

**TELANGANA STATE TRADE PROMOTION  
CORPORATION LTD. HYDERABAD**  
(An Undertaking of Government of Telangana)

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**TENDER  
FOR SUPPLY OF MANPOWER**

**SEPTEMBER 2019**

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**Regd. Office:**

2<sup>nd</sup> Floor, Shakkar Bhavan, D.No.5-10-174, Fateh Maidan Road,  
HYDERABAD- 500 004. Ph: 23237591, Mob. 9000991829,  
E-mail: [info@tstpc.org](mailto:info@tstpc.org); Website: [www.tstpc.telangana.gov.in](http://www.tstpc.telangana.gov.in).

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**1. INTRODUCTION:**

1.1. Telangana State Trade Promotion Corporation Limited (TSTPC) is an undertaking of Government of Telangana. TSTPC is in the business of manufacturing and sale of **GOLKONDA** brand note books, Plain Copier Paper (Xerox / photo copier), Scribbling pads, Student Diaries, etc., to Government Welfare Departments and institutions, Trade Promotion activities to promote exports from the State and creation of logistic infrastructure like Container Freight Stations, warehouses. Cold storage plants etc.

1.2. TSTPC has its head office located at 2<sup>nd</sup> Floor Shakkar Bhavan, D.No. 5-10-174, Fateh Maidan Road, Hyderabad and Paper Products Division and a Container Freight Station located at Mamidipally, on Srisalilam Highway near RGI Airport. All the paper products works are carried out at paper Products Division.

1.3. TSTPC requires manpower for attending to security, housekeeping, gardening, loading and unloading, electrical, ministerial works, Data processing and data entry and systems administration, etc., at Head Office, Paper Products Division and Container Freight Station. The Corporation may require other place as per the directions of the Corporation time to time.

1.4. Approximate number of persons required are as follows:

Sl. No.	Particulars	No. of persons (aprox.)
1	Asst. Manager	12
2	Data Processing Officers	1
3	Executive Asst	5
4.	Data Entry Operator	1
5	Security Supervisors	1
6	Office Subordinates	4
7	Loaders	2
8	Electrician	1
9	Drivers	3
10	Security Guards	13
11	Gardeners	1
12	Housekeeping	4
	<b>Total</b>	<b>48</b>

1.5. The manpower shown above is only a tentative one and the need for the manpower may decrease or increase based on the work in the Corporation. The Corporation may require manpower in any other location or locations in Hyderabad or any other place in other districts of the State where the Corporation carries out its business

operations. The successful manpower contractor is bound to provide manpower as and when and wherever required by the Corporation.

## **2. SCOPE OF THE WORK:**

2.1. The scope of the work of the successful bidder is given hereunder:

a) Housekeeping and maintenance:

Cleaning of Door Windows, toilets, wash basins, pantry and other related works Mopping at the premises of the Head Office located in 2<sup>nd</sup> Floor, Shakkar Bhavan, D.No. 5-10-174, Fateh Maidan Road, Hyderabad-500 004 and at Paper Products Division Mamidipally, Srisailam Road, Shamshabad, near RGI Airport, Hyderabad and any other places as directed by the Corporation.

b) Security: Providing Security guards for the Head Office, PPD Mamidipally round the clock and apart from Security they need to attend the Telephone operations at the reception at HO.

c) Manpower: Providing Clerical, Technical, Skilled, semi-skilled and unskilled manpower based on the requirement of the Corporation.

d) Drivers: Providing experienced drivers based on the requirement of the corporation from time to time.

e) The value of the work is around **Rs.1.20 Crores** (Rs. One Crore Twenty lakhs only) per annum.

## **3. PERIOD OF CONTRACT:**

The contract for supply of manpower shall be for a period of 11 months from the date of signing the agreement which may be extended for another two terms subject to the satisfactory performance and at the sole discretion of the management.

## **4. ELIGIBILITY**

4.1. Bidder should have a minimum of five (5) years experience of providing Housekeeping, Gardening, Security and other manpower, in any Central or State Govt. Organizations, reputed private organizations. Proof of experience should be enclosed with the tender.

4.2. The bidder should have registered with statutory authorities such as ESI, PF, Labour Welfare, PT, GST and other related Departments – Central and State Government, and the copies of certificates of registration should be enclosed with the tender.

4.3. (a) The Bidder should have minimum annual Turnover of Rs. 1.00 Crore (Rs. One Crore only) for the last three years i.e., all amounts received from the employer (s) to whom the bidder is providing/has provided similar services.

- (b) The bidder shall provide a Certificate to that extent about the annual turnover from a qualified Chartered Accountant or Chartered Accounts company/firm on their letter head with signature seal/stamp.

**4.4. An Earnest Money Deposit (EMD) of Rs.1,00,000/- (Rupees One Lakh only) in the form of Demand Draft drawn on any nationalized/scheduled bank in favour of TSTPC Ltd., payable at Hyderabad” must be enclosed with the Qualifying Bid. No interest will be paid on the EMD under any circumstances.**

#### **5. COST OF TENDER SCHEDULE AND SALE ETC.,:**

- 1) Cost of the Tender Schedule : Rs. 3,000/- (Rs. Three Thousand only by way of DD or Banker’s Cheque)
- 2) Ernest Money Deposit : Rs. 1,00,000/- (Rs. One Lakhs only)
- 3) Sale of Tender schedules : From 20.09.2019 to 10.10.2019 upto 1.00 p.m. at TSTPC Ltd. 2<sup>nd</sup> Floor, Shakkar Bhavan, D.No. 5-10-174, Fateh Maidan Road, Hyderabad – 500 004

The tenders may also be downloaded from TSTPC website [www.tstpc.telangana.gov.in](http://www.tstpc.telangana.gov.in)

- 4) Last date and time for submission of filled in tenders : **Upto 3.00 pm on 10.10.2019** at TSTPC Ltd. 2<sup>nd</sup> Floor, Shakkar Bhavan, D.No. 5-10-174, Fateh Maidan Road, Hyderabad – 500 004
- 5) Opening of Technical bids : **on 10.10.2019 at 3.30 p.m.**
- 6) Date and time of opening of Financial Bids : Will be notified later to the successful bidders in the Technical bids opening.
- 7) Place of opening of tenders : TSTPC Ltd. office 2<sup>nd</sup> Floor, Shakkar Bhavan D. No. 5-10-174, Fateh Maidan Road, Hyderabad – 500 004

#### **6. AMENDMENT OF BID DOCUMENTS:**

- 6.1. At any time, prior to the date for submission of bids, the TSTPC may, for any reason whether suo motto or in response to clarification requested by any prospective Bidder, modify the bid documents by amendments.
- 6.2. The amendments shall be notified in writing or by e-mail to all prospective bidders on the address intimated at the time of purchase of bid documents from the TSTPC and also notified on the website of the Corporation: [www.tstpc.telangana.gov.in](http://www.tstpc.telangana.gov.in) and these amendments will be binding on them.

- 6.3. Intending bidders shall be responsible to see for the amendments if any by the Corporation and submit their bid accordingly. TSTPC shall not be responsible for any rejection of bids due to non-compliance by the bidders for any lapse or oversight.
- 6.4. In order to afford prospective bidders reasonable time to take the amendments into account in preparing their bids, the TSTPC may, at its discretion, extend the deadline for the submission/opening of bids suitably.
- 6.5. The prospective bidders are advised to see the website of the Corporation for any amendments or changes or extension of the last date for submission of tenders.

## **7. PREPARATION OF BIDS:**

- 7.1. The bidder shall bear all costs associated with preparation and submission of the bid. The TSTPC will in no case, be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.
- 7.2. Bid shall remain valid for 60 days from date of opening of the bid (Qualifying Bid). A Bid valid for a shorter period shall be rejected as Nonresponsive.
- 7.3. The bidder shall submit, as a part of his bid, the bid documents (in original) duly signed on each page, establishing the conformity of his bid to the bid documents of all the works to be executed by the bidder under the contract. (The Bidder is advised to keep a photocopy (at his own cost) of the bid documents for his own reference.)
- 7.4. The bid shall contain no inter-lineation, erasures or overwriting except as necessary to correct errors made by the bidder in which case the person or persons signing the bid shall sign such corrections with date.
- 7.5. The Bidder will be bound by all terms, conditions as detailed in this Bid Document.
- 7.6. Unsigned or partial signed Bid shall be rejected.
- 7.7. The bidder shall furnish, as part of his bid, a non-interest bearing EMD of Rs. 1.00 lakh (Rs. One lakh only)
- 7.8. The bid security is required to protect the TSTPC against the risk of bidder's conduct, warranting forfeiture of EMD.
- 7.9. Bid Security shall be paid in the form of Crossed Demand Draft/Banker's Cheque issued by a nationalized/Scheduled bank, drawn in favour of TSTPC Ltd.
- 7.10. A bid not accompanied by EMD shall be rejected as non-responsive.
- 7.11. The bid security of the unsuccessful bidder will be refunded as promptly as possible within 15 days from the date of finalization of successful bidder.
- 7.12. The successful bidder's bid security may be adjusted against the Performance security deposit.

7.13. The Bid Security shall be forfeited:

- i. If a bidder withdraws his bid during the period of bid validity specified in the bid document, or
- ii. If the bidder makes any modifications in the terms and conditions of the Bid before acceptance of the Bid, which are not acceptable to the TSTPC or
- iii. If the Bidder is found to have given false/incorrect certificates.
- iv. In case of successful bidder fails:
  - (a) to sign the agreement,
  - (b) to perform the work and tender his rescinded.

## **8. BID Rate:**

- 8.1. The bidder shall quote the all inclusive rate – inclusive of all levies, taxes, GST, charges and insurance, Service Charges etc.
- 8.2. A consolidated rate should be quoted along with its breakup showing various items of charge. The tenderer has to comply the provisions of the Minimum Wages Act and orders of the Government of Telangana on wages payable to outsourced/contract employee etc., as amended from time to time in respect of all the employees engaged and show proof of this in the breakup of the charges quoted by him.
- 8.3. Rate shall be quoted by the bidder in schedule of rates (Financial Bid). Prices quoted at any other place shall not be considered.
- 8.4. The price quoted by the bidder shall remain fixed during the entire period of contract and shall not be subject to variation on any account.
- 8.5. A bid submitted with an adjustable price quotation will be treated as non- responsive and rejected.
- 8.6. The Bidder shall quote in Financial Bid in English only, both in words and figures.
- 8.7. The rates quoted in words will have precedence over the rates quoted in figures. If the rates are not quoted in words, Bid is liable to be rejected.
- 8.8. Financial bid containing the Rates quoted has to be put into a separate cover duly sealed and marked as 'Financial Bid'.
- 8.9. Conditional bids cannot be accepted. Such conditional bids will be summarily rejected.

**9. DOCUMENTS TO BE ENCLOSED TO THE BID:**

- 9.1. Filled in and signed Technical / Qualifying Bid
- 9.2. Filled in Financial bid.
- 9.3. Bid Security/EMD
- 9.4. Bidder's Profile and certificate of near relatives
- 9.5. Latest income tax return for the last 3 years.(In case of Partnership firms, the income tax return certificate of the firm will be submitted by the bidder)
- 9.6. The Registration of Firm: The authenticated copy of partnership deed in case of partnership firm, copy of Memorandum of Association in case of Company or Firm registration certificate.
- 9.7. Original "Power of Attorney" in case person other than the Bidder signed the documents. The power of attorney should be for specific work and not general power of attorney. Tender is liable to be rejected if power of attorney is not submitted accordingly.
- 9.8. The experience certificate of similar work in last 5 years.
- 9.9. Turnover details for the last 3 years certified by a Registered Chartered Accountant
- 9.10. PAN/GIR No. (In case of Partnership firms, the PAN No. of the firm will be submitted by bidder)
- 9.11. GST Registration Certificate.
- 9.12. Copies of the Certificates EPF, ESI and PF from the Government of Telangana for carrying out the business of providing manpower and security services etc.

Any bid not accompanying the above mentioned documents / deposits will be liable to be rejected

**10. SUBMISSION OF BID:**

- 10.1. The BID shall be submitted in two parts:-

- a) **PART I: QUALIFYING/TCHNICAL BID:**

It will consist of the Bid document along with company / establishment profile indicating the capability experience as mentioned for eligibility condition. In case of partnership firm, the registered partnership deed may be furnished and bid may be signed by all partners of the firm. If only one partner or any person signs the bid, signing person must be duly authorized by all the remaining



partners not signing the bid. DD for the cost of Bid security towards EMD of Rs.1,00,000/-.

This sealed envelope will be marked as “QUALIFYING BID”

b) **PART II: FINANCIAL BID:**

It will contain the rates quoted in the performa provided therein.

The Tenderer shall quote the rates for each category of manpower/service as per the G.O. Ms. No.14, dt. 19.02.2016 of Finance(SMPC-II) Dept., Government of Telangana State.

This sealed cover shall be marked as ‘FINANCIAL BID’.

c) Both the envelopes containing ‘QUALIFYING BID’ and ‘FINANCIAL BID’ shall be sealed in another large envelope marked as “Tender for providing Manpower, Housekeeping, Gardening, Security services” addressed to GM(A&L), TSTPC Ltd, 2<sup>ND</sup> Floor, Shakkar bhavan, D. No. 5-10-174, Fateh Maidan Road, Hyderabad-500 004.

d) The completed bid / filled in tender should be submitted on 10-10-2019 upto 3:00 PM at the Head Office of the Company.

10.2. The Tenders who download the Tender schedule from the website of the Corporation shall fill in the same and enclose a DD/Bankers Cheque for Rs. 3000/- towards the cost of the Tender schedule. The tenders which are downloaded and filled in are not accompanied by DD/Bankers Cheque towards the cost of the tender schedule will be rejected.

10.3. The Bidder is expected to examine all instructions, forms, terms and specifications in the bid documents. Failure to furnish all information required as per the Bid Documents or Submission of bids not responsive to the bid documents in every respect will be at the bidder’s risk and shall result in rejection of the bid.

10.4. The bids, which are not submitted as per above mentioned procedure will be **summarily rejected**.

10.5. Tender forms can also be sent up to due date and time given above by speed/ courier/ registered post to O/o General Manager (A&L), TSTPC Ltd., 2<sup>nd</sup> Floorl, Shakkar Bhavan, D.No. 5-10-174, Fateh Maidan Road, Hyderabad-500 004. The TSTPC shall not be responsible for any postal/courier delay.

10.6. The TSTPC reserves the right to reject any or all tenders without assigning any reasons whatsoever and is not bound to accept the lowest tender.

10.7. The Tenderer is expected to visit the premises of the Corporation where the services are required i.e., Head Office, Paper Products Division, Container Freight Station, before submitting the tender documents to the Corporation.

- 10.8. The Tenderer is expected to examine all instructions, forms, specifications, terms and conditions in the Bid Documents. Failure to furnish all information and documents required as per the Bid Documents or submission of bids not substantially responsive to the Bid Documents in every respect will be at the Tenderer's risk and shall result in rejection of the bid.
- 10.9. The Tenderer shall provide a list of companies to whom they are rendering the services along with relevant documentary proof.
- 10.10. The Tenderer shall provide a detailed profile of their company.
- 10.11. Bidders should note that the bid shall be summarily rejected by Tender Opening Committee, if any one of the following conditions is not followed by the bidder:
- a. If the Bid security (EMD) is not submitted (in form of DD/Banker's Cheque) or amount drawn is less.
  - b. If the DD /Banker's Cheque for bid security / cost of tender form is not drawn as stipulated.
  - c. Bid shall remain valid for 60 days from date of opening of the bid (Qualifying Bid). A bid valid for a shorter period shall be rejected by the TSTPC as non-responsive.
  - d. Bid hard copy for each tender should be submitted in three envelopes placed inside a Main Cover. These envelopes should contain the following:
    - i. First Envelope should consist Bid Security (EMD) and it should be marked as "EMD".
    - ii. Second Envelope should consist filled in Qualifying Bid along with relevant documents except bid security (EMD) It should be Marked as "Qualifying/Technical Bid".
    - iii. Third Envelope should consist filled in Financial Bid duly quoted by the Bidder in the prescribed format. It should be marked as "Financial Bid".
    - iv. In case of downloaded tender schedule a DD/Banker's Cheque for Rs. 3000/- towards the cost of the tender schedule.
- 10.12. On all these envelopes the name of the firm and whether "Bid Security" OR "Qualifying" OR "Financial" bid must be clearly mentioned and should be properly sealed (with packing PVC tape). These envelopes are to be placed inside an **outer envelope** and properly sealed (Packing PVC tape). The outer envelope should be addressed to the General Manager (A&L), TSTPC Ltd., 5-10-174, 2<sup>nd</sup> Floor, Fateh Maidan Road, Hyderabad - 500 004.
- 10.13. LATE BIDS: Bids will not be received after the specified time of closing of the Bid and the same shall be rejected and returned unopened to the bidder.

- 10.14. Canvassing in any form influencing the tender committee members or the Competent Authority which accepts or modifies or rejects the tender committee recommendations for getting the tender awarded in favour of the bidder shall be summarily rejected.
- 10.15. Letter of Authorization for Attending Bid Opening in case of the bidder not attending the tender opening shall be given to the person who is authorized to attend the bid opening.

**11. AWARD OF CONTRACT:**

- 11.1. The TSTPC shall consider award of contract only to those eligible bidders whose offers have been found technically and financially acceptable.
- 11.2. Bids will be accepted and Contract will be finalised only with those of the Bidders, who in the opinion of TSTPC are having the capacity and resources to execute the work assigned in the prescribed time as per the time schedule attached separately.
- 11.3. The TSTPC reserves the right to award the work in any section to a single Contractor or split the work among two or more Contractors. The decision of TSTPC in this regard shall be final and binding on all the bidders. If the work is awarded to more than one Contractor, the demarcation of the work among the various Contractors shall be decided by TSTPC and the demarcation will be communicated in writing to the concerned Bidders.
- 11.4. The TSTPC shall reserve its right to award a contract at its discretion to any one of the bidders in case of more than one qualifying bidders. The bidder in the qualifying bidders stand to quote the same rate in their financial bid.
- 11.5. TSTPC's RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS:
- i) The TSTPC reserves the right to accept or reject any bid and to annul the bidding process and reject all bids, at any time prior to award of contract without assigning any reason what-so-ever and without thereby incurring any liability to the affected bidder or bidders on the grounds for the TSTPC's action.
  - ii) The Competent Authority (The tender approving authority) is not bound to accept the lowest Bid.
- 11.6. Issue of Letter of Intent:
- a) The issue of letter of intent shall constitute the intention of the TSTPC to enter into the contract with the bidder. Letter of intent will be issued as offer to the successful bidder.
  - b) The bidder shall within 10 days of issue of letter of intent, give his acceptance along with Performance Security of Rs.12.00 lakhs (Rs. Twelve Lakhs only)

by Demand Draft payable in favour of TSTPC, failing which his EMD may be forfeited and bid is liable to be cancelled.

11.7. Signing Of Agreement:

- a) The signing of agreement shall constitute the award of contract on the bidder. The agreement with the Successful bidder shall be signed by the TSTPC within a week of submission of Performance Security deposit.
- b) As soon as the Bid is approved by the competent authority, the Bid Security (EMD) deposited by the successful bidder shall be adjusted against the Performance security deposit, which will be held by the TSTPC till the completion of Contract Period. No interest will be paid on the security deposit.
- c) In the event of failure of the Bidder to sign the Agreement within ten days of being called upon to do so or in the event of his failure to start the work as stipulated, the amount of Earnest Money & performance security submitted shall stand forfeited and the acceptance of the Bid shall be re-considered and revoked which will not amount to imposing of penalty."

11.8. Annulment of Award:

Failure of the successful bidder to comply with the requirement of the above mentioned clauses shall constitute sufficient ground for the annulment of the award and forfeiture of the bid & performance security, in which event the TSTPC may make the award to any other bidder at the discretion of the TSTPC or call for new bids.

**11.9. These instructions to the Bidder shall be deemed to form part of the Agreement / Contract for the work.**

**12. PERFORMANCE SECURITY:**

- 12.1. The performance security amount shall be appropriated by TSTPC to compensate for any loss resulting from the contractor's failure to complete its obligations under the contract.
- 12.2. The Performance Security deposit of the contractor shall be refunded after successful completion of the contract period provided there are no recoveries to be made arising out of poor quality of work, incomplete work and / or violation of any terms and conditions of the contract as stipulated in the bid document and to compensate the TSTPC in respect of any loss / damage due to any act , conduct or negligence on the part of the personnel supplied by him . Refund of SD is subject to full and final settlement of the final payment for the work contracted / executed under the contract.
- 12.3. No interest will be paid to the contractor on the security deposit.

- 12.4. All the compensation or other sum of money payable by the contractor under the terms of this contract may be deducted from the security deposit or from any sum which may be due or may become due to the contractor by the TSTPC on any account whatsoever from this contract or any other contract with TSTPC and in the event of his security deposit being reduced by reason of any such deductions, the contractor shall within ten days make good in cash the amount required to make good in full, the security deposit. Otherwise, the said balance in full shall be collected from the bills of the contractor.

**13. PAYMENT TERMS:**

- 13.1. All payments will be made on monthly basis on production of bills supported by the certification by the concerned officer of the Corporation taking the work.

**14. INDEMNITIES:**

- 14.1. The contractor shall at all times hold the TSTPC harmless and indemnify from against all action, suits, proceedings, works, cost, damages, charges claims and demands of every nature and descriptions, brought or procured against the TSTPC, its officers and employees and forthwith upon demand and without protest or demur to pay to the TSTPC any and all losses and damages and cost (inclusive between attorney and client) and all costs incurred in endorsing this or any other indemnity of security which the TSTPC may now or at any time have relative to the work or the contractors obligation or in protecting or endorsing its right in any suit , other legal proceedings. Charges and expense and liabilities resulting from or incidental or in connection with injury, damages of the contractor or damage to property resulting from or arising out of or in any way connected with or incidental to the operations caused by the contract documents. In addition, the contractor shall reimburse the TSTPC or pay to the TSTPC forthwith on demand without protest or demur all cost, charges and expenses and losses and damages otherwise incurred by it in consequences of any claim, damages and actions which may be brought against the TSTPC arising out of or incidental to or in connection with the operation covered by the contractor.
- 14.2. The contractor shall at his own cost at the TSTPC's request defend any suit or other proceeding asserting a claim covered by this indemnity, but shall not settle, compound or compromise any suit or other finding without first consulting the TSTPC.

**15. ARBITRATION:**

- 15.1. In the event of any question, dispute or difference arising under this agreement or in connection there-with except as to matter the decision of which is specifically provided under this agreement, the same shall be referred to sole arbitration of the Managing Director of TSTPC, Hyderabad whose decision shall be final and binding on the contractor and the Corporation.
- 15.2. The venue of the arbitration proceeding shall be the Registered office of TSTPC, Hyderabad or such other Place(s) as the arbitrator may decide.

**16. OTHER CONDITIONS OF CONTRACT**

## 16.1. General:

For all intent and purposes, the contractor shall be the “Employer” within the meaning of different Labour Legislations in respect of manpower deployed for contractual services.

## 16.2. Technical Requirements for Manpower:

- a) The manpower to be engaged should be as per the requirement of TSTPC.
- b) The bidder, as and when required, shall provide the services in any other premises of the Corporation at the contract rates.
- c) The agency shall depute a co-coordinator, out of the deployed personnel, who would be responsible for immediate interaction with the TSTPC so that optimal services of the persons deployed by the agency could be availed without any disruption.
- d) TSTPC shall not be responsible for any damages, losses, claims, financial or other injury to any person deployed by service providing agency in the course of their performing the functions/duties, or for payment towards any compensation.
- e) The manpower deployed by the contractor shall not have any claims of Master and Servant relationship nor have any principal and agent relationship with or against the TSTPC.
- f) The manpower deployed by the contractor for the contract shall not be entitled for claim, pay, perks and other facilities which may be admissible to casual, ad-hoc, regular/confirmed manpower during the current or after expiry of the contract. In case of termination of the contract also, the persons deployed by the contractor shall not be entitled to or /and will have any claim for absorption in the regular/ otherwise capacity in the TSTPC. The Contractor should make it known the above stipulations to the labour of the contractor.
- g) The contractor shall be solely responsible for redress of grievances / resolution of dispute relating to the manpower deployed.
- h) The contractor shall be required to pay minimum wages as prescribed under the Minimum Wages Act and orders of the Government with regard to payment of wages and other orders of the Government stipulating minimum wages from time to time.
- i) The contractor will maintain proper records as required under the Law/Acts of Government of India and Government of Telangana. The contract will remain valid for three years, unless terminated earlier by the TSTPC.

**16.3. Conduct:**

- a. The personnel employed by the contractor should be courteous and polite in behavior towards all the employees & officers and the TSTPC establishment. The personnel will be bound to observe all instructions issued by TSTPC authority concerning general discipline and behavior.
- b. The contractor will ensure that the personnel employed are not loitering in the corridors, maintain the decency and decorum of the Corporation while discharging their duties in the premises of the Corporation.
- c. If any employee's work is not satisfactory, the matter will be reported to the contractor and the Corporation will send such employee back to the contractor. The contractor shall replace them with other suitable employees.
- d. The personnel will abstain from taking part in any staff union and association activities.

**16.4. Theft:**

The contractor shall be responsible for any theft of the items from the rooms or any other area of the office or work place. The details of the stolen materials / stores will be given to the contractor in writing by the designated authority and the full cost of the material reported stolen will be recovered from the contractor. The decision of TSTPC authorities on this shall be final and binding on the contractor.

**16.5. Payments:**

- (a) The Contractor will be required to pay minimum wages as prescribed under the Minimum Wages Act and orders of Government of Telangana from time to time.
- (b) The contractor will maintain proper record as required under the Law/ Acts of Government of India and Government of Telangana.
- (c) Payment shall be made only to the contractor and on monthly lump sum basis as per actual service rendered.

**16.6. Deductions:**

- a) In case the contractor fails to execute / perform the assigned works or a part thereof, TSTPC shall make suitable deductions as deemed fit from the bills of the contractor and damages will be charged to the extent of loss.
- b) In case of any unsatisfactory service, deduction upto 10% (Ten percent) of the amount due during the month will be imposed on the Contractor as a penalty.

- c) In case of late attendance, absence, loitering during working hours by any of personnel provided, TSTPC reserves the right of reduction of any amount from the bills payable.

**17. TERMINATION/ EXTENSION:**

- 17.1. The contract will remain valid for a period of 11 months, unless terminated earlier by the TSTPC.
- 17.2. The period of contract can be extended for a further period of two terms subject to the satisfactory performance and at discretion of the TSTPC. After expiry of the extended period, the contract will automatically end and no notice will be given.
- 17.3. In the event of the contractor, winding up his company on account of transfer or merger of his company with any other, the contractor shall make it one of the terms and stipulations of the contract for the transfer of his properties and business, that such other person or company to which his business is to be transferred, shall continue to perform the duties or engagement of the contractor under this contract and be subject to his liabilities there under.

**18. REGISTRATION WITH EPF / RPF COMMISSIONER:**

- 18.1. The successful bidders will have to furnish documentary evidence that they are registered with EPF/RPF Commissioner. They will also furnish an undertaking that within seven days of the close of every month they will submit to TSTPC a statement showing the recoveries of contributions in the respect of employees with Certificate that the same have been deposited with RPF Commissioner.
- 18.2. A declaration from the contractor regarding compliance of the conditions of EPF Act 1952.
- 18.3. The successful bidder shall submit the EPF Registration certificate of the Firm within one month from the date of acceptance of tender as applicable under the appropriate law.



**Bid Covering Letter**

To  
The General Manager, (A & L),  
TSTPC Limited,  
5-10-174, Fateh Maidan Road,  
Hyderabad-500004

Sir,

Sub: Submission of the Tender/Bid  
Ref: Your Tender Document No.

Dt. 20.09. 2019

\*\*\*\*\*

Having examined the conditions of contract and specifications given in tender document, the receipt of which is hereby duly acknowledged, we, undersigned, offer to execute the work of providing Manpower, Housekeeping, Gardening, Security services, in conformity with said conditions of contract and specifications as may be ascertained in accordance with the approved rates attached herewith and made part to the Bid. We undertake, if our Bid is accepted, to execute the work in accordance with specifications, time limits and terms and conditions stipulated in Bid document. If our Bid is accepted, we shall submit the securities as per the conditions mentioned in the contract. We agree to abide by this Bid for a period of 60 days from the date fixed for Bid opening (Qualifying Bid) and it shall remain binding upon us and may be accepted at any time before the expiry of that period. Until a formal Agreement is prepared and executed, this Bid together with your written acceptance thereof in your notification of award shall constitute a binding contract between us.

Bid submitted by us is properly sealed and prepared so as to prevent any subsequent alteration and replacement.

Dated this ..... day of..... (The Year)

Signature of Authorised Signatory.....  
In capacity of .....  
Duly authorized to sign the bid for and on behalf of  
.....

Seal of the Company/Firm/Agency

**Witness**.....

Name .....  
Address.....  
Signature.....

**BIDDER'S PROFILE**

Photograph of  
the  
Bidder

1. Name of the Bidder/ firm: .....

2. Name of the person submitting the Bid whose photograph is to be affixed

Shri/Smt.....

(In case of Proprietary/Partnership/company/ firms, the Bid has to be signed by Proprietor/  
Partner / Director only, as the case may be or authorized signatory)

Tenderer will submit the self-attested copy of the PAN card / Aadhar Card / of the  
proprietor or authorized signatory in case of proprietor is not signing the tender document.  
The tender is liable to be rejected if the signature and photograph do not match with the  
photograph affixed and the signature made in the tender documents, with the Identity and  
signature proof.

3. Address of the firm .....

4. E-mail ID:

5. Tel no. with STD code (O)..... (Fax)..... (R).....  
(MOB).....

6. Registration & incorporation particulars of the firm:

i) Proprietorship

ii) Partnership

iii) Private Limited / Public Limited

(Please attach attested copies of documents of registration/ incorporation of your firm  
with the competent authority as required by business law)

7. Proprietor/Partners/Directors.....

8. Bidder's bank name :

i) address:

ii) Current / SB account number .....

iii) PAN Number .....

iv) Income Tax circle (Please attach a copy of last income tax return)  
.....

9. List of Managerial and supervisory Staff with designations:

10. GST No. ....

I/We hereby declare that the information furnished above is true and correct.

Place: Signature of Bidder/Authorized signatory.....  
Date: Name of the Bidder.....  
Office Seal of the Bidder:

**CERTIFICATE REGARDING NEAR RELATIVES**

I ..... S/o ..... resident of ..... hereby certify that none of my/our near relative(s) is/are employed in TSTPC. In case at any stage, it is found that the information given by me is false/incorrect, TSTPC shall have the absolute right to take any action against me/us as deemed fit without any prior information.

SIGNATURE OF BIDDER WITH NAME AND ADDRESS

(In case of proprietorship firm the certificate will be given by the proprietor, for partnership firm by all partners and in case of limited company by all the directors of company)

SIGNATURE OF THE BIDDER WITH SEAL

**LETTER OF AUTHORISATION FOR ATTENDING BID OPENING**

To  
The General Manger ( A&L)  
TSTPC Ltd.  
2<sup>nd</sup> Floor, Shakkar Bhavan  
D.No. 5-10-174, Fateh Maidan Road,  
Hyderabad-500004

Sir,

Sub:: Authorisation for attending bid opening on \_\_\_\_\_ (date)

Ref: Tender Number \_\_\_\_\_

\*\*\*\*\*

Following persons is hereby authorized to attend the bid opening for the Bid mentioned above on behalf of \_\_\_\_\_ (Bidder) in order of preference given below.

1. Name :

Specimen Signature

1.

2.

2. Name :

Specimen Signature

1.

2.

Signatures of bidder

Or Officer authorized to sign the bid  
Documents on behalf of the bidder

Signatures of bidder

Or Officer authorized to sign the bid  
Documents on behalf of the bidder

\* Permission for entry to the hall where bids are opened may be refused in case authorization as prescribed above is not received.

**(FINANCIAL BID)**

To  
The General Manger ( A&L)  
TSTPC Ltd. 2<sup>nd</sup> Floor, Shakkar Bhavan  
D.No. 5-10-174, Fateh Maidan Road,  
Hyderabad-500 004

Sir,

Sub: Financial Bid for Providing Manpower to TSTPC Ltd.  
Ref: TSTPC Tender Notification dated \_\_\_\_\_

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Having examined the Bid documents, terms and conditions stipulated therein, specifications of work etc., we the under signed offer to execute the subject services in conformity with the said terms and conditions of contract at rates quoted hereunder in the table.

Sl. No	Category of Manpower	Minimum Wages As per Govt. GO no. 14 / Labour Laws Rs.	PF contribution Rs.	ESI contribution Rs.	% of Agency Service Charges Rs.	Agency Service Charges on Minimum Wages (Col.3 x 6) Rs.	Total (3+4+5+7) Rs.	GST on Total (Col.8) at ___% Rs.	Grand Total (Col.8+9) Rs.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
1.	Asst. Manager	23,439							
2.	DPO	17,500							
3.	Executive Assistant	17,500							
4	Data Entry Operator	15,000							
5	Security Supervisor	15,000							
6	Office Subordinate	12,000							
7	Loaders	12,000							
8	Electrician	15,000							
9	Drivers	15,000							
10	Security Guard	12,000							
11	Gardener	12,000							
12	Housekeeping	12,000							
	<b>Total Rs</b>								
	<b>Rs in words.</b>								

- Note: 1. The rates quoted are inclusive of all statutory / taxation liabilities in force at the time of submission of bid.  
2. These are fixed rates and no variation shall be acceptable from these rates.

**TELANGANA STATE TRADE PROMOTION CORPORATION LTD., HYDERABAD**

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3. The rates quoted are as per Government GO No. 14 and wherever there is no similar category of manpower in the Government GO, the rates as per the labour laws are taken as minimum wages for the said category of manpower.
1. A separate sheet may be used for submission of financial bid in the prescribed format if necessary.

Signature of the Tenderer  
Name.....  
Office address and Seal

Date..... Place.....

**DECLARATION BY THE BIDDER REGARDING BLACKLISTING**

To  
The General Manger ( A&L)  
TSTPC Ltd.  
2<sup>nd</sup> Floor, Shakkar Bhavan  
D.No. 5-10-174, Fateh Maidan Road,  
Hyderabad-500004

Sir,

This is to state that this firm/agency/company is not blacklisted either by the Central Government or by the State Government or their agencies /organizations / institutions barring our participation or taking up work with those Governments or their entities.

Signatures of bidder

Or Officer authorized to sign the bid  
Documents on behalf of the bidder.



**DRAFT AGREEMENT**

This agreement made on this.....day of.....(month).....(year) between T.S. Trade Promotion Corporation Ltd, Located at 2<sup>nd</sup> Floor, Shakkar Bhavan, 5-10-174, Fatch Maidan Road, Hyderabad herein after called TSTPC / Corporation represented by its \_\_\_\_\_ which expression shall unless excluded by or repugnant to the context, include its successors, heir, executors, administrative representative and assignee.

And

M/s \_\_\_\_\_ “represented by Sri \_\_\_\_\_  
Designation \_\_\_\_\_ S/o \_\_\_\_\_ R/o \_\_\_\_\_

\_\_\_\_\_ herein after called which expression shall unless excluded by or repugnant to the context, include its successors, heir, executors, administrative representative and assignee.

Where as the Contractor has offered to enter into contract with the Corporation for the execution of work of Up Keeping and Housekeeping work, providing security and other manpower on the terms and conditions herein contained and the rates approved by the TSTPC have been duly accepted and where as the necessary security deposits have been furnished in accordance with the provisions of the Bid document and whereas no interest will be claimed on the security deposits.

**Now these presents witness and it is hereby agreed and declared by and between the parties to these presents as follows.**

1. The contract shall be for a period of 11 (eleven months) from the date of signing the agreement which may be extended for two periods at the sole discretion of the management.

2. The contractor shall, during the period of this contract shall be determined by such notice as is hereinafter mentioned, safely carryout, by means of labours employed at his own expenses and by means of tools, implements and equipment etc. to be supplied by him to his labour at his own expenses, all other associated works as described in Bid documents (annexed to the Agreement), when the TSTPC or any other persons authorized by the TSTPC in that behalf require. It is understood by the contractor that the quantity of work mentioned in the schedule is likely to change as per actual requirements as demanded by exigencies of service.

2. The NIT (notice inviting tender), Bid documents (Qualifying and Financial), letter of intent, approved rates, annexed hereto and such other additional particulars, instructions, drawings, work orders as may be found requisite to be given during execution of the work shall be deemed and taken to be an integral part of the contract and shall also be deemed to be included in the expression “The Agreement” or “The Contract” wherever herein used.

**TELANGANA STATE TRADE PROMOTION CORPORATION LTD., HYDERABAD**

3. The contractor shall also supply the requisite number of workmen with means & materials as well as tools, appliances, machines, implements, vehicles for transportation, cartage etc. required for the proper execution of work within the time prescribed in the work orders.

4. The contractor hereby declares that nobody connected with or in the employment of the TSTPC is not/shall not ever be admitted as partner in the contract.

5. The contractor shall abide by the terms and conditions, rules, guidelines, safety precautions etc, stipulated in the Tender Schedule /Tender Document/Bid document including any correspondence between the contractor and the TSTPC having bearing on execution of work and payments of work to be done under the contract.

1. All the terms and conditions of the tender schedule and the tender notice shall form the part and parcel of the agreement and be applicable and binding on the contractor.

In witness whereof the parties present have here into set their respective hands and seals the day year in..... Above written: Signed sealed & Delivered by the above named Contractor in the presence of.:

Signed & Delivered on behalf of  
TSTPC

Signed & Delivered on behalf of  
Contractor

Witness:

1.

2.