

TRANSMISSION CORPORATION OF ANDHRA PRADESH LIMITED

**OFFICE OF THE
CHIEF GENERAL MANAGER (HRD &Trg)
Corporate Training Institute
GTS COLONY, ERRAGADDA,
HYDERABAD – 500 045
Ph.No.040-23836703**

**Tender No.CGM(HRD&Trg)/SE/(Trg) /DE/(T&D)/ADE/(M) /AE(M)/ / D.No 721/ 12,
Dt.13.02.13**

OPEN TENDER NOTICE

Sealed Tenders are invited from the eligible contractors to take up the following work.

Sl. No.	Specification No.	Name of the work	EMD to be paid
1.	...14 / 2012-13 of CGM(HRD&Trg)/CTI	Carrying out cleaning, seeping, moping, dusting, gardening and scavenging on works contract basis at Corporate Training Institute, Erragadda,GTS Colony,Hyderabad providing with 10 No.s unskilled persons for one year from 1-4-2013 to 31-03-2014(or as desired by CGM (HRD&Trg) .	2% of the quoted value.

- A) Sealed Tenders addressed to the Chief General Manager(HRD&Trg),Corporate Training Institute, APTRANSCO, G.T.S. Colony, Erragadda, Hyderabad – 500045 should reach this office on or before 20.3.2013 by 15:00 Hrs
- B) The Tenders will be opened on 20.03.2013 at 15:30 Hrs in the presence of Tenderes / their authorized representatives. If the above date is declared as a holiday, the receipt and opening of Tenders will be done on the next working day.
Detailed Tender Specification can be downloaded from APTransco website www.aptransco.gov.in

for Chief General Manager (HRD &Trg)
CTI/ APTRANSCO/Hyderabad

SUMMARY SHEET

TENDER SPECIFICATION No. : 14 / 2012-13 of CGM (HRD&Trg) dated:13.02 .2013

1.	Name of the work	Carrying out cleaning, sweeping, moping, dusting, gardening and scavenging works on works contract basis at Corporate Training Institute, Erragadda , GTS Colony ,Hyderabad. with 10 No.s unskilled persons through private agency for one year from 01-04-2013 to 31-03-2014.
2.	Officer to whom the Tenders shall be submitted	Chief General Manager (HRD & Trg)/ Corporate Training Institute , APTRANSCO,GTS Colny,Erragadda,Hyderabad-500045.
3.	Superscripti on on the Tender Cover	<ul style="list-style-type: none"> i) Specification No. ii) Name of Work iii) Details of Bid Security (i.e.) B.G. & D.D.No., Date and Amount. iv) Valid labour license from Deputy Commissioner of Labour or Assistant Commissioner of Labour to Govt. of A.P.(with validity) v) EPF& ESI code numbers, * vi) Registration Number for manpower Co-operative Society vii) Tender Opening date and time viii) APTransco payment terms accepted ix) Tender is valid for 90 days from the date of opening x) Service tax registration Number if applicable. <p>* New contractors have to furnish the valid EPF &ESI Code numbers and other relevant documents before they present their prospective workmen for a skill test failing which they shall not be permitted to deploy their workmen on works besides not considering them for Award of Contract.</p>
4.	Last date and time for receipt of sealed tenders	Up to 15.00 Hrs on 20.03.2013
5.	Date & Time of opening of sealed tenders	At 15.30 Hrs on 20.03.2013
6.	Place of opening	Chief General Manager (HRD & Trg)/ Corporate Training Institute , APTRANSCO,GTS Colny,Erragadda,Hyderabad-500045.
7.	Specification Cost	Rs.525/- to be paid in the form of Demand Draft in favour of Senior Accounts Officer , CTI , APTRANSCO payable at Hyderabad.
8.	Bid Security to be paid along with Tender	2 % of the quoted value. Demand Draft drawn in favour of Senior Accounts Officer , CTI , APTRANSCO <u>OR</u> Bank Guarantee in the name of Chief General Manager(HRD & Trg) / Corporate Training Institute , APTANSCO, Hyderabad.
9	Security Deposit to be paid at the Time of entering into Agreement	10 % of contract value

TENDER SPECIFICATION No:14 / 2012-13 of CGM (HRD & Trg)/CTI

TERMS AND CONDITIONS

1) NAME OF THE WORK:

Carrying out cleaning, sweeping, moping, dusting, gardening and scavenging on works contract basis at Corporate Training Institute, Erragadda , GTS Colony ,Hyderabad with 10 No's unskilled persons through private agency for the year 2013 – 14.

2) FILLING OF SCHEDULE:

The Tender schedule (**Schedule A**) should be filled properly and the rates should be quoted for supervision charges only percentage not less than 3% (Three percentage) and not more than 5%(five percentage), as per the conditions stipulated for guaranteed performance, in sealed cover addressed to the Chief General Manager (HRD & Trg) / Corporate training institute / G.T.S.Colony / Erragadda / Hyderabad -500045

The Sealed Tender must be with the following superscription:

- i) Specification No.
- ii) Name of work
- iii) Details of Bid Security enclosed i.e., D.D.No., Date and amount or Bank Guarantee
- iv) EPF & ESI_code numbers
- v) Valid labour license from Deputy Commissioner of Labour or Assistant Commissioner of Labour of the concerned region
- vi) Tender opening date and time
- vii) APTRANSCO payment terms accepted
- viii) Tender is valid for 90 days from the date of opening
- ix) Registration number for manpower Co-Operative Society.
- x) Service tax Registration Number.

The tenders received without above details on the envelope will be rejected. Rates should be quoted both in figures and in the words. This tender document is not transferable.

The Tender Document duly completed in all respects shall be dropped in the "Tender Box" kept at the office of the Chief General Manager (HRD & Trg), Corporate Training Institute, APTRANSCO, GTS Colony, Erragadda, Hyderabad-500045.

3) WORK AWARDING CRITERIA :

- I. The bids of tenderer whose contracts had been terminated earlier in view of non payment of wages, EPF, ESI/Insurance, etc. to the labour engaged and who have not continued for the entire period of contract will be rejected.
- II. When more than one bidder quotes the same rates on par with lowest rates, then selection from such bidders will be made depending upon the native district, experience, past performance. However preference will be given to the bidders who belong to native district. Performance certificate issued by the competent authority has to be enclosed with tender. The decision of APTRANSCO will be final and no correspondence what so ever will be entertained.
- III. **Experience:** Minimum 2 years experience in similar nature of work in State/ Central Govt. organizations or in private institutions and preference will be given for maximum experience .The bidder shall indicate the same in the **Schedule – B** along with documentary evidence.



- v. The tenderer has to enclose a copy of valid License issued by Deputy Commissioner of Labour, attested copy as a proof for EPF, ESI code numbers, and an attested copy of Registration with Registrar of Co-Operative Societies is applicable for man power Co-Operative Societies.
- VII. Quotations received with less than 3% (Three percent) and exceeding 5% (Five percent) towards Supervision Charges are liable for outright rejection. Tenderers desirous of giving details of special advantages if any with regard to the rate quoted by them may enclose the working sheet.

4) **RATES:**

The rates for the Operation cost (Monthly) shall covers fixed wages of workers as per Minimum wages Act., Supervision charges, EPF, ESI, and Service tax etc.

(A) **FIXED CHARGES/ Covering Wages to workers:**

- i) Of labour employed per month As per **Minimum Wages Act**, i.e. **Un-Skilled**: @ Rs.6,700/-pm per person
- ii) If the rates of minimum wages as per Minimum Wages Act will be revised by the competent authority during the period of contract: the difference consequent to such revision will be paid by the department

(B) **SUPERVISION CHARGES.**

Supervision charges not less than 3% (Three Percent) and not exceeding 5%(Five Percent) of the fixed charges and the supervision charges quoted in percentage at the time of tendering will be firm and allowable to pay on minimum wages revised from time to time.

(C) **E.P.F:**

E.P.F at 13.61% Subject to Limitation on minimum wages of Rs.6500/-per month.(inclusive of E.P.F& Administrative charges of 1.11% on Minimum wages) to be remitted along with the contribution from the labour to the E.P.F. Commissioner regularly or as may be applicable from time to time (the original receipt shall be submitted for passing of the next bill).

- a) The tenderer shall submit Form 12 A (Monthly Return) to EPF authorities and copy of the same should be submitted along with work bill of succeeding month failing which the previous month bill will not be processed.
- b) The tenderer shall produce proof of payment of EPF to the individual workers account for processing the monthly bills.
- c) The tenderer shall submit Form 5/10 (Joining/leaving return if any) to EPF authorities and copy of that should be submitted along with work bill of succeeding month failing which the work bill of previous month will not be processed.
- d) The tenderer shall submit Form 3 A & 6A (Yearly return) to EPF authorities and copy of the same shall be submitted to the department, failing which the Security Deposit paid by the tenderer will not be released.
- e) The tenderer should submit "No Due Certificate" obtained from EPF authorities for releasing of Security Deposit on completion of contract period.
- f) Successful Tenderers where exemption orders issued by the E,P,F Commissioner from the payment of E.P.F, shall produce the original copies of such orders for exemption: to the paying authority for verification
- g) The successful tenderer (contractor) shall open a No-Lien current account in any nationalized Bank earmarked for the purpose of payment of statutory dues, i.e. EPF and Service Tax.
- h) APTRANSCO will pay the statutory dues of EPF and Service Tax through separate cheques duly mentioning the No-Lien current account number along with the Name of the Contractor/Agency.

- k) On receipt of the payment of the bills including the statutory dues, the contractor / agency shall deposit the cheque pertaining to the statutory dues issued by APTRANSCO in the No – Lien current account and remit the statutory dues to the competent authority / department of Govt. of India / Statutory as the case may be.

D) ESI/Insurance/other statutory Acts:

In the work contract area covered under the ESI Act 1948, the tenderer shall make contribution under the ESI Act @ 4.75% and recover employee contribution @ 1.75% from the contract laborer and provide copy of the payments made to the ESI authorities or as applicable from time to time.

If the work contract area is not covered under ESI Act 1948, the tenderer has to provide Group Insurance and Medi claim Insurance in respect of all persons engaged by him for providing benefits including benefits covered under workmen compensation Act 1923 and Medi claim Insurance. Reimbursement in such case Insurance premium shall be restricted to the 4.75% of wages that would have been payable.

In case of no coverage of ESI, recovery @ 1.75% should not be recovered from the wages of the contract labourer by the tenderer.

On payment of ESI contribution if applicable, the contractor should furnish ESI cards to the deployed persons.

E). THE SERVICE TAX :

The successful tenderer should register with Customs and Central Excise department compulsorily. Service Tax @ 12.36% or as per applicable time to time will be levied on gross monthly payments made to the successful tenderer.

As per the Service Tax guide lines issued in the Lr.No FA&CCA(A,E&R)/Dy.CCA(A&C)/SAO/IA/DNo.494/12DT 03.11.12,Supply of Man power for any purpose is liable for Service tax applicable on Gross amount of wages including Administration charges commission, EPF,ESI and any other amounts payable to Service Provider Reverse charge mechanism applies to this Service. It depends upon the person providing the Service. The Service provider (Successful tenderer) and the Service recipient (APTRANSCO) are liable to pay service tax in the ratio of 25:75.and will be liable to pay as per the guidelines issued from FA&CCA APTRANSCO from time to time. The same will be reimbursed to the tenderer along with monthly wages bill on production of proof of payment from concerned statutory authorities i.e. Customs and Central Excise if applicable.

5. PERIOD OF CONTRACT:

The contract period will be from **1.4.2013 (or as desired by Chief General Manager (HRD & Trg) to 31.03.2014. The number of labour provided will be varied suitably on the orders of APTRANSCO.** In such cases the fixed charges will be as per the minimum wages act and Supervision Charges allowable will be proportionate to the fixed charges.

“The APTRANSCO has the right to terminate the contract without assigning reasons when the contract is not required during the period of contract and no compensation will be paid for the balance period of contract. APTRANSCO also reserves the right to extend the contract period by a month or two at the same terms and conditions with a weekdays notice to the tenderer, by enhancing the value of the agreement entered on prorated basis. The contract will be liable for termination at any time during the period of contract and without liability of compensation for the balance period if the work is not carried out satisfactorily in accordance with the rules in vogue”.

6. SPECIFICATION COST:

Rs.525/- towards Specification cost of has to be paid in the shape of

7. **BID SECURITY:**

- a) Bid security equal to 2% of total value of the work in the form of Bank guarantee in the name of Chief General Manager (HRD & Trg), Corporate Training Institute, APTRANSCO as per **Annexure-I** or Crossed Demand Draft from any scheduled Bank drawn in favour of the **Senior Accounts officer /CTI/APTRANSCO** must be enclosed to the Tender. Tenders not accompanied by such draft towards bid security will be rejected. The Bid security will be refunded in the case of unsuccessful tenders after finalisation of tenders and it will not carry any interest.

Bid security in case of successful tenderers will be adjusted towards security deposit.

Tenderers belonging to individuals & the Registered Societies belonging to Wadderas i.e. SC, ST are exempted from payment of bid security at the time of submission of tender. But they must submit necessary proof in support of their belonging to SCs, STs or Waders societies & individuals.

b). THE BID SECURITY WILL BE FORFEITED IN THE FOLLOWING CASES:

- 1) If the Tenderer does not produce the labour (to be engaged under the Works Contract) within stipulated time on issuing of the direction by the Field Engineer of APTRANSCO.
- 2) When the successful tenderer does not accept the order after issue of letter of intent / acceptance letter;
- 3) When the successful tenderer fails to furnish the performance bank guarantee instead of Security deposit within specified period after issue of letter of intent / acceptance letter;
- 4) When the tenderer alters his prices or withdraws his offers during the validity period
- 5) APTRANSCO reserves the right to decide and award the work elsewhere in the exigency under (1) to (4).
- 6). When the successful tenderer fail to furnish EPF, ESI code numbers and service tax registration as applicable.

8. **DECLARATION OF RELATIONSHIP:**

The Tenderer shall declare their relationship, if any, with the officers/ Directors of APTRANSCO along with the bids/tenders. The bids not accompanying the above certificate will be rejected. The declaration must be furnished in the format given in **Annexure-II**. Any false information furnished in the declaration/disclosure, if found later the contract is liable for termination as well as recovery of damages.

9. **SECURITY DEPOSIT:**

The successful Tenderer have to pay Security Deposit @ 10% of the agreement value of works. The Security Deposit will be released only after three months after satisfactory completion of work entrusted, which will not carry any interest. The Security Deposit shall be forfeited if the tenderer does not fulfill the terms and conditions of the works contract.

10. **VALIDITY:**

The quotation shall be kept valid for 90(Ninety) days only.

11. **AGREEMENT:**

The successful Tenderer should enter into an Agreement on Rs.100/- (Rupees One Hundred only) Non-Judicial stamped paper with the Chief General Manager(HRD & Trg.)/ CTI/ APTRANSCO or authorized representative.

12. **TAX CLEARANCE CERTIFICATE:**

Copies of Income Tax, Sales Tax and Turnover Tax certificates for the latest period from the appropriate income authority shall invariably be enclosed to



13. **UNDERTAKING**

The tenderer shall submit the undertaking stating that dues, penalties etc. pertaining to the all statutory taxes during the contract period or later, and levy of new taxes in future etc., if any, will be Borne by the tenderer only.

14. **PAYMENT:**

- a). 100% payment will be generally arranged monthly within reasonable time subject to completion of all statutory obligations. The ESI/ insurance charges and relevant EPF charges for the labour engaged by the Tenderer are to be borne by the Tenderer initially. The recovery and remittance of EPF and ESI/Insurance is to be effected by the Tenderer as per the rates fixed by EPF Commissioner and ESI/Insurance Company from time to time is mandatory..
- i) The reimbursement of ESI/Insurance, EPF and service Tax as applicable will be made subject to the production of proof of payment.
 - ii) Bank Commission charges for issue of Bank Drafts will be to the account of the Tenderer.
 - iii) All Statutory deductions towards Income Tax, A.P works Contracts Tax, etc. will be deducted at source in the monthly bills.
 - iv) Payment for the work done will be made by way of Cheque by the officer concerned i.e SAO/CTI/APTRANSCO..
- b) The Transmission Corporation of A.P Limited, will not however pay any extra charges for any other reasons, in case the Tenderer is found later on to have misjudged the work/materials to execute the work., the rates quoted by the tenderers shall be firm for complete period of work.
- c) The successful tenderer shall make payment of salaries to the contract labourers through individual bank accounts and shall furnish the statement issued by the bank along with bills. In case of non-compliance of the above, subsequent contract bills will not be processed for payment.
- d) The tenderer shall furnish the copy of cheque issued in proof of payment of contract labourers to the concerned on or before 5th of succeeding month. The bills submitted by the contractor without proof of cheque payment will not be processed for making payment.
- e) The successful bidders shall give under taking that they will pay the wages of previous month to the labour engaged within a week of succeeding month.
- f) Whenever it is found that the Tenderer has received any excess payment by mistake or if any amounts are due to APTRANSCO due to any reason, and when it is not possible to recover such amounts, APTRANSCO reserves the right to collect the same from any other amounts and Bank guarantee given by the tenderer.
- g) Any violation by the successful Tenderer in the payment of minimum wages as per the Act is brought to the notice of the officers of APTransco would be referred to the Labour Department for taking legal action against the Tenderer and without prejudice to the right of APTransco to terminate the contract in such cases.

15. **DEVIATION FROM THE SPECIFICATION:**

No deviations from the terms and conditions of the specifications are allowed. All Tenders shall strictly conform to the conditions notified. Any Tenders not strictly in conformity with the notified conditions are liable to be rejected

16. **PENALTY:**

Any lapse in carrying out the work will attract a penalty to an extent of 5% of day's work at the discretion of DE/T&D/CTI and recoverable in the monthly bills.

- a) In event of any un-satisfactory work done as per verification by concerned office-In-Charge, penalty at Rs.300/- per day per work or amount recommended for recovery by verifying officer, whichever is higher, shall be recovered from the bills.



17. STATUTORY RULES, ACT & REGULATIONS.

- a). The tenderer shall indemnify Transmission Corporation of Andhra Pradesh Limited against all claims which may be made under the Workmen's compensation Act or any statutory modification there of or rules there under or otherwise for in respect of any damage or compensation payable in consequence of any accident or injury sustained by any workman engaged in the performance of the business relating to this work contract. In all cases of personal injury to workmen employed by a tenderer on the work for which the tenderer is liable to pay compensation under the Workmen's Compensation Act, the Tenderer shall pay the prescribed medical fee to the Medical Officer for issue of 'C' – 'D' forms as prescribed.
- b). The Tenderer shall indemnify APTRANSCO against all claims which may be made under the minimum Wages Act and child Labour Act or any statutory modification thereof or Rules there under or otherwise for in respect of any damage or compensation arising in consequence of any dispute under these Acts.
- c). The Tenderer shall indemnify the APTRANSCO against all claims which may be made in respect of any person employed by the Tenderer on these works towards Insurance charges or claims whatsoever.
- d). The rates and prices quoted by the tenderer while submitting the tender shall be firm till the work completed. The quoted rates shall be binding on the tenderer even for the award of part work.
- e). The Tenderer should follow all Statutory Rules, Acts and Regulations that are relevant and necessary for carrying out the cleaning, sweeping and Gardening etc: Works at CTI.
- f). For any failure of implementing the statutory rules and Regulations by the Tenderer the APTRANSCO will be a liberty to recover such amounts from the bills or security deposits of the Tenderer

18. GENERAL TREMS AND CONDITIONS:

- i) The Tenderer is responsible for any accidents caused to the personnel and damage to equipment during the period of contract. The contractor is responsible for the loss sustained by APTRANSCO due to damage to equipment.
- ii) The Tenderer has to make Insurance coverage of accident that may arise while carrying out cleaning, sweeping, moping, dusting, gardening and scavenging on works contract basis at Corporate Training Institute.
- iii) The Tenderer shall follow the provisions of Industrial Disputes Act in case any dispute arises with his labour.
- iv) The Tenderer shall be responsible for payment of compensation in case of accidents while carrying out the works at CTI. The APTRANSCO is in no way responsible for any of the accidents. The tenderer shall give written under taking as per the proforma indicated in **Annexure-III**.
- v) The Contract will be liable for termination if the work is not carried satisfactorily and in accordance with Rules in vogue.
- vi) No child labour should be employed.
- vii) The successful tenderer shall be responsible for recruiting employees at his choice. Under no circumstances, the employee of the successful tenderers shall be considered as APTRANSCO employee and claim remuneration on par with scales of APTRANSCO employees. The tenderer shall make it clear to the labourers engaged by him that they are his labours and APTRANSCO has nothing to do with their employment or any other claim.
- viii) The Successful Tenderer shall ensure that the work executed by the men engaged by him shall confirm to the standards of work in terms of quantity / unit clarity, targets etc., prescribed / required by the

- xi) Any other terms and conditions as per APTRANSCO Rules and Regulations, not covered herein will be binding on the tenderer.
- xii) The Successful Tenderer shall ensure that the work executed by the men engaged by them shall conform to the standards of work in terms of quantity/unit, quality, targets etc. Prescribed/required by the assignor from time to time during the period of agreement.
- xiii) The Successful Tenderer shall ensure that the persons engaged by them do not resort to concerted action, strike, and riotous or unlawful behavior during their work. The Assignor is at liberty to terminate the agreement and /or direct the removal forthwith of such persons engaged by the Successful Tenderer in the event of concerted action or strike or riotous or unlawful behavior on the part of persons engaged by the Successful Tenderer forthwith..
- xiv) The Successful Tenderer shall be responsible for securing accommodation for the office and their men to attend the work on its behalf and he shall see that the work executed either in their Office or in the office of the Superintending Engineer (Trg) / CTI / Hyd. as directed by the assignor. In case the work has to be executed in office, it is their responsibility that their men attend office punctually and regularly.
- xv) The Successful Tenderer shall be responsible for recruiting persons at their choice. Even though the work entrusted by the Successful Tenderer to their men be analogous to the duties discharged by the Assignor of similar category, under no circumstances the men of the Successful Tenderer shall be regarded as Assignor's employees and claim remuneration on par with scales of pay of Assignor's employees.
- xvi) The Successful Tenderer shall also obtain an undertaking from the person, who is entrusted with the work assigned to them, that under no circumstances he shall claim wages on par with scales of pay of Assignor's employees.
- xvii) The Successful Tenderer agrees not to undertake more than 3 (three) contracts, if it is a private agency / 6(six) contracts if it is a Labour Contract Cooperative Society in a financial year. In the event of the Successful Tenderer entering into more than specified contracts, all the contracts entered into in a financial year shall stand terminated without any further notice of prior intimation.
- xviii) The Successful Tenderer shall submit an undertaking to the effect that their men shall not claim employment in Assignor's Organization and any Liability legal or otherwise shall be borne by them.
- xix) Any damage to A.P. Transco's property on account of the Successful Tenderer shall be borne by the Successful Tenderer only.
- xx) It shall be the responsibility of the Successful Tenderer to remit EPF subscriptions of both payable on their behalf and their men and shall submit the record and maintain all records/registers and meet all other expenses to the EPF authorities, as required under the EPF and MP Act, 1952.



- xxii) The Board of AP TRANSCO specifies the rates of remuneration at which the works shall be executed by the Successful Tenderer. The Successful Tenderer agrees to abide by the rates of remuneration fixed from time to time by the Board of APTRANSCO. The rates of remuneration specified in the schedule by the Board of AP Transco shall form part of this agreement.
- xxiii) The Successful Tenderer shall comply with the orders and instructions of Chief General Manager (HRD & Trg.) or authorized Officers on their behalf in due discharge of the function and work assigned.
- xxiv) There shall be no further claim or liability on the Assignor in respects of rents, rates, statutory liabilities, wages to their men etc., if any incurred by the Successful Tenderer in connection with the work executed and also the conditions of service of their men for doing the above work of the Assignor. The Successful Tenderer shall be deemed as the employer of their men employed to attend the work

19. DEPLOYMENT OF PERSONNEL:

- The particulars of labour to be engaged by the successful tenderer is as follows and it is mandatory:

Sl.No	Particulars of work	No.of Unskilled labour to be engaged
1	Carrying out cleaning, sweeping, moping, dusting, gardening and scavenging on works contract basis	5Nos Female labourer 3Nos male labourer 1No male scavenger 1No Female scavenger

- Deployment of personnel shall have the approval of the Officer in charge and the details regarding the antecedents of the proposed personnel shall have to be submitted to the officer in charge before actual deployment. The decision of the officer in charge in accepting or rejecting any person shall be final and binding.
- Each personnel deployed by the Tenderer should be issued identity card with passport size photograph affixed on it and duly attested by the Tenderer. A photo copy of such identity card to be given to officer-in-charge;
- The labour engaged by the Tenderer shall be courteous, obedient and sincere to the APTRANSCO Engineers while discharging the duties entrusted to them. In case of any misbehavior by any of the labour engaged, the tenderer shall take full responsibility in replacing the concerned with a suitable trained person.
- All registration and statutory fees, if any in respect of contractor's work pursuant to this contract shall be payable by the contractor.
- The tenderer shall be liable to make payment to all the deployed personnel and shall comply with the provisions of relevant labour laws. If APTRANSCO held liable as principle employer to pay compensation/ contribution etc. under any Act or Court decision in respect of the employees of the tenderer then the tenderer shall reimburse the amounts of such compensation contribution so paid by APTRANSCO or APTRANSCO will be entitled to recover the amount so paid from the tenderer either by deduction from any amount payable to the tenderer under any contract or as a debt payable by the contractor.

- The contractor shall submit periodical returns as required under various labour laws in default whereof; the contractor shall be solely liable for any actions as contemplated under the respective laws.
- The works entrusted are to be carried out by the tenderer or labourers engaged by him only and tenderer should not transfer the work contract to the third party.

That, it is the responsibility of the Successful Tenderer to carry out the work to the complete satisfaction of the Assignor and for this purpose, they shall execute the assigned work through their men who are efficient and capable of doing watch and ward works, as may be required by them for the said work and it may be made clear

in the orders entrusting the part of the work to their men that they are their employees and they are not engaged exclusively to attend to the work of the Assignor but also to attend any other work entrusted by them in their own capacity otherwise than the Successful Tenderer for this specific work. The Assignor is not in any way responsible for any of the service matters connected with the men of the Successful Tenderer. The Successful Tenderer shall be responsible for fulfillment of all or any formalities under provisions of any law, rule or regulation for the time being in force and in particular they shall ensure that,

20. Services to be provided by the agency shall include, but not limited to the Following:

a) Cleaning and sweeping works:-

Sl.No.	Description of work	Periodicity	Remarks
1	Sweeping and cleaning of floors (45414 Sq.ft), passages, corridors, staircases of Hostel, Administration block, Accounts Block and R&D Lab	Daily	Using cleaning powder, commercial floor cleaners and wipeout for floors
2	Cleaning of tables, chairs, sofas, venetian blinds, wall fixtures etc.	Daily	Conventional way of cleaning or by vacuum cleaners provided by CTI
3	Cleaning of toilets, wash basins and mirrors existing in CTI (64 nos. toilets in hostel daily once in the morning and toilets in adm. Blocks, accounts block and R&D Lab daily thrice)	Daily Thrice for common Toilets	Using Phenyl, acid, detergent powder, commercial toilet cleaners if so required, naphthalene balls to be added regularly to urinal pots before earlier balls are fully consumed.
4	Cleaning solar system panels, water Coolers, roof tops, sun shades, drinking Water tanks in hostel	Weekly	Conventional way of cleaning
5	Cleaning of fans, bulbs, tube lights, windows, doors, glass panes, partitions grills, gates, meshes, name plates door hangers etc.	Weekly	Conventional way of cleaning or by vacuum cleaners provided by CTI
6	Disposal of garbage	Twice daily	
7	Spraying of pest control material	On holidays	Whenever required (material will be issued by CTI)
8	Removal of cobwebs from all the places including ceiling, staircases & walls etc.	Weekly	Conventional way of cleaning
9	Cleaning of water sump and	Monthly	Using cleaning powder,

- b. Maintenance of potted plants by doing all inter culture operation like watering, manicuring, hoeing, pruning etc, maintenance of hedge and tree pruning as directed by officer in charge
- c. Removing of fallen leaves, twigs and other miscellaneous refuse from the road and other paved areas and removing of unwanted grass and trees in surrounding area of CTI.
- d. Spreading of sludge, dump manure and good earth in required thickness (cost of sludge, dump manure or / and good earth to be paid separately)
- e. Complete maintenance of the lawns including weeding, hoeing, watering, maintenance of trees and shrubs on lawns, regular mowing of lawn, removal of garden rubbish and uprooting rank vegetation, applying, making, sowing, and maintenance of seasonal flower buds and other garden related works as directed by officer in charge
- f. Preparation of seasonal and permanent flower beds, Eradication of weeds and inter culture timely
- g. Jungle clearance of open area 96878 Sq.ft surrounding to the CTI as and when required with necessary men and material

C) Gardening/ Jungle Clearing T&P: Gardening/ Jungle clearing T&P shall be provided by the contractor. No extra payment/rent will be paid by APTRANSCO

D) Normal Frequency of work:

Moping: Lawn moving at a regular interval of 10-15 days in a month or as per direction of officer in charge

Pruning: Clipping and trimming of hedges and edges, trimming of shrub plants, trees creepers and bougainvillea's etc. at regular intervals, stacking of plants whenever required.

Plant Protection: Periodic checks to be carried out for pests and diseases. In the event of infestation prompt spraying of appropriate pesticides, insecticides of the same.

Watering: Daily adequate watering of all garden features with hosepipe should be done regularly. The contractor will make his own arrangement of hosepipe or any other tools in adequate quantities.

Potted plants: The existing potted plant beds to be maintained with minor alteration. (if required) by planting summer & winter seasonal plants.

21. GENERAL INSTRUCTIONS REGARDING DUTIES TO BE PERFORMED UNDER THIS CONTRACT FOR CLEANING / SWEEPING / SCAVENGING, GARDENING WORKS etc.: (The cleaning material will be provided by the Department).

- i) Cleaning & sweeping of rooms, corridors, and cabins and wiping the staircase areas, door glasses and all kinds of partitions of the office and open areas daily.
- ii) Cleaning of all type of sofas, chairs, furniture and fixture, telephones and carpets.
- iii) Collecting all the garbage and waste paper from the baskets and then cleaning them.
- iv) Cleaning of toilet, tiles, come outs, floor wals in administration block, Accounts and once daily in the hostel rooms by using commercial toilet cleaners and washbasins thrice daily.

- vii) The above cleaning has to be carried out by checked cloth, Yellow cloth, and floor cloth along with bleaching powder, mop (big special thread), brooms hard and soft, toilet brush, cleaning acids, scrubbers, dust pan, polishing sponge, stick, and wiper. Vacuum cleaners can also be used to clear dust.
- viii) Contractor will be responsible to keep all the places of offices and other suitable
- ix) locations sprayed with proper insecticides as per requirement.
- x) The timing for cleaning and sanitation work can be changed as per requirement /needs of this office without interference to office work.
- xi) Any other related work assigned to them.
- xii) Hostel, Lecture halls & Office rooms should be wet cleaned with cloth daily after sweeping the floor. Walls and roofs should be cleaned once in a week.
- xiii) Dusting of all items of furniture, wooden, steel, partition walls, doors, windows, ventilation, notice board etc. in the lecture halls & Adm. building shall be done before the opening time of office i.e. by 9.00 a.m.
- xiv) The work includes checking of whether the flush, urinal, washbasin, drainage pipes, Washbasin taps etc., are in proper working condition. In case of any problem, it should be brought to the notice of this office.
- xv) The contractor shall compensate in full the loss occurred to this office on account of damage or theft of material during discharging of cleaning activities. The contractor shall ensure cleanliness round the clock and at all the places.
- xvi) The contractor shall arrange to carry out sanitation by keeping the following points in mind:-
 - a) The cleared area should become totally dust free and spotless giving a sparkling look.
 - b) No bad smell should emanate from any part of the area.
 - c) The cleaning should not spoil the natural shine and look of the furniture and other material.
 - d) The furniture etc should be rearranged in the same order as before after Cleaning, Dusting and mopping etc.
 - e) The cleaning activities should not cause any disturbance to the activities to the offices.
 - f) The garbage should be disposed off to a place away from the CTI daily twice. The contractor should ensure that all the garbage is disposed away from the CTI premises.

22. **Loss or Damage:**

Any damage caused to any equipment/or items available at the office premises due to negligence of the contractor's work force, the same borne by the contractor. The amount so involved on this account shall be deducted from the monthly bill of the contractor.

23. **Jurisdiction:** - All and any disputes or differences arising out of or touching this contract shall be decided only by courts or tribunals

CERTIFICATE

I / we have gone through all the Terms and Conditions of the Specification mentioned above and submit our tender herewith duly accepting all the terms and conditions laid down therein

**SIGNATURE OF THE TENDERER
NAME
(IN BLOCK LETTERS)
SEAL WITH DATE**

ENCLOSURES TO THE SCHEDULE:

- | | | |
|-----|--|--------|
| 1. | Scope of work: duly signed by the Tenderer | YES/NO |
| 2. | Whether latest valid Income Tax Clearance Certificate is enclosed: | YES/NO |
| 3. | In case of partnership firm, whether attested copy of Partnership deed and Form 'C' showing all the names of partners obtained from the Registrar of firms is enclosed. | YES/NO |
| 4. | Details of Bid security remitted | YES/NO |
| 5. | Whether declaration in respect of relatives working in APTRANSCO/DISCOMS furnished. | YES/NO |
| 6. | Self attested copy of valid EPF Registration Certificate, if already registered. | YES/NO |
| 7. | Self attested copy of valid ESI Registration certificate, if the area is covered underESI Act and line agency is already registered. | YES/NO |
| 8. | Self attested copy of valid Service Tax registration certificate. | YES/NO |
| 9. | Periodical returns filed by the under various applicable Acts, Viz, EPF & MP Act,ESI Act, CI. (R&A) Act, etc., if already covered under the respective Acts. | YES/NO |
| 10. | LOAs in respect of the contracts already executed or being executed by them (if any) in PSUs or other establishment. | YES/NO |
| 11. | In case, the agency is sponsored for the first time, and not in possession of the EPF & ESI and Service tax Registration Certificates as on date of bid, the agency shall submit a declaration to the effect the they shall submit these certificates within a month from the date of award or before submitting the bill for the 1 st month, whichever is earlier. | YES/NO |
| 12. | Postal Addresses and telephone numbers. The name & postal address | YES/NO |

**SIGNATURE OF THE TENDERER
NAME
(IN BLOCK LETTERS)
SEAL: DATE:**

SCHEDULE – A

TENDER SPECIFICATION No. : 14 / 2012-13 of CGM (HRD & Trg)/CTI

Name of the Work: Carrying out cleaning, seeping, moping, dusting, gardening and scavenging on works contract basis at Corporate Training Institute, Erragadda , GTS Colony ,Hyderabad with 10 No.s unskilled persons through private agency for one year from 1-4-2013 to 31-03-2014.

Sl. No	Description	Period	In Figures	In words
1	SUPERVISION CHARGES (3 to 5% on minimum wages) to be quoted only in percentage .	Monthly		

Note: Fixed Charges including EPF,ESI, Service Tax etc.are applicable as per rules in vogue.

SIGNATURE OF THE TENDERER :
NAME :
(IN BLOCK LETTERS)
SEAL :
DATE :

For Chief General Manager (HRD &Trg)
CTI/ APTRANSCO/Hyderabad

SCHEDULE-B

TENDER SPECIFICATION No. : 14 / 2012-13 of CGM (HRD & Trg)/CTI

Sl. No.	Description of work	Experience *	
		From	To
1			
2			
3			
4			
5			

* Attested copies with date as documentary proof shall be enclosed

SIGNATURE OF THE TENDERER :
NAME :
(IN BLOCK LETTERS)
SEAL :
DATE :

ANNEXURE-I

BID SECURITY FORM

Whereas (here in after called “the bidder”) has submitted its bid dated (date of submission of bid) for the supply of 10No's Un Skilled persons (name and / or description of the materials / equipment) (hereinafter called “the bid”)

Know all people by these presents that We (name of bank) having our registered office at (address of bank) (hereinafter called “the bank”) are bound unto (name of purchaser) (hereinafter called “the purchaser”) in the sum of For which payment well and truly to be made to the said purchaser, the bank binds itself, its successors, and assigns by these presents. Sealed with the common seal of the said bank this day of

THE CONDITIONS of this obligation are:

1. If the bidder
 - a) withdraws its bid during the period of bid validity specified by the bidder on the bid form; or
 - b) does not accept the correction of errors in accordance with the bid specification, or
2. If the bidder having been notified of the acceptance of its bid by the purchaser during the period of bid validity;
 - a) Fails or refuses to furnish the performance security, in accordance with the bid specification.
 - b) Fails or refuses to execute the contract form if required; or

We undertake to pay the purchaser up to the above amount upon receipt of its first written demand, without the purchaser having to substantiate its demand, provided that in its demand the purchaser will note that the amount claimed by it is due to it, owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force upto and including forty five (45) days after (Specification date) the period of the bid validity and any demand in respect thereof should reach the bank not later than the above date.

.....
(Signature of the bank)

Note: This will be executed on a Rs.100/- non-judicial stamp paper issued by a scheduled bank.

ANNEXURE – II (A)

Undertaking to be given by the Company/Partnership Firm/Contractor along with the Tender.

I, _____ representing the Company/Partnership Firm/Contractor responding to the bid invitation by the APTRANSCO vide Specification No. _____ hereby sincerely and solemnly affirm and state as follows:

(Strike out which is not applicable)

(a) That myself or any of the representative of my Company/Firm do not have any relatives as defined in appended Annexure-V in the APTRANSCO/ DISCOM.

OR

(b) That the following officers/employees of the APTRANSCO/DISCOM are related to me or to representatives of my Company/ Firm and their status in the APTRANSCO/ DISCOMS is as under:

S.No	Name of the officer/employee	Designation and Place of working	APTRANSCO/ DISCOM	Relationship
1				
2				
3				
4				
5				
6				

It is certified that the information furnished above is true to the best of my knowledge and belief. It is hereby undertaken that in the event of any of the above information found to be false or incorrect at a later date, the APTRANSCO/ DISCOM is entitled to terminate the contract/ agreement entered into besides recovering damages as may be found necessary, with due notice.

Signature of the authorized representative/Tenderer

Name:
(in block letters)

Seal:

Date:

ANNEXURE-II (B)

LIST OF RELATIVES:

- | | |
|-------------------------------------|--------------------------------------|
| 1. Father | 14. Daughter's Husband |
| 2. Mother (including Step mother) | 15. Daughter's Son |
| 3. Son (including Step Son) | 16. Daughter's Son's Wife |
| 4. Son's Wife | 17. Daughter's Daughter |
| 5. Daughter(including Step Daughter | 18. Daughter's Daughter's Husband |
| 6. Father's Father | 19. Brother (including Step Brother) |
| 7. Father's Mother | 20. Brother's Wife |
| 8. Mother's Mother | 21. Sister (including Step Sister) |
| 9. Mother's Father | 22. Sister's Husband |
| 10.Son's Son | 23. Son's Wife's Father } (and their |
| | } siblings) |
| 11.Son's Son's Wife | 24. Son's Wife's Mother } |
| 12.Son's Daughter | 25. Daughter's Husband's } |
| | Father } (and their |
| 13.Son's Daughter's Husband | 26. Daughter's Husband's } siblings) |
| | Mother } |



ANNEXURE-III

(Proforma for draft under taking:)

From
M/s.----- ,
-----,
-----,
Pin:
Phone No: .

To
Chief General Manager (HRD & Trg)/
Corporate Training Institute,
APTRANSCO,GTS Colny,
Erragadda, Hyderabad
,

Pin: 500045

Sir,

Sub: Carrying out cleaning, sweeping, moping, dusting, gardening and scavenging on works contract basis at Corporate Training Institute, Erragadda , GTS Colony ,Hyderabad with 10 No.s unskilled persons through private agency for the year 2012-13..

Ref: Agreement No: ---,

Dated: -----

I/M/s.-----am executing for Carrying out cleaning, sweeping, moping, dusting, gardening and scavenging works on contract basis at Corporate Training Institute, with 10Nos. Un-skilled persons for the period from----- to -----vide Agreement .No.-----,Dated:-----.

In this regard, Group Insurance Scheme issued by M/s. -----valid upto----- is provided for -----Nos. (Total number) persons engaged by me for the above subject work.

It is here by under take that I shall provide financial assistance towards medical treatment to any of the persons engaged by me, when met with any accident in future while executing the work allotted.

If I/(M/s.-----)fail to fulfill the above, respective charges shall be recovered from my Security deposit amounts available with the department.

Yours faithfully,

Place:

Signature: