13) Incomplete tenders or tenders not fulfilling any of the conditions specified in the tender document are liable to be rejected without assigning any reason.

II. EARNEST MONEY DEPOSIT

- 14) The **EMD is Rs.10,000/-** (Rupees ten thousand only). Each Tender Form shall be accompanied by 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 **Public Transport Department, Government of Andhra Pradesh, Payable at Vijayawada**. EMD in any form other than Demand Draft will not be accepted.
- 15) The EMD will not carry any interest. The EMD of the un-successful 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.
- 16) The EMD of the tenderer will be forfeited under the following circumstances.
 - (i) the tender form submitted by the tenderer is liable to be treated as invalid -
 - (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 stipulated in the Tender Notification.
 - (c) When Tender form with pre-conditions or additional conditions is submitted.

Signature of the tenderer

- (c) When the tender is submitted in an un-concerned tender form.
 - (d) When the tender is submitted for the business other than that notified in the tender notification.
 - (e) When the tender form is submitted by 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.
 - (f) Incomplete tenders or tenders not fulfilling any of the conditions specified in the tender document are liable to be rejected without assigning any reason.
- (ii) When the successful tenderer backs out from entering into the contract, within the stipulated period, for whatsoever reason.
 - (iii) When the successful tenderer fails to enter into an agreement with the corporation before the prescribed day as per allotment letter for the contract.

III. SUBMISSION OF TENDER:

17. Minimum value of contract:

Minimum value of the contract shall be assessed based on the following three components:

- (a) The minimum wage to be paid as fixed/communicated by APPTD(APSRTC) per month to Skilled and Semi skilled as per the rates fixed by the Government of A.P from time to time.
- (b) The successful tenderer must pay the statutory employer's contributions payable in respect of the workers towards PF, EDLIF and ESI etc.
- (c) Over and above the value of the aforesaid two components, a **minimum profit margin of 7% is** allowed for the Successful Tenderer.
- (d) The minimum contract value is worked out taking into consideration of the above i.e (i) Wages as per the circular no:22/2024, dt:04.11.2024 plus (ii) employer contributions towards PF, ESI, EDLIF excluding 18% GST plus (iii) 7% profit margin on the total amount of the wages and employer contributions as above.
- (e) The minimum contract value excluding GST as per circular No.PD:22/2024, dated.04.11.2024, for supplying of 4 skilled Mechanics, 5 skilled Electricians and 5 semi-skilled Asst. Mechanics (Total =14) shall be RS. **2,81,973.61** ps.

Signature of the tenderer

- 18) The tenderer shall quote monthly remuneration in Annexure -II, not lesser than the total contracted value as furnished at clause 17(e) of Terms and Conditions of the Tender .
- 19) Monthly remuneration shall be quoted in figures as well as in words. There shall not be any alterations in the amount quoted by the tenderer. In case of difference in the amount recorded in figures and words, the amount recorded in words will be taken into consideration.
- 20) The Corporation will meet the total additional expenditure during the tenure of contract that arises due to increase in minimum wages and the corresponding increase in Employers' 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.**
- 21) Tenderer shall submit the tender in sealed ENVELOPE as given below:

The Envelope marked on top as "TENDER FOR APPOINTMENT OF CONTRACTOR FOR WORK CONTRACT OF ATTENDING RGs AND BREAKDOWNS OF LONG DISTANCE SERVICE BUSES AT HYDERABAD BY DEPLOYING SKILLED MECHANICS, SKILLED ELECTRICIANS AND SEMI-SKILLED ASST. MECHANICS." Duly furnishing the name of the Tenderer along with Telephone No. on the left hand bottom side and shall contain:

- (a) A demand draft for Rs.1500/- + GST @ 18% ie Rs. 1770/- towards tender document fee **(if downloaded from internet)**
- (b) Requisite DD for Rs. 10,000/- towards the EMD
- (c) Application form duly filled & signed as indicated at **Annexure - II.**
- (d) 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.
- (e) Self-Attested copies of tenderer's partnership deed/ proprietorship deed/Registration Documents, as applicable.
- (f) Self-attested Photocopy of the Registration certificate issued by Labour department
- (g) Self-attested Photocopy of the P.F. Code in case the applicant holding PF code.
- (h) Self-attested Photocopy of the ESI Code in case the applicant holding ESI code.

Signature of the tenderer

- (i) Self-Attested photo copies of PAN/TAN card and AADHAR CARD of the Tenderer
- (j) In case of Firms and Companies, power of Attorney/Authority letter issued to the employee to sign the Tender Document on behalf of the firm.
- (k) Self-attested photo copy of the first page of the Bank pass book
- (l) Any other document required as per the tender conditions

IV . AMENDMENT OF TENDER DOCUMENT:

- 22) 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 addendum.
- 23) Any addendum thus issued shall become a part of the Tender Document and will be communicated in writing through Post/Email to all purchasers of the Tender Document and will also be posted on the website of the Corporation. The prospective bidder shall be in touch with Dy.CTM(LDS) till the date of submission of tender for knowledge on any additions. Further, the bidder shall also verify in <http://apsrtc.ap.gov.in/tenders> for any additions till date of submission of tender.
- 24) The date for submission of tender may be extended, at the discretion of the tendering authority to provide reasonable time to the prospective Tenderers to take an addendum into account while preparing their proposals.
- 25) The tenderer shall attach the signed copy of the addendum to the tender document as the addendum becomes part of tender document

V. TENDER COMMITTEE:

- 26) The Tender Committee constituted by the Corporation shall open and evaluate the tenders. The decision of the Tender Committee in the evaluation of the Tenders shall be final. No correspondence will be entertained outside the process of negotiation/discussion with the Committee.
- 27) Any approach from the tenderer, representative/agent 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.

Signature of the tenderer

VI. OPENING OF TENDERS:

- 28) The Tenders will be opened in the office of the Dy.Chief Traffic Manager (LDS), A-Block, Ground Floor, APPTD(APSRTC), Bus Bhavan, RTC X roads, HYD at 15.00 hrs on 27.03.2025. The Tenderer or any of his/her authorized representative holding authorization letter as at Annexure III, who wish to be present at the time of opening of tenders shall attend the tenders.
- 29) In the event dates specified for submission and opening of tenders being declared as holiday for APPTD(APSRTC) office, the due date for submission of tenders and opening of tenders will be on the following working day.
- 30) The following procedure will be adopted for opening of the tenders:
- i) SEALED ENVELOPE will be opened to verify its contents and if the document are incomplete or not in the prescribed formats or substantially insufficient to evaluate the Tender based on the information contained in it, that may render the tender invalid.
 - ii) The quotes of the Tenderer shall be read out to all the Tenderers or their representatives present at the time of opening.

VII. EVALUATION OF TENDERS:

- 31) If any Tenderer quotes less than the total contract cost as furnished in the clause no 17(e) above, the tender will automatically be disqualified and will not be considered.
- 32) Other things being equal, Preference will be given to the agency/person who is holding PF and ESI code numbers over those not having the same.
- 33) In case there is more than one tenderer quoting the same lowest amount, allotment of the contract shall be made based on lottery among the lowest quoted bidders.
- 34) The selection of successful bidder will be based on the lowest quote amount over and above minimum contract value (excluding GST) as specified in this tender document. The tender committee may negotiate with the lowest quoted tenderer as above and may finalise the successful tenderer.

Signature of tenderer

- 35) Finalisation of tenders will be by way of negotiations by the tender committee with the tenderers. The decision of the tender committee in this regard shall be final.
- 36) The persons who are blacklisted 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 other conditions.

XIII. TERMINATION OF TENDER PROCESS:

- 37) Corporation may terminate the tender process at any time and without assigning any reason. APPTD(APSRTC) makes no commitments, express or implied, that this process will result in a business transaction with anyone.
- 38) For any further clarifications regarding submission of tenders, please contact Asst. Traffic Manager, LDS, HYD. Contact no: 9100948191.

XI. ALLOTMENT OF CONTRACT:

- 39) The tender committee will evaluate the tenders and will negotiate with the lowest quoted bidder if needed. On satisfying with the final quote after negotiations and on fulfilment of terms and conditions, the committee will submit recommendations. Based on the recommendations of the Committee, the contract will be allotted to the successful tenderer subject to approval of the competent authority for the recommendations of the tender committee.
- 40) The Management reserves right to reject any or all tenders without assigning any reason thereof. The Management also reserves the right to allot the contract to any person of its choice through negotiations with the tenderer 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.

X. SECURITY DEPOSIT AND AGREEMENT:

- 41) The Successful Tenderer has to pay Security Deposit equivalent to 'ONE MONTH'S CONTRACT AMOUNT' within 15 days from the date of allotment of Tender and enter into an agreement with the Corporation, failing which allotment is liable for cancellation, and the EMD paid by him shall be forfeited in favour of the Corporation, without any further notice / intimation.
- 42) Representation for extension of period for payment of SD and entering into agreement beyond the date mentioned in the allotment order will not be entertained.

Signature of the tenderer

XI. COMMENCEMENT OF CONTRACT:

- 43) If the successful tenderer fails to commence work contract immediately after entering into agreement, the security deposit will be forfeited into the account of APPTD(APSRTC) duly cancelling the allotment order.
- 44) The successful tenderer has to furnish the Bio-data along with passport size photographs of the persons deployed by him for the contract work within 15 days of awarding contract with the details viz Name, Qualification, work experience, age Father's name, residential address, contact numbers of each person and copy of Aadhar Card. The successful tenderer shall not change the persons without prior approval of Unit officer, Supervisor-in-charge of APPTD(APSRTC).
- 45) In case, the Successful Tenderer deploys any of his family members who are covered under the term "Family Members" as defined under Sub-Section 3 of Section 26 of the Minimum Wages Act, 1948, an affidavit explaining the relationship and dependency shall be submitted, both by the Successful Tenderer as well as the reported family member of the Successful Tenderer individually.
- 46) The successful tenderer should not engage persons below the age of 18 years and above 58 years of age for the work. The successful tenderer should deploy the persons who have produced work experience certificate / ITI trade and possess good physical standards.

Signature of the tenderer

GENERAL CONDITIONS OF THE CONTRACT

I. PURPOSE OF CONTRACT:

1. The tender is for Appointment of contractor for work contract to attend RGs and Breakdowns of long distances service buses of APPTD(APSRTC) at Hyderabad (being operated from different Depots of APPTD(APSRTC) to different places in Hyderabad) by deploying 4 skilled Mechanics, 5 Electricians and 5 semi-skilled Asst. Mechanics at BHEL Depot, MGBS and L.B.Nagar in Hyderabad.
2. The details of works to be carried out by the outsourcing staff are enclosed at Annexure-1.

II. CONTRACT PERIOD:

3. The contract is for a period of (2) TWO YEARS and extendable for one more year on mutual consent.

III. SECURITY DEPOSIT:

4. The Security Deposit for this contract is One month's contract amount.
5. The contractor has to paid Rs. 10,000 towards EMD at the time of submission of tenders vide DD No. _____ Dt. _____ drawn from the Bank_____.
6. Now the contractor paid balance SD amount of Rs. _____ after adjustment of Rs.10,000/- (paid towards EMD) vide DD No _____ Dt. _____ drawn from the Bank_____.
7. The Security Deposit submitted by the Contractor will be refunded only after one month from the date of completion of the contract period, after adjusting all the dues, if any, payable by the Contractor to the Corporation.
8. The Security Deposit will not carry any interest.
9. Whenever minimum wages payable to the Contract Labour / Workers are enhanced, in the middle of the Contract period, the contractor should pay the difference of Security Deposit towards the revised monthly remuneration and enter into an agreement to that effect.
10. The contractor has to submit no due certificate from the persons he engaged for the out sourcing contract work and from the unit officer concerned of APPTD(APSRTC) for release of the security deposit paid by him.
11. The Security Deposit amount is liable to be forfeited, in the event of non-entering into agreement after payment of the Security Deposit amount and commencement of aforesaid contract.

Signature of the tenderer

12. The Security Deposit is liable to be forfeited in case of non-commencement of the contract after paying security Deposit.
13. Any violation or breach of terms and conditions of the contract including unsatisfactory performance of Manpower deployed shall render the contract liable to be terminated duly forfeiting the Security Deposit.
14. The Security Deposit paid by the Successful Tenderer is liable to be forfeited, in the event of non-deployment of Manpower after depositing security deposit within the stipulated time as per the allotment order or breach of any of the terms and conditions of the tender for besides termination of contract.

IV. SUBMISSION OF BILLS FOR PAYMENT:

- 15) The monthly working period of outsourced activity will be reckoned as 1st day of the month to the last day of the month.
- 16) The contractor shall submit his claims/bills pertaining to a month in duplicate to Dy.CTM(LDS), Hyderabad before 5th of succeeding month. The bills should be submitted as above every month.
- 17) The contractor should produce a remittance certificate towards PF & ESI contributions made in the previous month at the time of submitting bills.
- 18) The contractor has to produce the certification on the satisfactory performance of his contract work every month in time, which is to be obtained from the APPTD(APSRTC) supervisor concerned to the Unit Officer concerned for arranging payment towards monthly remuneration as stipulated above.
- 19) The online payment of the bill will be arranged tentatively by 15th of every month after audit in Head Office, Vijayawada, provided the contractor submit bill before stipulated date.
- 20) The monthly bill amount will be paid as above after deducting the Income Tax (TDS) as applicable.
- 21) APPTD(APSRTC) will pay GST @ 18% on bill amount
- 22) Penalties, if any, will also be recovered from the payments to be made to the contractor every month.
- 23) Payment of monthly remuneration will be made only on submission of proper claim by 5th of the following month duly certified by the Supervisor with reference to the register maintained. The contractor shall maintain a register regarding the attendance and works carried out by the workers engaged

Signature of the tenderer

24) The Corporation will meet the total additional expenditure that arises due to increase in minimum wages and the corresponding increase in Employers' 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.**

V. PAYMENT OF WAGES TO CONTRACT EMPLOYEES

25)The contractor has to pay the existing minimum wages to the workers engaged by him at the rates not less than the "minimum wages" as fixed by the Commissioner of Labour from time to time, besides paying employer's contributions towards PF, EDLIF and ESI etc., in respect of the persons engaged. The payment should be credited to the employee's account.

26)Any excess deductions made by the contractor in violation of the instructions shall result in stringent action including termination of the contract duly protecting the interest of outsourced persons. 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 / Corporation.

27) The Contractor shall remit the PF/ESI/EDLIF deduction to the respective appropriate authorities under PF and ESI concerned code Nos., obtained by him and produce proof of the same every month to the APPTD(APSRTC).

28) to arrange payment towards the monthly remuneration.

29) If any person deployed by the agency to carryout work, absents on a particular day, the corresponding wages will be deducted from the monthly remuneration payable.

30) The Agency shall pay the wages to the persons engaged, by way of cheque or by crediting to the Bank account of the respective personnel, simultaneously enclosing copies as proof of such remittances.

Signature of the tenderer

VI. MINIMUM PERIOD OF BUSINESS:

- 31) The contractor has to perform the work contract for a minimum period of one year from the date of commencement of contact.
- 32) After completion of the minimum period of business, the contractor may exit from the contract by giving 3 months advance notice for pre closure of business. In such case the security deposit amount will be refunded to the contractor after deducting dues if any from him either to the Corporation or to the contract employees engaged by him.
- 33) In case the contractor fails to carry out the work contract for one year i.e minimum period of contract, the contract will be terminated duly forfeiting the security deposit into the account of Corporation.

VII. PRECLOSURE:

- 34) The contract can be terminated by giving three months' advance notice by the contractor. However, the contractor has to perform minimum period of contract i.e for one year. To pre close the business immediately after one year of contract, the contractor can give advance pre closure notice after completion of 9 month of work contract. In such circumstances, the deposits which may remain to the credit of the Contractor will be refunded after all the dues payable to the Corporation have been settled out of the deposits made by the contractor (security deposit, etc.,).
- 35) The Corporation can pre-close the work contract by giving one month notice at any point of time during the contract period without giving any reasons. In such circumstances, the Corporation may refund the security deposit amount duly deducting the dues if any by the contractor either to the Corporation or to the employees engaged by the contractor. Corporation shall not be liable to pay any loss/damages that the contractor may suffer on account of such termination.

VIII. EXECUTION OF CONTRACT:

- 36) The contractor should deploy the persons as prescribed, in the contract irrespective of his obligation to extend weekly rest to his employees, which he has to meet on his own arrangement. The employees have to strictly follow the timings allotted to them. The Unit Officer/Supervisor, In-charge of APPTD(APSRTC) is authorized to change the work timings based on the day-to-day requirement.
- 37) The workmen shall attend work spot on time communicated by APPTD(APSRTC) management on all working days with half-an-hour lunch break as specified.

Signature of the tenderer

- 38) The workmen shall attend to their work promptly without wasting time and should follow discipline. Also they should not attend work spot under the influence of liquor or intoxicated condition.
- 39) The contractor should fulfill the minimum guaranteed attendance (as decided by the Tender Committee) of the labour engaged every month. Poor attendance / attendance lower than the minimum required attendance shall render the contractor liable for imposition of penalties apart from deduction of wages.
- 40) Details of works to be carried out by the Mechanic, Electrician and Shramik furnished in **Annexure-I** .
- 41) Corporation will supply required tools and equipment for attending RGs and Breakdowns of Buses. On the expiry of the period of license or its termination, the contractor shall handover the equipment, tools supplied by Corporation if any to the Unit Officer concerned in good working condition. The contractor has to supply uniform and identity badges to the persons engaged by him.
- 42) No worker shall be allowed without Identity badges. The workers should contact the APPTD(APSRTC) supervisor on duty before and after spell of his duty and furnish the position from time to time.
- 43) The Contractor should indemnify the Corporation against loss/damage to the Corporation property any claim for loss or injury caused to any member of the public or employees of Corporation/of the Contractor arising out of any negligence or misconduct on the part of the Contractor or his employees.
- 44) In case of misbehavior, assault on employees of the Andhra Pradesh State Road Transport Corporation by the Successful Tenderer or his representatives/workers it will lead to imposition of penalty or termination of contract duly forfeiting the Security Deposit and Criminal Action.
- 45) The Contract is liable for termination in the event of contractor failing to do the contract for a continuous period of 90 days which shall also carry necessary penalties and examine forfeiture of Security Deposit.
- 46) The contractor is liable for any obligation arising out of his contract in respect of labour engaged by him.
- 47) The contractor shall provide substitutes for the absentees in order to run the work spot smoothly without interruption for want of Manpower. However, the muster/wage shall be drawn on the name of the person on rolls. It is the responsibility of the Contractor to pay PF, EDLIF, ESI and other statutory recoveries in the name of the substitutes duly deducting from the Manpower on rolls. The Corporation does not hold the responsibility of making statutory payments/recoveries viz namely PF, ESI, EDLIF etc. in respect of the persons engaged as substitutes.

Signature of the tenderer

- 48) The Corporation reserve the right to increase/ reduce the manpower as per requirement by giving one month notice to the successful tenderer as and when required on the same terms and conditions during the contract period of agreement.
- 49) The contractor is liable to pay the damages, if any, caused to the premises or movable and immovable property of the corporation, by him or by his agents or representatives or the persons deployed for work as determined by the Unit Officer, APPTD(APSRTC). The Unit Officer shall have the right to recover such amounts towards the 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.
- 50) The contractor is responsible 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.
- 51) 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. The contractor is liable to bear all expenses and compensation in such cases.
- 52) Rights given under the Contract are not transferable.
- 53) The contractor is not permitted to sub-lease the contract work on any other party.
- 54) The workers employed by the contractor himself shall not have any right or claim, what so ever, for employment, in the Andhra Pradesh State Road Transport Corporation at a future date. Nor will they be provided any facilities on par with the regular employees of APPTD(APSRTC).
- 55) The Tools & Plants required for carrying the assigned duties will be supplied by the Corporation. Tools, Plants and equipment supplied by Corporation shall be handled smoothly without causing damage. If damaged the cost will be recovered from the payments to be paid to the Contractor.

IX. PENALTIES:

- 56) The contractor is liable for imposition of penalties up to Rs.500-00 on each occasion in case of not supplying the manpower and complaints from the staff, officers and poor performance of work and the same will be deducted from the remuneration or the Security Deposit, as the case may be. In case, the amount is deducted from the Security Deposit, the Successful Tenderer is liable to recoup the same immediately. Otherwise, the contract is liable for termination duly forfeiting the Security Deposit.

Signature of the tenderer

X. STATUTORY OBLIGATIONS:

- 57) The contractor has to obtain Labour license from the Licensing Officer under "Contract Labour (Regulation & Abolition) Act, 1970" to carryout the work contract in the contract area in the Establishment of APSTRC and submit a copy of the same to the Unit Officer concerned before commencement of the contract.
- 58) The contractor has to contact the Labour Department and to maintain the registers as required under law and as required by the Corporation and the same have to be produced for verification of the inspecting officials from Labour Department / APPTD(APSRTC) officials.
- 59) 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 payment of Minimum Wages, Provident Fund, EDLIF, ESI, etc., as prescribed by the State Government, from time to time and submit the proof of compliance along with the Monthly Bill to the Unit Officer concerned for payment. He has to indemnify the Corporation all the claims, damages for compensation under the provisions of all Laws and Acts pertaining to the Labour engaged.
- 60) The contractor shall in no manner evade any governmental responsibilities and obligations in terms of practicing of laid down norms for undertaking the manpower suppling contract and for any violation of such laws, the sole responsibility lies with the contractor.
- 61) In case, the contractor deploys any of his family members who are covered under the term "Family Members" as defined under Sub-Section 3 of Section 26 of the Minimum Wages Act, 1948, an affidavit explaining the relationship and dependency shall be submitted, both by the Successful Tenderer as well as the reported family member of the Successful Tenderer individually.
- 62) In the event of any statutory authority imposing any punishment like fines etc., and if the Corporation is made a party in such penal action, the Corporation has got the authority to recover such amount due to the contractor like remuneration / Security Deposit etc., with it, until it is proved to the satisfaction of the Corporation that such penal actions are ceased. Such actions may also be reason for termination of contract.
- 63) The contractor shall pay all the taxes under the Central and State Acts/Rules made there under, applicable to the business. The Corporation is not liable for the penalties in view of non-payment of taxes or default therein. Any default, non-payment of taxes to statutory authorities will cause termination of contract.

Signature of the tenderer

XI. GENERAL:

- 64) The contractor shall furnish information that may be required by the Corporation from time to time, connected with the business of washing of the allotted items
- 65) The contract shall be carried out only in the name of individual name/firm/agency, 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 shall not be allowed to change the name of the firm/agency/contractor or to transfer the contract.
- 66) Corporation got right to change the conditions of Agreement during the period of agreement and the contractor must abide by such modified conditions of the Corporation and has to enter into a fresh agreement with the Corporation at his own cost.
- 67) In the event of death of the Contractor during the contract period, the contract shall come to an end. However, the Corporation may permit the legal heir of the deceased contractor to continue the left over portion of the contract on production of legal heir certificate with the same terms and conditions stipulated in the agreement duly entering into a fresh agreement.

XII. CONCLUSION OF CONTRACT :

- 68) The contract for supply of man power to attend the RGs and Break downs of Long Distance Services of APPTD(APSRTC), Hyderabad shall come to an end after completion of 2 years and may be extendable for one more year on mutual consent.
- 69) The Security deposit submitted by the Contractor will be refunded only after one month from the date of conclusion of contract duly adjusting the dues if any payable to the Corporation.

XIII. DISPUTES :

- 70) In all disputes, in scope of doubts or interpretation of clauses or conditions and applications of this contract or otherwise, the decision of the Commissioner, Andhra Pradesh Public Transport Department shall be final and binding on both the parties.
- 71) If any legal dispute arises between the contractor and APPTD(APSRTC), the High court of Judicature at Amaravathi for the Andhra Pradesh, the Courts in Vijayawada will only have jurisdiction.

Signature of the tenderer

Details of works to be carried out for attending RGs and Breakdowns of Long Distance Service Buses Maintenance at BHEL(Rcpm) Depot, Hyderabad

Mechanic:

- 1) Check leakages of water, fuel, lubricating oils including ATF oil for power steering, brake fluid as per the need.
- 2) Check oil level in Engine, top up if necessary. Check the condition of fins of Radiator, foundation of radiator and stay rods and attend if necessary. Top-up radiator with coolant, examine the radiator cap and replace if necessary.
- 3) Check alternator, self-starter and re-fit after overhaul by the mechanic or by the outside firm if necessary as the case may be.
- 4) Check and tighten if necessary all bolts and nuts of wheels, Axle shafts, PP shaft mounting and suspension system etc..
- 5) Check the condition of road springs and their mountings with the attention to 'U' Clamps.
- 6) The driver complaints are to be thoroughly checked up by the Mechanic and Electrician. Identification and attention of RGs connected to Electrical, Coach, and Upholstery has to be done by the Mechanic and Electrician and the RGs unable to attend in the garage are to be reported to the Supervisor.
- 7) Tyre pressures of all tyres, including the spare tyre, are to be inspected. The Tyre pressures shall be checked with gauge twice in a week for all the vehicles undergone for Maintenance. The tread depth of tyres shall be checked and replacement of tyres as per the need will be carried out by the Mechanic.
- 8) Lubricate all points as per the lubrication points.
- 9) Clean breathers of Engine, G/Box, R/Axle. Check oil level in Engine, G/Box, R/Axle, Power Steering reservoir, Brake fluid and clutch fluid and top up if necessary.
- 10) Carry out brake test and steering test. Attend to the defects if any in the steering and brake system. Hand brake functioning has to be checked and attend.
- 11) Check for excess play in front and rear hubs and attend if necessary. Check and adjust if necessary the clutch pedal free play and brake pedal free play.
- 12) Carry out battery maintenance.

Signature of the tenderer

::2::

- 13) Check proper functioning of all gauges, alternator pilot lamp/battery symbol in the instrument panel and attend if necessary.
- 14) Check water pump bearing play and attend if necessary. Check the condition of fan belt and belt tensions; attend if necessary. Check and tighten alternator & Self starter foundation bolts if necessary.
- 15) Clean the Dry type air filter as per the manufacturers' recommendations.
- 16) Check and change if necessary the dampening buffers and engine mounting pads.
- 17) Check fuel injection timing.
- 18) Remove and refit spare wheel after attending to inflation / damages.
- 19) Ensure proper clamping of all fuel lines and rubber ferules / padding for injector pipes.
- 20) Check for black smoke.
- 21) Check brake drums / brake pads and check for scoring and excessive wear of liners / pads and drums change if necessary. Check the leakages of wheel cylinders and attend if necessary.
- 22) Check ball joints of drag link and tie-rod ends for excess play and repair or replace if necessary. Check the steering linkages play and attend if necessary.
- 23) Check wheel alignment and adjust if necessary.
- 24) Check for excess play in upper and lower ball joints and attend if necessary.
- 25) Replace crank oil seal, timing case oil seal if necessary
- 26) Check the clutch free play, attend if necessary. In case of worn-out clutch plates, Springer, etc., replace them.
- 27) Flushing of the radiators if required.
- 28) Check Air-condition filter and replace if necessary.
- 29) Check Air-condition blower and clean if necessary.
- 30) Check condition of condenser fan and AC gas hose pipes.
- 31) Any other item of work entrusted by the Mechanical Supervisor.

Electrician:

1. Carry out Battery maintenance. Inspect the battery specific gravity. Apply Petroleum jelly to the polls. Check electrolyte level in cells and top-up if necessary.
2. Check condition of Alternator, Self Starter, Fan, Relay, Fuses, Head Lamps, Tail lamps, brake lights, Signal lights and parking lights. Attend the overhauling of Alternator and Self starter.
3. Check condition of Air condition System circuit, AC Fans, Knobs.
4. Any other item of work entrusted by the Mechanical Supervisor.

Assistant Mechanic:

1. To Assist the Mechanic, Electrician, cleaning of vehicles, changing of seat covers and any work entrusted by In-charge Supervisor.

Signature of the tenderer

Annexure-II

DETAILS OF TENDER NOTIIFICATION NO. T1/122(1)/2025-LDS, DT: 13.03.2025

To
**Dy. Chief Traffic Manager(LDS),
APPTD(APSRTC), 'A' Block, Bus Bhavan,
Musheerabad,
Hyderabad.**

Passport size
Photo affix
here with
self
attestation

Sir,

Sub:-**TENDER** – Submission of Tender Form for supply of man power contract to attend RGs and Breakdowns of long distance service buses of APPTD(APSRTC) at Hyderabad (being operated from different Depots of APPTD(APSRTC) to different places in Hyderabad) by deploying skilled 4 Mechanics, 5 Electricians and 5 semi-skilled Asst. Mechanics at BHEL Depot, MGBS and L.B.Nagar in Hyderabad - Reg.

Ref:- Notification No.T1/122(1)/2025-LDS, Dated:13.03.2025.

I hereby submit the Tender for supply of Man Power of (Nine Skilled i.e. Four Mechanics and Five Electricians, Four Semi Skilled i.e. Assistant to Mechanic) to APPTD(APSRTC), to work at Bhel(Rcpm) depot, Hyderabad.

SL. NO	Description		
1	Nature of the Contract work	Supply of Man Power to perform duties of Mechanic, Electrician and Assistant Mechanic for long distance service buses at Hyderabad.	
2	No.of persons to be deployed	Mechanic (Skilled)	4
		Electrician (Skilled)	5
		Semi-Skilled	5
		Total (FOURTEEN)	14
3	(a)	Name of the Manpower Agency/Individual Bidder (In capital Letters) Father's Name Husband Name in case of female bidder	
	(b)	Registration No. issued by Labour Department of AP Govt. for providing persons to carryout various works. (Photocopy to be enclosed)	

Signature of the tenderer

::2::

	(c)	License Number to engage in the	
		business of manpower issued by the	
	Govt. of AP(Photo copy to be enclosed)		
(d)	P.F. Code No.		
	(Photo copy to be enclosed)		
(e)	ESI Code No.		

4	Address for correspondence	
	Permanent residential Address	
	Telephone No / Mobile No.	
	Aadhar Card No: (Aadhar Photo copy to be enclosed)	
	E-mail id	
	Website if available :	

5	Bank Details		
	1	Bank Account No.	
	2	Name of the Bank	
	3	Bank Code	
	4	ISFC Code	
(Photo copy of Bank Account)			

6	PAN No (Photo copy to be enclosed)	
----------	---	--

7	GST No (Photo copy to be enclosed)	
----------	---	--

8	EMD Particulars		
	(a)	Demand Draft No. and Date	
	(b)	Amount	
	(c)	Bank Particulars	

Signature of the tenderer

::3::

9	Previous experience if any (Certificate to be enclosed)	
10	Monthly remuneration amount quoted (Excluding GST) (Minimum contract value excluding GST and including 7% profit margin furnished at Annexure-V)	In Figures(Rs.) – In words -
11	Profit Margin included in the quoted amount at above Sl.No.10	

I confirm my acceptance to the terms and conditions stipulated by APPTD(APSRTC), which were supplied to me along with Tender Form as well as conditions stipulated in the Tender Notification. In the event of my failure to abide by any of the terms and conditions, the EMD amount paid by me is liable for forfeiture. Further, I hereby abide that neither I will raise any objection at any point of time nor file any case in the court of Law.

Signature of the Tenderer

Name :

Mobile No :

Place :

Date :

Signature of the tenderer

ANNEXURE - III

LETTER OF AUTHORIZATION FOR ATTENDING TENDERS

Subject: Authorization for attending Tender opening on (Date) in the tender of

Following persons are here by authorized to attend the opening of the tender mentioned above on behalf of (Tenderer) in order of preference given below.

Order of preference	Name	Specimen signature
---------------------	------	--------------------

I

II

Signature of Tenderer

Or

Officer authorized to sign the tender

Note:

1. Maximum of two representatives will be permitted to attend Tender opening. In case where it is restricted to one, first preference will be allowed.
2. Permission for entry to the hall where Tenders are opened may be refused incase authorization as prescribed above is not produced.
3. The persons authorized by the tenderer above shall have decision making power.

Signature of the tenderer

SUBMISSION OF TENDER APPLICATION

To
The Dy.Chief Traffic Manager(LDS),
APPTD(APSRTC), Bus Bhavan,
RTC X roads, Musheerabad,
Hyderabad.

Dt:

Sir,

Sub :- **TENDERS** - Submission of Tender Form for supply of man power contract to attend RGs and Breakdowns of long distance service buses of APPTD(APSRTC) at Hyderabad (being operated from different Depots of APPTD(APSRTC) to different places in Hyderabad) by deploying skilled 4 Mechanics, 5 Electricians and 5 semi-skilled Asst. Mechanics at BHEL Depot, MGBS and L.B.Nagar in Hyderabad – Reg.

Ref: Tender Notification No.T/122(1)/2025-LDS, DT:13.03.2025.

* * *

I/We hereby submit Tender for appointment as contractor for supply of man power at BHEL Depot of APPTD(APSRTC), R.C.Puram, Hyderabad to attend RGs and Breakdowns of long distance service buses at Hyderabad by engaging skilled Mechanics, Electricians and semi skilled Asst. Mechanics, 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:
Date:

Yours faithfully,

(SIGNATURE OF THE TENDERER)
along with seal (in case of firms)

ADDRESS:

ANNEXURE-V

CALCULATION SHEET FOR TOTAL CONTRACT VALUE AS PER CIRCULAR NO. PD-22/2024; DT :04.11.2024			
SL NO	DESCRIPTION	CONTRACT VALUE WORKING DETAILS	
		SEMI SKILLED WORKER (Rs.)	SKILLED WORKER (Rs.)
1	Wage per month	14290.00	17532.00
2	PF @ 12% on wage	1714.80	1800.00
3	Administration charges on minimum wage @ 0.5% w.e.f. 28.05.24	71.45	75.00
4	EDLIF @ 0.5% on wages	71.45	75.00
5	ESI @ 3.25% w.e.f.28.05.24	464.43	569.79
6	Total Wage	16612.13	20051.79
7	Profit Margin @ 7% on Total Wage	1162.85	1403.625
8	Total contract value per person per month with profit margin	17774.97	21455.415
9	Amount payable to 4 Mechanics (Skilled)		85821.66
10	Amount payable to 5 Electricians(Skilled)		107277.077
11	Amount payable to 5 Asst. Mech(Semi Skilled)	88874.87	
12	Remuneration payable excluding GST	88874.869	193098.738
	Total Contract value for 14 workers excluding GST		2,81,973.61

Signature of the tenderer