



**TIRUMALA TIRUPATI DEVASTHANAMS:  
TIRUPATI**

**Office of the General Manager (Auctions), Marketing  
Department, T.T. Devasthanams, Tirupati, Chittoor  
Dt., (A P).**

e - Tender document  
for

“Providing Services for Collection, Transportation, Processing of  
Human Hair (i.e Sorting, Drying, Storage) and Delivery of  
Human hair at Human Hair godowns, Hare Krishna Road,  
Tirupati.”

# I N D E X

**Name of work:** Providing Services for Collection, Processing of Human Hair (i.e Sorting, Drying, Storage) and Delivery of Human hair at Human Hair godowns, Hare Krishna Road, Tirupati

SL	DESCRIPTION	PAGE NUMBERS
<b>Part- I Technical Bid</b>		
<b>1</b>	<b>Notice Inviting Tender (NIT)</b>	<b>1-8</b>
<b>2</b>	<b>Scope of work</b>	<b>9-12</b>
<b>3</b>	<b>Tender conditions</b>	<b>13-17</b>
<b>4</b>	<b>General Conditions</b>	<b>18-21</b>
<b>5</b>	<b>Special Terms &amp; Conditions</b>	<b>22-28</b>
<b>Part – II Financial Bid</b>		
<b>6</b>	<b>Financial Bid format</b>	<b>29</b>
<b>7</b>	<b>Declaration</b>	<b>30</b>

:: 1 ::

Office of the General Manager(Auctions),  
Tirumala Tirupati Devasthanams :  
Tirupati



**NOTICE INVITING TENDER (N I T) (Online version)**

Sl. No.	Description	
1.	Department Name	Marketing Department, TTD, Tirupati.
2.	Circle/Division	General Manager(Auctions), Tirupati
3.	FILE / NIT Number	<b>34021/9/2019-AUCTION SEC-TTD-part-1</b>
4.	Tender Subject	Providing Services for Collection, Transportation, Sorting, Drying Storage and delivery of Human hair at Human Hair Godown, Hare Krishna Road, Tirupati.
5.	Period of Contract	Three Years
6.	Form of Contract	Product(Open type)
7.	EMD Amount (INR)	Rs.1,00,000 /- (Rupees One lakh only)

8.	EMD payable:	Online / Demand Draft drawn in favour of the Executive Officer, TTD, Tirupati from any scheduled Bank.
9.	Bid Document Downloading Start Date	<b>22.03.2021 at 05.00 P.M</b>
10.	Bid Document Downloading End Date	<b>07.04.2021 at 1.00 P.M</b>
11.	Last Date & Time for Receipt of Bids	<b>07.04.2021 at 3.00 P.M</b>
12.	Bid Validity Period	<b>90 days</b>
13.	Technical Bid Opening Date and Time (Qualification and Eligibility)	<b>07.04.2021 at 3.30 P.M</b>
14.	Price Bid Opening Date and Time (Financial Bid Stage)	<b>08.04.2021 at 4.30 P.M</b>
15.	Place of Tender Opening	<b>O/o General Manager (Procurement) , Hare krishna Road, Near Alipiri,</b>
16.	Tender Inviting / Opening Authority	<b>General Manager(Auctions), TTD , Tirupati</b>
17.	Address/E-mail id	<b>gmauctionsttd@tirumala.org</b>
18.	Contact Details/Telephone, Fax:	<b>0877-2264429, Fax:2264554</b>

19.	<b><u>Eligibility Criteria</u></b>	<p>The tenderer should have proven experience of at least 3 years in execution of any kind of outsourced activities by engaging labour (FMS activities) and should possess Certificates like Labour Registration, EPF Registration, ESI Registration, certificate of registration of the business (issued by Central Sales Tax department) Service tax registration certificate, GST registration certificate, PAN Card on business or proprietor. In case of non-submission of these certificates, the TTD authorities reserve the right to take any appropriate action including the cancellation of tender of the respective tenderer. <b>In this regard the decision of the Tender opening Authority / The Executive Officer/Addl.EO, Tml is final and binding on the tenderers without any recourse.</b></p> <p>The bidders who are desirous of participating in e-procurement shall submit their technical bids, financial bids as per the standard formats available at the e- market place. The bidders should scan and upload the below mentioned documents.</p> <ul style="list-style-type: none"> <li>a) EMD for Rs.1,00,000/-</li> <li>b) Labour Registration Certificate</li> <li>c) EPF Registration Certificate</li> <li>d) ESI Registration Certificate</li> <li>e) Firm Registration</li> <li>f) GST registration</li> <li>g) PAN card</li> <li>h) Income Tax Returns for past three years</li> <li>i) Minimum 03 years experience in the relevant field of providing FMS/luggage handling system/ etc.,</li> <li>j) Annual Turnover for Rs.50.00 Lakhs in any one of the last three financial years to be certified by the Chartered Accountant</li> </ul>
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20.	<b><u>Procedure for Bid Submission</u></b>	<ol style="list-style-type: none"><li>1. Bids shall be submitted online only.</li><li>2. The participating bidders in the tender should register themselves free of cost on e-procurement platform in the website <a href="http://www.eprocurement.gov.in">www.eprocurement.gov.in</a> (OR) <a href="https://tender.eprocurement.gov.in">https://tender.eprocurement.gov.in</a></li></ol>
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		<p>4. <b><u>Transaction fee on e-Procurement Platform:</u></b> All the participating bidders shall pay a transaction fee (non-refundable) as mentioned in the NIT payable to APTS, Hyderabad and through on line. (0.03% of estimate contract value + 14% service tax). It is mandatory for all the participant bidders to pay a Non-refundable Transaction fee electronically to APTS, Vijayawada through "Payment Gateway Service on E- Procurement platform".</p> <p>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. A service tax of 14% or as applicable + Bank Charges for Credit Card Transaction of 2.09 %(inclusive of service tax) on the transaction amount payable to APTS, Hyderabad shall be applicable.</p> <p><b><u>Corpus Fund:</u></b> As per G.O.MS.No.4 User departments shall collect 0.04% of ECV (Estimated Contract Value) <b><u>with a cap of Rs. 10,000</u></b> (Rupees ten Thousands only) for all works with ECV up to Rs.50 Crores and Rs.25,000/- (Rupees twenty five thousand only) for works with ECV above Rs.50 Crores, from successful bidders on e-procurement platform before entering into agreement / issue of purchase orders, towards e-procurement fund in favour of Managing Director, A.P.T.S., VIJAYAWADA.</p> <p><b><u>NOTE:</u></b>  <b>There shall not be any charge towards e-Procurement fund in case of works, goods and services with ECV less than</b></p>
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21.	Transaction Fee Payable To	APTS, Vijayawada, A.P (ON LINE)
22.	General Terms and Conditions	AS PUBLISHED IN THE NOTICE INVITING TENDER.

**Sd/- G.V. Krishna Reddy**  
**GENERAL MANAGER(Auctions) I/c.**

:: 4 ::



**Office of the General Manager(Auctions),TTD,Tirupati**

**Tirumala Tirupati Devasthanams :: Tirupati**

**PROCEDURE FOR BID SUBMISSION ON e-procurement PLATFORM (e Tendering):**

- 1) The bidder shall submit his response through Bid submission to the tender on e-Procurement platform at [www.eprocurement.gov.in](http://www.eprocurement.gov.in) by following the procedure given below. The bidder would be required to register on the e-procurement market place [www.eprocurement.gov.in](http://www.eprocurement.gov.in) or <https://tender.eprocurement.gov.in> and submit their bids online. Off-line bids shall not be entertained by the Tender Inviting Authority for the tenders published in e-procurement platform.
- 2) 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 web site. The bidder shall sign on 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.
- 3) **Registration with e-Procurement platform:**



For registration and online bid submission bidders may contact HELP DESK of VAYAM

Technologies, Hyderabad [www.eprocurement.gov.in](http://www.eprocurement.gov.in) or <https://tender.eprocurement.gov.in>.

**Digital Certificate authentication:**

The bidder shall authenticate the bid with his Digital Certificate for submitting the bid electronically on e-Procurement platform and the bids not authenticated by digital certificate of the bidder will not be accepted on the e Procurement platform.

**4) For obtaining Digital Signature Certificate, you may please Contact:**

Andhra Pradesh Technology Services  
Limited  
Vijayawada, A.P

(O  
R)

Any other Registration Authority (RA) of TCS-CA in India. The city-wise list of RAs is available by clicking the link "Apply for a Class-2 Certificate" under "Enroll" section in the website "<https://www.tcs-ca.tcs.co.in/mca21/index.jsp>

:: 5 ::

**5 ) Hard copies:**

- i) All the bidders shall invariably upload the scanned copies of DD/BG in e-Procurement system and this will be the primary requirement to consider the bid responsive.
- ii) The department shall carry out the technical evaluation solely based on the uploaded certificates/documents, DD/BG towards EMD in the e-Procurement system and open the price bids of the responsive bidders after evaluation of technical bids.
- iii) The department will notify the successful bidder for submission of original hardcopies of all the uploaded documents DD/BG towards EMD prior to entering into agreement.
- iv) The successful bidder shall invariably furnish the original DD/BG 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 department will not take any responsibility for any delay in

receipt/non- receipt of original DD/BG towards EMD, Certificates/Documents from the successful bidder before the stipulated time. On receipt of documents, the department shall ensure the genuinely of the DD/BG 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.

- 6) As per the G.O.Ms.No.174 –I & CAD dated: 1-9-2008 If any successful bidder fails to submit the original hard copies of uploaded certificates/documents, DD/BG towards EMD within stipulated time or if any variation is noticed between the uploaded documents and the hardcopies submitted by the bidder, the successful bidder will be suspended from participating in the tenders on e-Procurement platform for a period of **3 years**. The e-Procurement system would deactivate the user ID of such defaulting bidder based on the trigger/recommendation by the Tender Inviting Authority in the system. Besides this, the department shall invoke all processes of law including criminal prosecution of such defaulting bidder as an act of extreme deterrence to avoid delays in the tender process for execution of the development schemes taken up by the government. Other conditions as per tender document are applicable.

**7) Payment of Transaction Fee:**

It is mandatory for all the participant bidders to electronically pay a Non-refundable Transaction fee to APTS, Hyderabad 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. A Service Tax of 14% or as applicable + Bank Charges for Credit Card Transaction of 2.09 % ( inclusive of service tax) on the transaction amount payable to APTS, Hyderabad shall be applicable.

**8) Corpus Fund:**

As per G.O.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 up to 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**, towards e-procurement fund in favour of Managing Director, APTS. There shall not be any charge towards e-Procurement fund in case of works and services with ECV less than and upto Rs.10 Lakhs

**9) 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/Corrigendum 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.

**10) 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 T.T. Devasthanams and Vyam Technologies, Hyderabad are not responsible for incomplete

bid submission by users.

:: 7 ::

## **Preamble**

- Many pilgrims visiting Tirumala used to tonsure their hair as offering to Lord Venkateswara mainly at Main Kalyanakatta and mini kayanakatta Complexes situated at cottages/Rest Houses and Pilgrim Amenities Complexes, Tirumala. The human hair collected from the above centres is being transported by TTD vehicles and kept at Human Hair Godowns, Hare Krishna Road, Tirupati for further processing. The human hair collected shall be sorted into the following varieties.

Sl. No.	Variety / Grade	Size	Category
1	1 <sup>st</sup> variety	27'' and above	<b>Category A-True / full black</b>
2			<b>Category B-Grey / Partial Grey / Dyed hair</b>
3			<b>Category C- Loose / fallen hair</b>
4	2 <sup>nd</sup> variety	19'' to 26''	<b>Category A-True / full black</b>
5			<b>Category B-Grey / Partial Grey / Dyed hair</b>
6			<b>Category C- Loose / fallen hair</b>
7	3 <sup>rd</sup> variety	10'' to 18''	<b>Category A-True / full black</b>
8			<b>Category B-Grey / Partial Grey / Dyed hair</b>
9			<b>Category C- Loose / fallen hair</b>
10	4 <sup>th</sup> variety	5'' to 9''	--

11	5 <sup>th</sup> variety - Thukku	Below 5''	--

- **Brief Scope of work:**

The human hair offered at various Kalyanakattas /PACs, Tirumala will be put into earmarked Hundies in wet condition in two forms by the respective staff working in that areas. One in the form of "MUDULU" and another in the form of "THUKKU" (Fifth variety). The collection from Tirumala is on every day basis.

- **Processes/Operations involved:**

The activities of collection, segregation, drying and packing connected to the Mudulu (Primarily in to Black & Grey/Partial grey and then segregated into 1st, 2nd, 3<sup>rd</sup> varieties and 4<sup>th</sup> variety of hair) human hair at Human hair godown- II and 5th variety(Thukku) at Human hair godown-I, Tirupati. Broadly the process involved is furnished below.

**Collection & Transportation:**

The human hair collected in the hundies at different Kalyanakattas at Tirumala will be transported through closed van under TTD security. The activity involves collection of human hair from different kalyanakattas and PACs and packing in the form of bags and the same is to be transported to Human Hair godowns at Tirupati. The same will be weighed in wet condition.

**Using of Rubber bands for tying both portions of Hair.**

Note: The vehicle for transportation will have to be arranged by the successful bidder/contractor/Agency.

**Sorting/Segregation:**

The following are the steps involved in processing of human hair (mudulu) at Human Hair godown-II, Tirupati after collection of tonsured wet hair from Tirumala.

- Tapping / beating of each bundle of hair (mudulu) at Head /Root level (within one day) to make the semi wet hair free from any unwanted material and dust.
- Manual detangling of each bundle of semi wet hair in reverse direction vertically by holding approximately in the middle of each bundle of mudulu further to remove any short hair and sending them for drying to the drying yard duly tying each bundle of mudulu with the quality rubber bands. (rubber bands supply is also in the scope of work)
- Sorting into different designated sizes after drying.

fallen hair / short hair has to be segregated as separate category i.e. Category 'C' (loose / fallen hair) in the respective human hair variety. Entire sorting has to be carried out manually only.

Whereas the Fifth variety (also called Thukku), will be dried at Human Hair godown-I, Tirupati by manual labour only in sun-light.

○ **Packing & Storing:**

After segregation into designated sizes, the human hair will be once again weighed and packed into gunny bags as mentioned below:

- 1<sup>st</sup> & 2<sup>nd</sup> varieties: 20 Kgs by weight
- 3<sup>rd</sup>, 4<sup>th</sup> & 5<sup>th</sup> varieties: 30 kg by weight

○ **Delivery:**

The auctioned human hair in the e-Auction will be delivered to the successful bidders as per the orders of the TTD Management at Human Hair Godown-I, , Tirupati. The auctioned human hair includes 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> varieties which will be brought from Human Hair godown-II at the time of delivery and also 5<sup>th</sup> variety which is available at Human Hair godown- I itself. The weighment of hair will be done in the presence of Vigilance/Security personnel and successful bidders / authorised representative of the successful bidders, during the time of delivery to the successful bidders and will be delivered under proper packing variety wise as defined in "Packing & Storing".

○ **Maintenance of cleanliness at Human Hair Godowns:**

After completion of above said works, the workers should keep the segregation hall, drying shed, storage area and drying area etc., clean and tidy.

**NOTE:**

- The above mentioned activities connected to the processing of human hair will be supervised everyday by the Superintendents, Human Hair Godowns – I & II, TTD Tirupati.
- The Human hair quantity to be processed everyday in wet condition will be handed over to the representative of the Successful Bidder Agency/Firm by the concerned Superintendents of both Godowns daily in the morning. The quantity of hair allocated to the agency/firm must be processed as specified and must be completed by evening. There should not be any pendency in the work. The allocation of the quantity of Human Hair to the Agency/Firm which is to be processed every day at both godowns shall be done by the respective Superintendents of the Human Hair Godowns – I & II, TTD, Tirupati. The decision of the General Manager(Auctions) / Dy.General Manager (Auctions) is final in this regard.

- All processes defined in the scope of the work shall be carried as specified without any deviation.
- Total probable Quantities of different varieties of human hair expected to be generated per month are mentioned in the “Annexure-I”(Financial Bid) , which is tentative. The past experience shows 20% to 30% excess collection of Human hair during Summer season, Brahmotsavams, other festivals and weekends (Saturday & Sunday) over the normal days.

:: 9 ::

## **SCOPE OF THE WORK**

**The details of the Gradings /Varieties of Human Hair:**

Sl. No.	Variety / Grade	Size	Category
1	1 <sup>st</sup> variety	27'' and above	<b>Category A-True / full black</b>
2			<b>Category B-Grey / Partial Grey / Dyed hair</b>
3			<b>Category C- Loose / fallen hair</b>
4	2 <sup>nd</sup> variety	19'' to 26''	<b>Category A-True / full black</b>
5			<b>Category B-Grey / Partial Grey / Dyed hair</b>
6			<b>Category C- Loose / fallen hair</b>
7	3 <sup>rd</sup> variety	10'' to 18''	<b>Category A-True / full black</b>
8			<b>Category B-Grey / Partial Grey / Dyed hair</b>
9			<b>Category C- Loose / fallen hair</b>
10	4 <sup>th</sup> variety	5'' to 9''	--
11	5 <sup>th</sup> variety - Thukku	Below 5''	--

**Brief Scope of work:**

The human hair offered by the pilgrims at various Kalyanakattas/PACs will be collected into earmarked Hundies in wet condition in two forms by the respective staff working in those areas. One in the form of “MUDULU” which consists of mix-up of hair from 1<sup>st</sup> variety to 5<sup>th</sup> variety and another in the form of “THUKKU”, which predominantly consists of Fifth variety.

• **Processes/Operations involved:**

**1. COLLECTION & TRANSPORTATION:**

The Agency has to collect the human hair i.e Mudulu” and “Thukku” separately in wet condition from the hundies at various KKC's at Tirumala and to pack in gunny bags. These packed gunny bags are to be sealed and tagged with label duly mentioning the details of the hundies and their locations from where the human hair is collected etc., It has to be followed scrupulously at every collection point.

**Further the collected hair is to be properly weighed and further loaded, transported through closed van (should be engaged by contractor)** under security provided by TTD to the Human Hair godowns at Tirupati. The packed gunnies have to be weighed in wet condition again at Human Hair godowns, Tirupati. Then they are to be recorded in relevant ledgers by the godown staff under the supervision of the concerned Superintendent and staff and stacked at the specified place.

The Thukku has also to be conveyed to Human hair godowns, Tirupati, includes necessary weighing, loading, unloading & stacking etc.,.

TTD will provide necessary, gunny bags etc., and the agency shall employ necessary man power for carrying out the above activities along with required vehicle, rubber bands.

**Note:-** At an average 1200 kgs of wet hair (mudulu & thukku) per day is being transported from Tirumala to Tirupati.



## **2. SORTING & SEGREGATION**

The Human hair i.e Mudulu and Thukku in wet condition will be allocated to the Agency by the concerned Superintendents of the respective Godowns located at Tirupati for further processing.

### **➤ Processing of “Mudulu” at Human Hair godown-II, Tirupati:**

MUDULU: The human hair “Mudulu” thus collected & stacked in wet condition will be allocated to the agency at Human Hair godown-II, Tirupati for processing. The firm has to convey the same to the sorting hall, unload and carryout the further processing. The preliminary steps to be followed for processing of mudulu are detailed below.

1. Tapping / beating of each bundle of hair (mudulu) at Head /Root level (within one day) to make the semi wet hair free from any unwanted material and dust.
2. Manual detangling of each bundle of semi wet hair in reverse direction vertically by holding approximately in the middle of each bundle of mudulu further to remove any short hair and sending them for drying to the drying yard duly tying each bundle of mudulu with the quality rubber bands.
3. Sorting into different designated sizes after drying.

After sufficient drying, the black hair of varieties in 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> varieties have to be segregated as Category –A (True / full black) according to the designated sizes mentioned above. The grey hair of sizes pertaining to 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> varieties has to be segregated separately as Category – ‘B’ (Grey / Partial Grey / Dyed hair). The balance is to be segregated into 4<sup>th</sup> and 5<sup>th</sup> varieties as per their designated sizes.

During tangling of mudulu, certain short hair / fallen hair will accrued. Such fallen hair / short hair has to be segregated as separate category i.e, Category ‘C’ (loose / fallen hair) in the 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> variety of human hair. Entire sorting has to be carried out manually only.

THUKKU: Before conveying the THUKKU to godown, the Agency has to check thoroughly about any existence of other varieties / gradings of hair other than 5<sup>th</sup> variety. The presence of any of the varieties from 1<sup>st</sup> to 4<sup>th</sup> grades and loose hair are found, it has to be segregated at Human Hair godown-II.

The human hair “Thukku” thus collected & stacked in wet condition will be allocated to the agency at Human hair Godown-I, Tirupati for sorting. The firm has to convey the same to the sorting hall, unload and carryout the sorting to the specified grades. Sorting is to be carried out in to grey and black hairs. During sorting of Thukku, if any hair found more 5” size, those hair has to be handed over to the Superintendent, HHG-II under the supervision of the Superintendent, HHG-I

During Segregation the following are to be carried out by The Agency scrupulously:

- They have to be very careful in detangling and hackling of the hair which is as a part of the segregation process and to see that no mixing of varieties with one another should happen.
- They have to tie knots for each bunch of homogeneous (remy) hair.
- Suitable & adequate manpower has to be engaged for the sorting hair in to different varieties.

:: 11 ::

### **3. DRYING ACTIVITY**

- **Drying of 1<sup>st</sup>,2<sup>nd</sup>,3<sup>rd</sup>,4<sup>th</sup> varieties hair (mudulu) of Human Hair godown-II, Tirupati.**

The tonsured hair (mudulu) after preliminary processing like tapping / beating, removal of unwanted particles etc., has to be conveyed to the top floor of the Godown at Tirupati. Each bunches of hair are to be spread for sunlight, as per the guidelines to be issued by the Superintendent in-charge. **This drying process shall be continued for a such period till it is sufficiently dried to the satisfaction of the TTD. The decision of the TTD is final in this regard. After sufficient drying, the same has to segregated into designated sizes and category wise as explained and instructed. There should not be any deviation.**

- **Drying of 5<sup>th</sup> variety (Thukku):**

Every day in the morning, the 5<sup>th</sup> variety (Thukku) hair has to be carried to the Drying platforms located at the top of the godowns and to be spread for drying. As part of drying, the 5<sup>th</sup> variety hair has to be upended / mixed thoroughly 2 to 3 times a day for effective drying. This will go till evening and the properly dried hair has to be packed in gunnies and shall be taken to the respective storage place for its storage.. **This drying process shall be continued for a such period of till it is sufficiently dried to the satisfaction of the TTD. Decision of the concerned Superintendent is final in this regard.**

Proper observation shall be provided and the spread hair has to be collected back into different varieties separately from rain or storms etc., Finally after satisfactory drying, each variety of the hair has to be packed in gunnies and weighted in the presence of the Superintendent and all these details are to be

recorded and stacked as directed by the department. Necessary manpower has to be provided by the agency for providing the above services. Only natural drying shall be carried out. No mechanised drying is allowed.

#### **4. PACKING & STORING**

After sorting into designated sizes and category wise, the human hair has to be once again weighed and packed into gunny bags as mentioned below:

- i. 1<sup>st</sup> & 2<sup>nd</sup> varieties (Category 'A', 'B' & 'C') : Each bag -20 Kgs by weight
- ii. 3<sup>rd</sup> (Category 'A', 'B' & 'C'), 4<sup>th</sup> & 5<sup>th</sup> varieties: Each bag- 30 kg by weight

Necessary weighing machines, gunny bags, sealing thread, wax etc., will be provided by TTD. The agency has to deploy sufficient man power for carrying the activities.

○ **Maintenance of cleanliness at Human Hair Godowns:**

After completion of above said works, the workers should keep the segregation hall, drying shed, storage area and drying area etc., clean and tidy.

:: 12 ::

- **NOTE: If any changes are made by the TTD management in the activities in connection with the processing and change of varieties/grades of human hair during the contract tenure, the successful contractor should carry out the changes intimated by the department from time to time at the approved rate (Agreement rate) only.**
- The quantity Hair shown in the financial bid proforma are tentative and are liable for variation during actual execution depending on the season. *The past experience shows 20% to 30% excess in collection of tonsured Human hair during Summer season, Brahmotsavams and other festivals and weekends (Saturday & Sunday) over the normal days. Accordingly the agency has to engage necessary manpower for providing trouble-free services.*
- **NOTE:- AT AN AVERAGE \_19,000 KGS (Tentative Quantity) OF DRY HAIR PER MONTH (INCLUDING ALL VARIEITIES) IS BEING SEGREGATED IN HUMAN HAIR GODOWNS.**

:: 13 ::



**Office of the General Manager(Auctions)**  
**TIRUMALA TIRUPATI DEVASTHANAMS,**  
**TIRUPATI**

**Name of the work:** Providing Services for Collection, processing of human hair including Loading & Unloading of Human hair and delivery of human hair at Human Hair godowns, Hare Krishna Road, Tirupati.

**TENDER CONDITIONS:**

Online (eTendering) tenders are invited only from the Registered Service agencies for Providing Services for Collection, Processing of human hair (Sorting, Drying and Storage) including Loading & Unloading of Human hair at Human Hair Godowns, Hare Krishna Road, Tirupati.

- (1) The TTD is desirous to have this e-Tender in two bids i.e., (1) Technical bid and (2) Financial bid.

**(2) Eligibility (Technical Bid)**

- (a) Minimum 03 years' experience in the field of providing FMS, luggage handling system or manpower supply.
  - (b) The firm/Agency/Bidder should have valid Registration.
  - (c) The firm/Agency/Bidder should have proven capabilities of providing FMS, luggage handling system by having sufficient manpower supply for carrying out the work. The experience furnished will be judged based on the nature of work done, documentation submitted, payment received, based on the payment certificates and bank scrolls, type of organisation to which the services were extended. The acceptance/rejection of the experience certificate is at the sole discretion of TTD.
  - (d) Annual turnover in any one of the financial years during the last 3 (three) financial years should not be less than Rs.50 lakhs. The turnover should be exclusively from FMS contracts or from manpower contracts. This should be clearly indicated by the applicant (2017-18 to 2019-20) with proper documentary evidence.
- (3) The financial bids of those tenderers who are technically qualified, will be opened on the date and time as mentioned in the NIT through the existing e-Procurement system in the Procurement Division of Marketing Office, T.T.D.
- (4) **NOTE:** The T.T.D may extend the last date by issuing an amendment in which case all rights and obligations of the T T D and the tenderers previously subject to the original deadline will then be subjected to the new deadline. SUBMISSION OF TENDER DOCUMENTS ON OFFLINE WILL NOT BE CONSIDERED.
- (5) The contractor has to quote the rate per Kg of segregated dry hair as defined in the "Annexure-I (financial Bid)" which shall be inclusive of all taxes and levies excluding GST as applicable from time to time and service charges as per the Minimum wages act prevailing time to time and complying with the labour laws. GST will be reimbursed as per tender conditions. The rates quoted should exclude GST however shall include any other levy attracted to the item applicable from time to time. No extra taxes duties (other than GST) will be paid apart from the amount quoted. Apart from keeping in view of above processing involved and also cost involved in providing transportation in collecting human hair from Tirumala to Tirupati and hand gloves, Head caps, masks, aprons, shoes, soaps, rubber bands and oils, other disinfectants etc., to the workers.
- (6) EMD, and other securities:
- (a) Tenderers have to deposit EMD for Rs1.00 lakhs through online / by way of Demand Draft/ B.G (valid for 3 months) obtained preferably from any Scheduled Bank drawn in favour of EXECUTIVE OFFICER, TTD, TIRUPATI along with the tender. No Cheque will be accepted. The EMD does not bear any interest.
  - (b) If TTD cancels the tender on any administrative reasons the EMDs of all the bidders will be refunded.

- (c) EMD will be forfeited in the event of any refusal or delay on the part of the successful tenderer to accept the offer for award of work or sign and execute the contract on acceptance of his tender. EMD shall also be liable for forfeiture in case the contractor delay the commencement of work as per the contract. EMD of unsuccessful tenderers will be refunded after completion of 90 days from the date of opening of bids or after finalization of tenders whichever is earlier. EMD of successful tenderer will be retained as EMD for the work and will be refunded after the satisfactory completion of the contract.
- (d) The successful tenderer has to pay further EMD at the rate of 1.5 % of Tender Contract Value, by Demand Draft/Bank Guarantee obtained preferably from any scheduled bank drawn in favour of E.O., TTD, Tirupati at the time of concluding the agreement.
- (e) The successful tenderer has to pay an Additional Security Deposit of 2.5% of the contract value over and above EMD in the form of Demand Draft or Bank Guarantee preferably from any nationalized bank valid for a period 30 months in favour of Executive Officer, TTD. The amount will be refunded or bank guarantee will be released after the completion of the contract period subject to the condition that the contractor dues to the department.
- (7) The TTD cannot issue statutory forms like Form C or Form D etc. and this should be taken into account by the Tenderer / Agency while quoting the rates to TTD.
- (8) Negotiations will not be made with any of the Tenderers.
- (9) The tenderer should possess all requisite licenses, registrations etc., and the same should be obtained invariably before transacting business with TTD. The tenderer should possess an experience of three years in the field and the experience certificate and other Certificates like Registration of Firm if applicable, EPF Registration, ESI Registration, Labour Registration, GST registration, Latest Income Tax Assessment order, PAN Card on business or proprietor. All the documents should be scanned and uploaded at the time tendering through online.
- (10) Submission of more than one tender document by the same tenderer will be liable for rejection.
- (11) The Agency / Firm having any relatives working in TTD at any place cannot submit tenders.
- (12) Firms/Bidders participating in the e-auction of the human hair and also dealing with the business of human hair import/export are not eligible to participate in the tender.**
- (13) The tender accepting authority reserves the right either to reject any or all tenders without assigning any reason. In this regard the decision of TTD is final and binding on the tenderer without any recourse. Further, it is understood by both the parties to the tender and is specifically accepted by the tenderer when the tenderer files the tender before TTD, the acceptance or rejection of the tender by TTD., or methodology adopted by TTD., in short listing the agencies for the supply of services etc., shall not become a cause of action or ground to initiate any legal action before any Court or Courts of Law for obtaining any order, Injection, Direction etc., from the Hon'ble court or Courts to stall the proceedings in TTD.
- (14) The TTD reserves the right to accept or reject any tender and to cancel the tender process and reject all tenders at any time prior to the award of contract without thereby incurring any liability to the affected tenderer or any obligations to inform the affected tenderers, the grounds of acceptance or rejection.
- (15) The requirement of services mentioned shall be made within the time as per the requirement schedule to be given to the successful tenderer at the time of entering into the agreement. However, the schedule is tentative and the TTD is having every right to revise the services requirement schedule.

- (16) BID PRICES:** Tenderer shall quote price after careful analysis of cost involved for the performance of the work as defined in the tender document and also considering all parts of the Tender Document. In case any activity though specifically not covered in description of item under BOQ but it is required to complete the work as per scope of work, scope of supply, specifications, General Conditions of Contract or any other part of Tender Document, the prices quoted shall be deemed to be inclusive of cost incurred for such activity.

:: 15 ::

- (17)** Prices/Rate quoted by the Tenderer/firm, shall be firm and fixed from the date of submission of tender to until completion of the Contract performance period and will not be subject to variation on any account except as otherwise specifically provided in the Contract documents. Any requests for revision in the rate or rates by the tenderer/firm shall not be entertained during the contract period including service charges.
- (18)** NOTE: Tenderer's shall quote the rate category-wise which must be inclusive of all taxes and levies excluding GST as applicable from time to time and Service charges they offer. GST will be reimbursed as per tender conditions. Such quoted rate must take into consideration than the minimum wages including VDA as applicable from time to time to be paid to the workers as per statutory minimum wages act 1948 as per A.P Contract labour (R&A) Rules, 1971 and also applicable taxes from time to time and other accessories to be paid to the workers.
- (19)** ABNORMAL RATES: The Tenderer/firm is expected to quote the price/rate for the specification of the work after careful analysis of cost involved for the performance of the work, considering all specifications and conditions of contract. This will avoid loss of profit or gain in case of curtailment or change of specification for any item. In case it is noticed that the rates quoted by the Tenderer for any item are unusually high or unusually low it will be sufficient cause for the rejection of the Bid unless TTD is convinced about the reasonableness of the rates on scrutinizing the analysis for such rate to be furnished by the Tenderer on demand.
- (20)** BID VALIDITY: Bid shall remain valid for acceptance for a period of 03 (Three) months from the last date of submission of the bid. The Tenderer shall not be entitled during the said period to revoke or cancel his bid or to vary the bid except and to the extent required by TTD in writing. In case of withdrawal of the bid during the bid validity period, EMD of such tenderer shall be forfeited by TTD and also results in proscribing the tenderer from participating in any TTD tenders for a period of 3 years.
- (21)** TTD may request the tenderer for extension of the period of validity of bid. If the tenderer agrees to the extension request, the validity of EMD/Bid Security shall also be suitably extended. Tenderer may refuse the request for extension of bid validity without forfeiting his EMD/Bid Security. However, tenderers agreeing to the request for extension of validity of bid shall not be permitted to modify the bid because of extension, unless specifically invited to do so.
- (22)** The successful bidder shall be required to execute an agreement agreeing to all the conditions of the contract with the T.T. Devasthanams on Non-judicial stamp paper of value of Rs.100/- within 15 days from the date of receipt of the intimation to him that his TENDER has been accepted. The format of agreement shall be supplied to the approved service agency along with the communication of accepting the rates quoted. If the successful tenderer fails to execute the agreement within the time specified or withdraw the tender after the intimation of the acceptance of his tender by TTD or he is unable to undertake the contract due to any other reason, his contract will be cancelled and his E.M.D. shall be forfeited and he will also be liable for all damages sustained by the TTD.

**(23) EVALUATION OF TENDERS ON ONLINE:** e-Tenders are invited for the subject work. The intending bidders can quote as per the eligibility criteria prescribed.

**(a) The technical evaluation:**

It will be made by the approved committee purely on the basis of the supporting documents uploaded / furnished by the bidders and EMD amount paid, with reference to the eligibility prescribed. Upon failure to meet the relevant eligibility criteria, the bid will be disqualified.

**(b) Price Bid Evaluation:**

**After studying the reasonableness of the rates quoted by the tenderers the following procedure will be adopted for choosing L1 tenderer.**

- a) Total amount of each item i.e Quantity X Rate per Kg is calculated.
- b) The grand total amount of all items will be arrived.
- c) Lowest of the grand total amount of all items shall become the L1 tenderer.

:: 16 ::

**NOTE:** Selection of Tenderer among the lowest & equally quoted tenderers will be in the following order:

- a) The tenderer whose turnover in outsourcing works is highest will be selected.
- b) Even if the above criteria is same for equally quoted tenderers, sealed quotations will be obtained from them for revised offers and the lowest offer can be considered.
- c) The tenderer/firm whose tender has been accepted will be informed about the award of the contract by the authorities prior to the expiration of the validity period by a registered letter by RPAD/Fax/e mail.
- d) For breach of any of the tender conditions, the E.M.D. and Security Deposit are liable to be forfeited duly blacklisting the Firm/tenderer. Further, Non-performance of any of the contract provisions to the satisfaction of TTD will disqualify the tenderer/firm to participate in the tenders for the next five (5) years, by disabling the digital certificate.
- e) The TTD reserves the right to add/delete/change/modify any or all the conditions mentioned in the tender schedule and the said addition/deletion/changes/modifications can be incorporated in the agreement to be entered into with the firm/tenderer irrespective of tender conditions mentioned in the notice inviting tender or in the tender schedule or the same can be incorporated in a form of codicil as the case may be and the same will be binding on the tenderer/firm without any recourse.
- f) Tenders, which are not in accordance with the stipulations mentioned, are liable for rejection. Offer with insufficient information and offer, which do not strictly comply with the stipulations given above, are liable to be rejected. Any tenderer



not accepting the conditions mentioned herewith or providing wrong information will be summarily rejected.

- g) In the event of any dispute arising out of the tenders such dispute would be subject to the jurisdiction of the civil courts at Tirupati, A.P., only.
- h) The TTD reserves the right to accept or reject any tender and to cancel the process and to reject all tenders at any time prior to the award of the contract without assigning any reasons and also under no obligation to inform the affected tenderer the ground of acceptance or rejection of the same. In this regard, the decision of the Executive Officer, T.T. Devasthanams is final and binding on the tenderers without any recourse.
- i) Further, it is to specifically be accepted by the tenderer when the Tenderer files the tender before T.T. Devasthanams that the acceptance or rejection of the tender by T.T. Devasthanams or methodology adopted by T.T. Devasthanams in short-listing the Agencies/Firms for the supply of tender requirements shall not become a cause of Action or Ground for the tenderer to initiate any legal action before any Court or Courts of Law for obtaining any order, Injection, direction etc., from the Hon'ble Court or Courts to stall the proceedings in T.T.Devasthanams.

:: 17 ::

**Role of the Contractor/Agency with respect to the SCOPE OF WORK defined in the preamble :**

- a) Collection, Drying, Sorting, Packing, weighing, finally storing as defined in the preamble must be carried out which is a day-to-day job work and as instructed by the respective Superintendents of TTD Godowns / General Manager(Auctions) from time to time.
- b) The Segregation/Grading of wet human hair handed over the contractor/agency into varieties as defined, must be completed on the same day.
- c) Daily the tonsured wet hair after preliminary segregation has to be conveyed to drying

yard for drying. After sufficient drying, the dried hair has to be segregated into designated sizes, the dried hair must be packed back in gunny bags and should be kept at respective designated storage places.

- d) Detangling and hackling of the hair need to be carried out with utmost care as part of hair segregation process.
- e) With regard to drying of tonsured hair, Superintendents of the human hair godowns at Tirupati are authorized to take a decision as whether the hair is sufficiently dried or not.
- f) Packing of bags containing Human Hair of different gradings with weight of 20, 25, 30 Kgs of Human Hair after proper weighment and each bag should be imprinted with sequential number along with the date and time of weighment and its weight as per the approved procedure in force, at the time of delivery of approved auctioned material at Tirupati under the supervision of respective Superintendents and TTD godown staff.
- g) Further, they have to be loaded into the Lorries of successful bidders at time of delivery of auctioned quantity of human hair in a proper stocking manner as per directions of the Superintendent, Human Hair godown- I, Tirupati (Without making any damage to the Human Hair while stacking/ loading/transporting/unloading).
- h) The entire premises of Human hair godowns and O/o G.M.(Auctions), Tirupati should be kept clean and tidy after completion respective works..

Note: The role of the contractor/firm mentioned above is tentative. However, any specific activity which is found essential for satisfactory carrying out the work during the course of work as assigned from time to time has to be taken-up by the contractor/firm. The decision of the Joint Executive Officer, TTD, Tirumala/ General Manager (Auctions), TTD is final in this regard.

**Manpower:**

- (1) The services in connection with the processing of Human Hair i.e Collection,, Drying, Sorting and Storage, grading wise and also Packing & Unpacking, Loading& Unloading services at Human Hair godowns, Tirupati require both Semi-skilled and un-skilled workers and they should strictly adhere to the following conditions.
  - i) Semi-skilled workers: Semi-skilled workers are to be deployed for sorting 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> Varieties of Human Hair.
  - ii) Unskilled workers: Un-skilled workers are to be deployed for sorting 5th (Thukku)
  - iii) It is also advised to engage the labour force from in and around Tirupati, from HINDU religion only.
- (2) The Contractor shall ensure to employ adequate experienced man power (excluding weekly-offs) to provide satisfactory services. The contractor shall employ workers/ supervisory staff with necessary provision for weekly offs as per labour rules and acts, without claiming any extra payment. Hence, the contractors are advised to inspect the areas and quote their rates accordingly. The contractor shall, make his own arrangements for the engagement of all the staff and labour, local or otherwise and for their payment, housing, feeding and transport.
- (3) The contractor/firm should designate supervisory staff for receiving instructions from TTD from time to time.
- (4) Labour importation and amenities to labour and contractor's staff shall be to the contractor's account. His quoted amount shall include the expenditure towards importation of labour amenities to labour and staff. The contractor shall quote taking into consideration the minimum wages to be paid from time to time.
- (5) The tenderer is informed that the TTD will not provide any accommodation for their workers or staff. It is the responsibility of the Contractor/ Firm to make arrangements for transportation to his/ their workers/ staff. The contractor has to make their own arrangements for the transportation.
- (6) Age of the both semi-skilled and un-skilled workers shall not be less than 18 Years and not more than 55 Years with able bodied persons and in good health condition.

**Uniforms/Identity cards and other Supplies:**

- (7) The cost of the hand gloves, Head caps, masks, shoes, soaps and oils and other disinfectants to be provided to all the workers during the processing activities shall be borne by the contractor apart from bearing the cost of Uniform, ID cards (if it is made mandatory by TTD) and other items required for due fulfilment of duties. TTD shall not pay any extra charges to the Contractor against these items which are required for performing proper & efficient working. However the model of uniform shall be got approved from TTD. The firm should provide 3 pairs (Pant & Shirt / Saree & Blouse/ Apron) of uniform to their workers annually. It is the responsibility of the firm to issue necessary instructions to their workers/ /Supervisors under their control to wear the uniform regularly.

**Discipline:**

- (8) Employee(s) / labourers engaged/deputed for the subject job by the contractor shall maintain punctuality and discipline. Any misconduct / misbehaviour on the part of the manpower deployed by the Contractor shall not be tolerated and such persons shall have to be replaced by the Contractor at its own costs, risks and responsibilities immediately, with written intimation to the TTD. However, TTD may at any time instruct to remove undesirable staff of the Service provider at TTD's sole discretion.
- (9) The workers engaged must be compulsorily from HINDU religion only and should not indulge / involve in any other activities which are detrimental to the interests of TTD. At the beginning of the contract, the agency shall administer Oath, as per the proforma furnished by TTD, to all the workers, to the effect that all the workers belong to Hindu religion and have faith in Lord Venkateswara. All the oath papers shall be got signed by the workers and a copy shall be submitted to TTD, duly keeping another copy with the agency. They should also abide by the various restrictions imposed at Tirumala and shall honour them without any reservations whatsoever while at Tirumala.

- (10) The Contractor shall ensure that its employee(s) / labourers refrain from smoking / consuming alcohol/ eating Non-vegetarian food items and other intoxicating substances or carrying any inflammable substances etc., inside / outside the premises, while on duty and further, the contractor shall ensure to follow the rules and regulations as enforced by TTD organization from time to time.

:: 19 ::

- (11) All prohibitory activities applicable to TTD as a whole and in the sacred Tirumala hills in particular have to be followed strictly by all. Further it is to inform to the contractor that under section 114 of Act 30 of 1987 any person contravening any prohibitory orders passed in this regard shall be punishable with imprisonment which may extend to 3 months or with fine of Rs.500/- or with both.
- (12) They shall not taken any influence from the political parties for their existence or any type of benefits from TTD and also shall not participate/encourage/ in any type of union activities/Dharnas/ strikes/and any type of agitations against to TTD.
- (13) In such instances, the contractor has to tackle the situation and shall take the responsibility if any losses occurred to TTD properties & should also see that the image of the organization shall not be damaged in any manner.
- (14) TTD reserves the right to reject the services, if the service is not adhering to the conditions above. In this regard, the decision of TTD / is final and binding on the part of the agency without any recourse.
- (15) Any damage caused to the premises/interiors of the building while performing the contract, due to negligence of the Contractor's manpower, shall be made good immediately at his own cost or shall be recovered from the running/pending bills of the Contractor. In this regard the decision of TTD shall be final.

**Payment:**

- (16) The standard payment terms of TTD are applicable and all statutory deductions applicable at the time shall be made from the payment. No advance will be paid against the work order and approved rates will be valid during the currency of the contract. The payments are made by TTD through online payment and it is to specifically ensure that all payments to personnel shall be made by the agency only through individual Bank Accounts.
- (17) The department shall retain from each payment due to the contractor at the rate of 5% of bill amount until completion of the whole of the work. On completion of the whole of the work and the same will be released to the contractor on submission of NO DUE certificate from the concerned departments.
- (18) The Contractor shall strictly adhere to the statutory regulations viz., Minimum Wages Act, PF Act, ESI scheme, Insurance & other regulations covering labour contract.
- (19) The contractor shall pay the total emoluments to the contract workers and shall not deduct any commissions or any form of Taxes from the wages.
- (20) If any incentive announced by the TTD, the necessary income tax and other statutory applicable taxes applicable on the incentive will have to be borne by the firm and the TTD cannot take up any responsibility in this regard.
- (21) Documents required while submitting the claim by the contractor/agency for payment:
- i) Monthly bill
  - ii) Documentary evidence that payment is made to personnel through their Bank Accounts. (Bank scrolls)
  - iii) E.S.I. payment challan of the preceding month.
  - iv) E.P.F. payment challan of the preceding month.
  - v) Service Tax payment challan of the month / quarter as the case may be

- vi) Certificate to that effect, certified by the Chartered Accountant, has to be submitted by the agency/Firm in respect of above payments.

- (22) The above documents required are not exhaustive and it is to be specifically noted that without the above documents, the bills of the agency shall not be processed by TTD.

**Penalty:**

- (23) Normally the stock should be cleared on the same day itself i.e. the process of sorting in to different varieties. There should not be any stock in the Human Hair godowns without sorting and it is the responsibility of the contractor / firm to clear the stocks. The total processing activities must be completed within week days. The week starts from Thursday to Wednesday. The TTD Authorised Representative may impose fine if the stocks are not segregated in the specified time and the decision of the General Manager (Auctions) is final.
- (24) TTD reserves the right to charge penalty as decided by the General Manager (Auctions), TTD, Tirupati or withhold payment for any unsatisfactory work by the agency without prejudice to its other rights. In this regard, the decision of General Manager(Auctions), TTD, Tirupati is final. The agency is further liable to reimburse / compensate the TTD or to third party for any loss, damage, injury, harm etc., caused or arising out of the negligence in supply of or any other act or breach of contract.

:: 20 ::

- (25) For any lapses during the processing of Human hair, penalty of Rs.5000/- to Rs,10,000/- will be levied per instance apart from asking the firm/contractor to carry out the work again to the satisfaction of TTD.
- (26) In case of any injury is caused while the agency is carrying out its job, it is the responsibility of the Contractor to attend to the need of the aggrieved and the TTD will stand indemnified against any claims/damages / compensation. The firm/agency should cover the workers deployed under the Group Insurance Scheme and the Insurance coverage details to that extent should necessarily be produced at the time of Agreement.
- (27) Any misconduct/misbehaviour of any worker (or) / misuse of TTD products will lead to impose a penalty of Rs 5000/- per instance or termination of the contract that depends upon the intensity of the fault.

**Other conditions:**

- (28) The agency must deploy the workers to carry out the operations as per the scope of the work throughout the year on all days. The working hours will be from 9.00 am to 5.00 pm. Any changes in the above timings will be intimated well in advance by the General Manager (Auctions)/respective Superintendents of the Godowns located at Tirumala and Tirupati.
- (29) At present, there are no night shifts allowed. Based on the necessity additional shift can be thought off.
- (30) The agency is required to carry out all the activities in systematic manner. However during the verification by authorities, if any hair is found to be not processed as per the guidelines, the agency is expected to carry out again the process till the satisfaction of the authorities. In the similar mistake is repeated regularly, suitable fine will be imposed and contract can be determined with suitable penalty.
- (31) The TTD, reserves the right to terminate / amend/modify the contract without assigning any reason or advance notice to the tenderer/Agency. Similarly, the terms of the tender may be amended/modified by TTD, if necessary, to ensure competitiveness and quality of service.
- (32) **SUB-CONTRACTING:** The contract awarded should be executed by the successful

Tenderer/firm only and sub-contract of work is not permitted.

- (33) **INDEMNITY:** The tenderer shall at all times indemnify TTD, against all claims, which may arise in respect of supply of service etc., not confirming to the specifications.
- (34) If the tenderer, in the opinion of TTD, fails or neglects to be complied with any of the terms and conditions of the contract or with any order issued there under then, in such a case, the TTD shall without prejudice to any other right or remedies under this contract as a right and be entitled to cancel the contract by giving a notice in writing to the agency without being liable to pay any compensation for such cancellation.
- (35) **PUBLICITY:** Contractor shall not disclose details of the work to any person or persons except those engaged in its performance, and only to the extent required for the particular portion of the work being done.
- (36) **Disclosure of information:** The service agency also agree that, all knowledge and information not within the public domain which may be acquired during the carrying out of this contract, shall be for all time and for all purpose, regarded as strictly confidential and held in confidence, and shall not be directly or indirectly disclosed to any person whatsoever, except with the written permission of TTD. Contractor will not give any details of the work to the press or a news dissemination agency without prior written approval from TTD. Contractor shall not take any picture on site without specific written approval of TTD representative.
- (37) **Obligation on the part of Service Provider:** The service agency during the term of this contract and after its termination shall not reveal any information or provide data directly or indirectly to any agency.
- (38) The firms who are under block listed and not mentioned while in tender process and any wrong declaration in this regard which comes to the notice at a later date will disqualify them and in future no applications will be received if received and comes to the notice at a later date the application received shall be automatically rejected.
- (39) In the case of failure by the contractor in executing the contract within the period specified the Executive Officer, or any other Officer authorized by him shall have the powers to reject such contract and to engage any other contractor and excess of cost so incurred by the concerned officer, TTD, over the contract price together with all charges and expenses attached to the provision of service shall be recoverable from the contractor.
- (40) **TIME SCHEDULE:** Initially the contract period will be for (1) one year from the date of issuance of LOA/ execution of agreement as the case may be by the successful firm / agency.

:: 21 ::

- (41) However, TTD reserves the right to rescind the contract agreement at any time by giving 1 (One) month notice, if the services of the Contractor are not found satisfactory or up to the standards or at any stage or it is found that Tenderer has secured the contract through fraudulent means or documents, information based on which the bid of the successful tenderer has been accepted or non- fulfilment of any other serious obligation on the part of the contractor as per provision of tender/contract. The decision of TTD in respect of above will be final in this regard.
- (42) The TTD shall not be under any obligation for providing employment to any of the worker of the contractor after the expiry of the contract. The TTD does not recognize any employee employer relationship with any of the workers of the contractor.
- (43) The Semi-skilled / Unskilled workers should work under the direct control of the concerned HOD where they have been ordered to work. Without the knowledge of the General Manager (Auctions), the person deployed for this work should not be replaced for any flimsy reasons and as per instructions of authorities alternate arrangement should be made within 24 hours in the absence of regular staff and their output should

match with the outputs given by regular personnel and should not lead to day to day work getting affected.

- (44) The service agency is informed that TTD may find if necessary to postpone or cancel the assignment and/or shorten the extension of its duration. However, every effort will be made to give as early as possible notice of any changes. In the event of termination the amount shall be paid for the services rendered for carrying out the assignment to the date of termination and report or parts thereof, or any other information and documentation gathered under this contract prior to the date of termination shall be handover to TTD.
- (45) The service agency will be responsible for staff compensation, employment liability and insurance for the candidates during this assignment. The service agency may also maintain comprehensive general liability insurance including contractual liability coverage adequate to cover the indemnity of obligation against all damages, cost and charges and expenses for injury to any person or damage to any property arising out of, or in connection with, the services which result from the fault of its staff.
- (46) Action where no specification: In the case of any class of specifications or class of work of which there is no mention in the specifications or in the terms and conditions, such specifications shall be carried out in accordance with the instructions and requirement of TTD.
- (47) In the case of failure by the service agency to provide the service within the period specified the Officer authorized shall have the powers to reject such contract and to engage any other service agency and excess of cost so incurred by the concerned officer, TTD, over the contract price together with all charges and expenses attached to the provision of service shall be recoverable from the tenderer. It is necessary for the firm/agency to ensure that the strict discipline should be maintained among the workers. The workers should not resort to any type of Dharna/Strikes at Tirumala and they are punishable. The firm/agency has to take up the responsibility for all the acts of the workers.
- (48) Qualification and experience of the service shall be as mentioned in the Tender Rules. TTD at its discretion may form a committee to select the service from those personnel produced before TTD by the tenderer as per the qualifications and experience mentioned and in this regard the decision of the committee and TTD shall be final and binding on the tenderer without any recourse.
- (49) During the period of the contract, the prevailing Income Tax (inclusive of surcharge on IT), Education Cess on IT and taxes as applicable from time to time will be deducted from the gross payment of each bill of the contract.

- (1) The agency shall take all precautions while processing the hair.

  - a. The human hair is valuable commodity and all precautions shall be taken while processing, protection from fire, rain etc.,
  - b. The contractor has to be vigilant over the processing of hair at all stages and should see that the hair should not get damaged while processing activities take place.
  - c. The contractor is responsible for any loss or theft of the hair during the time of processing the hair.
  - d. If any damage or loss or theft occurs to the goods of TTD while at stacking/ loading /transporting /unloading by any of the workers/workers due to negligence or any other reason, the loss amount with suitable penalty charges will be recovered from the contractor as per the prevailing rates in one Lumpsum. The decision of the TTD is final in this regard.
- (2) While reaching the destination at Tirupati the workers shall unload the Human Hair immediately, as per directions of the TTD Godown staff, without causing any delay/inconvenience to routine work.
- (3) In exceptional circumstances or in any emergencies the workers shall attend to the assigned work by the TTD.
- (4) If the agency / firm fails in timely loading/unloading the Human Hair either at Tirupati or at Tirumala and also any delay in the carrying the activities as specified above, suitable fine will be imposed by the General Manager(Auctions) T.T.D and will be recovered from the payment of the monthly bill.
- (5) The contractor has to be vigilant on rainy days while the drying activity is going on and should act according to the instructions of the General Manager (Auctions)/respective superintendents of the Godowns located at Tirumala and Tirupati.
- (6) The services deployed by the contractor to TTD cannot seek as a matter of right as to place of employment.
- (7) The services provided by the firm/agency will be under the control and supervision of the General Manager (Auctions). The contractor has to provide services at Tirupati and Tirumala as per instructions of the authorities.
- (8) The contractor has to provide statement of particulars of Employers and Employees share of EPF and ESI remittances made by him with name etc. every month. The contractor shall deduct Employee share of EPF and ESI (as per prevailing labour act) from wages and remit to EPF and ESI authorities and produce proof of challans with particulars of names etc. to the Centralized Outsourcing Cell as the case may be, before 10th of the next month for arranging payment to the contractor/firm duly certified by the Chartered Accountant. The contractor shall also deduct Profession Tax from wages as per Govt. of AP Rules and remit to the Government of A.P., and produce proof to that extent while claiming subsequent month's bill. But the employer share of EPF and ESI has to be borne by Contractor from the bill amount claimed by him and the same cannot be deducted from wages of employees.
- (9) The valid labour license shall cover the entire period of contract. It is the responsibility of the contractor to renew his license and produce the same to the TTD authorities for the contractual period with the TTD; in other words, he should have valid labour license for the entire period of contract and produce it to the TTD duly making renewals whenever required.
- (10) All the applicable taxes are to be borne by the Agency only. The statutory rules in respect of Taxes to be borne by the agency are applicable.
- (11) The contractor has to furnish list of workers with names, age, address etc. engaged by him. In case of any accident or any injury sustained by any workmen engaged in the performance of the work relating to the contract, all expenditure shall be borne by the Agency / Firm only and the TTD will not undertake any responsibility on this.
- (12) The firm shall at all-time indemnify TTD against all claims which may be made under the workmen compensation act or any statutory rules modification thereof or rules of compensation payable in consequent of accident or any injury sustained by any workmen engaged in performing of the work relating to this contract.



:: 23 ::

- (13) The successful agency shall pay the monthly salaries to the contract workers regularly without deducting any amount for whatsoever reasons and credit into Bank accounts of the individuals and furnish a copy to the General Manager (Auctions), TTD, while submitting the claim to the next succeeding month. The TTD will insist payment of wages by the Contractor to the staff supplied by him to be paid on or before 10<sup>th</sup> of the succeeding month. In case of delay, the reason for such delay has to be appraised to the satisfaction of the General Manager(Auctions), TTD, Tirupati.
- (14) **MINIMUM WAGES ACT:** The Contractor has to pay the wages to all the workers as per Minimum wages Act 1948 and as fixed by the Govt. of India from time to time including applicable VDA along with payment of all other statutory dues. The payment of wages by the contractor to the staff supplied by him to be paid by on or before 5<sup>th</sup> of the succeeding month. Failure on the part of the contractor for payment of the required statutory amounts is a ground for termination of the contract without any further notice. The firm/agency has to pay salaries to the workers supplied by them, without waiting for payment from TTD. The TTD will not reimburse any increase in wages during the period of contract. Accordingly the firm/contractor is to consider this and quote his rates at the time of bid.
- (15) The contractor will be responsible as employer of his/her own staff in maintaining records and shall maintain all records furnished under Contract Labour (R&A) Act, EPF Act, ESI Act and records under various Act, Rules applicable to the contract which should be made available to the TTD when demanded.
- (16) The person(s) engaged by contractor shall be issued identity card affixing latest photograph giving details of Name, Age, Designation, Name of the Agency, blood group and other details duly signed by the contractor or his/her representative. Only such of the persons who are issued with identity cards by the contract will be allowed to enter into TTD premises.
- (17) The TTD will not in any manner be responsible for any act, omission or commission of the workers engaged by contractor and no claim in this respect will lie against the TTD. If any such claim is made against the TTD by any worker or his heirs engaged / employed by the contractor, which the TTD is obliged to discharge by virtue of any statute or any provision of law and rules due to mere fact of the workers of the contractor working at the TTD premises or otherwise, the contractor will be liable to identify / reimburse to the TTD all the money paid in addition to the expenses incurred by him/her.
- (18) The Agency shall be absolutely responsible and liable for any personal injuries or death and or property damage or losses suffered to the TTD due to negligence of the contract personnel in their performance of the services required under the Agreement. The TTD shall not be liable to offer legal services for the offences if any, committed by any staff of the Agency to whom the contract is given.
- (19) The service provider/ firm should have local office at Tirupati to ensure satisfactory fulfilment of contractual obligations.
- (20) The Contractor has to periodically train the Personnel to be supplied to TTD to the satisfaction of the General Manager(Auctions), TTD, Tirupati and in this regard his decision is final which is binding on the Tenderer without any recourse.

- (21) Force Majeure: Any act of God, shall not disentitle the parties to this Agreement to terminate the Contractor or claim damages. Whether an "act" will come within the purview of the "Act of God" or not will be decided by the TTD and its discretion will be final.
- (22) The Contractor should be very attentive in not allowing the service so deployed participating in the trade union activities or allied activities in any manner either directly or indirectly.
- (23) It is specifically accepted by the Contractor that no employee of the Contractor shall under no circumstances be treated or deemed to be as "Employee" of TTD and TTD shall not have or be asked to or expected to accept or accepted any responsibility or liabilities as an "Employer" to any of the employees of the Contractor for the reason of making any payment continuously or extending any facility under this contract. The workers / employees supplied by the Contractor shall not be treated as TTD employees at any point of time and they do not accrue any right over the First Part for any purpose.

:: 24 ::

- (24) The persons supplied by the Contractor should not have any Police records / Criminal cases against them. The Contractor should make adequate enquiries about the character and antecedents of the persons before their deployment through local police, collecting proofs of residence, bank account details, previous work experience and recent photograph and a certification to this effect submitted to this office. The Contractor will also ensure that the personnel deployed are medically fit and will keep in record a certificate of their medical fitness and shall withdraw such employees who are not found suitable by the office for any reasons immediately on receipt of such a request. The Contractor is responsible for all the acts being done by the persons applied to the TTD.
- (25) If it is found that the Contractor or his employees will be influenced by any political parties or with any other outside agencies, the work will terminate automatically and the Contractor will be black listed in TTD. They are not entitled for further participation in the TTD.
- (26) **Coordination and Inspection of Work:** The Coordination and inspection of the day-to-day work under the contract shall be the responsibility of the Contractor/ Firm. However, the TTD's or its authorized representative shall have the authority to inspect the work regularly and give observations / instructions, if any, to the Contractor. In case of any disagreement between the Contractor /firm /agency and the TTD on the performance level its personnel, the matter shall be discussed and resolved through discussions. The written instructions regarding any particular job will normally be passed by the TTD or its authorized representative. A work order book will be maintained by the Contractor/firm for each section in which the aforesaid written instructions will be entered. These will be signed by the Contractor/firm or his authorized representative by way of acknowledgement within 12 hours. This shall be in addition to instructions or orders issued in writing by the TTD.
- (27) In general, all Human hair processing activities shall be done manually. If the firm intends to use any advanced technology, proper demo of the technology should be arranged, if agreed by the management, the approval from the TTD should be taken for implementation of the same.

## TERMINATION OF CONTRACT

- (28)** The TTD may terminate the Contract if the contractor/firm causes a fundamental breach of the Contract. Fundamental breaches of Contract include, but shall not be limited to the following.
- i) The Contractor stops work during the working hours when no stoppage of work is shown on the current program and the stoppage has not been authorised by the General Manager(Auctions), Tirumala/Tirupati. The decision of TTD is final in this regard.
  - ii) The Contractor is made bankrupt or goes into liquidation other than for a reconstruction or amalgamation.
  - iii) The General Manager (Auctions), Tirumala/Tirupati gives Notice that failure to attend the complaints/ defects is a fundamental breach of Contract and the Contractor fails to correct it within a reasonable period of time determined by the TTD.
  - iv) The Contractor does not maintain a security which is required.
  - v) If the contractor, in the judgment of the Department has engaged in corrupt or fraudulent practices in competing for or in the executing the contract.

For the purpose of this paragraph: "corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution. "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment to the TTD and includes collusive practice among Tenderers (prior to or after Tender submission) designed to establish Tender prices at artificial non-competitive levels and to deprive the TTD of the benefits of free and open competition/transparency.

Notwithstanding the above the Department may terminate the contract for convenience. If the Contract is terminated, the Contractor shall stop work immediately, make the Site safe and secured and leave the Site as soon as reasonably possible.

:: 25 ::

#### **TTD NOT BOUND BY PERSONAL REPRESENTATION**

- (29)** The Contractor shall not be entitled to any increase on the schedule of rates or any other right or claim whatsoever by reason of any representation, explanation or statement on alleged representation, promise or guarantees given or alleged to have been given to him by any person unless otherwise covered under the agreement.

#### **NOTICES**

- (30)** Any notice hereunder may be served on the Contractor or his duly authorized representative at the job site or may be served by registered, e-mail, FAX direct to the address furnished by the Contractor. Proof of issue by TTD of any such notice would be conclusive of the contractor having been duly informed of all contents therein.

#### **BANKRUPTCY**

- (31)** If a petition of bankruptcy be filled by or against the Contractor, TTD may, at its opinion, and within sixty days of the filling of such petition cancel this contract.

**(32) ARTICLES OF VALUE FOUND**

- (33)** All gold, silver and other minerals of any description and all precious stones, coins, treasure, relics, antiquities and other similar things which shall be found in, under or upon the site shall be the property of TTD and the Contractor shall only preserve the same to the satisfaction of the TTD and shall from time to time deliver the same to such person or persons indicated by the TTD.

**TAXES & DUTIES**

- (34)** The prices shall be inclusive of all taxes and levies excluding GST as applicable from time to time. GST will be reimbursed as per tender conditions.
- (35)** The rates quoted should exclude GST however shall include any other levy attracted to the item applicable from time to time. No extra taxes duties (other than GST) will be paid apart from the amount quoted.
- (36)** The taxes quoted should include applicable Service Tax etc., duties and any other levy attracted to the items applicable from time to time. No extra taxes & duties will be paid apart from the amount quoted. TTD will not reimburse any of the taxes paid by the tenderer during the tenure of the contract except GST. TTD shall be authorized to deduct any tax as applicable from the bidder.
- (37)** Deduction of all statutory and necessary Tax from each bill will be made as per Government Orders prevailing at the time of payment. Necessary tax deduction certificate will be issued by TTD on demand by the contractor.

**INCOME TAX**

- (38)** During the currency of the contract deduction of income tax at 2.00% + surcharge as in force shall be made from the gross value of each bill of the contract, the contract value for which is in excess of Rs.20,000/- for deduction of tax at rates lower than 2.00% procedure stipulated under section 194-C(4) of Income tax Act, 1961 shall be followed.
- (39)** Income tax clearance certificate should be furnished before the payment of final bill. Otherwise final payment will be held.
- (40)** The contractor's staff, personnel and labour will be liable to pay personnel income taxes in respect of their salaries and wages as are chargeable under the laws and regulations for the time being in force, and the contractor shall perform such duties in regard to such deductions thereof as may be imposed on him by such laws and regulations.

**LABOUR LAWS AND SAFETY REGULATIONS**

**LABOUR LAWS:**

- No staff below the age of 18 (eighteen) years shall be employed on the work.
- The Contractor shall not pay less than what is provided under law to personnel engaged by him or his sub Contractors on this work, for work done other than on item rates basis.
- The Contractor shall at his expenses comply with all labour laws and keep the TTD indemnified in respect thereof.
- The Contractor shall exclusively be liable for non-compliance of the provision of any Acts, laws, rules and regulations having bearing over engagement of labour / workers(s), directly or indirectly for subject work under this Contract.

## **CONTRACTOR TO INDEMNIFY TTD**

- The Contractor shall indemnify TTD and every member, officer and employee of TTD, claims, demands, costs and expenses whatsoever arising out of any failure by the Contractor in the performance of the obligations on relevant labour laws, Acts, regulations, etc. and under the contract documents. TTD shall not be liable for or in respect of any demand or compensation payable by law in respect or in consequence of any accident or injury to any workmen or other person in the employment of the Contractor or his sub-Contractor. The Contractor shall indemnify and keep indemnified TTD against all such damages and compensation and against all claims, damages, proceedings, costs, charges and expenses whatsoever in respect thereof or in relation thereto.
- The Contractor shall undertake to indemnify TTD against all actions, suits, proceedings, claims, losses, damages etc., which may arise under Minimum Wages Act, Fatal Accident Act, Workmen Compensation Act, Shops & Establishment Act, Family pension & Deposit Linked Insurance scheme or any other Act or statutes not herein specifically mentioned but having any direct or indirect application for the person(s) engaged under this contract by him.
- The Contractor shall defend, indemnify and hold TTD harmless from any liability, which may be imposed by the Central, State or local authorities and also from all claims, suits arising out of or by reason of the work provided by this contract including any liability that may arise out of accident, whether brought by the employees/labourers of the Contractor or by the third parties or by the Central or State Government authority or any sub -division thereof.
- TTD shall not be responsible for any claim/compensation that may arise due to damages/injuries/pilferage to the Contractor's employee(s)/ staff/labourers under any circumstances while an employee(s) /labourer is engaged in the TTD's duty under the contract.
- The Contractor shall make regular and full payment of wages/salaries including overtime/night halt allowance etc. as applicable as per rules in force and any other payments due to his employees/labourers and furnish necessary proof whenever required for TTD.
- Under any circumstances the contractor has to pay the regular monthly wages to the workers by 1<sup>st</sup> of every month without fail and without waiting for bills from TTD

## **EMPLOYMENT LIABILITY**

- The Contractor shall be solely and exclusively responsible for engaging or employing persons for the execution of work. All employees engaged by the Contractor shall be on his/their pay-roll and paid by him/them excepting for the works given on JOB/Unit basis. All disputes or differences between the Contractor and his/their employees shall be settled by him/them. TTD has absolutely no liability whatsoever concerning the employees of the Contractor. The Contractor shall indemnify the TTD against all losses or damages or liabilities arising out of or in the course of his/their employing persons or relations with his/their employees. The Contractor shall make regular and full payment of wages and salaries to his employees and furnish necessary proof whenever requested by the TTD. In case of any genuine complaint by any employee of the Contractor or his sub -Contractor regarding non -payment of wages, salaries or other dues, TTD reserves the right to make such payments directly to such employee or sub -Contractor of the Contractor and recover the amount in full along with hefty penalty for the default from the bills of the Contractor and the Contractor shall not claim any compensation or re-imbursement thereof. The Contractor shall comply with the Minimum wages Act applicable to the area with regard to payment of wages of his employees and also of employees of his sub-Contractor.
- The Contractor shall advise in writing to all his employees and the employees of his sub-Contractor as follows:

**“It is to be fully understood that your appointment is only in connection with our**

works contract with TTD and that it does not give you any right or claim for employment with TTD ”.

:: 27 ::

## **FAIR WAGE CLAUSE**

- The contractor shall pay not less than fair wages to labourers engaged by him on the work.
- “Fair” wages means wages whether for time or piecework notified by the Government from time to time in the area in which the work is situated.
- The contractor shall not with-standing the revisions of any contract to the contrary cause to be paid to the labour, indirectly engaged on the work including any labour engaged by the sub-contractor in connection with the said work, as if the labourers had been directly employed by him.
- In respect of labour directly or indirectly employed in the works for the purpose of the contractors part of the agreement the contractor shall comply with the rules and regulations on the maintenance of suitable records prescribed for this purpose from time to time by Government/TTD. He shall maintain his accounts and vouchers on the payment of wages to the labourers to the satisfaction of the General Manager(Auctions).
- The General Manager(Auctions)shall have the right to call for such record as required to satisfy himself on the payment of fair wages to the labourers and shall have the right to deduct from the contract amount a suitable amount for making good the loss/losses suffered by the worker or workers by reason of the “fair wages” clause to the workers.
- The contractor shall be primarily liable for all payments to be made and for the observance of the regulations framed by the Govt. from time to time without prejudice to his right to claim indemnity from his sub-contractors.
- As per contract labour (Regulation and abolition) Act. 1970 the contractor has to produce the license obtained from the licensing officers of the labour department along with the tender.
- Any violation of the conditions above shall be deemed to be a breach of his contract.
- Equal wages are to be paid for both men and women if the nature of work is same and similar.
- The contractor shall arrange for the recruitment of semi-skilled and unskilled labour based on the nature of work entrusted to complete the work within the agreed period as directed by the General Manager(Auctions).

## **COMPLIANCE TO LABOUR REGULATIONS**

During continuance of the contract, the contractor and his sub contractors shall abide at all times by all existing labour enactments and rules made there under, regulations, notifications and bye laws of the State or Central Government or local authority and any other labour law (including rules), regulations, bye laws that may be passed or notifications that may be issued under any labour law in future either by the State or the Central Government or the local authority and also applicable labour regulations, health and sanitary arrangements for workmen, insurance and other benefits. Salient features of some of the major labour laws that are applicable to industry are given below but they are not exhaustive. The contractor shall keep the Department indemnified in case any action is

taken against Department by the competent authority on account of contravention of any of the provisions of any Act or rules made there under, regulations or notifications including amendments. If the Department is caused to pay or reimburse, such amounts as may be necessary to cause or observe, or for non-observance of the provision stipulated in the notifications/bye laws/Acts/Rules/regulations including amendments, if any, on the part of the contractor, the Engineer-in-charge /Department shall have the right to deduct any money due to the contractor including his amount of performance security. The Department/Engineer-in-Charge shall also have right to recover from the contractor any sum required or estimated to be required for making good the loss or damage suffered by the Department.

The employees of the Contractor and the Sub-contractor in no case shall be treated as of the Department (TTD) at any point of time.

:: 28 ::

**SALIENT FEATURES OF SOME MAJOR LABOUR LAWS APPLICABLE TO ESTABLISHMENT ENGAGED IN WORK:**

- a) Workmen compensation Act 1923: The Act provides for compensation in case if injury by accident arising out of and during the course of employment.
- b) Employees P.F. and Miscellaneous provision Act 1952: The Act provides for monthly contributions by the Employer plus workers @ prevailing rates The benefits payable under the Act are:
  - (i) Pension or family pension on retirement or death, as the case may be.
  - (ii) Deposit linked insurance on the death in harness of the worker.
  - (iii) Payment of P.F. accumulation on retirement/death etc.,
- c) Contract Labour (Regulation & Abolition) Act 1970: The Act provides for certain welfare measures to be provided by the contractor to contract labour and in case the Contractor fails to provide, the same are required to be provided by the Principal Department by Law. The Principal Department is required to take certificate of Registration and the contractor is required to take license from the designated Officer. The Act is applicable to the establishments or Contractor of Principal Department if they employ 20 or more contract labour.
- d) Minimum wages Act 1948: The Department is supposed to pay not less than the Minimum wages fixed by appropriate Government as per provisions of the Act if the employment is a scheduled employment.
- e) Payment of wages Act 1936: It lays down as to by what date the wages are to be paid, when it will be paid and what deductions can be made from the wages of the workers.
- f) Equal Remuneration Act 1979: The Act provides for payment of equal wages for work of equal nature to Male or Female workers and for not making discrimination against Female employee in the matters of transfers, training and promotions etc.

- g) Child Labour (Prohibition & Regulation) Act 1986: The Act prohibits employment of children below 14 years of age in certain occupations and processes and provides for regulation of employment of children in all other occupations and processes; Employing Child Labour is prohibited in Building and Construction Industry.

#### **SAFETY REGULATIONS**

- i. The contractor shall take necessary precautions for safety of the workers and preserving their health while working in such jobs, which require special protection and precautions. The following are some of the measures listed but they are not exhaustive and contractor shall add to and augment these precautions on his own initiative wherever necessary and shall comply with directions issued by the Executive Engineer or on his behalf from time to time and at all times.

**Sd/- G.V. Krishna Reddy**  
**General Manager(Auctions)I/c**

:: 29 ::



Office of the General Manager, (Auctions),  
**TIRUMALA TIRUPATI DEVASTHANAMS, TIRUPATI**  
**FINANCIAL BID**

**Name of the Bidder / Firm:**

**GSTIN Registration No:**

**Period of Contract: 36 Months:**

<b>Sl.No</b>	<b>Tentative total quantity of human hair per month (in kgs)</b>	<b>Description</b>	<b>Amount to be quoted per unit (in Rs.)</b>
	19,000 kgs (tentative quantity)	Providing of services for Collection, Transportation, Processing of Human Hair (i.e., Sorting, Drying, Storing) and Delivery of Human Hair to the	



1	of segregated dry hair.	successful bidders (loading) at Human Hair Godowns, Tirupati as stated in scope of work.	<u>                    </u> per kg of segregated dry hair.
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**Note:**

- **Quantity of segregated dry hair mentioned above is approximately to be around 19,000 kgs (tentative quantity) per month, which is tentative and only for the purpose of finalization of bid. The payment will be made to the contractor based on the actual quantity of total segregated dry hair per month.**
- **The eligible Firm/Agency shall quote its offer/rate per Kg of segregated dry hair per month as defined above, which must be inclusive of all applicable statutory taxes and duly considering all the activities indicated in the scope of work including labour force to be deployed by the tenderer for the satisfactory services and performance of the contract. Further the contractor shall quote only one rate.**
- **The contractor has to quote the rate per Kg of total quantity of segregated dried hair per month keeping in view of above collection, Transportation, processing and delivery of auctioned hair (loading) and also cost involved in providing hand gloves, Head caps, masks, shoes, soap oils, coconut oil, and other disinfectants. Contractor has to arrange separate vehicle collection of human hair. Necessary gunny bags, sealing materials, registers for log purposes will be provided by TTD.**
- **The taxes quoted should inclusive of all taxes and levies excluding GST as applicable from time to time. GST will be reimbursed as per tender conditions.. No extra taxes & duties (other than GST) will be paid apart from the amount quoted. TTD shall be authorized to deduct any tax as applicable from the bidder. Deduction of all statutory and necessary Tax from each bill will be made as per Government Orders prevailing at the time of payment. Necessary tax deduction certificate will be issued on demand by the company.**
- **The contractor shall quote his offer considering all the activities indicated in the scope of work including arranging own vehicle for transportation, labour force, machinery, materials and consumables etc.,for all activities as defined in the scope of work and required for satisfactory performance of the contract.**
- **The premises must be kept clean and tidy after completion of each activity.**

Name of the Tenderer :

Address of the Tenderer : (To be filled in by the Tenderer)

I/ We hereby agree to abide all the terms and conditions of the contract. I/ We do hereby agree that I / We shall keep my / Our offer open for a period of **ninety** days from the date of opening of the tender or from the date of negotiations whichever is later or for the extended period as desired by TTD in addition to the period of **ninety** days mentioned above in the event of my / our offer being accepted. I / We shall abide by and give my / our acceptance to the above terms and conditions and special terms & conditions which are this supply contract governing and shall execute an agreement in the prescribed form, in the event of my / our offer being accepted by TTD. Moreover, I have not been blacklisted so far by any Government department.

**Yours faithfully,**

**Signature of the tenderer with full address**

(To be signed by an authorized signatory with full address of the tenderer)