



**TELANGANA STATE CIVIL SUPPLIES CORPORATION LTD
(A State Government Undertaking)
Regd. Office: 6-3-655/1/A, Civil Supplies Bhavan,
Somajiguda, Hyderabad.**

e-Tender Reference No. P.Admn.A3/OSMP/Tenders , Date: 23.09.2024

e-TENDER NOTICE

Tenders (Sector Wise) are invited From reputed and experienced outsourcing agencies through Govt of Telangana e-Procurement Platform for supply and Maintenance of DEOs, DPOs, Accountants, Tech. Assts., OS etc., to work in (3) sectors of TGSCSCL (through <https://eprocurement.telangana.gov.in>)

Tenders should be filed online <https://tender.telangana.gov.in/>

for any Information contact : Vupadhi Techno Services Pvt. Ltd.
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Hyderabad – 500032, Telangana State.
Tel: +91 40-33762222, 23
+91 40-39999703, 39999704
tseprocsupport@vupadhi.com

Contact Details of TGSCSCL :
General Manager (Admn. & Vig.) Mobile No: 7995050706
E-Mail ID: admho-csc@telangana.gov.in

General Terms & Conditions

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TGSCSCL inviting Proposal for supply and maintenance of DEOs, DPOs, Accountants, Tech.Assts., OS & etc., for (3) sectors of TGSCSCL

The Telangana State Civil Supplies Corporation Limited (TGSCSCL) located at # 6-3-655/1/A, Civil Supplies Bhavan, Somajiguda, HYDERABAD-500 082 is inviting proposals through sector-wise open tender from reputed manpower supply service providers to provide required manpower viz: DEOs, DPOs, Tech.Assts., Accountants, OS's etc., to TGSCSCL categorized sector wise i.e., (3) Sectors of TGSCSCL across the State of Telangana, on outsourcing basis for a period of (1) year, extendable thereafter based on the quality and requirement of the service.

Sector I: Adilabad, Mancherial, Asifabad, Nirmal, Nizamabad, Kamareddy, Karimnagar, Siricilla, Jagitial & Peddapalli

Sector II: Khammam, Kothagudem, Hanumakonda, Warangal , Bhupalapalli, Jangoan, Mahabubabad, Mulugu, Nalgonda, Suryapet, Yadadri

Sector III: Mahabubnagar, Nagarkurnool, Gadwal, Wanaparthy, Narayanpet, Medchal, Rangareddy, Vikarabad, Medak, Siddipet, Sangareddy Hyderabad & Head Office

1. Brief Background of TGSCSCL

The Corporation functions with the main objective to promote, improve, counsel and finance production, purchase, store, process, move, transport, distribution and sale of food grains, foodstuffs and any other essential commodities and to establish laboratories for the purpose of ensuring quality control.

Objectives of Civil Supplies Corporation

- ❖ Implement various schemes on consumer affairs in the State, educate and enlighten the consumers about their rights and responsibilities, restrictive and unfair trade practices so as to fulfil their wants in purchasing goods or availing services.
- ❖ Motivate the consumer-voluntary organizations existing in the State to take up consumer awareness programmes in the districts including rural and remote areas; and also to involve them in the awareness programmes organized by the Government Departments.

- ❖ Bring all the Departments and Agencies on common platform in organizing programmes to increase awareness among the consumers.
- ❖ Ensure speedy and inexpensive redressal of consumer grievances through Consumer Disputes Redressal Agencies.

Vision and Mission

- ❖ To play a vital role in promoting consumer affairs and in protecting consumer rights in the State.
- ❖ To protect the rights of consumers and increase awareness among the consumers.
- ❖ To enable consumers to protect themselves and safeguard their interest.
- ❖ To take measures to strengthen the consumer redressal mechanism, encourage the participation of consumer voluntary organizations in strengthening the consumer movement in the State.

2. Requirement/Conditions

The TGSCSCL plans to engage a Manpower Supply agency professionally to provide manpower i.e, DEOs, DPOs, Tech. Assts., Accountants, OS's & etc., on outsourcing basis for (3) Sectors of TGSCSCL (**Sector I:** Adilabad, Mancherial, Asifabad, Nirmal, Nizamabad, Kamareddy, Karimnagar, Siricilla, Jagitial & Peddapalli, **Sector II:** Khammam, Kothagudem, Hanumakonda, Warangal, Bhupalapalli, Jangoan, Mahabubabad, Mulugu, Nalgonda, Suryapet, Yadadri **Sector III:** Mahabubnagar, Nagarkurnool, Gadwal, Wanaparthy, Narayanpet, Medchal, Shamshabad (RR), Vikarabad, Medak, Siddipet, Sangareddy Hyderabad & Head Office) spread across the State of Telangana, for an initial period of (1) year, extendable thereafter based on the quality and requirement of the service.

- 2.1. The details regarding eligibility criteria, scope of work, application procedures, selection methodology and other terms and conditions have been clearly stated in this document.
- 2.2. The Agency/Agencies shall be selected in accordance with the Quality and Cost-Based Selection method.

- 2.3. General Considerations: In preparing the Proposal, the bidder is expected to examine the proposal in detail. Material deficiencies in providing the information requested in the proposal may result in rejection of the Proposal.
- 2.4. Cost of Preparation of Proposal: The Agency shall bear all costs associated with the preparation and submission of its Proposal.
- 2.5. One Agency shall submit proposal for only one Sector for administrative convenience and the same agency shall not submit proposals for more than one sector. If any agency submits proposals for more than one sector, proposals submitted by the agency to all the sectors will be rejected.
- 2.6. Proposal Validity: Proposal shall be valid for a period of 120 days from closure of the bids.
- 2.7. The mentioned norms are indicative and can be relaxed/changed subject to the requirement of TGSCSCL.
- 2.8. Amendments/Corrigendum if any shall be communicated through TGSCSCL web site in the same lines of inviting proposals and the same can be viewed in the e-procurement portal.
- 2.9. Incomplete proposals or those received after the specified time and date or not fulfilling the specified requirement shall not be considered.
- 2.10 **Pre-Bid Meeting:** TGSCSCL will hold Pre-Bid meeting with interested bidders for discussions/clarifications if any in tenders, said meeting will held at 6-3-655/1/A, Civil Supplies Bhavan, Somajiguda, Hyderabad on 04.10.2024 @ 11.30am

2.10. Specific Details:

Sl. No	A. General
	Details
1	Terms & conditions of Manpower Deployment: The selected agency/agencies shall deploy manpower as specified in Schedule I & II of this documents as the terms & conditions specified therein
2	Method of selection: As mentioned in the document
3	Financial Proposal to be submitted together with technical proposal.
B. Preparation of Proposals	
4	Language to be used for the proposal and correspondence: English
5	The proposal shall comprise the following: Qualification criteria (Technical Proposal) Financial Proposal
6	Statement of undertaking as specified
7	Proposals shall remain valid for 120 days after the proposal submission date

2.11. **Misrepresentation & Corruption:** Any misrepresentation of facts or corrupt practice in order to influence the procurement process to the execution of the contract would render the bidder disqualified.

2.12. **Contract Obligations:** If after the award of the contract, the bidder does not sign the agreement or fails to furnish the Bank guarantee within seven working days, if the operations are not started within seven (7) working days after submission of PBG as mentioned TGSCSCL reserves the right to cancel the contract and apply all remedies available to it under the terms and conditions of this contract besides forfeiting the EMD.

2.13. **Bid Price:** The bid should indicate the prices in the price schedule of the format only. The financial quote should include all applicable taxes and levies (central, state and local governments). The percentage quoted would be on the total remuneration to be paid to the deployed employees.

Any effort by a bidder or bidder's agent or consultant or representative to influence the Client in any way concerning scrutiny / consideration / evaluation / comparison of the bid or decision concerning award of contract shall entail rejection of the bid.

TGSCSCL is not bound to accept any proposal, and reserves the right to cancel the selection process at any time prior to awarding the Contract, without thereby incurring any liability to the Agency.

2.14. Bid Currency: Total cost of the service would be paid in Indian Currency.[]

2.15. Bid Security / Earnest Money Deposit (EMD): The Bidder shall furnish an interest free EMD of Rs.2.00 Lakhs (Rupees two Lakhs only) through electronically pay EMD Online by utilizing the Payment Gateway Service on E-Procurement platform.(details given in the document).

2.16. Validity period of Bids: Bids shall remain valid for 120 days after the date of opening of the bid. **Any bid with shorter validity period (less than 120 days) shall be rejected as non-responsive.**

2.17. Format and Signing of Bid: The bidder shall submit a signed and complete Proposal comprising the documents and forms. An authorized representative of the bidder shall sign the original submission letters in the required format for qualification criteria, and Financial Proposal.

3. Schedule for invitation of Tenders

1	Tender Inviting Authority	Telangana State Civil Supplies Corporation Limited
2	Purpose	For providing required manpower services (DEOs/DPOs/Accts./Tech. Assts./OS & etc., for (3) sectors of TGSCSCL across the State of Telangana (Sector wise)
3	Website address from where the tender can be downloaded	https://tender.telangana.gov.in from 28.09.2024
4	Bid documents fee	INR Rs.10,000/- (Rupees ten thousand only) per tender, non-refundable fee in the form of a demand draft issued by one of the nationalized/scheduled banks in India in favour of the VC & MD, TGSCSCL and the same should be submitted at the time of Technical Bid (Qualification and Eligibility Stage) opening i.e., 17.10.2024 @ 11:00am (if fails to submit bid document fee, the tender should be rejected)
5	EMD	INR 2.00 Lakhs (Rupees Two Lakhs only) per Sector
6.	Bid Document Downloading Start Date	28.09.2024@ 11:00 am
7.	Pre-Bid Meeting Date, Time & Place	04.10.2024@ 11.30 am at 6-3-655/1/A, Civil Supplies Bhavan, Somajiguda, Hyderabad.
8.	Bid Document Downloading End Date	16.10.2024@ 2:00 pm
9.	Last Date & Time for Submission of Bid online	16.10.2024@ 5:00 pm
10.	Technical Bid Opening Date and Time (Qualification and Eligibility Stage)	17.10.2024 @ 11:30am Qualification criteria bids will be opened through online
11.	Price Bid Opening Date and Time (Financial Bid)	18.10.2024 (tentative)
12.	Place of Tender Opening	At #6-3-655/1/A, Civil Supplies Bhavan, Somajiguda, HYDERABAD-500 082
13.	Tender Inviting / Opening authority	VC & MANAGING DIRECTOR, TELANGANA STATE CIVIL SUPPLIES CORPORATION LTD
14.	Address/E-mail id	At #6-3-655/1/A, Civil Supplies Bhavan, Somajiguda, HYDERABAD-500 082, e-Mail id: admnho-csc@telangana.gov.in
15	Contact Details/Telephone, Fax:	Dy. General Manager (Admn.) Ph. 7995050706

4. Procedure for Bid Submission

- 4.1 Uploaded by him, owing responsibility for their correctness/authenticity. The bidder shall submit his response through Bid submission to the tender on e-Procurement platform at www.eprocurement.gov.in by following the procedure given below.
- 4.2. The bidder would be required to register on the e-procurement market place www.eprocurement.gov.in or <https://tender.eprocurement.gov.in> and submit their bids online. Offline bids shall not be entertained by the Tender Inviting Authority for the tenders published in e-Procurement platform.
- 4.3. The bidders shall submit their eligibility and qualification details, Technical bid, Financial bid etc., in the online standard formats displayed in e-Procurement web site. **The bidders shall upload the scanned copies of all the relevant certificates, documents etc., in support of their eligibility criteria/technical bids and other certificate/documents in the e-Procurement website. The bidder shall sign on all the statements, documents, certificates, uploaded by him, owning responsibility for their correctness/authenticity. The bidder shall attach all the required documents for the specific tender after uploading the same during the bid submission as per the tender notice and bid document.**
 - a. Tender should be submitted online on the website <http://tender.telangana.gov.in> in two parts i.e., Technical bid and Price Bid
 - b. The Technical Bids will be received through e-procurement platform and uploaded documents will be downloaded and scrutinized by the Tender Committee with reference to eligibility criteria of the tenderers as per tender terms and conditions. The result of technical tender scrutiny will be announced through e-procurement platform. The Financial Bids of only technically qualified tenderers/bidders will be opened as per the time schedule.

Technical Bid

The technical bids shall be submitted as per the formats provided on in the website. The bidder shall fill all the information that is asked for and also submit relevant documents in support of the same.

Financial Bid

The Financial Proposal shall be prepared as per the format provided in the document. The Financial Proposal shall specify the financial quote all inclusive; including all the costs of Overheads, Out of Pocket expenses, etc. The selected agency is responsible for meeting all tax liabilities.

The bidder shall express its charges in the form of percentage on the total amount of remuneration to be paid to all the deployed employees.

The amount payable to the agency is percentage quoted and accepted on the total amount payable as remuneration to the deployed employees in that particular month.

- 4.4. The system would only authenticate the Encryption certificate uploaded into the E-procurement system at the time of User Registration or updated through User profile. The bidder has to ensure that the uploaded certificate in the e-procurement system is used for the Bid submission and no other Certificate through valid will not be recognized by the e-procurement system.

1.Registration with eProcurement platform: For registration and online bid submission bidders may contact HELP DESK.
<https://tender.telangana.gov.in>

2.Digital Certificate authentication: The bidder shall authenticate the bid with his Digital Certificate for submitting the bid electronically on eProcurement platform and the bids not authenticated by digital certificate of the bidder will not be accepted on the eProcurement platform.

For obtaining Digital Signature Certificate, you may please Contact:

**Telangana State Technology Services
2nd floor, BRKR Bhavan,
1ST FLOOR, B-BLOCK
TANK BUND ROAD, Hyderabad
500022
PH.NO.+91-40-23220305 AND FAX:+91-40-23228057**

(OR)

You may please Contact Registration Authorities of any Certifying Authorities in India. The lists of CAs are available by clicking the link <https://tender.eprocurement.gov.in/DigitalCertificate/signature.html>

4.5. Submission of Hard copies:

- i. All the bidders shall invariably upload the scanned copies, Proof of online Payment (Remittance) of EMD in e-Procurement system and this will be the primary requirement to consider the bid responsive
- ii. If any of the documents uploaded by the bidder is found to be false/fabricated/bogus, the bidder is liable for black listing, forfeiture of the EMD, cancellation of work.

- iii. The Committee of TGSCSCL shall carry out the Technical evaluation based on uploaded certificates/documents, Proof of online Payment (Remittance) towards EMD, in the e-procurement system and open the price bids of the qualified in Technical bids.
- iv. The successful bidder shall invariably furnish the original Proof of online Payment (Remittance) towards EMD, Certificates/Documents of the uploaded scan copies to the Tender Inviting Authority before entering into agreement either personally or through courier or post and the receipt of the same within the stipulated date shall be the responsibility of the successful bidder, the Corporation will not take any responsibility, for any delay in non-receipt of original Proof on online Payment (Remittance) towards EMD, Certificates/Documents from the successful bidder before the stipulated time. On receipt of documents, the department shall ensure the verification of genuinity of the proof of online Payment (Remittance) towards EMD and all other certificates/documents uploaded by the bidder in e-procurement system, in support of the qualification criteria before concluding the agreement.

Deactivation of Bidders: The bidders found defaulting in uploading documents specified time will be suspended / disqualified from participating in tenders on e-Procurement platform for a period of 12 months from date of bid submission besides forfeiture of EMD. Other conditions as per tender document are applicable.

Payment of EMD: It is mandatory for all participant bidders to electronically pay EMD Online by utilizing the Payment Gateway Service on E-Procurement platform". The Electronic Payment Gateway accepts all Master and Visa Credit Cards issued by any bank and Direct Debit facility/Net Banking/ NEFT payment modes through ICICI Bank and/or Axis Bank payment Gateways to facilitate the transaction. This is a compliance as per G.O.Ms. No. 14 Dated: 18-09-2017. GST of 18% + Bank charges on the transaction amount payable to TSTS shall be applicable. In addition to this Bidders can also pay the EMD through Download of PDF format of RTGS Challan for respective payment gateway and pay the EMD through their Parent Bank account. Once the EMD is received by the E-procurement application. Bidders can automatically continue with their Bid Submission online.

IMPORTANT NOTE REGARDING EMD PAYMENT.

- i. Bidders are encouraged to use only Net banking facility for payment of EMDs as far as possible for faster refunds in case of unsuccessful Bids for the Tender.
- ii. Bidders are advised not to use RTGS Challan downloads at the penultimate hour of Bid submission closing as any delay by their banker would not enable Bid submission on the platform. Please allow a minimum of 60 minutes for enabling Continuation of Bid Submission from the time the Pool Account receives credit of the EMD from the Bidders Bank for both NEFT and RTGS Transfers. For RTGS Transfers, the Pool Account can be immediate credit whereas NEFT transfers would follow RBI Payment Cycle time.
- iii. Bidders are advised to pay EMD Online at least T-1 or T-2 days before Bid submission closing date (T= Bid submission closing date) to avoid last minute delays and denials of successful Bid submission and to take care of any delays in Banking procedures.
- iv. Unsuccessful Bidder EMD Refund process: The bid is declared unsuccessful, under the following circumstances. Bid submitted by the bidder is not the lowest bid. Upon Finalization of L1 Bid. Technical Disqualification of the Bid in case of 2 cover system. EMD Paid but bid not submitted EMD refund will be initiated by the Tender Inviting Authority directly and through Online only and through the same payment channels as EMD received by the Department. (RTGS/NEFT/Credit Card/Debit Card refund), within 30 days from the date of publishing the Decision/Result. However, vupadhi/GoTS will not be held responsible for the delays occurring due to banking channels/procedures/processes of the respective vendor.

EMD REFUND: The EMD of unsuccessful bidders shall be refunded through online duly utilizing the "Refund EMD" available on eprocurement platform. The EMD will be returned after the successful tenderer executes the agreement. In case the successful tenderer fails to execute the agreement within the stipulated time of offer of contract, the EMD will be forfeited and award of contract will be cancelled besides collecting liquidated damages and **blacklisting.**

In case of refunds of EMD to unsuccessful bidders or cancellation of Tenders tender inviting authority i.e.TGSCSCL shall initiate refund process in e-Tender portal and actual refund will be undertaken by Tender portal as per following:

- a. Net Banking/ NEFT/ RTGS Challan: One (1) Banking Business Day from time of initiation of refund by Tender Inviting Authority subject to RTGS/ NEFT timings of RBI.
- b. Credit card/ Debit card: 7-15 working days from time of initiation of refund by the Tender Inviting Authority. However, this may be longer in case of certain bank cards. In case of delays, bidders are requested to contact the Card issuing Bank for faster resolution.
- c. If EMD is paid by the bidder in online mode (Credit/Debit/NEFT/RTGS) then the EMD of unsuccessful bidders will be refunded after completion of Tender.
- d. For EMDs paid through Credit/Debit Cards, the EMD of unsuccessful bidders will be refunded to same/originated Credit/Debit Cards.
- e. For EMDs paid through NEFT/RTGS/NET BANKING, the EMD of unsuccessful bidders will be refunded to Registered Account Details of bidder.
- f. No claim from the bidders will be entertained for non-receipt of the refund in any account other than the one from where the money is received.
- g. In case the Auction is cancelled then EMD of all the participating bidders will be refunded unless it is forfeited by the department.
- h. If the refund of EMD is not received by the bidder in the account from which the EMD has been made due to any technical reason then it will be paid through conventional system of e-payment.
- i. Relevant Registration Fee + GST are Non Refundable.

IMPORTANT NOTE REGARDING EMD REFUNDS: Bidders are requested to use discretion in their choice of payment channel for remittance of EMD. Time taken for Refunds under Ideal Conditions.

- a. Net Banking/NEFT/RTGS Challan : One (1) Banking Business Day from time of initiation of refund by Tender Inviting Authority subject to RTGS/NEFT timings of RBI. Credit card/Debit card : 7 – 10 working days from time of initiation of refund by the Tender Inviting Authority. However, this may be longer in case of certain bank cards. In case of delays, bidders are requested to contact the card issuing Bank for faster resolution.
- b. **Payment of Transaction Fee:** It is mandatory for all the participant bidders from 1st January 2006 to electronically pay a Non-refundable Transaction fee to M/s. TSTS, the service provider through "Payment Gateway Service on E-Procurement platform". The Electronic Payment Gateway accepts all Master and Visa Credit Cards issued by any bank and Direct Debit facility/Net Banking of ICICI Bank, HDFC, Axis Bank to facilitate the transaction. This is in compliance as per G.O.Ms. 13 dated 07.05.2006. GST of 18.00% + charges on the transaction amount payable to TSTS shall be applicable.

- c. **Corpus Fund:** As per GO MS No.4 User departments shall collect 0.04% of ECV (estimated contract value) with a cap of Rs.10,000 (Rupees ten thousand only) for all works with ECV upto Rs.50 crores, and Rs.25,000/- (Rupees twenty five thousand only) for works with ECV above Rs.50 crores, from successful bidders on eProcurement platform before entering into agreement / issue of purchase orders, towards eProcurement fund in favor of VC & Managing Director, TGSCSCL. There shall not be any charge towards eProcurement fund incase of works, goods and services with ECV less than and upto Rs. 10 lakhs.
- d. **Tender Document:** The bidder is requested to download the tender document and read all the terms and conditions mentioned in the tender Document and seek clarification if any from the Tender Inviting Authority. Any offline bid submission clause in the tender document could be neglected. The bidder has to keep track of any changes by viewing the Addendum/Corrigenda issued by the Tender Inviting Authority on time-to-time basis in the E-Procurement platform. The Department calling for tenders shall not be responsible for any claims/problems arising out of this.
- e. **Bid Submission Acknowledgement:** The bidder shall complete all the processes and steps required for Bid submission. The system will generate an acknowledgement with a unique bid submission number after completing all the prescribed steps and processes by the bidder. Users may also note that the bids for which an acknowledgement is not generated by the e-Procurement system are treated as invalid or not saved in the system. Such invalid bids are not made available to the Tender Inviting Authority for processing the bids. The Government of M/s TSTS is not responsible for incomplete bid submission by users.
- f. Tenders should be strictly in conformity with the prescribed terms and conditions. Tenders should not contain any conditions other than the prescribed. Tenders, which deviate from those terms and conditions are liable to be ignored.
- g. **Tender is not transferable. Tenderers should sign on all pages of the Tender Form.**

5. Request for Proposal

Project Title: Engagement of a Manpower providing agencies as Manpower Supply Service provider for (3) Sectors of Telangana State Civil Supplies Corporation Limited (TGSCSCL)

Date of issue: 28.09.2024

Due Date of Submission: 16.10.2024

Time (IST): 17:00hrs

Dear Sir/ Madam,

The Telangana State Civil Supplies Corporation Limited (TGSCSCL) intends to engage Manpower Supply agency to provide required manpower i.e, DEOs, DPOs, Tech. Assts., Accountants, OS's etc., to TGSCSCL across its offices in the State of Telangana as per the details specified in the Schedule I & II of this document.

The firm will be selected under Quality and Cost Based selection method and as per the procedures described in this document.

The proposals includes the following documents:

- QC - I Bid Conditions Acceptance Letter & EMD details (Technical annexure:I)
- QC – II Bidder Details & required support documents (Technical annexure:II)
- QC – III Turnover details of Bidding Agency along with the certified Annual Reports (Technical annexure:III)
- QC— IV Declaration of not being blacklisted (Technical annexure:IV)
- FIN – I Financial Proposal Submission Form (Financial annexure)
- Schedule-I Requirements for Manpower to be deployed by bidder in TGSCSCL
- Schedule-II Terms & Conditions for providing services.

6. Scope of work

The service provider shall supply and maintain manpower i.e, DEOs, DPOs, Tech.Assts., Accountants, OS's etc., for (3) sectors of TGSCSCL and also for replacement as when required with the suitable candidates with the following qualification:

Name of post	Qualification	Minimum experience
Data Entry Operators	Minimum Degree & 6-months duration Certificate course in computers	6 months to 1 year in Microsoft Excel, Microsoft Word etc. & in entering of coding information, accounting information, submission of online forms, etc.
Data Processing Officer	Degree, 1-year Certificate Course in Computer	1 year to 2 years in acquiring, entering, validating and storing the data that helps to maintain a smooth flow in the organization.
System Admn.	B.Tech or M.Tech	5+ yrs experience in System Admn
Program -mer	B. Tech or M. Tech	well versed with IT Wing
Asst. Engineer	Degree(BE/B.Tech) in Civil Engineering	Not less than 2 years in execution of Civil Engineering works and shall have experience in preparation of estimates surveying, drawing etc. and shall attend works throughout Telangana State Jurisdiction.
Accountants	B.Com./M.Com/MBA(Fin.) with Computer Knowledge	
Technical Assistants	60% aggregate in B.Sc.(Agrl)/ Dip. in Agriculture or 50% aggregate in B.Sc. (BZC), Knowledge of MS Office preferred.	
Drivers	Pass in 8 th class	Should possess a valid light Motor Vehicle licence continuously for a period of 2 years on the date of selection.
Office Subordinate/Security Guard	a. Must be able to read & write the language of the District in which the appointment is made. b. Must be physically sound	

7. Minimum Qualification Requirements (Bidders)

- 7.1 Responses to the Proposal are invited from experienced Manpower Agencies who wish to provide manpower supply services to TGSCSCL.
- 7.2 objectives and expected deliverables of the Services which will be carried out by the selected firm are provided in the Scope of Work section.
- 7.3 The agencies who are interested in being considered for this assignment should mandatorily fulfil the following minimum qualification criteria:
- a. The bidder must be incorporated & registered in India, under any Act and should be in operations for minimum of 5 years.
 - b. Registration Certificate of the Firm/Agency (enclose the Certificates)
 - i. If the agency is a Partnership firm, the Tenderer must submit Partnership firm registration copy obtained from registration office and partnership deed.
 - ii. If the agency is a society, the tenderer must submit Society registration copy.
 - iii. If the agency is a single owner proprietorship firm, the Tenderer must submit the Shops and Establishment Registration Copy from the labour department.
 - c. The tenderer /bidder should have an average turnover of Rs 12.00 (Rupees Twelve Crores) per annum in the last three Financial years (ie., FYs 2020-21, 2022-23, 2023-24) with not less than 250 employees supplied to Government Organisations (Departments/ Corporations/ Societies etc) so as to file the tender for any **one of the (3) Sectors**.
 - d. The agency should have provided manpower supply services to at least Three Government institution in last three years.
 - e. Agency must have ISO 9001:2015 certification (enclose the certificates).
 - f. The bidder should not have been blacklisted by any Central / State Government (Central/State Government and Public Sector) or under a declaration of ineligibility or corrupt or fraudulent practices.
 - iv) The Total duration of the Services will be initially for a period of one (1) year, extendable based on the quality and requirement of the service provided.
 - v) No Consortium of agencies is allowed for the proposal.

8. Evaluation Criteria

Evaluation of Qualification Criteria

- ❖ The documentation submitted by the bidder will be examined for capabilities as indicated in the Qualification criteria.
- ❖ The value and validity of the EMD will be checked.
- ❖ The turnover of the bidder will be checked.
- ❖ The bidder documentation will be checked for turn-over details, projects executed nature of the project, etc. for compliance of the pre-qualification criteria.
- ❖ The evaluation would be based on the previous experience of the bidder along with other aspects specified in the proposal.
- ❖ Any deviation which is lower than the given specification will not be allowed.
- ❖ All other relevant material facts would be checked for.

Evaluation of Financial Bids

The bids qualified in qualification criteria (technical) only will be considered for financial evaluation.

9. General Terms & Conditions:

9.1. Opening of Bids

Qualification criteria (technical) bids will be opened at 3rd floor of Civil Supplies Bhavan, Somajiguda, Hyderabad-500 082 on **Date: 17.10.2024 at Time:11.30 A.M.** in the presence of the bidders or their representatives, who choose to attend.

9.2. Contacting Officials

Bidder shall not approach TGSCSCL officers to influence the project in their favour. This would result in rejection of the bidder's offer. If the bidder wishes to bring additional information to the notice of the client, it should be done in writing.

9.3. Rejection of Bids

TGSCSCL reserves the right to reject any bid, and to annul the bidding process and reject all bids at any time prior to award of contract, without incurring any liability to the affected bidder(s) or any obligation to inform the affected bidder(s) of the grounds for such decision.

9.4. Force Majeure

Any unforeseen event that may result in making the project un-implementable is considered as Force Majeure, this does not include performance competencies or difficulty in execution of the project. This constitutes only 'Act of God' which is beyond the control of either parties. In such scenarios, the project gets suspended and the agency that has provided the services would be eligible to receive the payments for already satisfactorily executed services. The party identifying Force Majeure shall give 5 day notice to other party.

9.5. Contract Obligations

Once a contract is confirmed and signed, the terms and conditions contained therein shall take precedence over the bid and all previous correspondence.

9.6. Amendment to the Agreement

Amendments to the agreement may be made by mutual agreement by both the parties. No variation in or modification in the terms of the agreement shall be made except by written amendment signed by both the parties. All alterations and changes in the agreement shall be taken into account according to prevailing rules, regulations and laws.

9.7. Resolution of Disputes

If any dispute arises between the parties hereto- during the subsistence or thereafter, in connection with the validity, interpretation, implementation or alleged material breach of any provision of the agreement or regarding a question, including the questions as to whether the termination of the contract agreement by one party hereto has been legitimate, both parties hereto shall endeavor to settle such dispute amicably.

Notwithstanding any other Court or Courts having jurisdiction to decide the question(s) forming the subject matter of the reference, any/all actions and proceeding arising out of or relative to the CONTRACT (including any arbitration in terms thereof) shall lie only in the concerned Court of Competent Civil Jurisdiction in this behalf within the jurisdiction of the T.S. High' Court and only the said Court(s) shall have jurisdiction to entertain and try any Such action(s) and/or proceeding(s) to the exclusion of all other Courts.

This CONTRACT shall be governed by the laws of India

9.8. Taxes & Duties

Bidder is liable for payment of all taxes and duties (central, state and local government) etc.

9.9. Bid Evaluation Committee

A Bid Evaluation Committees will be constituted by the Telangana State Civil Supplies Corporation, Hyderabad from time to time for scrutinizing the offers received to determine whether they are complete and as per the bid notice. Offers from bidder not meeting the pre-qualification criteria will be rejected.

The Committee shall be under no obligation to accept the lowest or any other response to the proposals received and reserves its right to reject all or any of the offers without assigning any reason whatsoever.

If any information and details furnished by the bidders are found to be false or any information withheld that comes to the notice at a later date, the proposal/offer of such bidder will be cancelled immediately and appropriate action would be initiated against the bidder.

9.10. Documentation

Bidder is required to furnish documentary evidences, to prove its credentials claimed, such as certification/work order/contract document/information available in public domain/from the client/completion certificate where applicable).

10. Selection of Bidder:

1. The final selection of the bidder will be made based on the conformity to the technical specifications, suitability of the offered solution, knowledge of the bidder, capacity of the bidder to execute the project besides the lowest financial quote.
2. The decision of TGSCSCL in finalization of the bidder will be final and no representation in this regard will be entertained.

3. NEGOTIATIONS:

- 3.1. The VC & MD reserves the right to conduct negotiations with L1 tenderer for further reduction of rate. In case, the L1 tenderer is backed out, the VC & Managing Director, TGSCSCL reserves the right to call the L2 tenderer for negotiations. The decision of the VC & Managing Director in this regard is final and binding on the tenderers.
 - 3.2. The VC & Managing Director, TGSCSCL reserves the right to reject any or all the tenders without assigning any reasons whatsoever and the decision of the V.C. & Managing Director is final and binding on the tenderer.
 - 3.3. No Tenderer is entitled to withdraw his offer at any stage during or after the tender process. If he withdraws the offer, his EMD stands forfeited without any notice and he will be blacklisted from participating in future Tenders of the Corporation.
 - 3.4. No tenderer shall have the right to insist on negotiations by the Corporation at any time.
 - 3.5. In case of further tie, the bidder will be selected by draw lots.
4. The successful bidder will be issued letter of acceptance.
5. EARNEST MONEY DEPOSIT (EMD): Only the registered bidders shall be allowed to bid only if the requisite EMD amount (as mentioned in the document) and transaction charges are paid through payment gateway. The Transaction charges paid are non refundable.
6. Standard Refunds: In case of refunds of EMD to unsuccessful bidders or cancellation of Tenders tender inviting authority i.e.TGSCSCL shall initiate refund process in e-Tender portal and actual refund will be undertaken by Tender portal as mentioned in the document.

7. Award of Contract

The contract is initially for a period of one (1) year from the date of signing the agreement, further extendable based on the quality and requirement of the service. TGSCSCL reserves the right at the time of award to increase or decrease quantity for the requirements.

If the successful bidder do not accept the award of contract or is found to be involved in fraudulent and/or corrupt practices, the next successful will be awarded the contract.

The bidder shall be deemed to have carefully examined the conditions and scope of work.

8. Performance Bank Guarantee

The bidder shall furnish Performance Bank Guarantee as provided in the bid document to the TGSCSCL for an amount of Rs.5,00,000/- per sector towards performance of the contract obligation, and performance during the project period.

The Performance Guarantee shall be valid for a period of 120 days beyond the expiry of contract.

11. Forms/Annexures:

DOCUMENTS TO BE UPLOADED FOR TECHNICAL/FINANCIAL SCRUTINY TO DETERMINE ELIGIBILITY:

All the interested participants will have to pay, Bid documents fee, transaction charges for the each tender and EMD amount along with uploading required documents as mentioned in this document for technical scrutiny:

	FORM	DESCRIPTION
COVER – A (Qualification criteria alongwith supporting documents)	QC-I	Bid Conditions Acceptance letter & EMD Details (Technical annexure:I)
	QC-II	Bidder details & required support documents (Technical annexure:II)
	QC-III	Turnover details of bidding agency alongwith certified Annual reports (Technical annexure:III)
	QC-IV	Declaration of not being blacklisted (Technical annexure:IV)
COVER-B	Fin-I	Financial Proposal submission form (Financial annexure)

QC-II: BIDDER DETAILS FORM

1.	Name of the Bidder	
2.	Date of Incorporation (in case the bidder is company or firm)	
3.	Payment of tender schedule cost (per tender Rs.10000/-) (In favour of the VC & MD, TGSCSCL and same should be submitted at the time of Technical Bid opening time i.e., on . .2024@1.30 P.M.)	DD No. _____ dated. _____ for Rs.10000/- drawn on _____ Bank (Nationalized) (if fails to submit bid document fee, the tender should be rejected)
4.	Details of Earnest Money Deposit (Rs.2,00,000/- per sector)	
5.	Name of Directors/Partners	
6.	Full Address of registered Office Telephone No: Fax No: E-Mail Address: Name of contract person and Phone:	
7..	Full Address of operating Branch Office in the State of Telangana: Telephone No: Fax No: E-Mail Address: Name of contract person and Phone:	
8.	Banker of the bidder and the account number	
9.	PAN No.	
10.	GST Registration No: (in the name of manpower services)	
11.	Employee Provident Fund registration No.	
12.	Employee State Insurance Registration No.	

Date:

Place:

Signature

Name:

SECTION 1

QC – I: Bid Conditions Acceptance Letter & EMD details

Bid Conditions Acceptance Letter & EMD details
(To be submitted on the letter head of the bidding firm/company)

To

The Vice Chairman and Managing Director,
Telangana State Civil Supplies Corporation Limited,
6-3-655/1/A, Civil Supplies Bhavan,
Somajiguda,
Hyderabad-500082

I submit that I on behalf of my firm/company have gone through all the Terms & Conditions contained in the Bid document No. _____

I declare that all the provisions, terms and conditions of the Bid Document are acceptable to my firm/company. I further certify that I am an authorized signatory of my firm/company and I am therefore, competent to make this declaration.

It is submitted that as per the terms of the bid document, an EMD of Rs.2,00,000/- has been submitted by utilizing the payment gateway service on E-Procurement platform through: (mode of payment) _____.

I understand that this EMD is liable for forfeiture in case of any deviations from the terms and conditions of the bid.

I also understand that the decisions of the Committee of TGSCSCL shall be final regarding the bid process.

Yours faithfully,

(Signature of the Bidder)

Name
Designation
Seal
Date:

QC-III:FORMAT FOR SUBMISSION OF QUALIFICATION ELIGIBILITY INFORMATION

(to be supported by documentary evidence/ all documents should be enclosed)

1.	Title of the proposal	Proposal for "Engagement of a manpower agency for providing personnel on outsourcing basis for Sector_____ of TGSCSCL" Viz: (write sector no.)														
2.	Submitted by (Name & Address of the bidder)															
3.	Year of Incorporation	Average turnover from manpower services:														
4.	Average turnover of bidder from manpower services (see condition at page no.17, points c under 7.3)	<table border="1"> <thead> <tr> <th data-bbox="762 763 1007 808">Year</th> <th data-bbox="1007 741 1465 808">Turnover (in Crores of Rs.)</th> </tr> </thead> <tbody> <tr> <td data-bbox="762 808 1007 853">2020-21</td> <td data-bbox="1007 808 1465 853"></td> </tr> <tr> <td data-bbox="762 853 1007 898">2021-22</td> <td data-bbox="1007 853 1465 898"></td> </tr> <tr> <td data-bbox="762 898 1007 943">2022-23</td> <td data-bbox="1007 898 1465 943"></td> </tr> </tbody> </table>			Year	Turnover (in Crores of Rs.)	2020-21		2021-22		2022-23					
Year	Turnover (in Crores of Rs.)															
2020-21																
2021-22																
2022-23																
5.	Details of Government institution that bidder has provided manpower services (DEO/DPO/Tech.Asst./OS etc.,) (see condition at page no.17, points c under 7.3)	<table border="1"> <thead> <tr> <th data-bbox="778 987 863 1077">SL. No</th> <th data-bbox="863 965 1198 1077">Name of the Govt. Org./ Address/ Telephone No.</th> <th data-bbox="1198 958 1469 1077">Number of Manpower Deployed</th> </tr> </thead> <tbody> <tr> <td data-bbox="778 1077 863 1122"></td> <td data-bbox="863 1077 1198 1122"></td> <td data-bbox="1198 1077 1469 1122"></td> </tr> <tr> <td data-bbox="778 1122 863 1167"></td> <td data-bbox="863 1122 1198 1167"></td> <td data-bbox="1198 1122 1469 1167"></td> </tr> <tr> <td data-bbox="778 1167 863 1211"></td> <td data-bbox="863 1167 1198 1211"></td> <td data-bbox="1198 1167 1469 1211"></td> </tr> </tbody> </table>			SL. No	Name of the Govt. Org./ Address/ Telephone No.	Number of Manpower Deployed									
SL. No	Name of the Govt. Org./ Address/ Telephone No.	Number of Manpower Deployed														
6.	List of quality certification															

QC-IV:DECLARATION OF NOT BEING BLACKLISTED

(to be submitted on the letter head of the bidding firm/company)

To

The Vice Chairman and Managing Director,
Telangana State Civil Supplies Corporation Limited,
6-3-655/1/A, Civil Supplies Bhavan,
Somajiguda,
HYDERABAD-500 082.

Sir,

I submit that, I on behalf of my firm/company have gone through all the terms and conditions contained in bid document.

I hereby declare that my firm/company has not been debarred/black listed by any Government /Semi Government/ Quasi Government Organization in India for non-satisfactory past performance, or corrupt, fraudulent, unethical business practices or for any other reasons.

I further certify that I am Competent Officer in my company to make this declaration. I also understand that any false declaration may lead to debarring as well as disqualification of my firm/company from this bid as well as forfeiture of the EMD.

Yours faithfully

Name:
Designation:
Seal
Date

Financial Bid Format:

Financial Proposal Standard Forms shall be used for the preparation of the Financial Proposal according to the instructions provided in **Schedule I & II**

FIN - I: Financial Proposal Submission Form

FINANCIAL PROPOSAL SUBMISSION FORM PRICE BID FORMAT

To
Vice Chairman and Managing Director,
Telangana State Civil Supplies Corporation Limited,
at # 6-3-655/1/A,
Civil Supplies Bhavan, Somajiguda,
HYDERABAD-500 082

Dear Sir,

Sub: Tender for providing Manpower Services to TGSCSCL

1. Having examined the Tender documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to provide the services as required and outlined in the Tender for providing of manpower services to TGSCSCL.
2. To meet such requirements and to provide services as set out in the tender document, we attach hereto our response.
3. We undertake, if our proposal is accepted, to adhere to the terms and conditions put forward in the tender or any other conditions as may be mutually agreed later.
4. If our proposal is accepted, we will submit a Performance Bank Guarantee issued by a scheduled bank in India.
5. We agree for unconditional acceptance of all the terms and conditions set out in the tender document and also in accordance with the agreement signed with TGSCSCL.

6. We confirm that the information contained in this proposal, including the attachments are true, accurate and complete.

7. It is hereby confirmed that I am/we are entitled to act on behalf of the company or firm and sign this document as well as such other documents, which may be required in this connection.

8. Price Bid (Service charges)

Particulars	Percentage to be Quoted (in words also)
Manpower supply service charges	_____ %

9. Terms and Conditions for making the price bid

- ❖ The price -bid is towards the service- charge and should be quoted as a percentage on basic remuneration payable to the persons deployed by the agency. (Percentage of Service Charge quoted by tenderer should not be a Zero Or negative value, should not be abnormally low/high, it should be real & reasonable)
- ❖ The service charge quoted remains for the entire contract period.
- ❖ The payment of service charges would be paid in accordance with the terms and conditions referred in **Schedule I & II.**

Signature

Name (in the capacity of _____ duly authorized
to sign the documents for and on behalf of _____
(Name of name of company/firm)

Seal or Stamp.

Place: Date:

DOCUMENTS TO BE ANNEXED

The Bidder is required to furnish the following documentary evidences to prove the credentials claim, failing which the bidder shall be treated as disqualified.

Sl. No	Criteria	Supporting Documents
1	Registered office or one of the branch offices should be located in Hyderabad, State of Telangana	Registered lease deed or telephone bill or electricity bill supporting the address in Hyderabad, State of Telangana
2	The bidder should be a company or firm registered with the appropriate authority and should be in existence June, 2014 onwards.	Certificate of incorporation issued by Registrar of companies or partnership deed duly registered under the partnership Act or Society registered under societies Registration Act. (as mentioned at page no.17; points b. (i), (ii) & (iii) under 7.3)
3	Income or Revenue* from manpower services should be as mentioned at page no.17, points c, d & e under 7.3 *Revenue from other business will not be considered	Audited balance sheet or CA certificate for the last three years financial years, 2020-21, 2021-22 & 2022-23 IT return filed by the bidder for the last three years financial years, 2020-21, 2021-22 & 2022-23 should be enclosed.
4	Should have served to not less than three (3) Government Departments or PSUs	Documents in support to be enclosed; MoU/Work Order/ Agreement entered with Govt. Depts/ PSU
5	Should have minimum of 30 employees profiles similar to job descriptions (schedule-I) hired on its pay rolls for Govt. organizations	Documents supporting the requirement to be enclosed Atleast 10 profiles from each Govt. Organization.
6	Should have registered with Income Tax and GST	PAN CARD Service Tax registration certificate in respect of manpower services
7	Should have registered with appropriate authorities under EPF, ESI, contract labour or any other labour authorities	EPF registration letter/certificate ESI registration letter/certificate Labour license under the contract labour
8	Should not have been blacklisted or debarred by any Government Department or agency	Self-declaration in QC-IV
9	ESIC Challans with ECR Returns copies for last one (1) year.	Supporting documents to be uploaded in the tender portal
10	EPF Challans with ECR Returns copies	Supporting documents to be

	for last one (1) year	uploaded in the tender portal
11	Professional Tax Challans & Returns copies for last one (1) year	Supporting documents to be uploaded in the tender portal
12	GST Challans for last one (1) year	Supporting documents to be uploaded in the tender portal
13	GSTR-1 Returns copies for one (1) year	Supporting documents to be uploaded in the tender portal
14	GSTR-3B Returns copies for last one (1) year	Supporting documents to be uploaded in the tender portal
15	Profit & Loss Acct. Statement for last 3 years.	Supporting documents to be uploaded in the tender portal
16	Attested tender document with signature and seal of the firm on all pages	Supporting documents to be uploaded in the tender portal
17	Satisfactory Certificate from the Depts/PSUs	Supporting documents to be uploaded in the tender portal
18	Undertaking by the bidder to the effect that there is no police case pending against the proprietor/firm/company	Supporting documents to be uploaded in the tender portal
19	Agency must have ISO 9001:2015 certification (enclose the certificates).	Supporting documents to be uploaded in the tender portal

Schedule –I

QUALIFICATIONS & OTHER DETAILS OF MANPOWER TO BE DEPLOYED BY BIDDER IN TGSCSCL FOR (3) SECTORS

1. The name of the post, number of posts, qualification and other details of persons to be deployed are as under.

Name of post	Qualification	Minimum experience	Monthly remuneration
Data Entry Operators	Minimum Degree	6 months to 1 year in Microsoft Excel, Microsoft Word etc. & in entering of coding information, accounting information, submission of online forms, etc.	Rs.19,500/-
Data Processing Officer	Degree in computer related fields	1 year to 2 years in acquiring, entering, validating and storing the data that helps to maintain a smooth flow in the organization.	Rs.22,750/-
System Admn.	B.Tech or M.Tech	5+ yrs experience in System Admn	Rs.31,493/-
Programmer	B. Tech or M. Tech	well versed with IT Wing	Rs.31,493/-
Accountants	B.Com./M.Com/MBA(F in.) with Computer Knowledge		Rs.26,000/-
Technical Assistants	60% aggregate in B.Sc (Agrl)/ Diploma in Agriculture or 50% aggregate in B.Sc.(BZC), Knowledge of MS Office preferred.		Rs.26,000/-
Drivers	Pass in 8 th class	Should possess a valid Motor Vehicle licence continuously for a period of 2 years on the date of selection.	Rs.19,500/-
Office Subordinate/ Security Guard	a. Must be able to read & write the language of the District in which the appointment is made. b. Must be physically sound		Rs.15,600/-

Schedule –II

TERMS AND CONDITIONS FOR PROVIDING THE SERVICES OF MANPOWER TO (3) SECTORS OF TGSCSCL

A.GENERAL

1. The contract is initially for a period of one (1) year from the date of signing the agreement, further extendable basing on the quality and requirement of the service. TGSCSCL reserves the right to increase or decrease the personnel to be deployed as per the requirement. It may be curtailed to terminate by TGSCSCL, owing to deficiency of service, Sub-standard quality of manpower deployed, breach of contract, non-compliance with relevant labour laws or change in the requirement. However, the termination of the contract is subject to one month notice to the agency.
2. The contract shall expire on completion of one (1) year from the date of signing of the agreement, unless extended further by mutual consent of the agency and the TGSCSCL. The contract may be extended, on the same terms and conditions or with dome additions, deletion and modification mutually agreed upon for a further specific period.
3. The agency shall not transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other agency.
4. The requirement may increase or decrease marginally, during the period of contract and the agency has to comply the requirement on the same terms and conditions.
5. The bidder will be bound by the details furnished by him/ her to TGSCSCL while submitting the tender or at subsequent stage. In case, any of such documents furnished by him / her is found to be- false at any stage, it would be deemed to be a breach of terms of contract making him / her -liable for legal action besides termination of contract.
6. The tentative requirement of manpower to work in (3) Sectors of TGSCSCL across the Telangana State is shown in the following tables (Tentataive lists).

SECTOR - I

Sl. No.	District	DEOs	OS	Accts.	Tech. Assts.
1	Adilabad	8	2	1	1
2	Mancherial	10	4	2	0
3	Asifabad	7	1	2	1
4	Nirmal	8	2	3	1
5	Nizamabad	20	6	2	3
6	Kamareddy	15	5	1	1
7	Karimnagar	11	7	2	2
8	Sircilla	12	4	3	1
9	Jagtial	11	4	1	2
10	Peddapalli	10	6	2	2
TOTAL		112	41	19	14

SECTOR - II

Sl. No.	District	DEOs	OS	Mechanic	Accts.	Tech. Assts.
1	Khammam	11	2		2	1
2	Kothagudem	16	5	1	1	1
3	Warangal (U)	8	3		1	1
4	Warangal (R)	10	1		1	2
5	Bhupalapalli	8	2	1	1	1
6	Mulugu	9	1		1	1
7	Jangaon	7	3		3	1
8	Mahabubabad	12	1		2	2
9	Nalgonda	18	5		4	3
10	Suryapet	10	1		3	3
11	Yadadri	12	5		4	3
TOTAL		121	29	2	23	19

SECTOR - III

Sl. No.	District	DEO	Driver	OS	mechanic	Security guard	Accountant	Tech.Asst.
1	Mahabubnagar	12	1	5			1	0
2	Narayanpet	5		1			1	1
3	Nagarkurnool	14		2			2	1

4	Gadwal	11		2	1		1	1
5	Wanaparthy	10		1			2	0
6	Medchal	8		1		2	2	1
7	Shamshabad	14		1		4	3	1
8	Vikarabad	12		2			2	1
9	Medak	13		3			2	1
10	Siddipet	18		3			3	2
11	Sangareddy	16		2			2	1
12	Hyderabad	17	1	8	1	4	2	1
TOTAL		150	2	31	2	10	23	11

Staff in Head Office:

District	Sys. Admn.	Programme	Asst. Er.	Work Inspector	DPO	DEO	Driver	OS	mechanic	Security guard	Accountant	Tech.Asst.
HO	1	1	2	0	34	9	3	28	0	0	4	0

7. The persons so deployed shall have to report for duty at the above places or at new location, in case there is change of office within the state of Telangana. No extra liability on this account will be borne by TGSCSCL.
8. The normal working hours of the TGSCSCL will be from 10.30 a.m. to 5.00 p.m. If need arises, they should work beyond normal office hours and attend the office on Sundays and Holidays also with no Over Time (OT) payments.
9. The agency shall nominate a coordinator who would be responsible for immediate interaction with the TGSCSCL, so that optimal services of the persons deployed by the agency could be availed without any disruption. The TGSCSCL will also identify a coordinator for the purpose
10. The persons deployed by the agency should not have any adverse back ground, i.e. they shall not indulge in criminal acts or should have any criminal cases against them. The agency may verify the police antecedents of the persons deployed. They may also make adequate enquiries about the character of such persons.
11. The agency shall provide a substitute well in advance if there is any probability of a person leaving the job due to any reasons. The agency shall also provide a substitute in the event of any person remaining absent for more than two days for any reason. In case the agency does not provide the substitute within two

- days it would be fined @ Rs.150/- (Rs. One Hundred and Fifty) per day, besides the deduction of remuneration payable per day for absence.
- 12.The agency shall maintain the muster roll, the wage register and other registers as provided in the Contract Labour (Regulation & Abolition) Act, 1970. The agency shall provide pay slips to each employee while disbursement of pay duly indicating the details of pay and all deductions.
- 13.The agency shall replace any person if he/she frequently abstains from duty or indulges in misconduct, upon receiving a written notice from TGSCSCL.
- 14.**The** Manpower Service Provider shall make actual disbursement of salary to the outsourced person in various categories as agreed with TGSCSCL and in no circumstances the actual disbursement shall be less than the agreed amount without prior written approval of TGSCSCL. The copy of the payment scroll/ bank statement shall be submitted to TGSCSCL with next bill as proof of such compliance
15. The agency shall be responsible for any damages done to the property of the TGSCSCL by the persons so deployed.
- 16.The persons should be polite, cordial, positive and efficient while handling .the assigned work in TGSCSCL and their actions should promote good will and enhance the image of the TGSCSCL. They should ensure proper conduct in the office premises.
- 17.The Manpower Service Provider alone shall have the right to take disciplinary action against any person(s) engaged/employed by them; while no right whatsoever shall vest in any such person(s) to raise any dispute and/or claim whatsoever against the TGSCSCL. The TGSCSCL shall, under no circumstances be deemed or treated as the employer in respect of any person(s) engaged/employed by the Manpower Service Provider for any purpose whatsoever nor would the TGSCSCL be liable for any claim(s) whatsoever of any person(s) of the ManpowerService Provider and Manpower Service Provider shall keep TGSCSCL totally and completely indemnified against any such claim(s).

18. The agency shall be responsible for making payment directly to the persons deployed by 1st of month. The financial liability in respect of the persons deployed in TGSCSCL shall be that of the agency and the agency should not delay the payments and other liabilities.
19. For all intents and purposes, the agency shall be the "Employer" within the meaning of different labour laws in respect of the persons deployed to the TGSCSCL and the TGSCSCL shall not be considered as an employer in respect of these persons under any circumstances. The agency shall at all times guarantee payment of wages not less than the amount indicated in Schedule I and comply all applicable labour laws in force.
20. The agency shall be solely responsible for the redressal of grievances of the persons deployed in TGSCSCL and the TGSCSCL shall, in no way, be responsible for settlement of such grievances. The TGSCSCL shall not be responsible for any financial loss or compensation for the injury caused to any persons deployed to TGSCSCL during the course of performing their duties.
21. Individuals sent by the agency are eligible for leaves as issued by government guidelines from time to time.
22. Woman individuals are eligible for maternity leave for a period of 120 days without paying remuneration or pay.
23. In case of termination of this contract on its expiry or otherwise, the persons deployed by the agency shall not be entitled to and will have no claim for any employment in the regular or any other capacity in TGSCSCL.
24. The persons deployed by the agency shall not claim and shall not be entitled to pay, perks and other facilities admissible to regular or confirmed employees of the TGSCSCL during the currency or after expiry of the contract period.
25. The engagement of outsourced person shall be purely on temporary basis. The Manpower Service Provider shall at all times make it absolutely clear to the outsourced personnel hired through them in TGSCSCL that such deputed do not have any claim whatsoever for any regular employment in TGSCSCL. Any outsourced personnel deputed in TGSCSCL can be removed any time by giving notice to the Manpower Service Provider and the staff in the circumstances provided herein above. The Manpower Service Provider will have to provide suitable replacement acceptable to TGSCSCL within 05 days' time.

26. Confidentiality Clause: - The manpower service provider and his personnel shall not, either during the term or after the expiry of this contract, disclose any proprietary or confidential information relating to the project, the services, this contract, or the TGSCSCL's business or operations without the prior written consent of the TGSCSCL.

B. LEGAL

27. The persons deployed by the agency shall be privy to certain qualified documents and information and they shall not divulge them to third parties.

28. The agency shall be responsible for compliance of all statutory provisions including Minimum Wages, Provident Fund, Employees State Insurance, Contract Labour and any other applicable laws in respect of the persons deployed by them in TGSCSCL and the TGSCSCL shall have no liability in this regard.

29. The agency shall also be liable for paying all taxes, levies and cesses from time to time as per existing rules and regulations in the matter on account of the service rendered by it to TGSCSCL.

30. The agency shall maintain all statutory registers required under law and submit periodical returns and statements to the concerned authorities. The agency shall produce copies of the same to TGSCSCL when sought for.

31. In case, the agency fails to comply with any statutory or taxation liability under appropriate law, and as a result thereof the TGSCSCL is put to any loss or obligation, monetary or otherwise, the TGSCSCL will be entitled to get itself reimbursed from the agency and depends on the gravity of breach deemed fit actions may be initiated.

C. FINANCIAL

32. The Bid should be accompanied with an Earnest Money Deposit(EMD) of Rs.2,00,000/- (Rupees two lakhs only) per sector and it is mandatory for all bidders to electronically pay EMD online by utilizing the Payment Gateway Service on E-procurement platform. The EMD does not carry any interest.

33. The EMD will be refunded to the unsuccessful bidders after the signing of the agreement by the successful bidder. The EMD in respect of the successful bidder will be released after furnishing the PSB and signing the agreement.

34. In case of breach of any terms and conditions as specified in the agreement and signed between the parties, the Performance of Bank Guarantee of the agency will be forfeited by the TGSCSCL besides, annulment of the contract and resorting to legal remedies.
35. The agency shall raise the invoice for claiming the monthly remuneration of the persons deployed to TGSCSCL and payroll management fee. The claim should be made every month in the 1st week of the following month. It should be accompanied with muster roll and copies of remittance of taxes, duties and cesses paid to Government agencies of the earlier month. The payment of the invoice shall be made by TGSCSCL through cheque or bank transfer Within a week. Any outstanding dues against the agency on any count would be deducted from the payments made by TGSCSCL.
36. The agency will be responsible for making payment to the persons deployed by them to TGSCSCL irrespective of receipt of the amount from TGSCSCL.
37. The agency shall retain all documentary proof or papers relating to payments to various Government agencies like. Employees State Insurance, Provident Fund, TDS and Service Tax etc. Copies of such documents or papers shall be submitted before 25th of every month to TGSCSCL.
38. Any delay or forbearance on the part of TGSCSCL or any waiver of its rights or condonation of its acts by TGSCSCL shall not be construed as a waiver of the obligations of the agency and it shall continue to be liable for all such acts or defaults.
39. All payments will be made in the form of NEFT / RTGS/online transfer only.


VC & MANAGING DIRECTOR

(9/9)