

**REQUEST FOR PROPOSAL**  
**FOR**  
**HOUSEKEEPING & SANITATION SERVICES AT DEPARTMENT ATTACHED HOSTELS**  
**(DAHs)**

**Tender Reference No: J2/0111/2016/HSS**

**May, 2017**



**TRIBAL WELFARE DEPARTMENT**

**GOVERNMENT OF TELANGANA**

DSS Bhavan, Opposite Chacha Nehru Park, Masab Tank, Hyderabad – 500028.

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**Tribal Welfare Department  
Government of Telangana**

**NOTICE INVITING TENDER**

The Tribal Welfare Department (TWD), has decided to engage agencies zone wise for outsourcing housekeeping services for 162 Department Attached Hostels (Both existing and new - to be started in private accommodation during 2017-18) in entire Telangana State. TWD invites the bids from the interested parties for housekeeping services at designated Department Hostels (DAHs) of the Tribal Welfare Department in Telangana State.

The Request for Proposal (RFP) is available on e-tender portal <https://etender.eprocurement.gov.in> at offline tenders. The document can also be downloaded from [twd.telangana.gov.in](http://twd.telangana.gov.in).

**Important dates related to the tender**

Bid calling date	08-05-2017
Last date/time for receipt of Queries*	15-05-2017; 05:00 PM
Pre-bid conference	16-05-2017; 04:00 PM
Bid submission date/time	25-05-2017; 02:00 PM
Opening of Technical Bids date/time	25-05-2017; 04:00 PM
Opening of Price Bids	30-05-2017; 02:30 PM
Bid Document Fee (Non-Refundable)	<b>Rs. 5,000/-</b>
Contact Person	<b>Deputy Director – Education</b> Tribal Welfare Department, Govt. of Telangana DSS Bhavan, Opposite Chacha Nehru Park, Masab Tank, Hyderabad – 500028. Phone: 040-23317126/32

\*Queries to be mailed to [ctwtgs@gmail.com](mailto:ctwtgs@gmail.com)

## **I. General Conditions of Tender**

1. Quotations must be submitted giving complete details.
2. The rates quoted shall remain valid for a period of 60 days from the date of opening of Price Bids.
3. Each page of the offer should bear the signature, date, name and title of the person signing the offer, and a rubber stamp indicating the full name, address, phone no, email id and Fax Number of the organization.
4. Non-refundable tender document fee of Rs. 5,000/- (Rupees Five Thousand only) is to be enclosed along with the tender document. The tenders can be down loaded from e-tender portal <https://www.eprocurement.gov.in> at Offline tenders and also from the department site [twd.telangana.gov.in](http://twd.telangana.gov.in)
5. Bids containing corrections or alterations will not be considered, unless countersigned by the authorized signatory.
7. The total amount should be written both in figures and in words and if there is any discrepancy between the two, the amount written in words will only be accepted.
8. Bids which do not comply with the above conditions will be rejected.
9. The Tribal Welfare Department, Govt. of Telangana shall be under no obligation to accept the lowest or any tender received in response to this tender notice and shall be entitled to reject any or all tenders without assigning any reason whatsoever.
10. The Tribal Welfare Department, Govt. of Telangana reserves the right to split the contract in parts and award them in pieces to the successful bidders or to delete the contract in parts after entering into the contract.
11. If there are no bids received or bids are disqualified in any zone, the department has the right to award that zone to the successful bidder of the adjacent zone.
12. In districts where TWD has surplus workers, the contractor will have to utilize the services of surplus workers identified in the Districts and the remuneration has to be paid to the surplus workers.
13. The tender form should be filled and sealed so as to reach the office of Commissioner, Tribal Welfare Department, Govt. of Telangana, Hyderabad latest by 15.00 hrs on 20-05-2017. The contractor chosen will have to undertake the work within 15 days from the receipt of the Work Order.
14. Bids shall be accompanied by the following, failing which the offers will be rejected:
  - a) Bid Document Fees
  - b) License and registration certificate issued by Competent Authority
  - c) List of works on hand/carried out during the last 3 years along with entrustment /work orders.
  - d) Performance Certificate from the existing client(s)
  - e) ESI & PF Registration Certificate.

- f) The entire tender document duly countersigned (in token of acceptance of all terms and conditions indicated in the documents)
- g) Earnest Money Deposit

15. All annexures, attachments (if any) to this tender shall be read as part and parcel of this tender.

16. **Sub Contracting:** The contractor shall not let out this work on sub contract or otherwise to anybody else or individual/firm/corporation etc.

17. Near relatives of all TWD employees either directly recruited or on deputation are prohibited from participation in tenders and execution of works in DAHs. In this regard certificate should be given as per Annexure - VI.

18. For the scope of this tender near relations are defined as under.

- (i) Member of Hindu undivided family.
- (ii) They are husband and wife.
- (iii) The one is related to the other in the manner as father, mother, sons(s) & son's wife (daughter-in-law), Daughter (s) & daughter's husband (son-in-law), brother(s) & brother's wife, sister (s) & sister's husband (brother in-law).

19. All the bids shall be in the prescribed annexure forms and bear the signature, date, name and designation with company, seal of the person signing the offer and Name and Address of the firms. The envelope containing the bids shall be super scribed "**Tender for Housekeeping & Sanitation Services at Department Attached Hostels (DAHs)**" and Reference No. **J2/0111/2016/HSS**.

## **II. Tender Submission**

The bids should be submitted in hard copy in two sealed covers.

The proposals shall be evaluated in two stages: (1) Techno-Commercial and (2) Price/Financial. A minimum qualifying mark is set and only those Contractors whose Technical proposals score the minimum mark of 75% shall be considered for financial evaluation. Thereafter, financial proposal shall be evaluated. The commercial lowest bidder shall be the first preferred contractor for the award of Work.

1. The **First sealed cover - COVER I** should be super scribed "**Techno-Commercial Bid**" and should contain the following documents in addition to items prescribed in item 14 (a) to (g).
  - i. Contractor should have minimum **3 years'** experience in providing Housekeeping and Sanitation Services. The contractor should have executed or be executing at least **one similar order** i.e. in a students' Hostel of a medium/large Institution/ College or in a big Government Institution.
  - ii. Contractor should have executed or be executing single contract worth **Rs. 50 lakh per annum** or two contracts of **Rs. 35 lakh** or three contracts of **Rs. 25 lakhs** more during the last **three year period**.
  - iii. The average turnover of the organization should be Rs. 1.5 crore every year for the last 3 years. Audited turnover statement duly attested by auditors to be enclosed.

- iv. The contractor should have a valid **PAN number** issued by the Income-Tax Authority.
- v. The contractor should have a valid **Registration Certificate** of the firm / agency / Company.
- vi. The contractor should have valid **ESI & PF** registration certificate.

The **Second sealed cover - COVER II** super scribed '**Price Bid**' should contain rates to be quoted on monthly basis for normal duty per day per person. The price schedule format is shared as Annexure II.

**It is important for the contractor to note that the rate quoted shall remain valid for the period of the agreement, i.e. 2 years from the date of issuance of Work Order. An increase of 5% of the accepted value will be given in year 2 of the contract. Any decrease in the duties/levies during the period of agreement, shall entail corresponding reduction in the contract amount. If no details or break-up of taxes, duties/levies, etc. are indicated, it will be assumed that the quote submitted is inclusive of all taxes/levies/duties, etc.**

The above mentioned two covers shall be sealed on the outside with wax seal bearing the logo/name of the company submitting the bid.

These two covers shall be again put into a single wax sealed cover super scribed "**Tender for Housekeeping & Sanitation Services at Department Attached Hostels (DAH's)**". This should be addressed to Commissioner, Tribal Welfare Department, DSS Bhavan, Opposite Chacha Nehru Park, Masab Tank, Hyderabad – 500028, and shall be delivered in person or sent by post/courier so as to reach before the prescribed date and time. Tenders received after due date and time will not be accepted.

**The Techno-Commercial Bid will be opened on 25 May, 2017 at 16.00 hours.**

On the date of tender opening (**i.e. on 25 May, 2017**), only the Techno-Commercial bids shall be opened in the presence of attending tenderers. The Techno-Commercial bids shall be evaluated subsequently and only the shortlisted firms will be called for attending the price bid opening. Intimation for attending the price bid opening shall be sent to the shortlisted firms in advance.

The tender finalization committee will include

Commissioner, TW Department	-	Chairman
Secretary, TTWREIS	-	Member
Additional Director, TW Department	-	Member
Joint Director, TW Department	-	Member
Chief Engineer, TW Department	-	Member
Dy. Director Education, TW Department	-	Member convener.

### **III. Earnest Money Deposit**

The Earnest Money Deposit of Rs.100,000/- (Rupees One Lakh only) shall be submitted along with the "Techno-Commercial Bid" in the form of a demand draft drawn in favour of "Tribal Welfare Department, Govt. of Telangana, Hyderabad" and the DD should be from a Nationalised / Scheduled bank. No interest

would be paid on the EMD amount. Bids not accompanied with Earnest Money Deposit shall be rejected.

The EMD may be forfeited:

- a. if the successful bidder fails to accept the Work Order or amends, impairs or derogates from the tender in any respect within the period of validity of this tender.
- b. If the bidder withdraws the bid during the period of bid validity specified in the tender.
- c. If the bidder fails to furnish the acceptance in writing, within 7-days of award of contract/ order.
- d. In case a successful bidder fails to furnish the Performance Bank Guarantee.

The EMD shall be refunded to the unsuccessful bidders once the order is released on the successful bidder.

#### **IV. Definitions of Terms**

1. Department or Dept or TWD means **Tribal Welfare Department, Government of Telangana, Hyderabad – 500 028.**
2. Contractor, bidder, vendor or firm means the organization to which the work may be awarded.
3. Work Order, Purchase Order or Order shall mean the Work order/contract with associated specifications, tender documents, etc. executed between the TWD and the successful contractor(s) including any other documents agreed between the parties or implied to form part of the contract.
4. HWO refers to the Hostel Welfare Officers in charge of Department Attached Hostels (DAHs).

#### **V. Pre-Qualification Criteria**

- A.** Contractor should have minimum **3 years'** experience in providing Housekeeping Services. The contractor should have executed or be executing at least **one similar order** i.e. housekeeping in a students' Hostel of a medium/large Institution/ College or in a big Government Institution.
- B.** Contractor should have executed or be executing single contract worth **Rs. 50 lakh per annum** or two contracts of **Rs. 35 lakh** or three contracts of **Rs. 25 lakhs** more during the last **three year period.**
- C.** The average turnover of the organization should be Rs. 1.5 crore every year for the last 3 years.
- D.** The contractor should have a valid **PAN number** issued by the Income-Tax Authority.
- E.** The contractor should have a valid **Registration Certificate** of the firm / agency / Company.
- F.** The contractor should have a valid **License** issued by the Competent Authority.
- G.** The contractor should have valid **ESI & PF** registration certificate.

## **VI. Special Conditions of Contract**

- A.** The contractor should deploy persons from surrounding villages and Mandal where the DAH is located. In tribal scheduled agency areas only agency area tribes should be engaged.
- B.** *Security Considerations:* The persons deployed by the agency should **NOT** have any adverse police records/ criminal cases against them. The agency should make adequate enquiries about the character and antecedents of the persons whom they are deploying.
- C.** All the DAHs have been categorized into Zones for administrative convenience only and the contractor can apply for maximum 2 Zones only.
- D.** Sanitary material/chemicals would be procured and provided by HWO/HD through District and Divisional Purchase committees only.
- E.** Staff attendance register would be maintained by the concerned HWO/HD of the DAHs.
- F.** Only staff that has prior experience in housekeeping and cleaning services should be deployed by the contractor.
- G.** No worker below 18 years and above 60 years of age to be deployed.
- H.** In the newly sanctioned / yet to be opened DAHs, staff to be deployed only after admissions are made into the DAH and only after the Dept. communicates the dates on which the housekeeping services have to be started in the newly sanctioned DAHs.
- I.** The list of Junior most surplus temporary staff already working in TW Dept would be furnished by the concerned DTDO whose services have to be used in the DAHs by the contractor.
- J.** Committees would be formed with students of the DAHs for monitoring housekeeping services. Example: sanitation committee etc.
- K.** Having regard to the scope of work, qualification, training and experience that are required for the job, the contractor should offer such emoluments and benefits to the people to be employed by him which takes into account:
  - a) The Qualification, Training and Experience of the deployed personnel.
  - b) Annual increase in salary on account of revision of wages.
  - c) Emoluments which are well above the minimum wages.
- L.** The bidder should engage only female employees in DAHs for girls.

## **VII. Scope of Work**

- i. Sweeping of all floors including rooms in building(s) located in the DAHs campus - DAILY.
- ii. Cleaning, washing of floor areas in toilets, cleaning of urinals, toilets, wash basins with water and disinfectants – DAILY
- iii. Mopping of all floor areas, verandahs and corridors in buildings and surface cleaning with materials like phenyl of approved quality - DAILY



- iv. Regular cleaning of blockages in toilets, drainages, manholes both inside and outside the building(s).
- v. Cleaning of windows, parapet walls, terraces, railings in all building(s).
- vi. Cleaning of glass panes/windowpanes, railings corridors, lobbies etc., in all buildings with detergents liquids besides removing cobwebs etc., at suitable intervals assuring cleaning always.
- vii. Any other cleaning work entrusted by HWO from time to time.

The Dept will provide the required materials like

- a. Brooms, toilet brush, basin brush, mop, wiper, cloth duster etc.
- b. Phenyl, Harpic, detergent powder, naphthalene balls etc.
- c. Bucket, Mug etc.
- d. Water

The contract involves housekeeping and sanitation services on all days including holidays and Sundays. Other activities include estimation of quantities of cleaning items for stocking and sharing the same with HWO.

### **Quality and Scope of Services**

1. The contractor shall appoint trained staff having good character and maintain high standards of quality, as contracted, and ensure there is no hold up of any service for any reason whatsoever. Any deficiency in the number of staff deployed will entail deduction from the compensation payable as decided by the Department.
2. The contractor, as soon as the Agreement is signed, shall submit a list and bio-data with photo of their workmen/supervisors/others indicating their name, age, qualification, experience and salary along with copy of appointment orders issued to them. As and when there is a change in the staff posted, a revised list and bio-data with photo shall be submitted along with copy of appointment order issued to the new appointee/appointees, simultaneously.
3. The employees/workers employed shall be trained and experienced to handle the services as per the Scope of work mentioned. If such experienced hands are not available, at least a certain percentage of employees/workers shall be experienced/trained who shall be able to impart training/expertise to others.
4. It is normally understood and agreed between both the parties that the Dept. will not be responsible or be liable for any laws that are in force/that may come into force from time to time in respect of personnel engaged by the contractor and the contractor alone will be solely responsible for the terms and conditions of their services, safety, health, statutory requirement, etc.
5. The contractor shall depute 2 supervisors per zone who shall be available on site to supervise the staff engaged and interact on daily basis with Officer-in-Charge i.e. DTDO/ATDO/HWO/HD regarding delivering the specified service.

6. The contractor/supervisor shall meet the designated HWO from time to time, to receive the details of issues/complaints to be attended and after attending to these complaints, a report on the same has to be submitted to the concerned HWO and Department.

7. It is understood and agreed that the contractor will be held responsible for any disciplinary matters arising out of the work or conduct of their employees and the contractor will take appropriate disciplinary action against those employees found indulging in any act of indiscipline in hostel premises or in connection with the services referred to herein.

8. The contractor will immediately replace any employee found to be unfit in any manner immediately or on receipt of advice from any authorized person in TWD.

9. The contractor shall maintain proper and detailed record for the job carried out by their employees and shall also maintain all records and returns as necessary for carrying out the work smoothly and as provided under the Contract Labour Act, ESI Act, PF Act, etc., as relevant and applicable from time to time.

10. The contractor shall be solely responsible to comply with all legal and statutory requirements that arise out of this tender agreement and in respect of the employees engaged by the contractor in fulfillment of the contractual obligations stated herein.

11. It is understood and agreed that the contractor will provide decent uniforms, ID cards with photos and safety equipment to their employees. It is Contractor's responsibility to have them periodically checked medically so as to ensure that only medically fit staff is deployed for the work. Training on housekeeping and sanitation related activities have to be taken up for staff engaged for atleast two days in every three months by the contractor and replacement have to be arranged for the staff who are going for training.

12. **a)** The contract employees should be covered under all statutory requirements like ESI, PF, etc. by the contractor and the contractor shall comply with all the formalities in this regard. Copy of challan and Schedule of Contract Employees for payment of ESI/PF etc. will be enclosed with all (whether running/monthly or final) bills.

**b)** The contractor shall pay Salary and other Allowances/Benefits as indicated by the contractor in their tender and accepted by TWD. In order to ensure high quality of service and having regard to the scope of work and the appropriate level of expertise (i.e., qualification, experience) required for the job, the contractor should pay such salary / wages so that quality of service is assured.

**c)** If the rates quoted by the contractor and accepted by TWD include bonus, uniform, applicable wage increase, miscellaneous, etc., details of what is provided, its cost, etc. shall be furnished periodically. The proof for uniform cost, bonus and applicable wage increase, details of what is provided shall be furnished once in a year or before expiry of the contract, whichever is earlier. If proof of payment of all benefits like charges for over time, staff, food, miscellaneous, etc., are not furnished once in 3 months and once in a year for uniform cost, bonus, applicable wage increase, the Dept reserves the right to withhold /recover such portion of the salary/benefits. However, the proof for payment of PF and ESI and name of such employees whom the PF & ESI has been paid shall be submitted along with each running/monthly bill.

**d)** The TWD will have the right to inspect/call for books/registers, documents in relation to all matters referred to, in this tender or agreed later on. The Dept will also have all rights to make recoveries from the compensation, if any that any statutory agency imposes upon the hostel/Dept due to the contractor's non-compliance with statutory obligations. All payments in respect of ESI, PF, ELI, etc. shall be reimbursed by the Dept along with the monthly bills for the respective months only on submission of proof of payment and Schedule of Employees covered.

**e)** The contractor shall maintain a muster roll, wages register of all men employed by them and all other documents and submit it to the Dept on the 1<sup>st</sup> of every month for the previous month or as necessary for inspection. The contractor shall provide all facilities for inspection/books/personnel on demand by TWD or any Statutory Authority.

**f)** The contractor should provide PF a/c number, ESI Card and Photo Identity Card to the contract employees posted at DAHs. This should be done immediately but not later than one month from the date of signing joint agreement.

13. It is clearly understood and agreed upon that neither the contractor nor contract employees shall have any claim on employment with TWD at any point of time and this arrangement is purely between the contractor and the Dept for specific services for the period specified.

14. The successful contractor shall indemnify/deemed to have indemnified the Dept for all claims/losses arising out of this tender. The Contractor is deemed to have indemnified the Dept. against any claim by any authority once the work order is awarded. In the event the Dept. has to pay any individual, statutory body or any agency for reasons directly or indirectly attributable to this tender, the contractor only shall pay such claim/damages and even if the Dept. is called upon to pay, such damages/penalties and or cost shall be recovered from the contractor's dues/amount payable or shall be paid by the contractor on a demand from TWD.

15. The successful bidder shall execute an irrevocable indemnity bond in an appropriate stamp paper in favor of TWD that they would indemnify and keep TWD indemnified and harmless against any claims, losses, expenses which TWD may suffer or incur as a result of breach of contract. The contractor shall further agree that the indemnity herein contained shall remain in full force and effect during the pendency of the contract and that it shall continue to be enforceable till all dues under or by virtue of the said contract have been fully paid and all claims are discharged or till TWD is satisfied that the terms and conditions of the joint agreement have been fully and properly carried out by the contractor. The contractor also should undertake not to revoke this indemnity during its currency save with TWD's consent in writing.

16. The contractor shall follow all rules as may be existing or may be framed from time to time at TWD on all aspects covering this tender. Material movement, entry/exit of personnel, identity card, safety, etc. shall be according to procedures existing in TWD as amended from time to time.

17. The contractor shall keep the usage of water, sanitary materials/chemicals and other cleaning tools mentioned herein above to a reasonable level and avoid wastage.

18. The Contractor shall be responsible for taking good care of all items/equipment mentioned herein above. The Vendor shall bring to the notice of HWO/Dept., if any repairing work is required to be

undertaken from time to time. If any repairs of the equipment have to be made on account of mishandling/negligence of the vendor, except normal wear and tear, the said items shall be repaired by the Contractor at his / her cost.

19. The contractor shall ensure that no contract employees nor anyone from his side use the premises for overnight stay. In the event of any accident/injury /death or loss/damage, all responsibility will rest with the contractor.

20. The work mentioned in the schedule is not exhaustive, but only indicative. The Dept., reserves the right to increase or decrease the quantum of work. The contractor shall execute the work on the same terms and conditions and rates throughout the period of the contract.

21. The essence of this contract will be providing housekeeping and sanitation services in the DAH campus and maintain hygienic conditions as prescribed by Officer-in-Charge / HWO. The contractor's responsibilities in addition to keeping the surroundings clean will be, deploying qualified, well trained, disciplined, neat and well dressed (in uniform) personnel at different levels as are necessary for efficient operation of the DAHs.

**Workforce Deployment for Housekeeping & Sanitation Services**

#	Zone	No. of DAH's	Districts	No. of Min Housekeeping Staff to be Deployed
1.	I	24	Adilabad, Nirmal, Mancherial, Asifabad, Karimnagar, Peddapally, Jagitial	68
2.	II	35	Bhadradri Kothagudem, Khammam	100
3.	III	29	Jaishankar Bhupalapally, Warangal Rural, Warangal Urban, Jangaon, Mahbubabad	74
4.	IV	21	Nizamabad, Kamareddy, Siddipet, Sangareddy, Medak, Medchal	50
5.	V	26	Nalgonda, Suryapet, Yadadri Bhongir, Nagarkurnool	70
6.	VI	27	Vikarabad, Rangareddy, Hyderabad, Wanaparthy, Mahbubnagar	67

The DAH institution wise requirement of housekeeping staff is shown in Annexure IV basing on the existing strength enrolled in DAHs.

The number of workers already engaged by the TWD and who are provisionally identified as surplus in each districts is shown in Annexure V.

**Note:** In addition to the above mentioned housekeeping staff, the contractor will have to appoint 2 Supervisors per zone who will travel around and monitor the quality of services and adherence to the departmental norms.

This is the bare minimum manpower requirement to maintain the system. However, contractors can specify manpower deployment pattern they propose to adopt for this work after thoroughly studying the scope of the work and clearly understanding the same by attending the Pre-Bid meeting. The vendors shall have all their doubts cleared in the Pre-Bid meeting. It is completely contractor's responsibility to fix the staff deployment pattern and to fulfill the requirements of Tribal Welfare Department. The figure mentioned above is indicative only.

#### **VIII. Payment Terms:**

The contractor shall submit bills through the concerned HWO/ATDO and DTDO after completion of every calendar month and payment will be released quarterly based on budget availability.

If there is a shortage of employees of not less than 90% per shift of duty, as contracted, which has been adjusted by paying overtime by the contractor then the overall monthly claim bill submitted by the contractor shall not exceed the monthly total contract amount agreed upon between TWD and the contractor. Claiming salary of employees not appointed/absent is an offence and if noticed, the contractor shall refund the entire salary along with such penalties including a penal interest to TWD. If after receipt of payment, the Contractor has been unable to pay his workers/employees or pass on other benefits like ESI, PF, etc., and as soon as this fact becomes known to him, the Contractor shall immediately refund all such amounts to TWD with a covering letter explaining the reasons for such refund. The contractor shall make a certification on each bill to this effect.

**Payment in respect of ESI, PF and other statutory payments shall be paid / reimbursed by the TWD only on submission of proof of payment and Schedule of Employees covered for such benefits.**

#### **IX. Dispute and Resolution**

Any dispute or differences that may arise shall be referred for sole arbitration to the Commissioner, Tribal Welfare Department, Govt. of Telangana or his nominee. The decision of the arbitrator shall be final and binding on the parties. The venue for arbitration shall be Hyderabad. The courts in Hyderabad shall have exclusive jurisdiction to deal with any or all disputes between the parties.

## **X. Tenure**

The contract with the TWD will be initially awarded for a period of 1 year and if the services are found to be satisfactory, the Dept reserves the right to extend the contract subsequently for a further period of 1 year on the terms and conditions mentioned in the RFP.

## **XI. Termination**

1. The contract can be terminated by either side by giving 3 month's notice in writing. If the notice period is not given or if a shorter notice is given by the contractor, the entire security deposit shall be forfeited. Any other costs and or damages incurred by the Dept. to maintain the services contracted to the contractor, on account of such short notice will be deducted from the dues payable to the contractor, or shall be paid by the contractor on demand if such dues fall short of such costs.
2. In the case of failure to complete the contract in terms of such contracts within the contract period specified in the tender and incorporated in the contract and if such work is got done by the Dept. from any party at a higher rate, the contractor shall be liable to pay the Dept. the difference between existing rate and the rate of the new contract.

## **XII. Risk Clause:**

Notwithstanding the other terms herein, the Dept at its option will be entitled to terminate the contract and to avail from elsewhere at the risk and cost of contractor either the whole of the contract or any part which the contractor has failed to perform in the opinion of the Dept. within the time stipulated or if the same performance is not available, the best and the nearest available substitute thereof as deemed so by the Dept. The contractor shall be liable for any loss which the Dept. may sustain by reason of such risk contract in addition to penalty.

## **XIII. Insolvency and Breach of Contract:**

The Dept. may, at any time, by notice in writing summarily terminate the contract without compensation to the Contractor in any of the following events, i.e. to say:

- a. If the contractor being an individual or a firm any partner in the contractor's firm shall be adjudged insolvent or shall have a receiving order to order for administration of his estate made against him or shall take any proceedings for liquidation or composition under any insolvency act for the time being in force or make any conveyance or assignment of his effects or enter into any arrangement or composition with his creditors or suspend payment, or if the firm be dissolved under the Partnership Act, or
- b. If the contractor being a company shall pass a resolution or the court shall make an order for the liquidation of its affairs, a receiver or manager on behalf of the debenture holders shall be appointed or circumstance shall have arisen which entitle the court or debenture holders to appoint a receiver or manager, or
- c. If the contractor commits any breach of contract not herein specifically provided always that such determination shall not prejudice any right of action or remedy which shall have then accrued or shall

accrue thereafter to the Dept. for any extra expenditure he is thereby put to but shall not be entitled to any gain on re-tender.

**d.** In the event of inadequate or unsatisfactory performance of duties by the contractor, the Dept shall have the right to bring to the notice of the contractor the default(s) on their part and the contractor shall ensure that the said default(s) is /are not repeated and /or are duly remedied, within a period of three days from the receipt of the said notice. Failing such remedial action, or in the event of the said default(s) being inadequately corrected, the Dept shall have the right to immediately terminate the agreement.

**e.** Notwithstanding any other clause herein, if there is any act of omission by the contractor or the contract employees which jeopardizes the safety/security of the DAH of the Dept including, but not limited to:

- 1) Theft or pilferage of property of DAH
- 2) Fire, flooding, breakage or damage
- 3) Violence or physical attack on the Campus
- 4) Any act or incident which may prove detrimental to the interests of DAH/Department the contract would be terminated without any notice. Further, the Contractor would be levied penalties, as appropriate as deemed by TWD. The decision of the Commissioner, TWD shall be final in such matters.

#### **XIV. Penalty**

If the vendor fails to carry out the jobs as per the terms and conditions agreed upon, he is liable for forfeiture of Performance Security Deposit. In addition he is also liable for penalty for non-availability of complaint register, complaints of improper cleaning, unclean toilets and misbehaviour by workers etc.

The contractor shall pay any claim made by the Dept of any deficiency (both tangible and intangible) in service. Such amount may also be deducted from bills payable to the Contractor. It may be noted that the Dept shall have the right to forfeit the Security Deposit in full or part for any due/damages caused by the contractor. If the Security Deposit or outstanding bills of the contractor is found inadequate, then such monetary recoveries shall be effected from any amount payable to the contractor against this or any other contract until the dues of the Dept are fully settled. If the claim of the Dept could not be met in this manner, the contractor shall pay up all such claims if a demand is made by TWD.

#### **XV. Security Deposit**

A security deposit @ 5% of the contract value shall be provided by the successful bidder within 15 days of awarding of Contract, failing which the entire amount shall be recovered in the first 4 months' running bill. Alternatively, a Bank Guarantee from a Scheduled Nationalized Bank for the equivalent value may be furnished for the period of agreement with 1 month grace period.

The security deposit is refundable after expiry of the agreement subject to

- (a) any claims on the Contractor
- (b) after the Contractor certifies and confirms by submitting proof wherever possible as desired by Accounts Officer that the Contractor has paid bonus, all premium as PF/ESI

(c) that the contractor has submitted a statement to each of the employees who had worked under him, the moneys deposited as premium on ESI, Insurance, etc.

The Dept reserves the right to deduct from the security deposit any amount for damages/deficiencies in service by the Contractor or to meet any statutory deficiencies. The security deposit does not carry any interest. The Dept shall have the absolute right to deduct from the security deposit and/or any amount payable to the Contractor and any damages as may be determined by the Commissioner, TWD whose decision shall be final on account of any act or omission in the contract, by the contractor.

#### **XVI. Suggestions Register**

The contractor will maintain complaints/suggestions register prominently displayed and take immediate action on every complaint in consultation with the Hostel Warden. This register will be open to any authorized person of the Dept for inspection and supervision at all times.

#### **XVII. Safety, Security and Insurance**

1. The contractor shall follow all security rules of the Dept and instructions received from time to time regarding issue of identity cards, uniforms and material movements (incoming and outgoing).

2. During the pendency of the agreement, the contractor shall be liable fully to compensate all concerned for any loss, damage to equipment, machinery, person or property, etc. including third party risks arising due to causes attributable to the agreement. The decision of the HWO/Dept., shall be final and will be binding on both parties.

3. The contractor shall take Employees Liability Insurance of prescribed value for their employees. It must adequately cover all employees/workers under Workmen Compensation Act, 1928 as amended from time to time. Before starting the work, the contractor shall produce the original insurance policy and the license of the workers where applicable to the Department.



**Annexure I  
Bidders Details**

1. Name of the Agency or firm and Address :
2. Telephone No. :
3. Fax No :
4. Month and year of establishment of firm :
5. Details of Registration with Labour  
Department/MCH (Central/State) :
6. Sales tax registration No. :
7. Names of Proprietors/Partners/Directors :
8. Annual Turnover during the last three Years
- a) 2014-15 :
- b) 2015-16 :
- c) 2016-17 :
9. Names of three major institutions (Government / Semi Government /PSUs/ Private) where housekeeping and sanitation service contracts are being executed/have been executed in the last 3 years. Attach separate sheet in this Proforma if the space is insufficient.

No	Period of contract		Name and address of the organization, Contact Person, Phone No & email id	Types of contract Undertaken	Value of Contract & other details
	From	To			

**Note: Experience certificates from respective organizations must be enclosed in original/self attested copies.**

10 . Whether the firm/agency is an Income Tax Assessee :

If so, please give the details of PAN

And enclose IT returns for the last two years

11. Service Tax Registration No. :

Enclose Service Tax returns for the last two years

12. Details of Demand Draft enclosed towards EMD amount

Demand draft No. and Date	Name of the Bank and branch

Place:

Signature of the Tenderer with Seal

Date:

**Annexure II**  
**Price Schedule for Each Zone**

To  
The Commissioner,  
Tribal Welfare Department,  
Government of Telangana,  
Hyderabad.

Sir,

In response to the Tender Notice inviting tenders for "**Housekeeping and Sanitation Services at Department Attached Hostels (DAHs)**" of Tribal Welfare Department, Govt. of Telangana, it is stated that I/we have gone through all the terms & conditions of the tender and having understood the same fully, I hereby offer my price for the work as stated below:

**Zone No:**.....

Sl. No.	Location of DAH	Rate offered (excluding Service Tax)			
		No of Persons	Basic Price Per Person	Total (in figures - INR)	In words (INR)
1	2	4	5	6	7
			<b>Total</b>		
			<b>Overheads</b>		
			<b>Grand Total</b>		

Yours faithfully

SIGNATURE

(NAME IN BLOCK LETTERS & SEAL)

**Annexure III**

**Letter Of Authorisation for Attending Bid Opening**

**(To reach on or before date of bid opening)**

To  
The Commissioner,  
Tribal Welfare Department,  
Government of Telangana,  
Hyderabad.

Subject:- Authorization for attending bid opening on ..... (date)  
in the Tender of .....

Following persons are hereby authorized to attend the bid opening for the tender mentioned above on behalf of ..... (Bidder) in order of preference given below.

<b>Order of Preference</b>	<b>Name</b>	<b>Specimen Signature</b>
I.		
II.		

Signature of Bidder  
Or  
Officer authorized to sign the bid

Documents on behalf of the Bidder

- Note:
1. Maximum of two representatives will be permitted to attend bid opening. In cases where it is restricted to one, first preference will be allowed. Alternate representative will be permitted when regular representatives are not able to attend.
  2. Permission for entry to the hall where bids are opened may be refused in case authorization as prescribed above is not received.

**Annexure IV**  
**DAH Institution Wise Requirement of Housekeeping & Sanitation Staff**

Sl. No.	Zones proposed for e-Tender	No. of DAHs in the Zone	Name of the District	No. of DAHs in the District	Name of the DAH Hostel & Location	Boys / Girls	Govt./ Pvt.	Strength	No. of Min Housekeeping /Sanitation Staff to be deployed	Remarks
1	2	3	4	5	6	7	8	9	10	11
1	Zone-I	24	Adilabad	11	PMH (B) Ichoda	Boys	Govt.	113	3	
2			Adilabad		PMH (B) Adilabad	Boys	Govt.	267	4	
3			Adilabad		PMH (B) Utnoor	Boys	Govt.	858	4	
4			Adilabad		PMH (G) Boath	Girls	Pvt.	80	2	
5			Adilabad		PMH (G) Adilabad	Girls	Govt.	235	4	
6			Adilabad		PMH (G) Utnoor	Girls	Govt.	814	4	
7			Adilabad		PMH (G) Indervelly	Girls	Govt.	102	3	
8			Adilabad		PMH (G) Ichoda	Girls	Pvt.	100	2	New DAH to start during 2017-18. (Approximate Strength)
9			Adilabad		PMH (G), Bazarhathnoor	Girls	Pvt.	100	2	
10			Adilabad		PMH (B), Bazarhathnoor	Boys	Pvt.	100	2	
11			Adilabad		PMH(B), Adilabad	Boys	Pvt.	100	2	
										<b>2869</b>
12			Nirmal	2	PMS Eadgoan chowrasta Nirmal	Girls	Govt.	135	3	

13			Nirmal		PMS Adarsh Nagar Nirmal	Boys	Pvt	90	2	
								<b>225</b>	<b>5</b>	
14			Mancherial	2	PMH(B) Mancherial & Sanjeevaiah Colony, Mancherial	Boys	Govt.	183	3	
15			Mancherial		PMH(G) Mancherial & Chunnambatti, Saikunta, Mancherial	Girls	Govt.	180	3	
								<b>363</b>	<b>6</b>	
16			Asifabad	4	PMH (G) Asifabad	Boys	Govt.	139	3	
17			Asifabad		Postmatric (G) Jainoor	Girls	Govt.	65	2	
18			Asifabad		PMH (B) Asifabad	Girls	Govt.	124	3	
19			Asifabad		PMH (G) Kagaznagar	Girls	Govt.	168	3	
								<b>496</b>	<b>11</b>	
20			Karimnagar	2	Govt. TWPMCH, 7 Hills, Mukarampura Karimnagar	Girls	Pvt	282	4	
21			Karimnagar		Govt. TWPMCH, Ramnagar Karimnagar	Boys	Pvt	210	4	
								<b>492</b>	<b>8</b>	
22			Peddapally	2	PMH G Manthani	Girls		100	2	Old PMH, but not opened till date, will be opened during

23			Peddapally		PMH B Manthani	Boys		100	2	2017-18
								<b>200</b>	<b>4</b>	
24			Jagtial	<b>1</b>	PMH Jagtial	Boys		100	2	
								<b>100</b>	<b>2</b>	
25	<b>Zone-II</b>	<b>35</b>	Bhadradi Kothagudem	<b>23</b>	PMH Bhadrachalam - A	Boys	Govt.	270	4	
26			Bhadradi Kothagudem		PMH Bhadrachalam - B	Boys	Govt.	185	3	
27			Bhadradi Kothagudem		PMH Dummugudem	Boys	Pvt	50	2	
28			Bhadradi Kothagudem		PMH Burgampadu	Boys	Govt.	100	2	Old PMH, but not opened till date, will be opened during 2017-18
29			Bhadradi Kothagudem		PMH Gundala	Boys	Govt.	150	3	
30			Bhadradi Kothagudem		PMH Kothagudem	Boys	Govt.	218	4	
31			Bhadradi Kothagudem		PMH Paloncha	Boys	Govt.	243	4	
32			Bhadradi Kothagudem		PMH Manuguru	Boys	Govt.	110	3	
33			Bhadradi Kothagudem		PMH Cherla	Boys	Pvt	60	2	
34			Bhadradi Kothagudem		PMH Degree & Jr. Yellandu	Boys	Govt.	150	3	
35			Bhadradi Kothagudem		PMH Bhadrachalam - B	Girls	Govt.	346	4	
36			Bhadradi Kothagudem		PMH Yellandu	Girls	Govt.	90	2	

37		Bhadradi Kothagudem		PMH Gundala	Girls	Govt.	70	2	
38		Bhadradi Kothagudem		PMH Kothagudem	Girls	Govt.	386	4	
39		Bhadradi Kothagudem		PMH Paloncha	Girls	Govt.	372	4	
40		Bhadradi Kothagudem		PMH Bhadrachalam - A	Girls	Govt.	220	4	
41		Bhadradi Kothagudem		PMH Manuguru	Girls	Govt.	170	3	
42		Bhadradi Kothagudem		PMH Cherla	Girls	Pvt	90	2	New DAH to start during 2017-18. (Approximate Strength )
43		Bhadradi Kothagudem		PMH Tekulapally	Girls	Govt.	150	3	
44		Bhadradi Kothagudem		PMH Julurupadu	Girls	Pvt	100	2	New DAH to start during 2017-18. (Approximate Strength )
45		Bhadradi Kothagudem		PMH Aswaraopeta	Girls	Govt.	80	2	
46		Bhadradi Kothagudem		PMH(B), Bhadrachalam	Boys	Pvt	100	2	New DAH to start during 2017-18. (Approximate Strength )
47		Bhadradi Kothagudem		PMH(B), Tekulapalli	Boys	Pvt	100	2	
							<b>3810</b>	<b>66</b>	
48		Khammam	<b>12</b>	Honorary Director , Govt. ST College Hostel-B Khammam	Boys	Pvt	210	4	



49			Khammam		Honorary Director , Govt. ST College Hostel-C Khammam	Boys	Govt.	143	3	
50			Khammam		Honorary Director , Govt. ST College Hostel-A Khammam	Boys	Govt.	411	4	
51			Khammam		Govt.ST college Boys Hostel ,Sathupalli	Boys	Govt.	167	3	
52			Khammam		Govt.ST college Girls Hostel Khammam	Girls	Govt.	957	4	
53			Khammam		Govt.ST college Girls Hostel ,Sathupalli	Girls	Govt.	391	4	
54			Khammam		Govt.ST college Girls Hostel ,Karepalli	Girls	Govt.	95	2	
55			Khammam		PMH(G), Sathupalli	Girls	Pvt	100	2	New DAH to start during 2017-18. (Approximate Strength )
56			Khammam		PMH(G) , Khammam Rural	Girls	Pvt	100	2	
57			Khammam		PMH(G), Konijerla	Girls	Pvt	100	2	
58			Khammam		PMH(B), Khammam Rural	Boys	Pvt	100	2	
59			Khammam		PMH(B), Konijerla	Boys	Pvt	100	2	
								<b>2874</b>	<b>34</b>	
60	<b>Zone-III</b>	<b>29</b>	Jayashankar Bhupalpally	<b>8</b>	PMH Hostel Eturnagaram	Boys	Govt.	115	3	

61		Jayashankar Bhupalpally		PMH Hostel Bhupalpally	Boys	Govt.	63	2	
62		Jayashankar Bhupalpally		PMH Hostel, Mulugu	Boys	Govt.	185	3	
63		Jayashankar Bhupalpally		PMH Hostel Eturnagaram	Girls	Govt.	76	2	
64		Jayashankar Bhupalpally		PMH Hostel, Mulugu	Girls	Govt.	120	3	
65		Jayashankar Bhupalpally		PMH Hostel Bhupalpally	Girls	Govt.	104	3	
66		Jayashankar Bhupalpally		PMH(G), Govindaraopet	Girls	Pvt	100	2	New DAH to start during 2017-18. (Approximate Strength )
67		Jayashankar Bhupalpally		PMH(G), Eturnagaram	Girls	Pvt	100	2	
							<b>863</b>	<b>20</b>	
68		Warangal Rural	<b>6</b>	Department Attached Hostels(Boys), Narsampet	Boys	Govt.	103	3	
69		Warangal Rural		Department Attached Hostels(Girls), Narsampet	Girls	Govt.	317	4	
70		Warangal Rural		Department Attached Hostels(Girls) ,Khanapur	Girls	Pvt	346	4	
71		Warangal Rural		PMH(G), Nekkonda	Girls	Pvt	100	2	New DAH to start during 2017-18. (Approximate Strength)
72		Warangal Rural		PMH(B), Nekkonda	Boys	Pvt	100	2	
73		Warangal Rural		PMH(B), Sangem	Boys	Pvt	100	2	
								<b>1066</b>	<b>17</b>

74		Warangal Urban		PMH Hostel Julywada, Hanamkonda	Girls	Govt.	409	4	
75		Warangal Urban		PMH Hostel Warangal, Julywada, Hanamkonda	Girls	Govt.	302	4	
76		Warangal Urban	5	PMH Hostel, Subedari, Hanamkonda	Boys	Govt.	233	4	
77		Warangal Urban		PMH(B), Hanmakonda	Boys	Pvt	100	2	New DAH to start during 2017-18. (Approximate Strength)
78		Warangal Urban		PMH(B), Waranagal Urban	Boys	Pvt	100	2	
							<b>1144</b>	<b>16</b>	
79		Jangaon	2	PMH Hostel Jangaon	Girls	Govt.	98	2	
80		Jangaon		PMH Hostel Ghanpur Stn	Girls	Govt.	75	2	
							<b>173</b>	<b>4</b>	
81		Mahabubabad		T.W College Boys Hostel, Kothagudem	Boys	Govt.	200	3	
82		Mahabubabad		T.W College Boys Hostel, Mahabubabad	Boys	Govt.	60	2	
83		Mahabubabad	8	T.W College Boys Hostel, Thorrur	Boys	Govt.	70	2	
84		Mahabubabad		T.W College Girls Hostel, Kothaguda	Girls	Govt.	100	2	
85		Mahabubabad		T.W College Girls Hostel, Mahabubabad	Girls	Govt.	40	2	

86			Mahabubabad		T.W College Girls Hostel, Thorrur	Girls	Govt.	60	2		
87			Mahabubabad		PMH(G), Bayyaram	Girls	Pvt	100	2	New DAH to start during 2017-18. (Approximate Strength)	
88			Mahabubabad		PMH(G), Kesamudram	Girls	Pvt	100	2		
								<b>730</b>	<b>17</b>		
89	Zone-IV	21	Nizamabad	4	ST College Boys Hostels, Nizamabad	Boys	Govt.	250	4		
90			Nizamabad		ST College Boys Hostels, Bodhan	Boys	Pvt	114	3		
91			Nizamabad		ST College Girls Hostels, Nizamabad	Girls	Pvt	170	3		
92			Nizamabad		PMH(B), Armour	Boys	Pvt	100	2	New DAH to start during 2017-18. (Approximate Strength)	
									<b>634</b>	<b>12</b>	
93			Kamareddy	4	Govt.ST Hostel, Kamareddy	Boys	Govt.	61	2		
94			Kamareddy		Govt.ST Hostel, Banswada	Boys	Govt.	113	3		
95			Kamareddy		Govt.ST Hostel, Kamareddy	Girls	Govt.	90	2		
96			Kamareddy		Govt.ST Hostel, Banswada	Girls	Pvt	21	2		
									<b>285</b>	<b>9</b>	
97			Siddipet	2	Post Matric College Hostel – Siddipet	Boys	Govt.	248	4		

98		Siddipet		Post Matric College Hostel - Husnabad	Boys	Pvt	21	2	
							<b>269</b>	<b>6</b>	
99		Sangareddy		Post Matric College Hostel - Sangareddy	Boys	Govt.	189	3	
100		Sangareddy	4	Post Matric College Hostel - Sangareddy	Girls	Govt.	53	2	
101		Sangareddy		Post Matric College Hostel - Narayankhed	Girls	Govt.	37	2	
102		Sangareddy		PMH(G), Sangareddy	Girls	Pvt	100	2	New DAH to start during 2017-18. (Approximate Strength )
								<b>379</b>	<b>9</b>
103		Medak	4	Post Matric College Hostel (Girls) Narsapur	Girls	Govt.	72	2	
104		Medak		PMH(G), Medak	Girls	Pvt	100	2	New DAH to start during 2017-18. (Approximate Strength )
105		Medak		PMH(B), Narsapur	Boys	Pvt	100	2	
106		Medak		PMH(B), Medak	Boys	Pvt	100	2	
							<b>372</b>	<b>8</b>	
107		Medchal	3	Govt. ST Girls College Hostel, Medipally	Girls	Govt.	100	2	
108		Medchal		PMH(B), Medchal	Boys	Pvt	100	2	New DAH to start during 2017-18. (Approximate Strength)
109		Medchal		PMH(B), Keesara	Boys	Pvt	100	2	

								<b>300</b>	<b>6</b>	
110	<b>Zone-V</b>	<b>26</b>	Nalgonda	<b>11</b>	Govt. ST. Boys College Hostel, Ramagiri, Nalgonda	Boys	Pvt	530	4	
111			Nalgonda		Govt. ST. Boys College Hostel, Housing board Colony, Nagendhar Nagar Mirylaguda	Boys	Pvt	548	4	
112			Nalgonda		Govt. ST. Boys College Hostel, Gandhi Nagar, Devarakonda	Boys	Govt.	310	4	
113			Nalgonda		Govt. S.T. Boys College Hostel, Near Ankasha Primary School, Anumula.	Boys	Govt.	149	3	
114			Nalgonda		Govt. ST. Girls College Hostel, Beat Market Nalgonda	Girls	Pvt	245	4	
115			Nalgonda		Govt. ST Girls College Hostel, Housing Board, Vidya Nagar Mirylaguda	Girls	Pvt	209	4	
116			Nalgonda		Govt. ST. Girls College Hostel, Dindi Road, Devarakonda	Girls	Govt.	103	3	
117			Nalgonda		PMH(G), Devarakonda	Girls	Pvt	100	2	New DAH to start during 2017-18. (Approximate Strength)
118			Nalgonda		PMH (G), Nalgonda	Girls	Pvt	100	2	

119		Nalgonda		PMH(B) Miryalaguda	Boys	Pvt	100	2	
120		Nalgonda		PMH(B)Nalgon da	Boys	Pvt	100	2	
							<b>2494</b>	<b>34</b>	
121		Suryapet		Govt.Post Matric Boys College Hostel, Kodad	Boys	Govt.	103	3	
122		Suryapet		Govt.Post Matric Boys College Hostel, Chilkur	Boys	Pvt	161	3	
123		Suryapet		Govt.Post Matric Boys College Hostel, Suryapet	Boys	Pvt	228	3	
124		Suryapet	<b>8</b>	Govt.Post Matric Girls College Hostel, Suryapet	Girls	Pvt	132	3	
125		Suryapet		Govt.Post Matric Girls College Hostel, Kodad (Govt. building under Construction)	Girls	Pvt	44	2	
126		Suryapet		PMH(G), Suryapet	Girls	Pvt	100	2	New DAH to start during 2017-18. (Approximate Strength)
127		Suryapet		PMH(B) Kodad	Boys	Pvt	100	2	
128		Suryapet		PMH(G), Thirumalgiri	Girls	Pvt	100	2	
							<b>968</b>	<b>20</b>	
129		Yadadri Bhongir	<b>2</b>	Govt. ST Boys College Hostel Bhongir, Near Yellamma Temple	Boys	Govt.	175	3	

130			Yadadri Bhongir		Govt. ST Girls College Hostel Bhongir, (Urban Colony, Kakinada Basthi, Bhongir)	Girls	Pvt	45	2			
131								<b>220</b>	<b>5</b>			
132			Nagarkurnool	<b>5</b>	PMS Boys College Hostel , Achampet	Boys	Govt.	120	3			
133		Nagarkurnool	PMS Girls College Hostel , Kalwakurthy		Girls	Govt.	22	2				
134		Nagarkurnool	PMH (B), Kollapur		Boys	Pvt	100	2	Old PMH, but not opened till date, will be opened during 2017-18			
135		Nagarkurnool	PMH(G), Veldanda		Girls	Pvt	100	2	New DAH to start during 2017-18. (Approximate Strength)			
136		Nagarkurnool	PMH(B), Nagarkurnool		Boys	Pvt	100	2				
								<b>442</b>	<b>11</b>			
137	<b>Zone-VI</b>	<b>27</b>	Vikarabad	<b>2</b>	Govt.ST Girls College Hostel, Vikarabad	Girls	Govt.	116	3			
138			Vikarabad		Govt.ST Girls Boys Hostel, Pargi	Boys	Govt.	20	2			
										<b>136</b>	<b>5</b>	
139				Rangareddy	<b>8</b>	Govt.ST College Boys Hostel, Nagole	Boys	Govt.	182	3		
140				Rangareddy		Govt. Integrated Girls Hostel, Ibrahimpatnam	Girls	Govt.	60	2		



141			Rangareddy		PMH(G), Farooqnagar	Girls	Pvt	100	2	New DAH to start during 2017-18. (Approximate Strength)
142			Rangareddy		PMH(G), Ibrahimpattanam	Girls	Pvt	100	2	
143			Rangareddy		PMH(B), Farooqnagar	Boys	Pvt	100	2	
144			Rangareddy		PMH(B), Hayathnagar	Boys	Pvt	100	2	
145			Rangareddy		PMH(B), Sarooqnagar	Boys	Pvt	100	2	
146			Rangareddy		PMH (B), Amangal	Boys	Pvt	100	2	
								<b>842</b>	<b>17</b>	
147			Hyderabad		Govt.ST College Boys Hostel, Dilsukhnagar,	Boys	Pvt	255	4	
148			Hyderabad		Govt. ST College Boys Hostel, Dilsukhnagar Located at (Bandlaguda)	Boys	Govt.	222	4	
149			Hyderabad	<b>11</b>	Govt. ST College Boys Hostel, Langer House, Located at Borabanda.	Boys	Govt.	56	2	
150			Hyderabad		Govt. ST College Boys Hostel, Karwan, Located at Ibrahimbagh.	Boys	Govt.	502	4	
151			Hyderabad		Govt. ST College Boys Hostel, Redhills.	Boys	Pvt	405	4	

152		Hyderabad		Govt. ST College Boys (Koya) Hostel, Saraswathinagar.	Boys	Pvt	55	2	
153		Hyderabad		Govt. ST College Girls (Koya) Hostel, Adikmet.	Girls	Govt.	63	2	
154		Hyderabad		Govt. ST College Girls Hostel, Moosarambagh Located at Champapet.	Girls	Pvt	73	2	
155		Hyderabad		Govt. ST College Girls Hostel, Moosarambagh Located at Santhoshnagar.	Girls	Pvt	106	3	
156		Hyderabad		PMH (G), Nampally	Girls	Pvt	100	2	New DAH to start during 2017-18. (Approximate Strength)
157		Hyderabad		PMH(B), Saidabad	Boys	Pvt	100	2	
							<b>1937</b>	<b>31</b>	
158		Wanaparthy	2	Govt. T.W.PMS Boys College Hostel, Wanaparthy	Boys	Govt.	100	2	
159		Wanaparthy		Govt. T.W.PMS Girls College Hostel, Wanaparthy	Girls	Govt.	33	2	
							<b>133</b>	4	
160		Mahabubnagar	4	T.W College Boys Hostel, Mettugadda, Mahabubnagar	Boys	Govt.	120	3	

161			Mahbubnagar		T.W College Girls Hostel, ,Mahbubnagar	Girls	Pvt	140	3	
162			Mahbubnagar		PMH(G), Mahbubnagar	Girls	Pvt	100	2	New DAH to start during 2017-18. (Approximate Strength)
163			Mahbubnagar		PMH(G), Jadcheria	Girls	Pvt	100	2	
								<b>460</b>	<b>10</b>	
	<b>TOTAL</b>	<b>162</b>		<b>162</b>				<b>25276</b>	<b>429</b>	

**Annexure V**  
**District Wise Identified Surplus Staff**

<b>Sl. No.</b>	<b>Name of the District</b>	<b>Surplus Staff Nos</b>
<b>1</b>	<b>2</b>	<b>3</b>
1	Adilabad	87
2	Komuram Bheem	69
3	Mancherial	22
4	Nirmal	30
5	Bhadradi	93
6	Khammam	19
7	Karimnagar	3
8	Jagtial	0
9	Peddapally	0
10	Siricilla	1
11	Jayashankar	80
12	Mahabubabad	10
13	Warangal (R)	1
14	Warangal (U)	9
15	Jangaon	0
16	Mahbubnagar	0
17	Nagarkurnool	45
18	Wanaparthi	0
19	Jogulamba	1
20	Nalgonda	56
21	Suryapet	16
22	Yadadri	16
23	Medak	0
24	Sangareddy	0
25	Siddipet	3
26	Nizamabad	0
27	Kamareddy	0
28	Rangareddy	0
29	Medchal	0
30	Vikarabad	0
31	Hyderabad	0
	<b>Total</b>	<b>561</b>

**Annexure VI**

**Proforma of Certificate Regarding Non-Participation of Near Relatives of TWD**

(Certificate on Non-Participation of near relatives in the tender called for Providing Housekeeping & Sanitation Services in Department Attached Hostels as required under Section-I, clause - 18 of Bid-Documents).

**CERTIFICATE**

I, ..... , S/O ..... R/O ..... hereby certify that none of my relative(s) as defined in Section-I item 18 of tender document is/are employed in TWD as per details given in tender document. In case at any stage, it is found that the information given by me is false/incorrect, TWD shall have the absolute right to take any action as deemed fit / without any prior intimation to me.

Signed .....

For and on behalf of the Agency

Name .....

Position .....

Date: .....

## Annexure VII

### Criteria for Technical Evaluation of Vendors

#### I. Pre-Qualification – vendor to qualify in all the pre-requisites with sufficient proof.

Sl. No	Criteria	YES/NO	Remarks
1.	Registration Certificate of the firm		
2.	PAN Number / Service Tax Registration Certificate		
3.	PF, ESI registration copies.		
4.	Acceptance of all terms and conditions, tender document and all Annexures duly signed on all pages		
5.	EMD Enclosed		
6.	Does the vendor meet the previous minimum work experience criteria?		
7.	Does the manpower deployment meet the minimum requirement indicated?		

**II. Vendor having maximum experience and highest work order values among bidders will be given maximum marks. Vendors meeting the minimum requirement will be given minimum marks and additional experience and value of work orders will be given pro-rata marks.**

Sl. No	Criteria	Min Marks	Max Marks
<b>A</b>	Contractor should have minimum <b>3 years'</b> experience in providing Housekeeping and Sanitation Services. The contractor should have executed or be executing at least <b>one similar order</b> i.e. housekeeping and sanitation services in a students' Hostel of a medium/large Institution/ College or in a big Government Institution.	<b>20</b>	<b>25</b>
<b>B</b>	Contractor should have executed or be executing single contract worth <b>Rs. 80 lakh per annum</b> or two contracts of <b>Rs. 50 lakh</b> or three contracts of <b>Rs. 40 lakhs</b> more during the last <b>three year period</b> .	<b>20</b>	<b>30</b>
<b>3.</b>	Minimum 2 (two) Performance Certificates from two existing clients after 01/01/2015.	<b>25</b>	<b>30</b>
<b>4.</b>	Proposed staff as per tender conditions.	<b>10</b>	<b>15</b>
	<b>TOTAL MARKS</b>	<b>75</b>	<b>100</b>

## Annexure VIII

### PERFORMANCE SECURITY BOND FORM

1. In consideration of Tribal Welfare Department, Government of Telangana, Hyderabad (hereinafter called the TWD, Hyderabad) having agreed to exempt \_\_\_\_\_ (hereinafter called the said Contractor(s) from the demand of security deposit of Rs. \_\_\_\_\_ (Rupees ) on production of Bank guarantee for Rs. \_\_\_\_\_ (Rupees ) for the due fulfillment by the said contractors of the terms & conditions to be contained in an Agreement in connection with the contract for hiring services, we (name of the bank) \_\_\_\_\_ (hereinafter called as the Bank), at the request of \_\_\_\_\_ contractor's do hereby undertake to pay to the Tribal Welfare Department, Govt. of Telangana, an amount not exceeding Rs. \_\_\_\_\_ - (Rupees \_\_\_\_\_) against any loss or damage caused to or suffered or would be caused to or suffered by the Tribal Welfare Department, Govt. of Telangana, by reason of any breach by the said contractor's of any of the terms & conditions contained in the said agreement.
2. We (name of the Bank) \_\_\_\_\_ do hereby undertake to pay the amounts due and payable under this guarantee` without any demur, merely on a demand from the Tribal Welfare Department, Govt. of Telangana, stating that the amount claimed is due by way of loss or damages caused to or would be caused to or suffered by the Tribal Welfare Department, Govt. of Telangana, reason of breach by the said contractor's of any of the terms & conditions contained in the said agreement or by reason of the contractors failure to perform the said agreement. Any such demand made on the Bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee where the decision of the Tribal Welfare Department, Govt. of Telangana, in these counts shall be final and binding on the Bank. However our liability under this guarantee shall be restricted to an amount not exceeding Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only).
3. We undertake to pay the Tribal Welfare Department, Govt. of Telangana, any money so demanded notwithstanding any disputes raised by the contractor(s)/supplier(s) in any suit or proceedings pending before any court or tribunal relating thereto our liability under the present being absolute and equivocal. The payment so made by us under this bond shall a valid discharge of our liability for payment there under the contractor(s)/supplier(s) shall have no claim against us for making such payment.
4. We (name of the Bank) \_\_\_\_\_ further agree that the guarantee herein contained shall remain in full force and effect immediately for a period of one year from date herein from the date herein and further agrees to extend the same from time to time (one year after) so that it shall continue to be enforceable till all the dues of the TWD. \_\_\_\_\_ under or by virtue of the said agreement have been fully paid and its claims satisfied or discharged or till Tribal Welfare Department, Govt. of Telangana, certifies that the terms & conditions of the said

agreement have been fully and properly carried out by the said contractor(s) and accordingly discharges this guarantee.

5. We (name of the bank)\_\_\_\_\_further agree that the Tribal Welfare Department, Govt. of Telangana, shall have the fullest liberty without our consent and without our consent and without affecting in any manner our obligations hereunder to vary and of the terms & conditions of the said agreement or to extent time of performance by the said contractor(s) from time to time or to postpone any of the powers exercisable by the Tribal Welfare Department, Govt. of Telangana, against the said contractor(s) and to forbear or enforce any of the terms & conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation or extension being granted to the said contractor(s) or for any forbearance and or any omission on the part of the Tribal Welfare Department, Govt. of Telangana, or any indulgence by the Tribal Welfare Department, Govt. of Telangana, to the said contractor(s) or by any such matter or thing whatsoever which under the law relating to sureties would but for this provision, have effect of so relieving us.
6. This guarantee will not be discharged due to the change in the constitution of the Bank or the contractor(s) / supplier(s).
7. This guarantee shall be irrevocable and the obligations of the Bank therein shall not be conditional to any prior notice of BSNL.

Dated\_\_\_\_\_.

For \_\_\_\_\_

(Indicating the name of the Bank)

NB: This guarantee should be issued on a non-judicial stamped paper, stamped in accordance with the Stamp act.

**TO BE GIVEN ON NON JUDICIAL STAMP PAPER OF RS.100/- (COST OF STAMP PAPER TO BE BORNE BY THE BIDDER)**



**Annexure IX  
PROFORMA OF AGREEMENT**

**TRIBAL WELFARE DEPARTMENT  
Government of Telangana**

Articles of agreement made and entered in to this day between the **Tribal Welfare Department, Govt. of Telangana**, through the **Commissioner, Tribal Welfare Department, Govt. of Telangana, Masabtank Hyderabad** and **M/s .....** (herein after referred to as the contractor).

Whereas the contractor have contracted with the **Commissioner, Tribal Welfare Department, Govt. of Telangana, Masabtank Hyderabad** acting in the premises for and on behalf of the **Commissioner, Tribal Welfare Department, Govt. of Telangana**, in respect of “.....” for a period of **twenty four months w.e.f ..... to .....**

And whereas the said contractor have prior to the execution of these presents offered a **Bank Guarantee No. .... dated .....** as performance guarantee vide which the said ..... has undertaken to pay to the **Commissioner, Tribal Welfare Department, Govt. of Telangana, Masabtank Hyderabad** an amount not exceeding **Rs. .... only** against any loss or damage caused to or suffered by the **Tribal Welfare Department, Govt. of Telangana**, by reason of any breach of contract by the said contractor of any terms and conditions contained in this agreement.

Now these presents witness that in pursuance of the said contract it is hereby agreed and declared by and between the said parties to these presents in the manner following.

That if the said contractor shall and will well and truly execute/perform the works contracted to be performed by them and observe, perform and fulfill the contract entered in to the satisfaction of the said Commissioner, Tribal Welfare Department, Govt. of Telangana, Hyderabad and also if the said contractor or their representative shall and will pay or cause to be paid to the said **Tribal Welfare Department, Govt. of Telangana**, his successors and assignees or to the said **Commissioner, Tribal Welfare Department, Govt. of Telangana, Masabtank Hyderabad** for the time being all losses, damages, costs and expenses which he or they have sustained/incurred or be put in consequence of the default or failure by the said contractor for the due performance of the contract or in the execution and completion of the said work or any part thereof, then the above mentioned bank guarantee shall be returned to the said contractor.

Provided that, it is hereby further declared with true intent and meaning of the parties hereto that if default shall be made by the said contractor in the performance of the said contract to the satisfaction of the said **Commissioner, Tribal Welfare Department, Govt. of Telangana, Masabtank Hyderabad** or in making good any losses damages or expenses herein before mentioned or any part thereof, then it shall be and will be lawful for the said **Commissioner, Tribal Welfare Department, Govt. of Telangana, Masabtank Hyderabad to claim Rs. .... only** in and towards the liquidation of the liability of the said contractor in respect of such default as aforesaid.

And it is hereby declared and agreed that the retention of the cash deposit shall be as and by way to liquidate damages without reference to the relative importance of the particular breach which shall have given occasion for such retention or whether the said **Tribal Welfare Department, Govt. of Telangana** may have sustained any ascertainable pecuniary damage thereby or not.

And it is further declared and agreed to between the said parties to these presents that until the completion of the said scheduled works contracted to be executed and performed by the said contractor to the satisfaction, (to be certified as aforesaid), of the **Commissioner, Tribal Welfare Department, Govt. of Telangana, Masabtank Hyderabad** for the time being & until the final adjustment of the accounts between the said contractor & the **Commissioner, Tribal Welfare Department, Govt. of Telangana, Masabtank Hyderabad** and payment of the final balance (if any) in connection with said contract, the bank guarantee shall remain in the hands and custody of the **Commissioner, Tribal Welfare Department, Govt. of Telangana, Masabtank Hyderabad** for the time being or in any **Treasury** in which they may be lodged by the said **Commissioner, Tribal Welfare Department, Govt. of Telangana, Masabtank Hyderabad**. In witness where of the said contractor and the said **Commissioner, Tribal Welfare Department, Govt. of Telangana, Masabtank Hyderabad** acting in the premises as aforesaid have set their respective hands and seals the day and year first above written.

Signed, stamped and delivered by ..... **(Proprietor)** for the contractor

Signed, stamped and delivered by the **Commissioner, Tribal Welfare Department, Govt. of Telangana, Masabtank Hyderabad** for the **Tribal Welfare Department, Govt. of Telangana**.

**\*TO BE GIVEN ON NON JUDICIAL STAMP PAPER OF RS.100/- (COST OF STAMP PAPER TO BE BORNE BY THE BIDDER)**