

**TENDER FORM FOR APPOINTMENT OF CONTRACTOR FOR WORK CONTRACT
OF SWEEPING AND CLEANING OF DEPOT PREMISES, CREW REST ROOMS,
WASH ROOMS ETC., AT BHEL(RCPM) DEPOT, HYDERABAD**

TENDER NOTIFICATION NO. T1/122(03)/2026-LDS, DT.22.05.2026



**ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION
(APPTD)**

**O/o THE Dy.CHIEF TRAFFIC MANAGER(LDS)
'A' BLOCK, BUS BHAVAN, APSRTC,
RTC X ROADS, MUSHEERABAD,
HYDERABAD-500624**

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

DISCLAIMER

The information contained in this Tender document or subsequently provided to Tenderers, whether in document or verbal or any other form by or on behalf of Andhra Pradesh State Road Transport Corporation (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 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 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. APSRTC accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.

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.

TENDER FORM FOR APPOINTMENT OF CONTRACTOR FOR WORK CONTRACT OF SWEEPING AND CLEANING OF DEPOT PREMISES, CREW REST ROOMS, WASH ROOMS ETC., AT BHEL(RCPM) DEPOT, HYDERABAD

1) Separate sealed Tenders in the prescribed form are invited from the experienced and interested Man Power Supply Agencies / Contractors registered with Labour Department and who are in possession of individual Code Numbers of PF and ESI to carry out the following work on outsourcing basis:

i) Supply of 19 No's Man Power (2 Nos.Safai Karmacharies +17Nos. Un-skilled) to perform duties of sweeping and cleaning of Crew Rest Rooms , Office Rooms, Canteen area, Parking Yard, Buses sweeping and Wash rooms in the four floors on the existing (G+3) building at BHEL, Hyderabad of APSRTC on Outsourcing basis.

2) **Man Power requirement:** 19 nos. (2 nos. Safai Karmacharis + 17 nos. Un-skilled)

Note: The above mentioned numbers may vary as per requirement from time to time.

3) **Period of Work Contract:** Initially (2) YEARS from the date of Agreement which can be extended for one more year (i.e., 3rd year), subject to satisfactory performance of work contract as per the Terms and Conditions existing as on that date.

4) **Minimum remuneration** to be paid for each category of worker including PF, EDLIF, ESI and 7% Profit Margin of the Contractor, is indicated in the table below for reference of the Contractor. The Minimum Wage (Base wage + Cost of Living Allowance) varies from time to time depending upon the cost of Living Allowance as declared by the Labour Department.

Sl.No	CATEGORY	Rate / Person /Month in Rs. (Includes PF @13% (incl. EDLIF & Admin charges) ESI@3.25% with 7% profit margin)
1)	UN- SKILLED	15,705.00
2)	SAFAI KARMACHARI	20,563.00

5) **Earnest Money Deposit Payable:** The EMD amount for **Rs.1,84,900/-** shall be drawn in favour of **PUBLIC TRANSPORT DEPARTMENT, Governement of Andhra Pradesh** Payable at **VIJAYAWADA** through a Demand Draft.

6) Tender documents can be obtained from the office of the Dy.Chief Traffic Manager, LDS Section, A-Block, Ground Floor, APSRTC, Bus Bhavan, Hyderabad from **26.05.2026 to 09.06.2026** between 10.30 AM and 05.00 PM 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.

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- 7) Tender documents can also be downloaded from the website [http://apsrtc.ap.gov.in/tenders/other contract works](http://apsrtc.ap.gov.in/tenders/other_contract_works). A Demand Draft for Rs 1500/- + ST @ 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.
- 8) The Tenderer shall quote the monthly remuneration expected per person, which shall include Minimum Wage payable to the persons engaged, statutory contributions payable towards PF, ESI and EDLIF with minimum 7% profit margin. The quoted amount should not be less than the remuneration per month per person furnished at point 4 above. The calculation sheet is at **ANNEXURE-I**. The bidder should fill in total column, grand total, total amount in words also in **ANNEXURE-II**.
- 9) Finalization of Tenders will be by way of negotiations by the Tender Committee with Tenders / Bidders and decision of the Tender Committee in this regard is final.
- 10) If any contractor quotes less than the estimated / notified values (remuneration) in the Tender Form, such Tender / Bidder will automatically be disqualified in the Tenders. No correspondence whatsoever in such cases will be entertained.
- 11) In case, there are more than the one Tenderer who are holding PF and ESI code numbers quoting the same lowest amount, allotment of contract shall be made on the basis of Lottery.
- 12) The Tender Forms duly filled-in and signed by the Contractor/Agency on all pages shall be submitted by along with DD Drawn for Rs.1770/- towards application cost and DD for Rs.1,84,900/- drawn for EMD dropping in the Tender Box kept in the Office of the Dy.Chief Traffic Manager, LDS Section, A-Block, Ground Floor, APSRTC, Bus Bhavan, Hyderabad from 10.30 Hrs. to 14.00 Hrs. on **10.06.2026 and the same will be opened at 15.00 Hrs., on the same day** in the presence of the Tenderers or their authorized representatives.
- 13) A detailed "Terms & Conditions" relating to the Work Contract will be supplied along with the Tender Form / Application for strict compliance.
- 14) The Corporation reserves the right to cancel / reject all the Tenders or any Tender without assigning any reason or any notice and consider any of the Tenderers or one of the Tenders filed without giving any reason or notice thereof.
- 15) The Corporation reserves the right to cancel the Tender process at any point of time without assigning any reason or notice thereof.
- 16) The Corporation has the right to extend the last date of sale of application or last date of submission/opening of Tenders without any notice or assigning any reason.

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TERMS AND CONDITIONS OF THE TENDER

TENDER CONDITIONS:

- 1) The Contractor has to undertake the job by supplying 19 No's (2 No's of Safai Karmacharis + 17 No's of Unskilled) of manpower to perform the duties of Sweeping and cleaning of Crew Rest Rooms, Office Rooms, Canteen area, Parking Yard and Sweeping of Buses and cleaning of wash rooms in Four floors (G+3) and other wash rooms in the premises of APSRTC depot at BHEL(RCPM), Hyderabad on outsourcing basis.
- 2) The period of contract is **(2) TWO years** from the date of agreement on payment of Security Deposit prescribed, which is extendable for **ONE more year** on similar terms and conditions and subject to the satisfactory performance of the successful tenderer.
- 3) Tender offered with lowest rates for different categories of worker and amounts (which are over and above the estimated rates and amounts) will be considered as most competitive and selected. Finalisation of tenders will be by way of negotiations, by the Tender Committee with the Tenderers, if necessary and decision of the Tender Committee in this regard is final.
 - (a) If any Contractor/Agency quotes wages less than the minimum wages notified or amount less than the notified total monthly remuneration worked out based on the minimum wages as per circular issued plus statutory provisions thereon in the Tender Form ANNEXURE-I, the same will automatically be disqualified and will summarily be rejected.
 - (b) In case there are more than one Tenderer quoting the same lowest amount, allotment of the contract will be made on the basis of lottery.
- 4) The successful Tenderer should engage the persons deployed who are in the age group of above 18 years on the date of filing tender.
- 5) The EMD amount of **Rs.1,84,900/-** (One Lakh Eighty Four Thousand and Nine Hundred rupees only) should be paid through crossed D.D drawn in favour of **PUBLIC TRANSPORT DEPARTMENT, Government of Andhra Pradesh, payable at Vijayawada** and failure to enclose the D.D in original to the Tender Form will lead to rejection of Tender. The EMD amount will not carry any interest. The DD should be drawn in the name of **Bidder** only.
- 6) EMD is not exempted to any Society/Voluntary Organs./Institutions/Communities etc.
- 7) In case EMD paid by the Tenderer is less than what is stipulated in the tender notification or the EMD is paid through other means i.e., in a manner other than that stipulated in the terms and conditions, the tender will be summarily rejected.
- 8) If the tender form, after purchase is transferred in some other's name, the tender quoted shall be treated as invalid and rejected besides imposing the penalty of Rs.10,000.00 or forfeiture of 25% of EMD whichever is less from the participant in the tender process.

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- 9) The Corporation is not responsible, if the tenders are held up due to litigation in Honourable Courts or for any other administrative reasons.
- 10) The EMD amount of unsuccessful bidders will be refunded after finalization of tenders, without any interest.
- 11) Tenders in the name of the minor or on behalf of the minors will be rejected.
- 12) In case of Firms/Companies/Corporations etc., the authorized representatives can submit the tender application along with authorization letter as per ANNEXURE-II.
- 13) The Tender Form duly filled in, along with the Demand Draft in original towards the EMD amount for **Rs.1,84,900/-**(One Lakh Eighty Four Thousand and Nine Hundred rupees only) should be submitted together with the terms and conditions duly signed on each page. Amount quoted by tenderer towards monthly remuneration should be written both in figures and words clearly and other supporting certificates shall be kept in a sealed cover. Any corrections on the monthly remuneration quoted or any other corrections in the tender form **should be attested by the tenderer**, otherwise the tender will be rejected. On the sealed cover, name and address of the tenderer shall be indicated.
- 14) The sealed cover should be placed in the tender box, kept in the office of the **Dy.Chief Traffic Manager(LDS), 'A' Block, Bus Bhavan, Hyderabad** up to **14.00 hours on 10-06-2026**. The tenders received after the stipulated date and time will not be accepted. Tenders will be opened at **15.00 hours** on the same day by the Tender Committee.
- 15) Tender forms not accompanied by the Demand Drafts in original towards the requisite EMD and application incompletely filled tender forms, tender form without signature on each page on the terms and conditions and tenders without the requisite enclosures will be rejected.
- 16) Tender forms with any pre-conditions or additional conditions other than the conditions prescribed by APSRTC will summarily be rejected.
- 17) The tenders once submitted are not permitted to be withdrawn at any stage of the tender process. Any request for such withdrawal of tender will result in forfeiture of EMD.
- 18) The persons who are black listed or who have bad track record with the Corporation or against whom business complaints are pending will not be considered for allotment of the contract even if they fulfil all the other conditions.
- 19) The Successful Tenderer shall enter into an agreement for taking up the work as per the prescribed terms and conditions within 10 days of awarding contract.
- 20) If the Successful Tenderer fails to take up the work within the period specified, the EMD will be forfeited.

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- 21)The Corporation reserves the right to modify any condition/conditions of the Agreement during the period of agreement and the Successful Tenderer has to abide by such modified conditions of the Corporation and has to enter into a fresh agreement with the Corporation at his own cost.
- 22)The Successful Tenderer should produce the persons whom he proposes to deploy on the work, along with their certificates concerned, before the Tender Committee on finalization of the tender.
- 23)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.
- 24)The Successful Tenderer / Agency has to furnish the passport size photographs of the Persons deployed by him for the contracted work, within 10 days of awarding contract containing the Name, Qualification, Experience, Age, Father's Name, Residential address and Contact numbers of each person. The Successful Tenderer shall not change the person(s) without prior approval of Unit Officer, Supervisor In-Charge.
- 25)The Successful Tenderer (allottee) has to pay Security Deposit which is equivalent to "one month contract amount" and enter into an agreement with the Corporation within 10 days from the date of allotment of Tender, failing which allotment is liable for cancellation and the EMD paid by him shall be forfeited to the Corporation, without any further notice / intimation. Security Deposit does not carry any interest.
- 26)The monthly working period of outsourced activity will be reckoned as from the 1st day of month to the last day of the month and necessary steps shall be taken up to present the bill pertains to previous month by the Successful Tenderer / outsourcing agency in time and ensure that the remuneration of the contract / outsourced persons shall be paid on before 7th of every month.
- 27)The Successful Tenderer/Outsourcing Agency has to pay the minimum wages to the persons as prescribed in item nos.28 and 29 below besides paying Employer's contributions towards PF, EDLIF and ESI etc., in respect of the persons engaged. A remittance certificate towards PF and ESI contributions shall be produced at the time of submitting bill in the following month. Any excess deductions made by the Successful Tenderer / outsourcing Agency in violation of the instructions shall result in stringent action including termination of the contract duly protecting the interest of outsourced persons.
- 28)Minimum Value of the Contract shall be assessed based on the following two components:
 - (a)The wage for **Safai Karmachari** and **Unskilled** category are to be paid as per minimum wages communicated by APSRTC per month from time to time as per the rates notified by the Labour Department of Government of A.P.(**which is Rs.20,563/- and Rs.15,705/-** respectively at present).

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- (b) The statutory employer's contributions are payable in respect of the workers towards PF, EDLIF and ESI etc., along with the Administrative charges, wherever applicable.
- (c) Over and above the value of the aforesaid two components, a profit margin of 7% may be considered to be allowed for the Contractor / Agency.

- 29) The Estimated Gross monthly remuneration payable per person by the successful tenderer having PF Code with ESI as per the procedure in (28) is **Rs.20,563/- for Safai Karmachari and Rs.15,705/- for Unskilled category including 7% profit margin (except GST)**. Detailed calculation sheet is given at **ANNEXURE-I**.
- 30) The Successful Tenderer is solely 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.
- 31) The Successful Tenderer has to produce a certificate on contract work every month in time, which is to be obtained from the Supervisor concerned on the satisfactory performance of the work, to the Unit Officer concerned for arranging payment of monthly remuneration as stipulated above.
- 32) If any person engaged by the successful tenderer/ Agency absents on a particular day, the corresponding wage for the days of absence will be deducted from the successful tenderer in the monthly remuneration bill, if the substitute is not provided.
- 33) The Successful Tenderer shall pay the remuneration by crediting to the Bank account of the respective personnel engaged by him, simultaneously enclosing copies as proof for records.
- 34) In the event of death of Successful Tenderer, the contract shall come to an end. However, the Corporation may permit the Legal Heir of the Successful Tenderer to run the contract, on the same terms and conditions, for the remaining period of contract on execution of fresh deed of agreement by such legal heir.
- 35) The workmen shall attend work spot in time communicated by Management on all working days with half-an-hour lunch break as specified. They shall not be allowed to leave the work spot during working hours unless permitted by the Unit Officer/Supervisor In-Charge concerned on urgent personal work.
- 36) The workmen shall attend to their work promptly without wasting time and should follow discipline. They must not attend to work under the influence of liquor or in intoxicated condition.
- 37) The Successful Tenderer should fulfil the minimum guaranteed attendance (as decided by the Tender Committee) of the labour engaged every month. Poor attendance/ attendance lower than the minimum guaranteed attendance shall render the Successful Tenderer liable for imposition of penalties apart from deduction of wages.

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- 38) The Successful Tenderer should deploy the persons prescribed against each Unit irrespective of his obligation to extend weekly rest to his employees, which he has to meet on his own arrangement. The persons have to strictly follow the timings allotted to them. The Unit Officer / Supervisor, In-charge is authorized to change the work timings based on the day to day requirement. They may be required to work for extra time depending upon exigencies.
- 39) The Successful Tenderer should provide additional personnel, as and when required, on the same terms and conditions during the contract period of Agreement. The Successful Tenderer is liable for any obligation arising out of his contract in respect of labour engaged by him.
- 40) The Corporation reserves the right to increase / decrease 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.
- 41) The Corporation will meet the total additional expenditure that may arise 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.**
- 42) Whenever minimum wages payable to the Contract Labour / Workers are enhanced, during the subsistence of the Contract period, the Successful Tenderer should pay the **difference of Security Deposit** towards the revised monthly remuneration / licence fee to that effect.
- 43) No compensation shall be paid by the Corporation for any injury or death of the workers engaged by the Successful Tenderer within the premises of the Contract. The Successful Tenderer is liable to bear all expenses and compensation in such cases. The Successful Tenderer shall satisfy the ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION with regard to the arrangements made by him to fulfil his obligation arising out of this clause **by way of an Insurance Policy.**
- 44) The Successful Tenderer 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.
- 45) The Successful Tenderer has to obtain Labour license from the Licensing Officer under "**Contract Labour (Regulation & Abolition) Act, 1970**" to carry out the work contract in question 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.
- 46) The Successful Tenderer 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 appropriate Government, from time to time and submit the proof of compliance along with the Monthly Bill to the Unit Officer concerned for payment/reimbursement. The Successful Tenderer has to indemnify the Corporation all the claims, damages for compensation under the provisions of all Laws and Acts pertaining to the Labour.

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- 47) The Security Deposit is refundable on the expiry of the period of contract without any interest and subject to the satisfactory performance and fulfilment of agreement conditions and subject to recovery of fines, damages etc.
- 48) The Successful Tenderer has to submit 'no dues certificate' from the persons engaged for the outsourcing contract work and the Unit Officer where the persons were engaged on outsourcing for release of the Security Deposit paid after expiry of the contract period.
- 49)(a) The Security Deposit paid by the Successful Tenderer is liable to be forfeited, in the event of non-deployment of requisite suitable and qualified personnel 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 besides termination of contract.
- (b) The Security Deposit amount is liable to be forfeited, in the event of non-submission of Deed of License after payment of the Security Deposit amount and commencement of aforesaid contract.
- (c) The Security Deposit is liable to be forfeited, in case the Successful Tenderer fails to execute the contract for the period agreed to, under the contract.
- (d) The successful bidder shall have to undertake the contract for a minimum period of ONE YEAR from the date of entering into an agreement. If it is desired to discontinue the contract for reasons whatsoever, **before the completion of the minimum period of contract**, the Security Deposit will be forfeited in favour of the Corporation.
- (e) If the successful tenderer desires to withdraw from the contract after the minimum period of one year, it is necessary that 'three months' advance notice is to be given. The Security Deposit is liable for forfeiture in case the Successful Tenderer terminates the contract beyond minimum period without giving two months' notice to the Corporation.
- (f) Any violation or breach of terms and conditions of the contract including unsatisfactory performance of the personnel deployed shall render the contract liable to be terminated duly forfeiting the Security Deposit.
- (g) The Corporation shall have right to terminate the contract with a month's notice, if, in its opinion, the work of Successful Tenderer is not satisfactory and its decision in this regard shall be final.
- (h) In case of misbehaviour, assault on employees of the Andhra Pradesh State Road Transport Corporation/APPTD 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.
- 50) The monthly bill of the contract amount shall be paid to the Successful Tenderer only after submission of proof of deduction of the PF amounts from wages of the persons engaged by Successful Tenderer and remitting the same along with matching contributions (employer's EDLIF, ESI) to the Authorities concerned duly making any other recoveries that are to be made from the persons engaged by the Successful Tenderer at the rates prescribed from time to time.

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- 51)The Successful Tenderer shall insure the lives of the Labour engaged by him for any eventual risks that might crop up in the event of any accident and it shall be the sole responsibility of the Successful Tenderer to meet all the claims / compensation for disability or loss of life of the labour.
- 52) The successful tenderer shall arrange to issue ESI Cards to the Workers and their family members within one month of commencement of contract.
- 53)The Successful Tenderer 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. The Unit Officer shall have the right to recover such amounts towards the damages caused from the monthly remuneration or security deposit of the Successful Tenderer. In case the amount is recovered from the Security Deposit, the Successful Tenderer is liable to recoup the same immediately.
- 54)The Successful Tenderer is liable for imposition of penalties up to Rs.1,000/- on each occasion in case of complaints from the staff, Officers on poor performance/quality 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.
- 55)The Rights given under the Contract are not transferable. The Successful Tenderer is not permitted to sub-let the contract work to any other party.
- 56)If any dispute arises between the licensee and APSRTC, the High Court of Judicature at Amaravathi for the state of Andhra Pradesh and the courts in Vijayawada will only have jurisdiction.
- 57)The workers engaged by the Successful Tenderer or the Successful Tenderer him/her self shall not have any right or claim, what so ever, for employment, in the Andhra Pradesh State Road Transport Corporation/APPTD at a future date. Nor will they be provided any facilities on par with the regular employees of APSRTC/APPTD. Nor will they be entitled for any preferential treatment in appointments whenever Direct Recruitment is notified.
- 58)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.

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- 59)The Successful Tenderer should adhere to all acts and laws applicable to his business and for any violation of such laws, the sole responsibility lies with the Successful Tenderer.
- 60)In the event of any statutory authority imposing any punishment like fines, penalties etc., and if the Corporation is made a party in such penal action, the Corporation has got the authority to keep withhold and recover such amount due to Successful Tenderer like remuneration / Security Deposit etc., with it, until it is proved to the satisfaction of the Corporation that such penal actions are completely ceased. Such actions may also be reason for termination of contract.
- 61)On the expiry of the period of licence or its termination, as the case may be, the Successful Tenderer shall handover the equipments supplied by Department if any, to the Unit Officer concerned in good working condition.
- 62)The Successful Tenderer shall pay all the taxes including GST 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 the statutory authorities will cause termination of contract.**
- 63)Income Tax as per the provisions of I.T. Act and other taxes, if any, will be recovered from the monthly payment and the Successful Tenderer has to obtain the PAN Number from the Income Tax Department and the same is to be produced.
- 64)The Successful Tenderer shall provide substitutes for the absentees in order to run the work smoothly without interruption. However, the muster/wage shall be drawn on the name of the person on rolls.
- 65)It is the responsibility of the Contractor to pay PF, ESI and other statutory recoveries in the name of the substitutes duly deducting from the personnel on rolls. The Corporation does not hold the responsibility of making statutory payments/ recoveries viz namely PF, ESI etc., in respect of the persons engaged as substitutes.
- 66)The Tender committee reserves the right to alter/modify the period of contract mentioned in the Tender Notice at the time of finalization of Tender or at a future date.
- 67)All the above terms and conditions will form part of the Contract Agreement and the Successful Tenderer will be bound by the conditions in addition to any other conditions prescribed by the Corporation from time to time.

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ANNEXURE-I**MINIMUM WAGES PAYABLE TO THE WORKER AS PER CIRCULAR NO.
PD-12/2026, DT: 30.04.2026 W.E.F.01.04.2026.**

SL. No	Nomenclature	With 7% Profit margin	
		UN SKILLED (Rs.)	SAFAI KARMACHARI (Rs.)
1	Wage per Month	12627	16724
2	PF @ 12% on wage	1515	1800
3	Admin Charges on wage @ 0.50%	63	75
4	EDLIF @ 0.5% on wage	63	75
5	E S I @ 3.25%	410	544
6	Sub Total	14678	19218
7	Profit Margin @ 7 %	1027	1345
Total		15705	20563

PF:-

EMPLOYER'S CONTRIBUTION : 12% OF WAGES
ADMINISTRATIVE CHARGES : 0.50% OF WAGES
INSPECTION CHARGES : NIL

TOTAL : 12.50% OF WAGES

E.D.L.I.F:-

EMPLOYER'S CONTRIBUTION : 0.50% OF WAGES
ADMINISTRATIVE CHARGES : NIL
INSPECTION CHARGES : NIL

TOTAL : 0.50% OF WAGES

E.S. I.:-

EMPLOYER'S CONTRIBUTION : 3.25% OF WAGES

DY.CTM(LDS)

TENDER FORM

ANNEXURE – II

PASSPORT
SIZE PHOTO
OF THE
PARTICIPANT
IN THE
TENDER

To
The Dy.CTM(LDS)
'A' Block, Bus Bhavan.
APSRTC, Hyderabad.

Sir,

Sub:-TENDER – Submission of filled in Tender Form for supply of 19 No's manpower (2 Nos safai Karmacharies + 17 Nos Un- Skilled workers) to perform the duties of cleaning of Crew Rest Rooms, Office Rooms, Canteen Area, Parking Yard, Buses cleaning and Wash Rooms in Four floored building (G+3) of APSRTC at BHEL, Hyderabad on Outsourcing basis – Reg.

Ref:- Tender Notification No.T1/122(03)/2026-LDS, dated 22.05.2026.

I hereby submit my tender to supply the manpower to perform the duties of cleaning of Crew Rest Rooms, Office Rooms, Canteen Area, Parking Yard, Sweeping of Buses and cleaning of Wash Rooms in the Four floored building (G+3) of APSRTC at BHEL(RCPM), Hyderabad on outsourcing basis.

- 1) **Name of the Contract work** supply of 19 No's manpower (2 Nos safai Karmacharies + 17 Nos Un- Skilled workers) to perform the duties of cleaning of Crew Rest Rooms, Office Rooms, Canteen Area, Parking Yard, Buses Sweeping and Cleaning of Wash Rooms in Four floored building (G+3) of APSRTC and in the premises of BHEL(RCPM) depot, Hyderabad on Outsourcing basis.
- 2) No. of persons to be deployed : **19 Nos** (02 Safai karmacharis + 17 Un skilled workers)
- 3) Name of Man Power Agency (in capital letters) :
who is in possession of individual Code No. of PF, ESI and Registration with Labour Department.
 - a) Valid Registration No. issued by Labour Department :
for Providing persons to carry out various works under Contract Labour (R&A) Act, 1970 – Principal Employer.
(Photocopy to be enclosed)
 - b) P.F. Code No. (Photocopy to be enclosed) :
 - c) ESI Code No. (Photocopy to be enclosed) :

SIGNATURE OF THE TENDERER

Contd...2

: 2 ::

- 4) Address for correspondence with Telephone No. :
/ Mobile No./email id/web site, if available
- 5) Permanent residential address and Telephone No. :
/ Mobile No./email id/web site, if available
- 6) Aadhar No. :
(Photocopy to be enclosed)
- 7) PAN No. :
(Photocopy to be enclosed)
- 8) EMD particulars :
• Demand Draft No. & Date :
(Drawn in the name of the bidder only)
• Amount : **Rs.1,84,900/-**
• Bank particulars (Branch Name, IFSC Code) :
- 9) Application cost particulars :
• Demand Draft No. & Date :
(Drawn in the name of the bidder only)
• Amount : **Rs.1,770/-**
• Bank particulars (Branch Name, IFSC Code) :

10) **Minimum remuneration** offered to be paid to each category of worker including PF, EDLIF, ESI and 7% Profit Margin of the Contractor and total amount for all the workers in the each category excluding GST and the grand total of this entire work contract is quoted in the table below.

Sl. No	Category	Rate / Person / month in Rs.	No. of Persons	Total in Rs.
1	UN SKILLED		17	
2	SAFAI KARMACHARI		2	
Total no. of persons:			19	
Grand Total Amount				
Amount (in words):				

I hereby abide by the terms and conditions stipulated by APSRTC, which were supplied to me along with Tender Form as well as the conditions stipulated in the Tender Notification and the conditions that may be specified in future during the tenure of tender. 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.

SIGNATURE OF THE TENDERER

PLACE :
DATE :

NAME :
Mob No :

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
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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. Incase 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.