

TELANGANA STATE ROAD TRANSPORT CORPORATION
(Enclosure to Tender Notification No. S1/880(1)/2023-PO (T&W)
dated 20.09.2023)

TENDER CONDITIONS

1. Sealed Tenders are invited from the Registered Firms having registered/ branch office in twin cities of Hyderabad and Secunderabad only who have experience in photo copying work to take up photo copying work at Managing Director's Office, TSRTC, Bus Bhavan, Hyderabad-20 on piece rate basis only.
2. The Firm on its own shall install two Xerox machines of MNC / reputed brand like CANON in the Ground Floor, 'B' Block, Personnel Department, Bus Bhavan, Hyderabad, operate and completely maintain them in all respects at its own cost including Paper, toner, manpower etc. Make of the machine shall be furnished in the Tender Form itself.
3. The space and power will be provided by the Corporation.
4. The successful bidder has to undertake the job of photo copying work in the contract area specified in the Tender Notification.
5. The period of contract is three (3) years from the date of agreement. The contract will not be extended beyond 3 years.
6. The timings are from Monday to Saturday from 10.00 hrs to 18.00 hrs with half an hour lunch break. The Firm should be available even on Sunday/Holidays as and when required by the Corporation and the same will be informed one day in advance. Such work should be carried out without any additional cost.
7. The Demand Draft of Rs.5,000/- (Rupees Five thousand only) towards EMD issued by any Nationalised Bank drawn in favour of **Telangana State Road Transport Corporation.**
8. The EMD is Rs.5,000/- (Five thousand only) which will not carry any interest.
9. EMD is not exempted to any Society / Voluntary Organization / Institution / Community etc.
10. In case EMD paid by the Tenderer is less than what is stipulated in the Tender Notification or the EMD paid through other means i.e. in a manner other than stipulated in terms and conditions, the Tender will be rejected besides forfeiting the EMD.
11. The EMD of successful Tenderer would be forfeited, if he withdraws from the Tender process for any reason.
12. The Corporation is not responsible, if the Tender process is held up due to litigation in Hon'ble Courts or for any other Administrative reasons.

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13. The EMD amount of successful bidder will be converted into Security Deposit and retained by the Corporation. The Security Deposit will not carry any interest during the period of contract.
14. The EMD amount of unsuccessful bidders will be refunded after finalization of tenders, without any interest.
15. The Tender submitted once is not permitted to be withdrawn at any stage of Tender process.
16. The successful Firm should enter into an agreement with the authorized official of the Corporation on Rs.100/- non-judicial stamp paper as per the stipulated terms and conditions.
17. The successful Tenderer should commence the job work within a week from the date of allotting the work duly entering into an agreement with the Corporation.
18. The successful Tenderer has to maintain registers for the job work carried out and he should take signatures of the concerned person after completion of each job.
19. Tenders in the name of the minor or on behalf of minors will be rejected. Tenders once made will not be permitted to be withdrawn.
20. In case of Firms/Companies /Corporations etc., the authorized representatives can submit the Tender Form along with authorization letter.
21. The filled in Tender Form along with the original Demand Draft towards EMD amount of Rs. 5,000/- and the terms and conditions duly signed on each page should be submitted.
22. Amount quoted by Tenderer towards photo copying rates should be written in both figures and words clearly and other supporting certificates shall be kept in a sealed cover. In case of any corrections in the Tender Form, they should be attested by the Tenderer, otherwise the Tender will be rejected. White fluid should not be used for correction of rates. On the sealed cover, the nature of business, name and address of the Tenderer shall be indicated.
23. The Tender Forms will be sold in the office of the PO(T&W) Section, Ground Floor , B-block, Bus Bhavan, Hyderabad on all working days from 21.09.2023 to 03.10.2023 between 10.30 AM to 3.00PM. The cost of Tender Form is Rs.1,500/- + 18% GST by the way of MR (Money Receipt) to be paid at AO(SP&A,CE)/HO, which is not refundable.
24. Filled-in sealed Tender Forms should be dropped in the designated Tender box provided at PO(T & W) Section, Vice-Chairman & Managing Director's office, TSRTC, Ground Floor, B-Block, Bus Bhavan, Hyderabad-500020 on 04.10.2023 between 10.30am to 2.00pm. The Tender Forms received after the stipulated date and time will not be accepted. Tenders will be opened at 03.00 PM on the same day by the Tender Committee in the presence of Tenderers or their authorised representatives.

25. The incomplete Tender Forms or the Tender Forms not accompanied by the original Demand Draft towards the requisite EMD or the Tender Forms without enclosing the signed terms and conditions will be rejected.
26. Tender Forms with any preconditions or additional conditions other than the conditions prescribed by TSRTC will summarily be rejected.
27. If the successful Tenderer fails to take up the work within the period specified, the EMD will be forfeited.
28. The contractor shall install additional Xerox machines as per the requirement of the corporation. Failure to install additional machines as per the requirements entitles the Corporation to allot the same job work to any other Firm.
29. The allotment of contract shall be non-exclusive i.e. the Corporation shall have the right to grant contract to more than one contractor to do the same type of contract in the same premises.
30. The contractor should use only "ANDHRA COPIER MAKE PAPER" and in case of non-availability of ANDHRA COPIER MAKE PAPER, the same standard paper shall be used for Photo Copying.
31. The successful Tenderer shall enter into an agreement for undertaking the work on the prescribed terms and conditions.
32. The successful bidder to whom the contract will be allotted shall have to undertake the contract for a minimum period of one year from the date of entering into an agreement. If he desires to discontinue the contract for whatsoever reasons before completion of the minimum period of contract, the security deposit will be forfeited in favour of the Corporation.
33. The contract shall be terminable with one month advance notice by either party after completion of one year period.
34. The Corporation reserves the right to terminate the agreement by giving one month's notice even before completion of one year period duly forfeiting the security deposit, if in its opinion the work of the contractor is not satisfactory and its decision in this regard shall be final.
35. The Corporation shall arrange monthly payment in the first week of the following month for the number of photo copies taken, subject to the certification given by the unit officer concerned, duly deducting income tax, GST and other applicable taxes. The contractor has to provide the GST number, PAN number etc, to the corporation.
36. The Corporation shall arrange payment only for the correct photo copies taken and not for the improperly taken photo copies.
37. The Corporation shall arrange payment for the original size of paper i.e. A3/Legal size/A4 but not for the reduced size.

38. The contractor shall obtain requisition form with the signature of the employee concerned for the job work carried out and submit them along with a statement to the concerned unit officer for certification with seal.
39. The rates once offered will not be revised during the agreement period.
40. In the event of death of the contractor, the contract comes to an end. However, the Corporation may permit the legal heir of the contractor to run the contract on the same terms and conditions for the remaining period of contract on execution of fresh deed of agreement by such legal heir.
41. No compensation shall be paid by the Corporation for any injury or death of the workers engaged by the contractor within the premises of the contact area. The contractor is liable to bear all expenses and compensation in such cases.
42. The security deposit is refundable on the expiry of the contract period without interest, subject to the performance and fulfilment of agreement conditions.
43. The security deposit is liable to be forfeited in case the contractor fails to execute the contract for the period agreed to undertake the contract.
44. The contractor is liable to pay the damages, if any, caused to the premises or movable and immovable property of the Corporation by him or by his agents or representatives as determined by the corporation. The Corporation shall have the right to recover such amounts from the monthly bill amount or security deposit of the contractor. In case the amount is recovered from the security deposit, the contractor is liable to recoup the same immediately.
45. Any violation or breach of terms and conditions of the contract including unsatisfactory maintenance of contract area shall render the contract liable to be terminated duly forfeiting the security deposit.
46. In case of failure of the Contractor in providing the Xerox machines in working condition for one full day, then a penalty of Rs.500/- will be levied in addition to the actual cost incurred by the Corporation for taking out the Xerox copies from outside agencies. In case the amount is deducted from the security deposit, the contractor is liable to recoup the same immediately. Otherwise, the contract is liable for termination duly forfeiting the security deposit. This clause does not stand as a bar for implementing the clause of "Termination of contract for improper carrying out of photo copying work".
47. The contract is liable for termination in the event of contractor failing to do the contract for a continuous period of 3(three) months which shall also carry necessary penalties and forfeiture of security deposit.
48. The rights given under the contract are not transferable.

49. The Corporation is not responsible for any damage caused to the Xerox Machines etc, due to natural calamities, power fluctuations, fire accidents etc. The machines shall be installed, operated, maintained at contractor's risk.
50. The contractor is not permitted to sub-let the contract work to any other sub-contractor.
51. In all disputes in scope of doubts or interpretation of clauses of conditions and applications of this contract or otherwise, the decision of the Managing Director, TSRTC shall be final.
52. In case of misbehaviour or assault on employees of TSRTC by the contractor or his representatives/workers will lead to termination of contract duly forfeiting the security deposit besides criminal action under IPC.
53. The Management reserves the right to reject any or all Tenders without assigning any reason. The Management also reserves the right to allot the contract to any person of its choice through negotiations with the Tenderers after justifying their ability to carry out the contract work.
54. On the expiry of the contract period or on its termination, as the case may be, the contractor shall handover the equipments supplied by the corporation, if any, to the unit officer concerned duly handing over the contract.
55. The contractor shall pay all the taxes including GST under the Central and State Acts / Rules made there under, applicable to the business.
56. The Corporation is not liable for the penalties in view of non-payment of statutory taxes or default thereon. Any non-payment of taxes to statutory authorities or default thereon, it renders the contract liable for termination and vacation of premises.
57. The Tender committee reserves the right to alter/modify the period of contract mentioned in the Tender notice at the time of finalization of Tenders.
58. All the above terms and conditions will form part of the agreement of the contract and the contractor will be bound by the conditions in addition to any other conditions prescribed by the corporation.
59. Legal disputes, if any, should be settled only in the civil court in the jurisdiction of Hyderabad.

SIGNATURE OF THE TENDERER

