

APPLICATION FORM

TELANGANA STATE ROAD TRANSPORT CORPORATION

To
The Regional Manager,
TSRTC – Nalgonda Region
NALGONDA.

Sir,

Sub:- **MANUAL - TENDERS** – Submission of application for allotment of Stall
No.____ at _____ Bus Station through Manual – Reg.

Ref:- Manual Tender Notification No.O2/122(217)/2023-NLG, Dt.20.12.2023.

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I hereby submit my application in the prescribed format to participate in the
Tender of vacant stalls/Spaces. I read all the Terms and Conditions supplied along with
the application Form thoroughly and understood the full content.

Further, I hereby agree to abide by the Terms and Conditions stipulated by the
Corporation from time to time during the operation of my business on awarding the
Licence for the same.

Yours faithfully,

DATE:

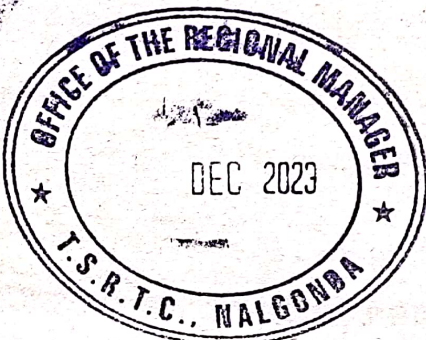
(SIGNATURE OF THE APPLICANT)

FULL NAME: _____

PERMANENT ADDRESS: _____

(with proof of adhaar card) _____

CONTACT NO: _____



TELANGANA STATE ROAD TRANSPORT CORPORATION



AFFIX
PHOTO

APPLICATION FORM TO PARTICIPATE IN MANUAL TENDERS OF STALLS

1. NAME OF THE APPLICANT : _____
2. FATHER'S NAME : _____
3. STALL NO. : _____
4. NAME OF THE BUS STATION : _____
5. NATURE OF BUSINESS : _____

6. LICENCE FEE OFFERED : _____

7.

PROCESSING FEE AMOUNT: Rs.		EMD AMOUNT PARTICULARS	
AMOUNT		AMOUNT	
DD NO		DD NO	
DATE		DATE	
BANK DETAILS		BANK DETAILS	

8. FULL ADDRESS OF THE **APPLICANT**: _____

(with proof of adhaar card) _____

9. AGE OF THE **APPLICANT** : _____

10. Aadhar Card No. : _____

11. PAN CARD NO. : _____

12. GST NO. : _____

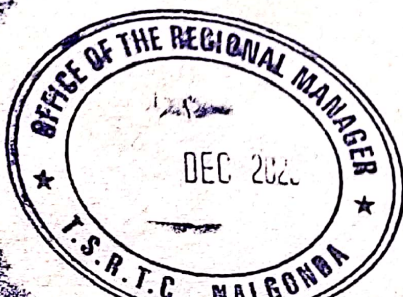
13. I offer the following sureties who have signed here under as sureties.

Sl. No.	Name of the Surety	Occupation	Signature
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1. _____

2. _____

3. _____



SIGNATURE OF THE APPLICANT



GENERAL TERMS AND CONDITIONS:-

1. The statement showing details of Stall Number, Nature of Business, size, Pucca/ Open and EMD particulars for which tenders called is kept at **Annexure-I**.
2. The Statement showing the description of items to be sold/services offered is kept at **Annexure - II**.
3. The EMD Amount shall be paid through DD/Banker's Cheque drawn in favour of **Accounts Officer, TSRTC, Nalgonda Region, NALGONDA**. The EMD amount will not carry any interest. The prescribed Manual Tender Form and terms and conditions may be downloaded from TSRTC website [http://tsrtc.telangana.gov.in\(tenders\)](http://tsrtc.telangana.gov.in(tenders)) from **26.12.2023 onwards and enclose tender form processing fee DD along with tender form**. The cost of tender form for each stall at various Bus stations is as follows:

a.	A-Class Bus station – Miryalaguda, Nalgonda, Bhongir, Suryapet (Hi-tech & Ordinary) Bus Stations.	Rs.1000.00 + 18% GST = Rs.1180.00
b.	B-Class Bus station Kodad, Choutuppal, YGT, K.M.Pally & Ramannapet.	Rs.750.00 + 18% GST = RS.885.00
c.	C-Class Bus Station Devarakonda, Narketpally, Kanagal, Haliya, N.G.Sagar, Marriguda, Chityal, Alair, Voligonda, Nidmanur, Damaracherla, Chandampet, Mothkur, Mothe, Nereducherla, Garidepally, HZNR, Thurkapally, Mall)	Rs.250.00 + 18% GST = Rs.295.00

The interested parties may **inspect/visit** the premises before submitting the Tender form. Individual tender form has to be submitted for each Stall/Open spaces etc. In regards to Tender document, the Tender Notification and other related information can be had through **Website: <https://www.tsrtc.telangana.gov.in>** from **26.12.2023 onwards and enclose tender form processing fee DD along with tender form**.

4. LICENCE PERIOD:

- a) Stalls/open spaces/Dormitories: The license period shall be (5) five years only.
- b) Canteens in Major/A/B class Bus stations: 5+5(Extended) yrs only.
- c) Canteens in C class Bus stations: The license period shall be (5) five years only.
- d) Two Wheeler/Four wheeler Parking Stands: (4) Four years only.

5. LICENSE FEE:

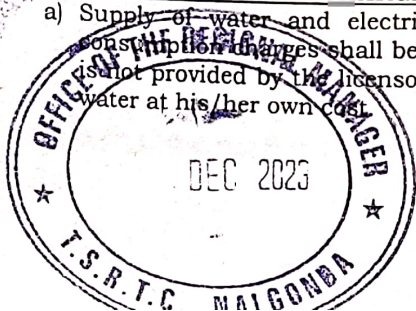
- a) The successful tenderer has to pay the licence fee, as quoted in the tenders per month exclusive of Electricity and Water charges, Maintenance charges, GST etc., and the same shall be paid in advance on or before 10th day of current month.
- b) The Licensee shall pay the licence fee to the Corporation, without any deductions including TDS as Corporation is exempted from TDS. In other words, the amount agreed to be paid to the Corporation towards the contract shall be paid in toto.

ENHANCEMENT OF LICENCE FEE IN MAJOR, A, B & C- CLASS BUS STATION FROM 2nd YEAR :(Vide ED(P&AM, M&C, IE), Tourism & Projects Lr.No C3/437(77-2)/2020-OPD(M&C), DT.21.04.2023 and C3/437(77)/2020-OPD(M&C), DT.30.08.2023

- c) Stalls/Open Spaces/Dormitories at Major, A, B & C class Bus stations: The license fee shall be enhanced by 5%, 5%, 10%, 15% in 2nd, 3rd, 4th, 5th year of license over the license fee payable in 1st, 2nd, 3rd & 4th year of license respectively.
- d) Canteens at MAJOR, A & B CLASS Bus stations: The license fee shall be enhanced by 5% in 2nd year, 10% in 3rd year and 15% in 4th & 5th years (block) over previous year license fee. Further, the license fee will be enhanced by 20% in 6th and 7th years (block) over 5th year, 25% over 7th year license fee for the next 3 years block period, i.e., 8th, 9th & 10th years, if the license period is extended.
- e) Canteens at C class Bus Stations: The license fee shall be enhanced by 5%, 10%, 15% & 20% in 2nd, 3rd, 4th, 5th year of license over the license fee payable in 1st, 2nd, 3rd & 4th year of license respectively.
- f) Two Wheeler/Four Wheeler Parking Stands at Major, A, B & C class Bus stations: The license fee shall be enhanced by 5% in 2nd year, 10% in 3rd year and 15% in 4th year of license over the license fee payable in 1st, 2nd and 3rd years respectively.

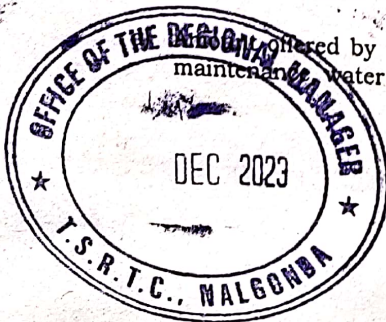
6. ELECTRICITY, WATER CHARGES, MAINTENANCE CHARGES & GST :

- a) Supply of water and electricity to the licensee by the Corporation is subject to availability. The consumption charges shall be paid at the rates fixed by the Corporation from time to time. In case, water is not provided by the licensor, the licensee shall have to make his/her own arrangements for supply of water at his/her own cost.

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- b) The digital Electrical sub-meter and other required equipment shall be procured by the licensee at his/her own cost. The licensee shall bear the expenses of electrical wiring from the power point to the stall.
- c) If the meter is not working, the licensee has to get it repaired immediately at his/her own cost.
- d) In case, licensee is allowed to dig Bore well at his/her own cost, the electricity charges for the power consumed by the Bore well motor and maintenance of the same shall be borne by the licensee only.
- e) The licensee shall pay the maintenance charges @ Rs.1.50 per sft. of space allotted per month(as fixed by the Corporation and communicated from time to time) subject to a maximum of Rs.4,000/-.
- f) The licensee shall pay the applicable GST as fixed by the Govt. from time to time (at present the **GST is 18% (CGST-9% + SGST-9%)** along with the License fee at the rate. Any delay in payment of GST will lead to interest and penalty as applicable.
- g) The licensee shall pay all the charges towards maintenance charges, electricity and water supplied by the Corporation on or before 10th of every month along with licence fee and delay in payment will attract penalty @ 36% per annum for each day of delay on the amount payable.
7. The APPLICANT shall sign on each page of Tender form including terms & conditions, Annexure-I and II duly enclosing the requisite DD/Banker's Cheque towards EMD and DD towards Tender document processing fee be kept in sealed cover, failing which EMD amount will be forfeited without any notice or intimation.
8. The Name of the business/stall number for which the tender quoted shall be written in capital letters on top of the sealed cover. The filled tender form along with DD (EMD) shall be submitted along with all relevant documents to be kept in the sealed cover and shall be dropped in the Tender Box provided at Regional Manager's Office, Nalgonda on **08.01.2024** from **10.30 Hrs to 14.00 Hrs** and the same will be opened on **08.01.2024** at **15.00 Hrs** by the tender committee in the presence of the bidders or their authorized representatives.
9. A Minor cannot participate in the Tenders and any such Tender signed by a minor will be rejected treating it as invalid and the EMD will be forfeited.
10. The employees of TSRTC and their family members as defined in TSRTC Employees (Conduct) Regulations are not entitled to participate in Tenders for allotment of Canteens, Pucca Stalls, DOT Stalls, Open Spaces, Dormitories & Two Wheeler Parking, Advertisement Contracts etc.,", vide Lr.No.C3/437(1)/2023-OPD(M&C), Dt.09.02.2023.
11. The Applicant/Representative of the Applicant shall produce self attested copy of valid Photo Identity Card (PAN Card/AADHAR/Voter Id/Driving License Passport/Ration Card).
12. During the opening of the Tenders, only those with the original Photo Identity Card will be allowed inside the Tender Hall.
13. a) Separate Tender form has to be submitted for each Stall/Shop/Canteen/Space and submit for each stall. The APPLICANT shall have to submit the tender form only for the business mentioned against such stall and for any multiple businesses, there should be separate Tender form and separate sealed cover to be submitted and for any deviation the tender will be rejected duly forfeiting the EMD amount.
- b) In case of Firms /Companies/Corporations etc., the authorized representative can submit the tender application along with authorization letter.
14. Only SC, ST & PEBC candidates are considered for the stalls reserved for them exclusively and in respect of SC/ST candidates they shall enclose caste /community/nativity certificate and in respect of PEBC candidates i.e. only BC candidates whose gross annual income is below 4.5 lakhs shall enclose annual income certificate issued by Mandal Revenue officer or any Officer/Authority authorized by the Govt. of Telangana) to the application form.
- a) The integrated caste/Community/ Nativity Certificate shall have been issued not earlier than (03) years as on the date of publication of Tender notice. The PEBC candidates should submit latest annual income certificate issued by Mandal Revenue officer or any Officer/ Authority authorized by the Govt. of Telangana. The integrated caste/community/nativity certificate submitted by the member of SC/ST/PEBC shall be subject to verification from the authorities concerned.
- b) If any caste/Community/ Nativity Certificate/Annual Income certificate(for PEBC candidates) submitted by the applicants is found to be non-Genuine/false/bogus at a later date, the person who submitted such documents is liable for prosecution under IPC, besides termination of license and forfeiture of Security Deposit.
- c) The Tender form after stipulated time will not be accepted. The tenders will be opened by the Regional Tender committee. The applicants or their authorized representative is allowed while opening of sealed covers.

offered by the APPLICANT towards monthly license fee shall be exclusive of electricity, maintenance charges, GST and others if any.



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- 15.
- a) In case of Earnest Money Deposit paid by the APPLICANT is less than the notified amount in the tender notification or the EMD paid through other means i.e., in a manner other than stipulated, rejecting the tender application at the time of opening of tenders.
 - b) If any cheque is received contrary to the above condition, and the same is dishonored for want of sufficient funds when it is sent to Bank for collection, the prospective APPLICANT is liable to be prosecuted under section 138 of Negotiable instrument Act. Sending cheque to bank for collection does not confer any right to the prospective tenderer for consideration of his offer by the Tender Committee.
 - c) Applications once submitted shall not be permitted to withdraw. Non- in the tenders after submission of application, results in forfeiture of EMD without any notice or intimation.
 - d) Corporation reserves the right to reject any one or all the Tenders received without assigning any reason. No correspondence in respect of the decisions arrived by the tender committee will be entertained.

16. **The EMD of the Applicants will be Forfeited/Rejected under the following circumstances.**

- a. When the APPLICANT backs out from payment of Security Deposit within seven days from the date of receipt of allotment letter or Fifteen days from the date of allotment letter whichever is earlier.
- b. When the application forms not accompanied by the Demand Draft/Banker's Cheque in original towards the requisite EMD, incomplete filled in Tender forms and unsigned Terms & Conditions, tender will be rejected.
- c. Tender forms with any pre-conditions or additional conditions other than the conditions prescribed and supplied by TSRTC/Licensors, tender will be rejected.
- d. When the Tender is submitted in Un-concerned tender form, tender will be rejected.
- e. When the Tender is submitted for the business other than the notified in the Tender Notification, tender will be rejected.
- f. EMD is not exempted to any Organizations/ Institutions/ Communities/ Society/ Voluntary.
- g. If the EMD prescribed in the Annexure-I not in the form of Demand Draft/Banker's Cheque drawn in favour of the Accounts Officer, TSRTC, Nalgonda Region. If the Demand Draft/Banker's Cheque in original is not obtained and enclosed to the Tender form, tender will be rejected.
- h. In case the application form is not filled up properly i.e. from Item No.1 to 13 of Tender form, tender will be rejected.
- i. When the EMD is not paid or less paid than what is stipulated in the tender, tender will be rejected.
- j. When the EMD is paid through other means i.e., in a manner other than what is stipulated in the Tender Notification, tender will be rejected.
- k. When the application form is submitted by a minor. However, in case the tender is submitted on behalf of a minor, necessary proof of guardianship shall be submitted, failing which tender will be rejected.
- l. When the successful APPLICANT backs out from taking up of the contract within the stipulated period, for whatsoever reason. The EMD will be forfeited.
- m. **When the successful APPLICANT fails to enter into an agreement with the Corporation within 15 days from the date of issue of allotment letter for the contract. The EMD will be forfeited.**
- n. Non enclosure of requisite documents. The tender will be rejected.

17. **MINIMUM PERIOD OF DOING BUSINESS:**

- a) The minimum period of doing business by the licensee of Stall shall be **ONE YEAR** from the date of commencement of agreement period.
- b) If any licensee intends to vacate the premises for whatever reasons before completion of minimum period of ONE YEAR, the licensee has to pay the balance amount of license fee which falls short of the amount equivalent to the stipulated minimum period of ONE (01) year.
- c) If the licensee clears the balance contract amount for the left over minimum stipulated period of one year, the security deposit will be refunded. In case the Licensee fails to pay the amount which falls short of the amount payable for one year, corporation has the right to adjust the security deposit towards the dues payable by the licensee and refund the balance deposit, if any. In the event of any further short fall even after adjustment of security deposit, the Licensee shall make good the short fall within the prescribed time indicated by the licensors.



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18. SECURITY DEPOSIT:

- a) The successful APPLICANT shall deposit a sum equivalent to six highest monthly installments of the total contract period as Security Deposit and One month advance licence fee + GST+ MC Charges within 15 days from the date of allotment order or within seven days from the date of receipt of allotment letter, whichever is earlier.
- b) The security deposit shall not carry any interest.
- c) The Security deposit refundable only after completion of license period. Security deposit will not be adjusted towards the licence fee payable by the licensee during the licence period.
- d) Security Deposit is refundable within 30 days after expiry of the period of licence and subject to due performance and fulfillment of terms and conditions of this agreement and after adjustment of dues.
- e) The Security deposit is liable for forfeiture in the event of failure by the licensee to pay the license fee or termination of license for breach of any condition/conditions of license.
- f) The successful APPLICANT/allottee shall pay the security deposit (06 months highest licence fee) and one month advance licence fee in respect of two wheeler/ four wheelers for four (4) Years period and for other stalls 05 year period within seven (7) days from the date of receipt of allotment letter or within fifteen (15) days from the date of issue of allotment letter, whichever is earlier and successful APPLICANT shall enter into a deed of licence duly paying the applicable stamp duty as per the provisions of Indian Stamp Act and commence the business within 15 days from the date of payment of security deposit. The Security Deposit amount is liable to be forfeited in the event of non commencement of business after depositing SD and execution of deed of license within the stipulated time as per allotment order, or breach of any of the terms and conditions or the Tender form, besides cancellation of allotment order.
- g) The security deposit amount is also liable to be forfeited in the event of non submission of Deed of Licence, after payment of SD.

19. TERMINATION OF LICENCE:

- a) The Corporation shall have the right to terminate the License and to forfeit the security deposit, invoke Bank Guarantee and to adjust the amount towards due amounts payable to the Corporation and the licence is liable for termination **one (01) month advance notice** on the following grounds:
 - i) If the licensee defaults in payment of license fee as per Terms & conditions of this agreement.
 - ii) If the licensee fails to do the business (for which license is granted) in the stall for a continuous period of **NINETY (90)** days.
 - iii) If the licensee is found encroached on to the area meant for passenger movement or any other area /stall/shop.
 - iv) If the licensee performs business other than the specified in tender notification or as recorded in the deed of licence.
 - v) If the licensee commits any fraudulent activities.
 - vi) If the licensee is found doing or resorting to any unethical activities or indulging in moral turpitude.
 - vii) In case of mis-behaviour/assault committed by the licensee, his/her representatives against the employees of the Corporation.
 - viii) If the licensee commits breach of any terms and conditions of contract.
 - ix) In case the contract is terminated, Corporation shall have the right to adjust the deposits (Security Deposit amount and Bank Guarantee) towards all the dues payable to the Corporation including incidental financial losses that might arise on account of such premature termination and also to forfeit the balance of deposit amount.
- b) The contract can be terminated by giving three months advance notice on either side. In such circumstances, the deposit which may remain to the credit of the license will be refunded after all the dues payable to the Corporation have been settled out of the deposit made by the Licensee. Corporation shall not be liable to pay any damages that the licensee may suffer on account of such termination.
However, the licensee is permitted to exercise this option only on completion of minimum stipulated period of one year. Corporation reserves the right to terminate the contract any time during the contract period by giving 3 months advance notice to the Licensee.
The Licensor shall have right to terminate the license. His decision in this regard shall be final.
- c) The licensor reserves the right to terminate the licence by giving one month's notice in case the premises are required by the licensor for public usage or for the use of the licensor

20. CALLING FRESH TENDERS/EXTENSION OF LICENCE PERIOD.

Fresh tenders will be called 3 months before completion of licence period of the Licensee. Due to some reasons, if the period of licence is extended for a temporary period, the licensee shall enter into a supplementary agreement with the licensor duly paying the requisite stamp duty at the cost of the licensee.



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- a) The extension of licence is for a **temporary period for a period of 03 months or**, till such time that the tenders are finalized and fresh allotment is made.
- b) The licensee shall vacate the premises as and when demanded by the licensor.
- c) The Corporation is at liberty to demand for immediate vacation of the premises during the extended period of licensee and the license is not entitled for any notice.
- d) The other terms and conditions of the original agreement shall remain in force including security deposit till such time the temporary extension of license period comes to an end.
21. The premises and surround of the stall be kept clean and tidy by keeping Dust Bin at appropriate place and are subject to inspection by the Officials of the licensor and the Municipal/Competent Authorities, Non compliance will attract imposing of penalty upto Rs.1,000/- on each occasion.
22. The licensee shall erect "Glow Sign Board" of the stall in uniform size in consultation with the Bus station Manager/Depot Manager concerned, at his/her own cost.
23. The licensee shall not be entitled to allow any other person to occupy the premises instead or to use any part thereof.
24. The stall or premises will be given **"as is where is condition"** to the successful licensee. Any modifications, changes, alterations, repairs, if any required shall be undertaken by the licensee at his own cost with the prior permission of the DY.RM(M)/DM concerned and as per the drawings approved by Dy.EE(C)/NLG duly bringing it the notice of the RM(NLG).
25. Open space allotted has to be designed according to the specifications prescribed by the TSRTC. The licensee has to erect temporary structure i.e., Steel Modular Kiosk of size 8'x8' as at Annexure at his/her own cost with the prior approval of the licensor.
26. The stall at the said open space shall be constructed under the supervision of the Dy.EE(Civil)/NLG.
27. No additions, alternations or modifications shall be carried out by the licensee without the prior approval of the licensor during the period of contract.
28. The Licensee shall not be given permission for construction of pucca structures in the allotted open space during the period of contract.
29. **CONFINEMENT TO THE AREA OF STALLS/SHOPS/OPEN SPACES/ CANTEENS:**
- a) The licensee has to perform the business by confining to the extent of space allotted as mentioned in the tender notification or as recorded in the deed of licence. There should not be any encroachment of platforms, area of other stall/shop by licensee, under any circumstances.
- b) The corporation reserves right to reduce the area mentioned or change the allotted place if required.
- c) If any licensee encroaches the platforms, area meant for passengers movement or area of the stall/shop, the penal rent for the extra space will be collected at twice the rate per sft paid on the authorized space.
- d) This provision shall not however entitle the licensee to continue the unauthorized usage of extra space and if the licensee does not remove the encroachments even after imposing penalty, licensee is liable to be terminated for such unauthorized usage of extra space.
30. The successful APPLICANT will be allowed to commence the business upon satisfaction of other formalities like payment of security deposit, execution of agreement (Deed of Licence) failing which EMD/SD paid will be forfeited besides canceling the licence.
31. **NON EXCLUSIVE CLAUSES:** Corporation (Licensor) shall have right to grant licence to more than One licensee to do same Business which is already in existence in the same Bus stations/premises. The Licensee shall not raise any objections over this.
32. **SUB LETTINGS:** The Licensee shall not be permitted to subletting the stall allotted to him.
33. **SUB STALLS/OUT-LETS:** Permission will not be accorded to the licensee to open sub stalls/outlets under any circumstances.
34. **CHANGE OF NATURE OF BUSINESS:**
The licensee has to do the same business which is mentioned in the tender notification and for which licence is issued. The representations for change of nature of business by the licensee will be retained. If the licensee is found doing business in the Stall / Shop other than that stipulated in the deed of licence and if the licensee sells items other than those specified in the deed of licence, the licensee is liable for termination duly forfeiting the Security Deposit.



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- NOMINATION OF LEGAL HEIRS IN THE EVENT OF DEATH OF LICENSEE:**
35. In the event of death of licensee, the licence shall come to an end. However, the licensor may permit the Legal Heirs of the deceased licensee to run the business on the same Terms & Conditions for the remaining period of licence duly entering into a supplementary agreement on Rs.100/- Non-Judicial Stamp Paper purchased at the cost of licensee for the remaining period of licence.
36. The licensee shall pay minimum wages to the labour engaged by him at the rates not less than the minimum wages as notified by the State Government from time to time under Minimum Wages Act 1948, failing which the difference of wages will be deducted from the Security Deposit.
37. a. The licensee shall register himself as a Contractor under the Contract Labour (Regulation and Abolition) Act - 1970.
- b. The licensee shall comply with the provisions of all the Acts of Government relating to Labour and the rules and regulations made there under like payment of PF. Minimum Wages as prescribed by the State Government from time to time and the proof of compliance along with monthly bill to the Managers concerned for payment. The licensee shall all times indemnify the Corporation against claims, damages for compensation under the provision of all laws and Acts pertaining to the labour.
- c. The PF recoveries in respect of each person employed by the contractor @ 12% on the wages paid and contractor contribution @ 12% administrative charges @ 0.65% and inspection charges at 0.18% on the total wages paid to all the persons engaged by him will be recovered from the remuneration payable and same shall be remitted to the Secretary, PF (T), TSRTC by the DMs concerned every month 10th of the following month.
38. The licensee has to pay amounts, in case of any accident to the personnel employed by them during the business time. The licensee is alone liable for workmen's compensation and any other statutory dues and TSRTC is not liable for payment of any such amount.
39. The licensee shall not exhibit or permit any advertisement of any company/products/service except displaying **name of their business** in the premises.

40. PENALTIES FOR SELLING UN-AUTHORIZED ITEMS & CHARGING EXCESSIVE RATES:

If the Licensee is found selling un-authorized items/items not related his/her stall or sell the items at more than MRP rates and the licensee is found charging excessive rates, licensor can levy penalties up to a maximum amount on each occasion as follows.

Sl.No.	Type of Bus Station	Amount of Penalty to be imposed
1	Major & 'A' Class	Rs.1,000/- on each occasion
2	'B' Class	Rs.500/- on each occasion
3	Other Bus Stations	Rs.200/- on each occasion

Even after imposition of fines for two occasions, if the licensee is found resorting to the above irregularities; the license will be terminated by giving one month advance notice, duly forfeiting the security deposit.

If the licensee found encroaching the platforms more than three times in a calendar year, the licensee is liable for termination with 7 (seven) days advance notice.

41. The licensee should exhibit the price list at conspicuous place of the items sold which shall not be higher than the rates prevailing in the local market, or shall not exceed M.R.P. as the case may be or as notified by the Govt., or any such statutory authority and shall run the business in accordance with laws. Such price list should have prior approval of DY.RM(M) concerned Division of the Corporation. The list of items to be sold at the stall indicated in the pre-paras.
42. In case the licensee sells unauthorized items (other than the approved) or sells items at the rates higher than the MRP, the DY.RM(M)/PO/DM are empowered to levy penal- upto Rs.1,000/- on each occasion or termination of agreement/ Contract duly forfeiting the security deposit partly or fully any notice.
43. The stall or premises will be given "AS IS WHERE IS CONDITION" to the successful licensee. Any modifications, changes alterations, repairs, if any, required shall be undertaken by the Licensee at his own cost with the permission of the DY.RM(M)/DM/Dy.EE concerned.
- The Licensor shall have the right to terminate the licence (contract) if in his opinion the quality of goods/services sold/rendered is not upto the standard/satisfactory besides forfeiting the Security Deposit.



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45. **COMPLAINTS AND SUGGESTIONS BOOK:**

The licensee shall maintain a Suggestion & Complaint book at his establishment and to be made available to the public on demand. The said suggestion book shall be produced to the officials of the Corporation at the time of inspection. The suggestions of the inspecting officials on the complaints be scrupulously and compulsorily followed and failure to follow the same shall entitle the licensor for termination of the licence after giving One month advance notice.

46. The licensee shall make his/her own arrangements for procuring necessary equipment for carrying out his/her business.

47. The premises include the rolling shutters, electrical sub meter and other items along with floors and walls handed over to the licensee in a reasonably good condition on the day of occupation of the premises, is expected to hand over the same in a reasonably good condition. If for any reason, there are damages assessed by the Corporation shall be paid by the licensee, failing which, the licensor shall have right to recover the sum from the security deposit of the licensee.

48. All notices, consents, sanctions, directions and approvals referred to in this agreement or otherwise shall be given by the licensor to the licensee and vice versa in writing.

49. The licensor may constitute a committee from time to time with officials and non-officials as members thereof with power to inspect and determine the quality of the articles/food items sold by the licensee and advise the licensee suitably.

50. Shifting of stall from old bus station to new one is not permitted when the old bus station is being abandoned. In all such cases, the existing contracts will be automatically terminated and the licensees are at liberty to participate in the tenders called for allotment of stalls in new bus stations.

51. **HAWKERS:** The licensee shall not be permitted to engage HAWKERS under any circumstances for what so ever reasons.

52. **ALLOTMENT OF ADDITIONAL SPACE:** Additional space will not be granted to the existing licensee. However, in case exigencies, matter will be referred to corporate office and allotment will be made/discarded as per the directive of Corporate Office.

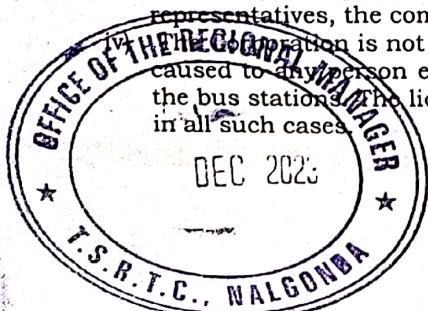
53. **EXHIBITION OF PRICE LIST:** The licensee shall invariably exhibit the price list of commodities, which shall in no way be higher than the MRP/rates prevailing in the market, on a board kept at a conspicuous place in the stall, etc.

54. **CONCLUSION OF AGREEMENT PERIOD:**

- a) On the expiry of the period of the licence or on its termination, as the case may be, licensee shall deliver vacant possession of the premises, intact, to the licensor at 17.00 hrs. on the last day of contract.
- b) In the event of the licensee failing to deliver vacant possession to the licensor, the licensor shall have right to take possession of the premises by putting his own lock and key to the said premises.
- c) The licensor after taking possession of the premises as provided in clause(b) may permit the licensee to remove his articles after paying the arrears of licence fee, maintenance charges, water and electricity charges & other charges if any within one week from the date of taking possession of the said premises.
- d) In case the licensee fails to avail opportunity provided in clause (C), the licensor shall have right to dispose of the articles found in the premises in public Tender without any notice to the licensee and the cost incurred for such Tender shall be borne by the licensee which will be deducted either from the proceeds of the Tender or security deposit.
- e) The proceeds in the said Tender will be adjusted towards arrears of licence fee etc., and the balance if any will be refunded to the licensee.
- f) Failure to deliver vacant possession by the licensee to the licensor, shall entitle the licensor to forfeit the security deposit.

55. **DAMAGES/COMPENSATION:**

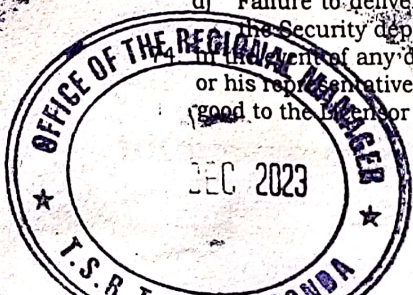
- i) The Corporation shall not be accountable for any loss that the licensee any suffer on account of any damage/theft, etc caused to the stall or its allied infrastructure installed by the licensee in the Bus stations.
 - ii) Corporation is not liable for any damage or loss caused to the items/goods/furniture sustained by the licensee.
 - iii) The loss/damage if any caused to the neighboring stalls by the licensee or his/her representatives, the compensation shall be borne by the licensee.
- The Corporation is not liable to pay any compensation in case of death or injury (simple/grievous) caused to any person engaged by the licensee in the course of working in stalls/canteens etc at the bus stations. The licensee shall be liable to bear all expenses and for payment of compensation in all such cases.



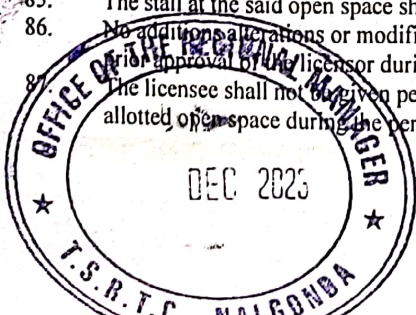
SIGNATURE OF THE APPLICANT

56. In all disputes and doubts or interpretation of the clauses or conditions applicable to the licence or otherwise, the decision of the Corporation shall be final and binding on the licensee.
57. Child labour shall not be engaged.
58. The licensee shall pay minimum wages to the workers/staff engaged by him, as fixed by the Government from time to time.
59. The licensee shall indemnify the Corporation for any financial implications which may fall up due to any act of the Licensee. All such financial impositions made on the Corporation shall be paid by the Licensee, failing which such payments will be adjusted from the Licence fee paid by the Licensee and treated as short fall in license fee.
60. The Licensee shall be governed by all the statutory provisions prescribed by the State/ Central / Local Laws and obtain requisite Licence / Certificate / Permission / Approval as may be necessary or required from the concerned authorities from time to time for doing his/her business, at their own cost and shall pay all taxes/fees or other sums, if any required to be paid to the concerned authorities.
61. The Corporation shall arrange payment of Property Tax for the stalls in Bus station and the licensee need not reimburse the same.
62. The Licensee shall comply with the provisions of all the Acts of Government relating to Labour and the Rules and Regulations made there under, from time to time. The Licensee shall at all times indemnify the Corporation all claims, damages for compensation under the provisions of all Laws and Acts pertaining to the Labour engaged by them. All incidental charges, taxes and other charges levied by the Statutory Authority from time to time are to be borne by the licensee.
63. In case business is not carried out by the licensee due to riots/agitations/ bundhs fire/ floods / natural calamities / strike/ either by internal or external factors or for any other reasons, for a particular period, or periods, the Licensee shall have no right to claim any remission on licence fee payment or compensation or reimbursement of loss etc.
64. The security deposit of the licensee will be refunded only after removal / dismantling of additional structures constructed by them for their use. In case the licensee vacates the premises without dismantling/removing the additional structures as agreed, the demolition charges will be adjusted out of the security deposit and the balance will be refunded.
65. In case of any dispute or difference arising on the terms and conditions of the tender/agreement, the decision of MD/TSRTC shall be final & binding on both the parties.
66. If any dispute arises between the Licensee & TSRTC, the Courts at HYD & Secunderabad shall have Jurisdiction.
- 67.a) In the opinion of the licensor, if the licensee fails to execute the license for the terms mutually agreed and enter in the agreement/contract between the licensor and the licensee to satisfaction of the licensor, the Corporation (licensor) has the right to take the following actions.
- b) Imposition of fine for breach of contract by authorized officer of the Corporation not below the rank RM/DY.RM(M)/DM. This does not preclude inspection and imposition fine by any authority superior to the above authorities.
- c) Forfeiture of Security Deposit either partly or fully.
- d) Termination of license by giving one month's notice.
- e) Termination of contract with the above due notice and also simultaneous forfeiture of security deposit.
68. In the event of any statutory authorities imposes any punishment or fines etc., and if the Corporation is made a party in such penal action the Corporation has got the authority to keep security deposit etc., with it until it is proved to the satisfaction of the Corporation that such penal actions are ceased. Such penal actions may be a reason for termination of Contract.
69. TSRTC reserves the right to allot the stalls in proposed expansion of Bus Station if any by calling Tenders. Licensee who are the allotted with stalls in the existing Station, will have to claim no right for allotment of any stalls that are constructed in the expansion of Bus Station.
70. All the above terms and conditions will form part of agreement. The licensee will have to be bound by these conditions in addition to any other conditions prescribed by the Corporation.
71. The licensee has to undertake white washing / painting of the stall premises once in a year at his own cost.
72. Security deposit is refundable on the expiry of the period of licence and subject to due performance and fulfillment of agreement conditions.
- 73.a) On the expiry of the period of the license or on its termination, as the case may be the licensee shall deliver vacant possession of the premises intact, to the licensor at 17.00 hrs. on the last day of contract.
- b) In the event of the Licensee fails to deliver vacant possession of the stall/premises to the licensor, the licensor shall have right to take possession of the premises by putting his own lock and key to the said premises. The articles if any left by the licensee, will be kept in public Tender on the next day of taking over the premises by the licensor.
- c) The process in the said Tender will be adjusted towards the arrears of license fee etc., and the balance. If any, will be refunded to the licensee.
- d) Failure to deliver vacant possession by the Licensee to the licensor, shall entitle the Licensor to forfeit the Security deposit.
- e) In the event of any damages caused to the premises pucca stall or property of the Licensor by the Licensee or his representatives, agents or servants during the subsistence of license, period, the licensee shall make good to the Licensor shall have right to recover the said sum from the Security Deposit of the licensee.

SIGNATURE OF THE APPLICANT



75. During the agreement period the licensor is at liberty to alter /modify /add/delete in the condition(s) of the agreement in the interest of the public.
76. The EMD amount of un-successful bidder will be refunded after finalization of tenders, without any interest. The Corporation is not responsible, if the tenders are held up due to litigation in Hon'ble Courts or any other administration reasons.
77. The licensee has to fix the Surveillance Camera in the stall as specified by the police department.
- 78. FORFEITURE OF SECURITY DEPOSIT:**
The Security Deposit amount paid is liable for forfeiture if
- The successful APPLICANT does not enter into Deed of license within the stipulated time as mentioned in the allotment order.
 - The successful APPLICANT fails to commence the business after depositing Security deposit and execution of deed of license within the stipulated time as per the allotment order.
 - The license commits breach of any terms and conditions of the agreement.
79. (a) The licensee shall charge the rate prescribed for parking of Two wheeler and Four wheeler vehicles only at the allotted parking area as shown in Annexure-II and the user charges to be collected for Two wheeler in the bus stations are inclusive of GST.
- (b) Suitable arrangements have to be made to display the timings and rates (IN BOLD) conspicuously at the entrance of the parking stand.
80. a) The licensor shall not be responsible for the safety of vehicles/articles belonging to the Licensee or public and shall not be liable for any damages to the said property of the licensee or public lying in or around the said open space from any cause whatsoever, at any time. The Licensee himself is responsible for the safety of the vehicles parked in the schedule property (open space) and abandoned vehicles if any and he is liable for any damages to the vehicles parked there, from any cause whatsoever, at any time.
- The licensee shall keep the parking space clean, tidy and clear of rubbish.
 - The Licensee shall ensure to park the vehicles in the parking Space without obstructing any adjoining or nearby parking spaces or property; not do or permit to be done on the parking space anything which is or which may be or become a nuisance, damage annoyance, inconvenience or disturbing to the licensor or occupier of neighboring property.
 - The licensee shall not conduct any illegal or immoral activity from the parking space.
 - The Licensee shall not conduct any business or commercial activity whatsoever from the parking space other than the parking Business.
 - The licensee shall not use the parking space for any purpose other than for parking.
81. **Documents to be submitted:**
- EMD DD AS PRESCRIBED in Annexure-I
 - DD TOWARDS TENDER DOCUMENT PROCESS FEE AS PRESCRIBED.
 - Application form together with terms and conditions Annexure - I & II duly Signed each page.
 - Adhaar Card AND Pan Card
 - If any corrigendum showing in online down load page and attach the corrigendum along with tender form and shall be followed.
82. Only SC, ST & PEBC candidates are considered for the stalls reserved for them exclusively and in respect of SC/ST candidates they shall enclose caste /community/nativity certificate and in respect of PEBC candidates i.e. only BC candidates whose gross annual income is below 4.5 lakhs shall enclose annual income certificate issued by Mandal Revenue officer or any Officer/Authority authorized by the Govt. of Telangana).
- Exclusive & additional terms & conditions for OPEN SPACE:**
83. In the allotted open space, to erect temporary structure i.e., a Standard stainless steel kiosk of size 8'x8' as designed by the Corporation under supervision of the Dy.EE, Licence Fee Holiday upto one month shall be given to the licensee. The module designed by the Corporation is given at annexure.
84. Open space stalls allotted has to be designed according to the specifications prescribed by the TSRTC. The licensee has to erect temporary structure i.e., Steel Modular Kiosk of size 8'X8' as at Annexure at his / her own cost with the prior approval of the licensor.
85. The stall at the said open space shall be constructed under the supervision of the Dy.EE.
86. No additions, alterations or modifications shall be carried out by the licensee without the prior approval of the licensor during the period of contract.
- The licensee shall not be given permission for construction of pucca structures in the allotted open space during the period of contract.



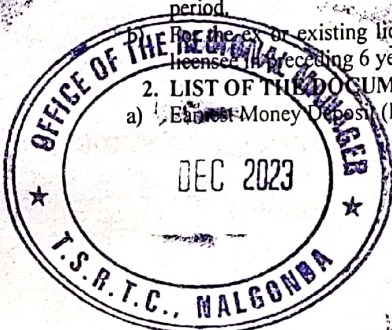
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88. The licensee shall pay all the Taxes under the Central and State Acts/Rules made there under, applicable to the business. The Corporation is not liable for the penalties in view of non-payment of taxes or default therein. Any default, non-payment of taxes to Statutory Authorities will cause termination of licence and vacation of premises.
89. In the event of any damages caused to the premises pucca stalls or property of the licensor by the licensee his representatives, agents or servants during the subsistence of this licensee, period, the licensee shall make good to the licensor such loss that may be determined by the licensor and the licensor shall have right to recover the said sum from the SD of the licensee.
90. During the agreement period the licensor is at liberty to alter/ modify/ add/delete in the condition(s)of the Agreement in the interest of the public.
91. All the above Terms and Conditions will form part of agreement of the licensee and the licensee will be bound by these conditions in addition to any other conditions prescribed by the Corporation from time to time.
92. In all disputes and doubts or interpretation of the clauses or conditions applicable to the licence or otherwise, the decision of the Corporation shall be final.
93. The bidder has to submit, Caste Certificate for the stalls/space earmarked to SC/ST/PEBC issued by Competent Revenue Officer.
94. The filled tender form along with DD (EMD) & processing fee DD shall be submitted along with all relevant documents to be kept in the sealed cover and shall be dropped in the Tender Box provided at Regional Manager's Office, Nalgonda on **08.01.2024** from **10.30 Hrs to 14.00 Hrs** and the same will be opened on **08.01.2024** at **15.00 Hrs** by the tender committee in the presence of the bidders or their authorized representatives.
95. The successful bidder must deposit Six months highest Monthly license fee + One month advance license fee+ one month GST & one month MC and stamp Duty @2% on average Monthly license fee for execution of agreement before commencement of business.
96. TSRTC reserve the right to accept or reject the Tender of any stall or stalls at the sole discretion of TSRTC without assigning any reasons thereof.
97. The successful APPLICANT (for Two Wheeler Parking stands) shall operate the stall for collecting user charges.
98. The successful APPLICANT (allottee) shall pay the GST as applicable from time to time (at present the GST is 18% CGST-9% + SGST-9%) on payment of monthly licence fee (quoted by the licensee) every month.
99. The successful APPLICANT (allottee) shall pay the Maintenance Charges @ Rs.1.50 per sft (maximum: Rs.4,000/-) for every month.
100. TSRTC reserves the right to accept or reject the tender of any stall or stalls at the sole discretion TSRTC without assigning any reasons thereof.
101. Bidders will not be permitted to withdraw at any time and the corporation will not be responsible for delay in finalization of bids due to reasons beyond its control viz court directions etc.
102. The Tender schedule is as follows:
The intending Tenderer/Firms shall pay the EMD & Processing Fee as prescribed in the form of DD in the name of **Accounts Officer, TSRTC, Nalgonda Region, NALGONDA** shall be submitted along with all relevant documents to be kept in the sealed cover and shall be dropped in the Tender Box provided at Regional Manager's Office, Nalgonda on **08.01.2024** from **10.30 Hrs to 14.00 Hrs** and the same will be opened on **08.01.2024** at **15.00 Hrs** by the tender committee in the presence of the bidders or their authorized representatives.
103. **"The Firms / Individuals who were earlier awarded licences for operation of Stalls / Canteens etc., in the Bus Stations of the Corporation, but defaulted in payment of licence fee for more 2 months as on date of submission of the tenders are not eligible to participate in the bids. The firms / individuals whose licences were terminated due to default in payment of licence fee of due to breach of other terms and conditions of the licence agreement are not eligible to participate in the bids."**

For CANTEEN business at MAJOR, A & B Class bus stations

1. The tenderer must be a member of APHA/TELANGA HOTEL ASSOCIATION. If the tenderer is not a member of APHA/THA, his/her tender shall be treated as invalid duly refunding the EMD amount paid by him. The tenderer must furnish the proof of membership of APHA/THA along with the tender form.
 - a) For Major & A Class Bus Stations, the bidder shall furnish the average annual turnover of the preceding two years period.
 - b) For the ex or existing licensees of the Canteens at TSRTC/APSRTC Bus Stations, the licence period as run by the licensee in preceding 6 years shall be treated as experience.
2. LIST OF THE DOCUMENT TO BE SUBMITTED FOR QUALIFYING IN TECHNICAL BID
 - a) Earnest Money Deposit (EMD) as prescribed in the Tender Notice

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- b) In the case of company - Memorandum and Articles of Association along with certificate of incorporation, and date of commencement business etc.
- c) In case of Firm, registered under the Partners ship Act - 1932 List of partners along with certificate of registration, details of their business and partnership deed etc., duly attested by Notary.
- d) Previous dealings of the applicant with APSRTC/TSRTC, if any
- e) Proof of minimum of no. years of experience in the field of Catering / hospitality business
- f) Copy of income Tax Return of last two completed financial years (annexure-II).
- g) Food license/PFA Registration dating more than two year
- h) Permanent Account Number (PAN) / TIN Number.

3. However the commercial offer of the bidder will be the criteria for allotment once they qualify in the technical bid.
4. If the highest tenderer backs out or does not take up the licence for whatsoever reasons, the Regional Tender Committee shall forfeit the EMD amount paid by the tenderer.
5. The Regional Tender Committee shall negotiate with the second highest tenderer to increase the offer only when the highest tenderer backs out from taking up the licence. If second highest tenderer agrees to enhance the offer equivalent to the amount offered by the highest tenderer, or more, the tender committee shall allot the canteen to the second highest tenderer or otherwise call fresh tenders.

SECURITY DEPOSIT:

6. The licensee shall pay 7 months licence fee towards security deposit and one month advance licence fee within 15 days from the date of allotment letter. The licensee shall pay the difference of security deposit whenever there is increase in monthly licence fee.

7. BANK GUARANTEE:

- a. The licensee shall, for due and punctual performance of his/her obligations during the licence period, deliver to corporation, as a precondition to the execution of this Agreement, submitted bank guarantee for sum equivalent to six monthly installments of first year of contract with a validity of 1 year. The bank guarantee furnished is in addition to security deposit. The licensee has submitted bank Guarantee for an amount of Rs. _____ with 12 months validity. The Bank Guarantee no. _____ is issued dated _____ valid upto _____ Bank Name _____. Release of bank guarantee: The Corporation will return the bank guarantee after 12 months of initial licence period, subject to adjustment of dues, if any.
- b. The Corporation shall have the right to invoke the bank guarantee at any time and to adjust the realized amount towards the due amounts payable to the Corporation, if the licensee defaults in payment of monthly installment amount or penalty or for breach of any terms and conditions of the agreement.

8. LICENCE FEE HOLIDAY FOR MAJOR, A AND B CLASS BUS STATIONS:

For canteens, to facilitate the licensee for providing good ambience, furniture etc. a licence fee holiday period of 1 months is given to the licensee from the date of entering into an agreement. However the licensee shall pay the monthly licence fee from the date of commencement of business or after completion of one month from the date of entering in to agreement, whichever is earlier.

9. DIVIDING THE CANTEENS INTO TWO SECTIONS:

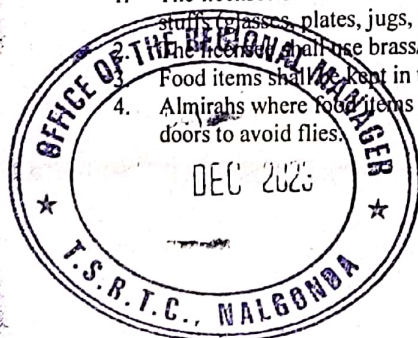
- a). For Major class Bus Stations, the licensee shall divide the canteen into i) Premium and ii) Economy sections invariably
- b) For A class Bus stations, the licensee shall divide the canteen into i) Premium and ii) Economy sections as per demand and on the advise of RM concerned enabling the canteen available to all classes of passengers.
- c) In Premium section, the licensee shall provide and maintain high standards on par with other reputed hotels in the City/Town with regard to Furniture, Waiters, Toilets, Wash Room etc. at his/her own cost.
- d) The waiters shall wear uniform which shall be supplied by the licensee at his own cost.
- e) In Economy section also the licensee shall provide quality food with reasonable rates, neat and tidy premises and other required facilities.

10. FEATURES OF CANTEENS:

- The following features shall be maintained at the canteens by the licensee during the subsistence of licence period.
- a. The premises and surroundings of the canteen shall be kept in clean and tidy condition always and are subject to inspections by the officials of the licensor and the Municipal Authorities.
 - b. The licensee shall renovate and decorate the canteen allotted for good ambience at his own cost. Any changes that he opts to do shall be done with prior approval of the RM concerned duly obtaining the opinion of Dy.EE(Civil) concerned.
 - c. The licensee shall set up a hygienic and clean kitchen, and cleaning areas with ultra modern stainless steel kitchen equipment and steam cooking range.

d. Utensils:

1. The licensee shall use all utensils of standard quality stainless steel make only for preparation and supply of food stuffs (glass plates, jugs, spoons and other kitchen ware).
2. The licensee shall use brass/stainless steel water containers with lids for storage of drinking water.
3. Food items shall be kept in trays covered with wire or nylon thread mesh to avoid flies.
4. Almirahs where food items and other ready to eat food items are stocked to be fitted with glass doors or wire mesh doors to avoid flies.



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- e. The licensee shall sell quality food and maintain the quality as per the standards communicated by the Telangana State Civil Supplies Corporation in the canteen. The quality of all food stuffs shall be same and uniform for both premium and economy sections. However, at premium section, the licensee shall supply extra side dishes like chutneys, pickles etc.
- f. Purified and safe drinking water shall be made available in all canteens of all types of Bus Stations.
- g. The price list with quantity of food items shall be exhibited in the canteen at a conspicuous place.
- h. The licensee shall not use husk or coal as fuel in the canteen. The licensee should use LPG or bio gas in the canteen as fuel.
- i. The licensee shall insure the canteen structures against fire/damage or any other natural calamities at his/her own cost.
- j. Floor of the canteen shall be regularly cleaned and swabbed with scented detergents.
- k. Furniture in the canteen shall be provided with decolom top which will be convenient for cleaning.
- l. Drainage lines shall be cleaned regularly to prevent chocking of lines and emitting bad dour.
- m. Used plates, glasses and other utensils shall be cleaned with hot water and detergent powder.
- n. Drinking water storage containers and all other utensils shall be cleaned every day before topping with fresh water.
- o. The licensee shall supply uniforms to the waiters and cleaners and also to ensure that they attend the duties in the uniforms regularly.
- p. The employees of the corporation shall be given 25% concession on the rates of food stuffs sold in the canteen.
- q. The licensee shall erect "Glow Sign Board" without any advertisements (each 2) to the canteen in uniform size in consultation with the Bus station Manager/Depot Manager. He can also put directional sign boards (not exceeding 4) at the locations and sizes as decided by RM for the convenience of passengers apart from improving his business.

11. **CIVIL WORK TO BE TAKEN UP BY THE CORPORATION TO THE CANTEENS:**
- a) Drainage pipe line with sufficient diameter to avoid over flow and easy maintenance and collection chambers with grills & water supply pipe lines & Toilets.
- b) Washing Area to be provided with tiles.
- c) Wherever necessary tile flooring and wall cladding with tiles to be provided.
- d) Painting works to be taken up periodically.
- e) Necessary electrical points & fixtures (tube lights only) to be provided. Pipelines for supply of Gas to be provided.
- f) Wherever feasible additional entry from outside can be provided. Additional space if provided shall be on pro-rata basis.

12. **WORKS TO BE TAKEN UP BY THE CONTRACTOR:**

- a) Construction of stalls & necessary partitions with Aluminum.
- b) Separate walls for AC rooms etc.
- c) Any decorative works.
- d) Furniture.
- e) Drinking Water supply arrangements.
- f) The maintenance of the canteen such as repairs, periodical white/colour washing etc., during the subsistence of the license shall be the responsibility of the licensee at his/her cost

13. **PRICE REVISION OF FOOD STUFFS AT CANTEENS:**

- i. The licensee will be allowed to revise the rates with the prior approval of the Corporation keeping the business potential, competition and locally prevailing market rates in view after two years of commencement of Agreement.
- ii. The rates of eatables/refreshment in the canteen have to be quoted separately for the public use/RTC staff.

14. **SYSTEM OF AWARDING THE LICENSE OF CANTEENS:**

The contract of Canteens of Major and A class Bus stations shall be carried out at Two levels

(i) Short listing of eligible candidates based on stipulated criteria (ii) Financial bidding to decide allotment from among the eligible short listed candidates only.

ii) The Dy.EE(Civil) of the Region and Telangana State Hotellers Association representative from the District as Associate Member shall be included in the tender committee for the technical bid evaluation. The commercial offers of those who qualify in the technical evaluation shall only be opened. The criteria for technical evaluation is as below:
The tenderer must be a member of TSHA. If the tenderer is not a member of TSHA, his/her tender shall be treated as invalid duly refunding the EMD amount paid by him. The tenderer must furnish the proof of membership of TSHA along with the tender form. Further the tenderer shall have to furnish the following along with tender form.

Major Bus Stations - Rs.50 lakh annual turnover and 5 yrs experience in Hotel / Hospitality industry.

'A' Class Bus Stations - Rs.30 lakh annual turnover and 3 yrs experience in Hotel / Hospitality industry.



SIGNATURE OF THE APPLICANT

15. CHECK LIST OF DOCUMENTS TO BE SUBMITTED FOR CANTEENS IN MAJOR & A CLASS BUS STATIONS:

Sl.No.	Technical Criteria	Please Tick
1	EMD through Demand Draft favouring AO/TSRTC/NLG	
2	In case of company – Memorandum and Articles of Association along with certificates of incorporation and date of commencement of business etc.	
3	In case of Firm, registered under the Partners hip Act - 1932 List of partners along with certificate of registration, details of their business and partnership deed etc., duly attested by Notary	
4	Previous dealings of the applicant with APSRTC/TSRTC, if any	
5	Proof of minimum no.of years of experience in the field of Catering / hospitality business	
6	Copy of income Tax Return of last two completed financial years.	
7	Food license/PFA Registration dating more than two year	
8	Permanent Account Number (PAN) / TIN Number	

16. TECHNICAL OFFER FOR RUNNING CANTEENS IN TSRTC MAJOR & A CLASS BUS STATIONS:

Sl. No.	Technical Criteria	Details (to be filled by the bidder)	Page Nos.
1	Name and full address of the bidder with Telephone & Fax Number(s) and contact person.		
2	Details of EMD		
3	Status of the bidder : Company / Partnership Firm/Individual – Please specify		
4	In case of company – Memorandum and Articles of Association along with certificates of incorporation and date of commencement of business etc.		
5	In case of Firm, registered under the Partners hip Act - 1932 List of partners along with certificate of registration, details of their business and partnership deed etc., duly attested by Notary.		
6	Details of existing catering establishments		
7	Minimum annual turnover of Rs.---Lakhs, in catering/hospitality and F&B services related business. Enclose balance sheet and profit & loss account of last 2 completed financial years, duly audited by a Chartered Accountant /Published Annual Report.		
8	Number of years (preceding of experience in the field of catering/hospitality business. Enclose documentary evidence such as IT Returns, VAT/ST Return, PFA certificate, CA certificate balance sheet etc.		
9	Existing/Present Canteen of the bidder over TSRTC/APSRTC – Certificate of Unit Officer.		
10	Copy of the Income Tax Return of last Two completed financial years be enclosed.		
11	Permanent Account Number(PAN)/TIN No.		
12	Certificate of Breakup of sales turn over duly certified by the Chartered Accountant.		
13	Copy of ESI & EPF Registration.		

17. Certificate of break-up Sales turnover duly certified by Chartered Accountant Letter Head of Chartered Accountant.
(The Certificate must be issued by Chartered Accountant who has audited the books of Accountants of Applicant).



SIGNATURE OF THE APPLICANT

TELANGANA STATE ROAD TRANSPORT CORPORATION

Case No.02/122(217)/2023-RM:NLG

O/o the Regional Manager,
Nalgonda, Dt.20.12.2023.

MANUAL TENDER NOTIFICATION

Offline (Manual-tendering) tenders are invited from intending persons to run the Stalls/Canteens/Parking etc., in the following Bus Stations of Nalgonda Region.

Sl. No.	Depot	Bus Station	Category Of Bs	Stall No.	Proposed Business	Size(Sft)	Pucca /Space	EMD Rs.	Remarks
1	NLG	Chandur	C	1	Tea and Snacks	08x08	Pucca	30000	Vacant
2	NLG	Marriguda	C	1	Any Authorised Business	08x08	Pucca	5000	Vacant
3	NLG	Munugode	C	1	Any Authorised Business	08x08	Pucca	5000	Vacant
4	NKP	Narkatpally	C	4	ATM	04x05	Open	45000	Vacant
5	NKP	Chityal	C	2	Fancy and General	08x08	Pucca	20000	Vacant
6	NKP	Choutuppal	B	5	Fast Food Centre	11.8x20.6	Pucca	50000	Vacant
7	NKP	Choutuppal	B	9	Two Wheeler Sales And Service	11.6x20.6	Pucca	45000	Vacant
8	NKP	Choutuppal	B	10	Fruits And Fruit Juice	11.8x20.6	Pucca	60000	Vacant Reserved For (SC/ST/PEBC)
9	NKP	Choutuppal	B	14	Fast Food Centre	08x08	Open	72000	Vacant
10	NKP	Choutuppal	B	15	Fast Food Centre	08x08	Open	30000	Vacant
11	NKP	Choutuppal	B	20	Fancy and General	08x08	Open	48000	Vacant
12	DVK	Devarakonda	C	2	Fruits and Vegetables	06x06	Open	40000	Vacant
13	DVK	Devarakonda	C	18	Chat Bandar	06x06	Open	36000	New Proposal
14	DVK	Kondamallepally Old	B	14	Hardware	11.6x28	Pucca	60000	Vacant
15	DVK	Kondamallepally New	B	15	Fancy and General	08x08	Pucca	40000	To Be Completed 11.02.2024
16	YGT	Yadagirigutta	B	2	Tea And Snacks	10x10	Pucca	81000	Vacant
17	YGT	Yadagirigutta	B	7	Ice Cream and Cool Drinks	03x05	Pucca	66000	Vacant
18	YGT	Yadagirigutta	B	16	ATM	06x07	Open	60000	Vacant
19	YGT	Yadagirigutta New	B	1	Fancy and General	8.3x10	Pucca	215000	Vacant
20	YGT	Ramannapet	B	2	ATM	05x04	Open	30000	Vacant
21	YGT	Alair	C	1	Any Authorised Business	08x08	Pucca	66000	Vacant (Reserved For SC/ST/PEBC)
22	YGT	Alair	C	4	Super Market	8x8	Pucca	54000	Vacant
23	YGT	Alair	C	8	Canteen	53x17	Open	100000	Vacant
24	YGT	Mothkur	C	3	Fruits and Fruit Juice	06x06	Open	32000	To Be Completed 24.02.2024
25	SRPT	Nakrekal	C	1	Any Authorised Business	08x08	Pucca	5000	Vacant
26	SRPT	Nakrekal	C	2	Any Authorised Business	08x08	Pucca	5000	Vacant



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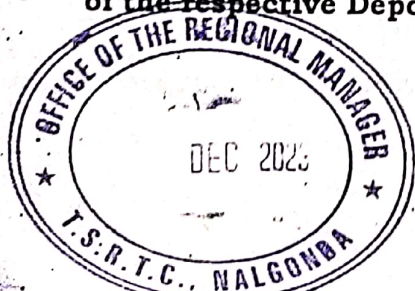
27	KDD	Kodad	B	11	Scooter and Cycle Stand-I	7000 Sft	Open	500000	Vacant
28	KDD	Kodad CC-II	B	5	Saloon	12x25	Pucca	180000	To Be Completed 12.02.2024
29	KDD	Huzur Nagar	C	1	Book Stall	08x08	Pucca	12000	Vacant
30	KDD	Huzur Nagar	C	2	Fancy and General	08x08	Pucca	12000	Vacant
31	KDD	Huzur Nagar	C	3	Tea And Snacks	08x08	Pucca	12000	Vacant
32	KDD	Huzur Nagar	C	4	Mobiles and Accessories	08x08	Pucca	12000	Vacant

TERMS AND CONDITIONS

1. The prescribed Manual Tender Form and terms and conditions may be downloaded from TSRTC website <http://tsrtc.telangana.gov.in/tenders>) from **26.12.2023 onwards and enclose tender form processing fee DD along with tender form.** The cost of tender form for each stall at various Bus stations is as follows:

a.	A-Class Bus station – Miryalaguda, Nalgonda, Bhongir, Suryapet (Hi-tech & Ordinary) Bus Stations.	Rs.1000.00 + 18% GST = Rs.1180.00
b.	B-Class Bus station Kodad, Choutuppal, YGT, K.M.Pally & Ramannapet.	Rs.750.00 + 18% GST = RS.885.00
c.	C-Class Bus Station Devarakonda, Narketpally, Kanagal, Haliya, N.G.Sagar, Marriguda, Chityal, Alair, Voligonda, Nidmanur, Damaracherla, Chandampet, Mothkur, Mothe, Nereducherla, Garidepally, HZNR, Thurkapally, Mall)	Rs.250.00 + 18% GST = Rs.295.00

2. The filled tender forms along with DDs (EMD amount + Processing Fee) shall be submitted along with all relevant documents to be kept in the sealed cover and shall be dropped in the Tender Box provided at Regional Manager's Office, Nalgonda on **08.01.2024** from **11.00 Hrs to 14.00 Hrs** and the same will be opened on **08.01.2024** at **15.00 Hrs** by the tender committee in the presence of the bidders or their authorized representatives.
3. Individual tender form has to be submitted for each stall /Canteen /Space/Scooter and Cycle stand and etc..
4. Tender form duly signed in all pages and Terms and Conditions and other relevant documents mentioned below should be submitted.
- Processing Fee DD & EMD DD as per Tender Notification (**DD shall be drawn in only nationalized bank**) otherwise tender form will rejected.
 - Tender form cost (MR) as per Tender Notification
 - Filled and signed Tender Form on each page.
 - Terms and Conditions must be signed.
 - Caste certificate Xerox for reserved stalls.
 - Aadhar card Xerox copy.
 - PAN card Xerox copy.
 - GSTIN registration number Xerox copy.
- 5) **The interested parties who apply for tenders may inspect the premises before submitting the Tender Form duly contacting the Depot Manager of the respective Depot.**



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5. The bidder has to pay the **Earnest Money Deposit (EMD)** and Processing Fee (DD) as notified in the Tender notification by way of Demand Draft in favour of "**Accounts Officer, T.S.R.T.C., Nalgonda**" and DDs shall be submitted along with Tender form. Failure to enclose the DDs to the tender form will be rejected. The EMD amount shall not carry any interest.
 6. In case the EMD paid by the Tenderer is less than what is stipulated or the EMD paid through other means i.e., in a manner other than the stipulated in the notification, the EMD shall be forfeited to the Corporation without any notice duly rejecting the tender application at the time of opening of tenders.
 7. The EMD amount of unsuccessful bidders will be refunded after finalization of tenders without any interest.
 8. The successful tenderer must deposit Six months highest Monthly license fee + One month advance license fee+ one month GST & one month MC and stamp Duty @2% on average Monthly license fee for execution of agreement before commencement of business.
 9. The successful APPLICANT (allottee) shall pay the GST as applicable from time to time (at present the GST is 18% CGST-9% + SGST-9%) on payment of monthly licence fee (quoted by the licensee) every month.
 10. The successful APPLICANT (allottee) shall pay the Maintenance Charges @ Rs.1.50 per sft (maximum: Rs.4,000/-) for every month.
 11. Bidders will not be permitted to withdraw at any time and the corporation will not be responsible for delay in finalization of bids due to reasons beyond its control viz court directions etc.
 12. In regard to stalls earmarked for SC/ST/PEBC, the bidder has to submit Caste Certificate issued by Competent Revenue Authority.
 13. The Tenderer should submit separate tender form for each tender along with DD with requisite EMD amount and Processing Fee DD. Otherwise the tender will be rejected.
 14. The participants in the tenders required to make themselves fully conversant with the eligibility and terms and conditions of the Manual tenders, So that no ambiguity arises at a later date in this aspect.
 15. "The Firms / Individuals who were earlier awarded licences for operation of Stalls / Canteens etc., in the Bus Stations of the Corporation, but defaulted in payment of licence fee for more 2 months as on date of submission of the tenders are not eligible to participate in the bids. The firms / individuals whose licences were terminated due to default in payment of licence fee of due to breach of other terms and conditions of the licence agreement are not eligible to participate in the bids."
- The Corporation reserves the rights to accept/reject any/ all tenders or cancel the tenders or postpone the tenders at any stage without assigning any reasons. For any further information /clarification please contact RM's Office, Nalgonda.

Sd/-
REGIONAL MANAGER
NALGONDA REGION



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NATURE OF BUSINESS/BUSINESSES AND PERMITTED ITEMS:

The tender committee shall ensure that nature of business of any single stall shall not be other than the businesses mentioned hereunder:

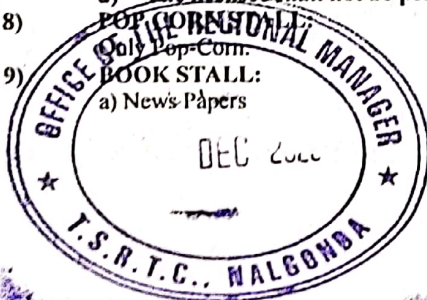
PERMITTED ITEMS TO BE SOLD IN CANTEEN:

PERMITTED ITEMS TO BE SOLD AT CANTTEN (to be included in the MENU):
(** the rates of food items to be included in the deed of licence)

- a) Meals- Full Meals & Plate Meals, Vegetable Biryani, Curd Rice, Lemon Rice.
- b) Tiffin Items:- Idli, Vada, Upma, Chapathi, Dosa(all types), Mysore Bajji, Tomato Bhat, Poori, Pakoda, Dahi Vada, Utappa, Pongan and Uggani.
- c) Tea, Coffee, Milk, Butter Milk, Bournvita, Boost, Maltova and Horlicks.
- d) Cool Drinks i.e., already manufactured and stored drinks in bottles/packs (Company Drinks) such as Limca, Thums Up, Gold Spot, Pepsi, Coca-cola, Maaza, Frooti etc.
- e) The licensee shall sell Cool drinks from separate counter and should locate the Tea, Coffee/Cool drinks inside the Canteen without exposing the same to the outside as separate Kiosks/ counters conspicuously.
- f) Corporation specified branded water bottles with logo of the Corporation shall only be sold to the customers of the Canteens.
- g) If Non-Veg is permitted, the list of items to be permitted:
 - Mutton: Only Sheep/Goat meat shall be used for preparation of Biryani/All Curries of Mutton.
 - Chicken
 - Fish
 - Prawns
 - Crabs

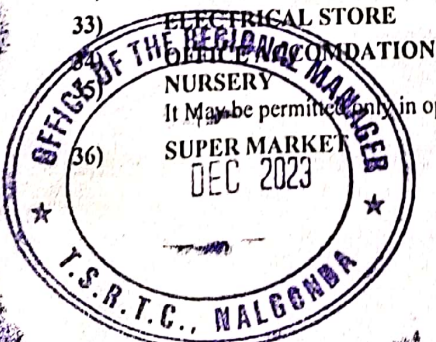
The licensee shall ensure that-

- Separate provision (partition) shall be made in the allotted space for non vegetarians.
 - Non vegetarian food items should be kept separate from other food items.
 - The used surface should be cleaned properly with anti-bacterial agents.
 - Staff must be trained enough to avoid cross-contamination.
- 1) **FAST FOOD CENTRE :** Idli, Vada, Upma, Chapathi, Dosa, Vegetable Biryani, Curd Rice, Lemon Rice, Mysore Bajji, Tomato Bhat, Poori, Pakoda, Dahi Vada and Utappa, Tea, Coffee, Milk, Butter Milk, Bournvita, Boost and Horlicks.(** the rates of food items to be included in the deed of licence).
 - 2) **SODA & COOL DRINKS STALL:**
 - a) Already manufactured and stored drinks in bottles/packs (Company Drinks) such as Limca, Thums Up, Gold Spot, Pepsi, Coca-cola, Maaza, Frooti etc..
 - b) Sodas in sealed bottles, manufactured by reputed Companies like Bislery, Kinley, Pepsi etc.
 - 3) **FRUIT STALL:**
All kinds of Dry Fruits and Fresh Fruits such as Banana, Apple, Orange, Grapes, Mangoes, Pine Apple etc.
The licensee shall not be allowed to sell fruit juice.
 - 4) **FRUITS – FRUIT JUICE STALL:**
All kinds of Dry Fruits and Fresh Fruits such as Banana, Apple, Orange, Grapes, Mangoes, Pine Apple etc. Fruit Juice made out of the Fruits on the spot.
 - 5) **SWEET STALL:**
 - a) All kinds of Sweet items
 - b) All kinds of Savoury (Khara) items
 - c) The licensee shall not be permitted to have a Stove/heating point in the Stall for preparation.
 - 6) **BAKERY STALL:**
Biscuits, Bread, Khara, Chips, Cakes, Jam, Readymade baked food items and Chocolates with a permission to use an electric oven.
 - 7) **SWEETS & BAKERY STALL:**
 - a) All kinds of Sweet items
 - b) All kinds of Savoury (Khara) items
 - c) Biscuits, Bread, Khara, Chips, Cakes, Jam, Readymade baked food items and Chocolates. The licensee shall be permitted to use an electric oven.
 - d) The licensee shall not be permitted to have a Stove/heating point in the Stall for preparation.
 - 8) **POP CORN STALL:**
 - 9) **BOOK STALL:**
 - a) News Papers



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- b) Weekly, Fortnightly and Monthly Magazines
c) Books (prohibited books/Magazines shall not be sold).
d) Pens / Pencils
e) Dairies, Calendars etc.
- 10) **TEA & SNACKS STALL:**
a) Any fried and packed eatables which don't require heating or warming at the time of sale.
b) They should be packed in polythene wrappers or packets in ready to eat condition and should not be loosely stocked in open type vessels or tins.
c) Tea and Coffee shall be served in disposable cups.
d) The licensee shall not be permitted to have a Stove/Heating Point in the Stall for preparation of Snacks/Tea. The licensee shall be permitted to have Dispensers. Using of LPG Stove/Kerosine / Electrical Stove/ Husk, sawdust etc. for heating, Preparing snacks/ coffee/tea is strictly prohibited.
- 11) **ICE-CREAM STALL:**
All varieties of Ice-Creams.
- 12) **ICE-CREAM & COOL DRINKS STALL:**
All varieties of Ice creams and Already manufactured and stored drinks in bottles/packs(Company Drinks) such as Limca, Thums up, Gold Spot Pepsi, Coca Cola, Maaza, Frooti etc.
- 13) **DAIRY PARLOUR:**
Dairy Milk and other Dairy Products such as Bottled / Teatrapack, Dairy Milk, Flavored Milk, Badam Milk (Cold), Butter Milk, Doodpeda, Lassi, Ghee, Butter, Cheese, Milk Powder. Stall license shall be awarded to apex dairy cooperative societies approved by Government, dairy cooperative federations/members of National Cooperative Dairy Federation of India Limited (NCDFI) and/or developed under the aegis of Operation Flood Programme, bodies/agencies registered/ certified by FSSAI for sale of dairy products (Mandatorily submit at the time of submission of Tender form).
- 14) **FLOWER STALL:**
Flowers – Garlands
- 15) **READY MADE GARMENTS:**
Already stitched garments which are ready to wear. Stitching with Sewing Machines etc. Shall not be permitted.
- 16) **ELECTRONIC GOODS/TOYS:**
Electronic Goods and Toys of all types.
- 17) **FANCY / GENERAL STALL:**
Plastic/Rubber Goods, Bags, Ladies Purse/Vanity Bags, Soaps, Talcum Powders, Small Mirrors, Decorative Paper items, Photo frames, Bangles, Trays, Toys, Cosmetic items/Detergents, Shaving Cream/Lotions, Combs, Tooth Paste/Brush, Flasks, Roll Gold Fancy items, Photo Albums and Shampoos.
- 18) **MOBILES AND ACCESSORIES STALL:**
Mobile Phones, Cases & Covers, Screen Protectors, Power banks, Bluetooth headsets, Wired Headsets, Data Cables, Mobile Chargers, Mobile utility/antivirus software.
- 19) **CLOAK ROOM:**
Charges shall be for 24 hours or part thereof.
- 20) **(**USER CHARGES TO BE INCORPORATED IN THE DEED OF LICENCE)**
CYCLE / SCOOTER / PARKING STAND
(USER CHARGES TO BE INCORPORATED IN THE DEED OF LICENCE)**
- 21) **DORMITORY/ LOUNGES**
(USER CHARGES TO BE INCORPORATED IN THE DEED OF LICENCE)**
- 22) **ATM:**
ATMs of Banks or organizations authorized by RBI
- 23) **CHAT BANDAR:** (Chat, Panipuri, Belpuri, Cutlet and other savoury items related to Chat Bandar)
Permitted in pucca stalls subject to the availability of kitchen and drainage provisions.
- 24) **SEEDS AND FERTILISERS**
- 25) **FOOT WEAR**
- 26) **AUDIO, VIDEO & MUSIC CASSETE CENTER**
- 27) **XEROX, DTP, INTERNET, LAMINATION AND NET CENTER**
- 28) **STATIONARY SHOP**
- 29) **MEDICAL SHOP**
- 30) **SALOON SHOP**
- 31) **XEROX AND STATIONARY SHOP**
- 32) **FURNITURE SHOP**
- 33) **ELECTRICAL STORE**
- 34) **OFFICE OF THE REGIONAL COMMODATION**
NURSERY
It may be permitted only in open space.
- 36) **SUPER MARKET**
DEC 2023



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37) CROCKERY

38) TRAVELLING GOODS

Leather bags all types, Suit Cases of all types, Beltes all Types, Umbrellas, Rain Coats, Pouches, Wallets.
The Items to be sold shall be specified in the tender document and agreement.

39) HARDWARE SHOP

40) GODOWN

It may be permitted in Open Spaces Only.

41) TAILOR SHOP/BOTIQUE

42) SARWAPINDI:-

Sarwapindi may require heating point and in the absence of kitchen facility, it is not advisable. However, this item may be included as an item in Fast Food Centers and wherever, the Kitchen facility and drain facility is available this business may be permitted.

43) TWO WHEELER SHOW ROOM:

It May be permitted only in open space.

Note:- Pan and pan related items: Paan Masala or Gutkha by whatsoever name which contains Tobacco and / or nicotine as ingredients shall not be permitted.

COMMON CONDITIONS:

- The successful Tenderer shall carry only the business specified against the Stall mentioned in the tender schedule. He shall not carry the business other than specified in the Tender Schedule.
- The successful Tender should not collect more than the MRP rates. In case of items for which MRP rates are not prescribed he should not collect more than the local market rates.
- The BIDDER, who goes to opt **any authorised business** in the tender, shall **mandatorily specify the BUSINESS NAME in the Tender Form as per the above list**, failing which his/her bid will be disqualified.
 - Permission for sale of additional items (other than those permitted as per agreement) shall not be given.
 - The licensees of Cycle, Scooter stands shall pay 2% TDS every month along with monthly licence fee or as fixed by the Income Tax department. The successful tenderer must deposit six highest monthly licence fee + one month advance licence fee and stamp duty @2% on average annual licence fee before execution of Agreement.

Time	Major, A & B Class Bus Station		C- Class Bus Station	
	For Cycle	Two Wheeler	For Cycle	Two Wheeler
UPTO 8 HRS	5	10	4	5
UPTO 16 HRS	10	20	8	10
UPTO 24 HRS	15	25	10	15



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**Certificate of break-up Sales turnover duly certified by Chartered Accountant
Letter Head of Chartered Accountant**

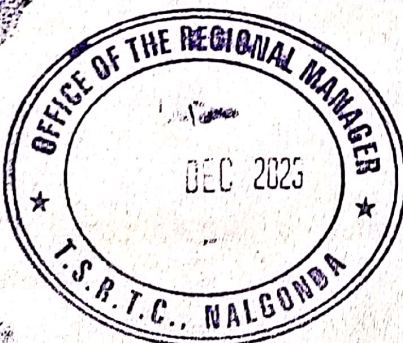
(The Certificate must be issued by Chartered Accountant who has audited the books of Accounts of the Applicant)

This is to certify that the break-up of sales of M/s _____ having its office at _____ for the year ended on _____.

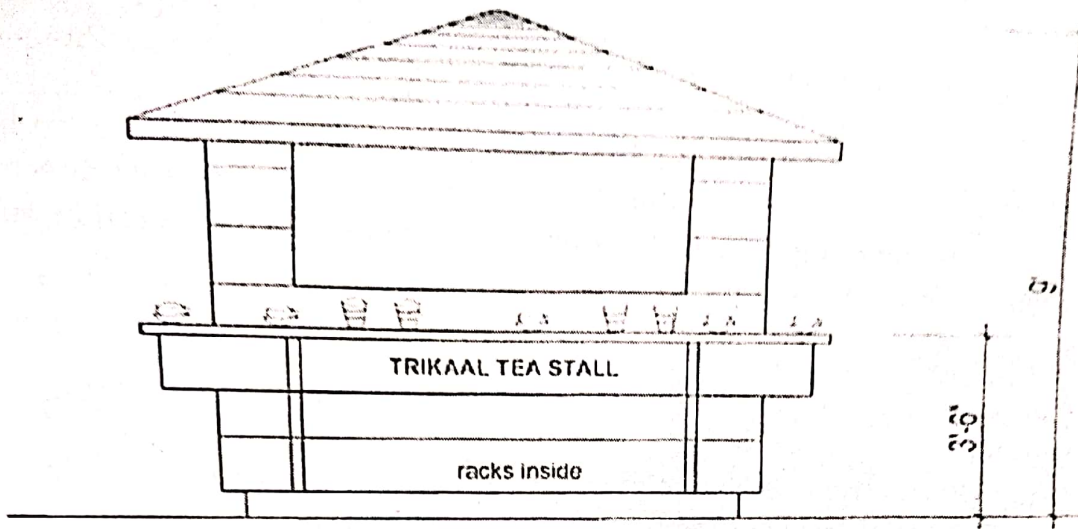
S.No.	Particulars	Nature of (in Rs.)	Details	Amount	activity
1.	Sales/Turnover from catering business	catering	Static Units (Name of the Unit to be mentioned)		
TOTAL (1)					
2.	Sales/Turnover from Hospitality Business (Please specify the nature of business activity)				
TOTAL(1)					
3.	Sales from Trading/ Food and Beverage business (please specify the nature of business activity)	As Distributor/ Trader/Retailer	Manufacturing in description As Stockiest/	Manufacturer	Specify
TOTAL(1)					
4.	Grand Total(1+2f+3) (The Grand Total of the sales must tally with the sales figure reported in the Audited Profit & Loss Account)				

- Note: 1) Tenders not accompanied with the above certificate may be rejected.
2) Business Turnover from other than catering activity will not be considered for the purpose of eligibility for Turnover.

Signature of the Chartered Accountant/
Name of the Chartered Accountant
Name of the firm/Seal/Membership No.

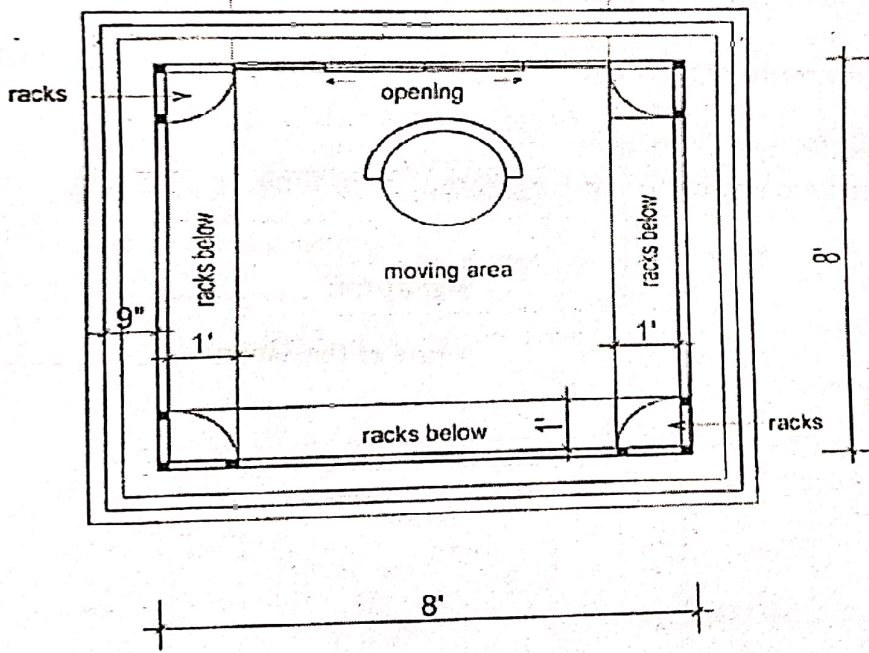


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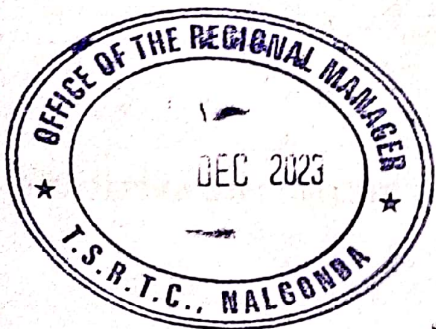
3'

ELEVATION



PLAN

STANDARD KIOSK - 8'X8' (stainless steel)



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UNDERTAKING

(Tender Notification No.O2/122(217)/2023-RM.N, DT:20.12.2023)

I The undersigned Licensee Of Stall No:_____ Situated at _____ Bus Station having license period from _____to _____ for running the business _____ do hereby give my Undertaking/ Assure that I shall not indulge in direct or direct sale/ storage of the following items which are prohibited by the corporation and the government from time to time:

1. Cigarette.
2. Tobacco.
3. Gutkha.
4. Drugs (Psychotropic & Narcotic)
5. Raw/Dry Fish/ Meat/Chicken
6. Liquor/Wine/any alcohol/ Intoxication products.
7. Crackers/Explosives/Inflammable items.
8. Pets/Animals
9. Pan masala containing Tobacco and/or Nicotine as ingredients by whatsoever name.
- 10.Prohibited Forest produce.
- 11.Any other item prohibited by Law from time to time.

Signature: _____

Name of the Licensee: _____

Witnesses:

1.

2.



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