

ANNUAL MAINTENANCE CONTRACT
FOR
PEST CONTROL SERVICES AT HEAD OFFICE, 8 RBOS AND 427 BRANCHES
OF
TELANGANA GRAMEENA BANK SITUATED IN TELANGANA STATE



Head office, H NO.2-1-520, 2nd Floor
Vijaya Sri Sai Celestia, St. No.9
Shankarmutt Road, Nallakunta,
Hyderabad-500044

PART – 1
Technical Bid

NOTICE INVITING TENDER

Annual Maintenance Contract for Pest Control Service For Head Office, 8 RBOs and 427 branches situated in Telangana State

Telangana Grameena Bank (TGB), Head Office, Hyderabad intends to award the **Annual Maintenance Contract for Pest Control Service at Head Office, 8 RBOs and 427 branches situated in different locations in Telangana State for the contract period 01st January 2024 to 31st December 2026**. For this, a two stage-bidding process under GeM i.e. Technical Qualification with respect to Techno- Commercial aspects and Competitive Rates is being followed. Tender documents can also be downloaded from our website www.tgbhyd.in under the tender column. Contractors registered on GeM may only apply.

- 1) Telangana Grameena Bank (TGB) has its Head Office at Hyderabad - 500044. Bidders are advised to go through the tender documents carefully before quoting the rates. The tenderers are advised to visit the HO/RBO/Branches and conduct survey of the existing conditions so as to familiarize themselves with the nature and scope of works to be carried out and get all clarifications as necessary from TGB before quoting their rates.
- 2) Tenders will be applied on GeM portal only. The PART-I (Technical Qualification Bid) of the tender shall contain Technical Qualification bid (**as per Section I, II, III & IV**), along with proof of having submitted EMD; and terms & conditions in prescribed tender document. **The PART– II of the tender shall contain only the financial bid in the prescribed format in GeM.** No other terms & conditions should be there in the financial bid. If any terms & Conditions are stipulated in the tender document, the tender shall summarily be rejected.
- 3) The PART–I (Technical Qualification Bid) of the tender shall be opened first on the date mentioned in the GeM document as per GeM procedure. Based on the Technical Qualification bid / tender, the financial bids (Part-II) for competitive rates of eligible bidders will only be opened / considered.
- 4) TGB reserves the right to accept or reject any tender, in whole or in part and it is not binding on the part of the TGB to accept the lowest (L1) or any tender.
- 5) Tenders, which do not fulfill all or any of the TGB's conditions or are incomplete in any respect and tenders with the tenderer's own conditions other than those specified by TGB, are liable to be rejected.
- 6) Any discrepancies, omissions, ambiguities in the tender documents, if any, or any doubt as to their meaning should be reported through GeM portal only.

TGB will review the same and if required, TGB will issue clarifications to the tenderers which will become part of the Contract Document. TGB will not be responsible if the discrepancies, omissions, ambiguities in the Tender Documents or any doubts as to their meaning are not brought to the notice of TGB before three working days prior to the date of submission of the Tender.

- 7) The tenderer shall deposit Earnest Money Deposit (EMD) amounting to **Rs.50,000/- (Rupees Fifty Thousand only), by DD favouring Telangana Grameena Bank payable at Hyderabad**, failing which, the Tender shall be rejected. No interest shall be paid on the EMD submitted by the bidders. EMD of unsuccessful bidders would be refunded after the award of work to the successful bidders. We request you to upload a copy of the DD along with tender document failing which the tender will not be considered for acceptance. MSE empanelled vendors and other eligible organizations will be exempt for depositing EMD as per prevailing Govt. instructions upon submission of proof.
- 8) Validity of price bid/ offer should be 90 days from the date of opening of price bids. However, the rates quoted by the successful bidder would remain firm until the end of the contract period i.e. up to **31st December 2026** except only if change in GST / statutory taxes and **subject to other terms & conditions mentioned elsewhere in the tender.**
- 9) The successful tenderer will be required to submit @ **5%** of the accepted value of tender, as Security Deposit within 15 days of award of work, which will be reckoned towards the Retention Money Deposit (RMD). The Earnest Money Deposit (EMD) of the successful tenderer shall be adjusted towards Retention Money Deposit. The RMD will be released after 60 days from the expiry of the satisfactory AMC period and will not bear any interest.
- 10) The Security Deposit will be liable to be forfeited in case the contractor commits any breach of any terms and conditions of the Contract or fails to complete the work/ service in given time period or treatment is not effective or satisfactory and not in accordance with the terms and conditions of the contract.
- 11) A pre-bid Meeting shall be held on 20.12.2023 at 03.30pm in the office of TGB, Head Office, Hyderabad-500044. Tenderer are also invited to attend the meeting after visiting the site for clarification of doubts / queries, if any. The owner/representative attending the meeting should carry the Letter of Authorization from their organisation as per Annexure-I.
- 12) This Notice Inviting Tender (NIT) shall also form part of the Tender Document. In case of contradiction between the rules / provisions of this tender document and those of GeM portal, preference shall be given to the rules / provisions given in our tender document.

- 13) **The bidder/ vendor should submit his tender well in advance so that last minute technical glitches can be avoided and TGB will not be responsible for failure of submission of tender by the bidders in this regard. “No extension of time will be permitted if the bidder/ vendor is facing difficulty or facing technical issues in uploading the document at the fag end of the time specified for closure of tender”.**
- 14) All Bidders are requested to peruse the tender documents carefully so as to avoid rejection of the tender for noncompliance with the necessary instructions or with Terms and Conditions.
- 15) All Bidders are requested to ensure that the offers are submitted after full consideration and understanding of the work envisaged under this contract. The bid once submitted shall be final and cannot be altered. Only one bid from each participant shall be accepted. In case any participant submits more than one bid, the participant shall be disqualified from the process of bidding.
- 16) TGB reserves the right to relax the tender conditions at any stage if considered necessary for the purpose of finalizing the contract in the overall interest of TGB.
- 17) At any time prior to the deadline for the submission of tender/bids, TGB may, for any reason, whether at its own initiative or in response to a clarification or query raised by a prospective Bidder, modify any part of the tender document by an amendment and will be uploaded on TGB website www.tgbhyd.in & Gem portal and will not be published in the newspaper.
- 18) The said amendment in the form of the addendum / corrigendum will be made available on website of TGB & Gem portal to all the prospective bidders to whom the tender documents issued online and same shall be binding on the bidders. The addendum (s), if any, issued will form part of the contract document.
- 19) All Bidders **MUST STRICTLY ADHERE** to all instructions, forms, Terms of reference, contract provisions and specifications contained in this tender documents. Failure to submit a proposal containing all the required information and documentation within the deadline specified will lead to the rejection of the proposal and will not be considered for the evaluation.

Yours faithfully

Sd/-

(T. CHANDRA SEKHAR)
GENERAL MANAGER-I

PRE-QUALIFICATION CRITERIA

To be uploaded along with EMD receipt of Rs. 50,000/-

(Approx. value of tender is Rs.26.00 lakhs)

INSTRUCTIONS TO THE TENDERERS FOR FURNISHING INFORMATION AS A PART OF PRE-TENDER QUALIFICATIONS ELIGIBILITY CRITERIA

- 1) The work involved is **Annual Maintenance Contract for Pest Control Service at Head Office, 8 RBOs and 427 branches in different locations in Telangana state**. Scope of work and services to be provided are indicated in the “**SPECIAL TERMS AND CONDITIONS – Scope of Work (Part A)**” and “**Scope of work (Part B) – Illustrative**” of this tender.

The tenderers are advised to visit all the sites (HO, RBO and branches), conduct survey of the existing arrangements to familiarize themselves with the nature of works to be carried out and get all clarifications as necessary from TGB before quoting their rates.

- 2) The contractors should have experience of similar works during the last 5 years (ending 31.03.2023) and who fulfill the following criteria are eligible to tender: -

- i) Should have carried out **minimum 1 similar work** with Govt/PSUs during last 3 years (ending 31.03.2023) with contract value (costing individually) not less than **Rs.4.50 lakhs**.

OR

- ii) Should have carried out **minimum 2 similar works** with Govt/PSUs during last 3 years (ending 31.03.2023) with contract value (costing individually) not less than **Rs.2.50 lakhs each**.

OR

- iii) Should have carried out **minimum 3 similar works** with Govt/PSUs during last 3 years (ending 31.03.2023) with contract value (costing individually) not less than **Rs.1.50 lakhs each**.

- 3) The tenderers should have average Annual Turnover of **Rs. 5 lakhs** during the last three years ending 31ST March 2023 supported by audited balance sheet or a registered Chartered Accountant certified statement of accounts.

- 4) The tenderers should have applicable registrations (PAN, TIN, TAN, GST, ESI, EPF, etc.) supported with documentary evidence and licenses, permissions, approvals issued by appropriate authorities such as Labour enforcement and other statutory authorities, wherever applicable and furnish copies of the same with tender (with the Pre-Qualifying Bid). Agency should have a valid license/registration as per GOI instructions or from any other competent authority to operate a manpower agency in the State of Telangana and similarly registration with appropriate competent authority. Tenderers to note that copies of licenses and registration are to be submitted with the Pre- Qualifying bid i.e. Part I.

Tenders without required documents will be summarily rejected.

- 5) Tenderers should have their own office within the city limits of Hyderabad.
- 6) Tenderers are requested to submit the following documents in **PART - I** (Technical bid) for examining their qualification/suitability. Opening of **PART - II** (Financial Bid) will be subject to satisfying the prescribed eligibility criteria: -
 - i) Copies of Work Orders and Satisfactory Service Certificates from clients for executing similar works for Central/State Government offices/Public Sector Undertakings/Public Sector Banks/Autonomous Bodies, etc. **during the last three years**. "Similar Works" means experience in executing Annual Maintenance Contract **for Pest Control Services** in similar Government/ PSUs / Public Sector Banks / Autonomous Bodies, etc.
 - ii) IT returns of last three consecutive financial years – 2020-21, 2021-22 & 2022-23.
 - iii) References of clients / particulars of bankers, specifying their names and contact numbers (landline and mobile) and names of the contact executives / officials.
 - iv) Information in Section-I, II, III & IV as per enclosed proforma.
- 7) Intending tenderers are required to submit their full bio-data giving details about their organisation, experience, personnel in their organisation, spare capacity, competence and adequate evidence of their financial standing, etc. in the enclosed statement which will be kept confidential.
- 8) While deciding upon the selection of contractors, emphasis will be laid on the ability and competence of tenderers to undertake quality works within the specified time schedule and in close co-ordination with other agencies, besides the rate structure of the items.
- 9) The Bank may obtain reports on past performance of the tenderer from his clients and bankers and evaluate the said reports before opening of the PART-II (Financial Bid) of the tenders. If any tenderer is not found to possess the required eligibility for participating in the tendering process at any point of time and/or his performance reports received from his clients and/or his bankers are found not satisfactory, the Bank reserves the right to reject his offer even after qualifying the PART-I (Technical Qualification Bid) of the tender and PART-II II (Financial Bid) of the tender will be rejected. The Bank is not bound to assign any reason for rejecting the tender.
- 10) The bidder shall hold valid license under the provisions of the Contract Labour (Regulation and Abolition) Act, 1970 and the Contract Labour (Regulation and

Abolition) Central Rules, 1971 and shall fulfill all conditions required under the Act/Rules as amended from time to time.

- 11) The bidder shall be registered with Income Tax and Goods & Services Tax (GST) authorities.
- 12) Bids quoted with administrative / service charges less than or equal to the applicable TDS (IT-TDS and/or GST-TDS) would be treated as unresponsive and invalid, which are liable for rejection.
- 13) Bids, if not submitted in Bank's approved bid format shall be treated as invalid and are liable for rejection.
- 14) Applications containing false and/or inadequate information are liable for rejection.
- 15) While filling up the application with regard to the list of important projects completed or on hand, the applicants shall only include those works which individually cost not less than the specified amount. Clarifications, if any required, may be obtained from CM (Stationery, FA & Records Department), TGB, Head office, H NO.2-1-520, 2nd Floor, Vijayasri Sai Celestia, St No.9 Shankarmutt Road, Nallakunta Hyderabad-500044.
- 16) TGB reserves the right to disqualify the Tenderer blacklisted by State/Central Govt. undertakings/Public Sector Units or whose contracts have been terminated by TGB on account of poor performance, if any such information comes to the knowledge of TGB at any stage either during the tendering process or after short listing the bidder.
- 17) The Contractor / vendor shall not without the consent in writing of TGB, transfer, assign or submit the work under this contract or any substantial part thereof to any other party.
- 18) Non-Compliance of any of the conditions mentioned above will amount to non – eligibility for the Annual Maintenance Contract and the bid shall be summarily rejected.**

I/We have read and understood the instructions contained herein above and are acceptable to us.

Signature of the Tenderer with seal and address

Date:

Place

Section-I Basic Information

Sr No.	Particulars	Bidder's response
1	Name of the Tenderer/agency/ contractor and address of the registered office, telephone no., mobile no., fax no., email-id, and website address.	
2	Year of Establishment	
3	Type of the agency/ contractor (whether Sole Proprietorship/Partnership/Private Limited/ Limited or Cooperative Body etc.) Copies of supporting documents to be enclosed	
4	Name of the Proprietor / Partners / Directors of the agency/ contractor / Firm	1 2 3
5	Details of Registration a Whether Partnership firm, Company, etc. b Registering Authority c Date of Registration d Registration No.	a b c d
6	Whether registered/ empanelled for similar service with a. Government/ Semi- govt / Municipal Authorities or any other public organisation b. If yes, name of the authority c. and since when?	(Yes/ no)
7	Work Experience a Details of work experience in Pest Control services b Documentary evidence of previous experience if any, of carrying out works for NABARD / RBI / Public sector Banks / Government department / Semi Govt. department /Other Public Sector Undertakings at any other center should also be given.	
8	a) Areas of business activities, other than Pest control/ services, if any, and b) Place and address of such business	

9	a) Address of office through which the proposed work of the Bank will be handled; and b) Name & designation of In-charge	
10	Adequate and satisfactory evidence to indicate financial capacity of the person/ agency/ contractor to undertake the said work	
11	a) Names of bankers b) Full address of bankers c) Telephone (landline & mobile Nos), Fax No. etc. of the contact executive (i.e. The persons who can be contacted at the office of their Clients by the TGB, in case it is so needed)	
12	Credit worthiness of the Tenderer & Turn Over during the specified period (Copies of IT deposit certificates such as copy of deposited Form 16 or any such other certificate along with latest final accounts of the business of the Tenderer duly certified by a CA should be enclosed as proof of their credit worthiness and Turn Over for the last three years ending 31.03.2023.)	<u>Annual turnover</u> <u>2022-23 Rs.</u> <u>2021-22 Rs.</u> <u>2020--21 Rs.</u> <u>2019-20 Rs.</u>
13	Number of supplementary sheets attached	
14	a) Whether any civil suit/ litigation has arisen in the contracts executed by the applicant during the last five years (Yes/No) b) If yes, please give following information (suit-wise/ project-wise): i. Name of the Project & Organisation ii. Nature of work iii. Work Order No. and Date iv. Present stage of work v. Value of contract vi. Brief details of litigation	
15	i. Permanent Account Number (PAN) ii. TIN iii. Goods and Service Tax Registration No. iv. EPFO Registration No. v. ESIC Registration No. vi. Regional Labour Commissioner Registration (Copy of above documents to be enclosed)	

Notes: Please attach self-certified copies of the following documents:

a) Latest Income Tax Clearance Certificate

b) IT Returns OR Audited Balance Sheet and Profit & Loss Account for the past three years i.e., FY 2022-23, FY2021-22 & FY 2020-21.

Signature of the Tenderer with seal & date

Section-II -Previous Experience

- a) List of important works executed by the firm during last three years and above as mentioned in pre-qualifying criteria in the tender document with experience in executing works of similar work i.e. Pest control service in organisations / institutes / training establishments etc. (Please attach extra sheets if required).

S.No	Name of the work And Location	Nature of Work	Name & full postal address of the owner. Also indicate whether Government or Semi-Govt.	Contract Amount(Rs)	Whether work was left incomplete or contract was terminated from either side? Give full II (Financial Bid) details.	Any other relevant information
(1)	(2)	(3)	(4)	(5)	(6)	(7)

*****The previous work order and completion certificate of the previous work Experiences should be uploaded separately***

- b) List of important ON HAND works in the field of Pest control service. (Please attach extra sheets if required).

S.No	Name of the work And Location	Nature of Work	Name & full postal address of the owner. Also indicate whether Government or Semi-Govt.	Contract Amount (Rs)	Whether work was left Incomplete or contract was terminated from either side? Give full details.	Any other relevant information
(1)	(2)	(3)	(4)	(5)	(6)	(7)

**Section-III –Pest Control & service staffs and
their Experience**

1. List of staffs, giving details about their technical qualifications, experience, etc. including that in the applicant's organization. (Please attach extra sheets if required).

S.No	Name	Age	Qualification	Experience	Nature of works handled	Date from which employed in the organization	Any other relevant information, if any

2. **List of available tools, Equipment.** (Please attach extra sheets if required).

S.No	Name of tools/ Equipment and Accessories	Total No. of units available with agency	Required no. of units for TGB's work
(1)	(2)	(3)	(4)
1			
2			
3			
4			
5			

3. Indicate other points, if any, to show applicant's technical and managerial competency to indicate any important point in applicant's favour.
4. No. of supplementary sheets attached for Part III.

Section-IV - Details of Bank Account

1.	Name of the Vendor/Firm	
2.	Name of the Account Holder	
3.	Address of the Vendor/Firm	
4.	Name of the Bank, Branch and Address	
5.	Bank Code and Branch Code	
6.	IFS Code of the Bank Branch	
7.	Type of Account (Saving/Current/Cash Credit)	
8.	Account Number	

Note: Please also enclose a CANCELLED CHEQUE in respect of above account number.

EVALUATION AND SELECTION OF THE BIDS

1. Criteria for Evaluation of Bids

- i. The Bank will evaluate the Technical and Financial bids to decide on selection of the successful bidder. The decision of the Bank shall be final and the bidder shall have no right to challenge the decision of the Bank.
- ii. The Technical Bids shall be evaluated on the basis of their response and by applying Evaluation Criteria specified in this Section.
- iii. In the first stage of Technical Evaluation, a proposal would be rejected, if it is found deficient as per the requirements indicated in this document.
- iv. The Technical Bids shall be evaluated first and at this stage the Financial Bids will remain unopened. On completion of Technical Evaluation of all proposals, the Financial Bids of the technically qualified bidders only will be opened.

2. Evaluation criteria for Technical Bid

- i. The evaluation of Technical Bid will be completed on a maximum of 50 marks as indicated below:

Sr. No.	Description	Score
1	Legal Structure	20
	Private Limited/Public Limited	20
	Partnership	15
	Proprietorship	10
2	Work Experience in the relevant field of work	10
	Above 20 years	10
	Above 10 years to 20 years	5
	7 years to 10 years	2
3	Average Turn Over during the last three years ended 31.03.2023	10
	>10 lakhs	10
	10 >= 6 lakhs	5
	6 >= 3 lakhs	2
4	No. of works executed / ongoing in Government Departments / Organisations / PSUs / Banks in last 5 years (as on date of bid submission)	10
	Above 5	10

	Above 4 to 5	5
	Above 2 to 4	2

- ii. The Bank may add any other relevant criteria for evaluating the proposals received in response to this Tender at its sole discretion, to seek more information from the Respondents in order to normalize the Bids.
- iii. All those Bidders who attain a **minimum of 20 marks** on Technical Evaluation score **will be eligible for Financial Bid Evaluation.**

3. Evaluation of the Financial Bid

- i. The proposal of the successful bidder/s of the Technical Bid with the lowest Financial Bid will qualify as the L1 Bidder.
- ii. In the case of a tie between two or more Bidders, contract will be awarded on the basis of the Marks obtained in Evaluation of Technical Bid.
- iii. In case of multiple L1 bidders get same marks in Evaluation of Technical Bid also, then the purchase committee of the Bank may visit the work sites of the bidders and award marks to the work being carried out at the site adopting an objective criteria. The work will be awarded to the bidder with highest marks.
- iv. In case of multiple L1 bidders getting equal marks even after field visits, then final selection will be done based on draw of lots.

INSTRUCTIONS TO THE TENDERER

1. All the pages of the Tender Document shall be signed with seal by the Tenderer. TGB takes no responsibility for delay / loss in non-receipt of Tender Documents.
2. Intending tenderers shall deposit earnest money for a sum of Rs.50,000/- by DD in favour of Telangana Grameena Bank payable at Hyderabad.
3. The earnest money will be returned to the tenderer if his tender is not accepted but without any interest, after finalisation of work order. In no case EMD shall bear any interest. Under no circumstances, earnest money deposit will be accepted in the form of fixed deposit receipts or Banks or Insurance guarantee or cheque.
4. The Earnest Money Deposit paid by the successful tenderer shall be held by the TGB as security for the execution and due fulfillment of the Contract. No interest shall be paid on the said deposit. In case of unsuccessful bidders, the EMD will be refunded only on award of Contract to the successful bidder. The EMD / Initial Security Deposit (ISD) will not bear any interest. If the bidder withdraws his tender before expiry of the validity period of the tender or if the Contractor fails to execute / complete the works satisfactorily, TGB reserves the right to forfeit the EMD / ISD.
5. "Retention Money Deposit" i.e. RMD of 5% of accepted value of the tender shall be deposited by the successful tenderer within 15 days of intimation to him of acceptance of tender. The EMD already furnished shall be taken into account while determining the RMD. In other words, EMD shall become a part of RMD. The RMD will be liable to be forfeited in case the contractor commits any breach of any terms and conditions of the Contract or fails to complete the work. This forfeiture is independent of the liquidated damages provided for in the Contract.
6. The RMD will be released after 60 days from the expiry of the satisfactory AMC period and will not bear any interest.
7. Failure of the successful bidder/ vendor to comply with the requirement of executing Contract and submitting RMD shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security, in which event the TGB may make the award to the next lowest evaluated agency or call for new bids.
8. The Tender / Quotation shall be submitted as per procedure of GeM as PART- I (Pre- qualification Bid) and PART-II (Financial Bid) as the case may be, should be submitted in the GeM portal only.
9. Bids submitted other than through GEM portal shall not be accepted.
10. **Tenderers are advised to visit the site at their cost, conduct survey of existing conditions so as to familiarize themselves with the site conditions, nature of works etc. and get all clarifications as necessary from TGB before quoting the rates.**

11. If last date of receipt of Tender / Quotation and opening date is a holiday, then submission and opening of Tenders / Quotations shall be shifted to next working day.

12. The Tenderers should quote their rates strictly adhering to Terms and Conditions stipulated in the Tender Document. Unsolicited correspondence after opening of the Tender shall not be entertained. Conditional / Deviational Tenders may be rejected without making any reference to the Tenderers.

13. No Tenderer will be allowed to withdraw his Tender during the validity period. Subletting of the Contract is not permitted. In case any tenderer withdraws his/her tender during the validity period or is subsequently found to have sublet the same, the EMD amount received from such tenderers shall be forfeited.

14. The tenderer should fill up rates both in figures and words. Rates should be filled in the Tender neatly and as far as possible, no correction shall be made. If there are differences in the rates indicated in words and figures or in the amount worked out by the tenderer, the following procedure shall be followed:

- i. When there is difference between the rates in figures and in words, the rates which correspond to the amounts worked out by the bidder shall be taken as correct.
- ii. When the amount of an item is not worked out by the bidder or it does not correspond with the rate written either in figures or in words, then the rates quoted by the bidders in words shall be taken as correct.
- iii. When the rates quoted by the bidder in figures and in words tally but the amount is not worked out correctly, the rate quoted by the bidder shall be taken as correct and not the amount.

15. Notwithstanding anything stated above, TGB reserves the right to assess the tenderers capability and capacity to perform the contract, should the circumstances warrant such assessment in the overall interest of TGB.

16. Any amendments / corrigendum to the tender, if any, issued in future will only be notified on the TGB website www.tgbhyd.in & Gem portal and will not be published in the newspaper.

17. Each of documents should be signed with seal by the bidders/ contractors/ vendors submitting the tender in token of his/ their having acquainted himself/ themselves with the general conditions of contract, specifications, special conditions etc. as laid down. Any tender with any of the documents not signed will be rejected.

18. The vendor should submit his tender well in advance so that last minute technical glitches can be avoided and TGB will not be responsible for failure of submission of tender by the bidders in this regard. "No extension of time will be permitted if the vendor is facing difficulty or facing technical issues in uploading the document at the fag end of the time specified for closure of tender".

DECLARATION BY THE TENDERER

1. I/we hereby declare that I/we have read and understood the General instructions, General conditions of Contract, detailed specifications and the conditions of work, etc. and hereby agree to abide by them.
2. I/we hereby confirm that the tender shall remain in force and valid for acceptance for a period of not less than 90 (ninety) days from the date of opening of the financial bid.
3. I/we also note that any additions, clarifications, etc. which we would like to bring to your attention are put in a separate sealed covering letter. I/we have ensured that only relevant entries asked for are made in the tender documents. Entries other than the relevant entry shall make the tender invalid.

DATE:

SEAL & SIGNATURE OF THE TENDERER

PLACE:

GENERAL INSTRUCTIONS TO THE CONTRACTORS
AND GENERAL CONDITIONS OF CONTRACT

1. Tenderers are advised to visit the site and thoroughly understand the nature and scope of the works and be familiar with the site conditions before quoting.
2. Quoted rates should be workable and reasonable and should include incidental and all overheads and profits. The contractor would be required to furnish an analysis for scrutiny of the Service Charges, as and when called for, by TGB.
3. Rates should **include all Taxes**, Duties, Octroi, Levies, Service Charges etc. as applicable and should be firm for the entire Contract period. Under any circumstances, no price escalation whatsoever shall be entertained during the contract period except revision in GST/other statutory payments.
4. **Quarterly payment will be made region wise at Head Office based on bill submitted by the contractor and certified by the branches and RBOs to the effect that the services are provided as per the contract agreement. The Contractor has to get the Signature of the Branch Manager on the service call report after completion of the respective work on the formats for respective work and should submit all these in original with the bill.**
5. **The bill has to be raised only for the completed service cycle (at quarterly intervals) as indicated in the scope of work and the payment will be made for the completed service cycle amount as indicated in the financial bid by the contractor on the pro-rata basis. Non-completion of service cycle will attract Liquidity damages.**
6. **Liquidated damages: Time is the essence of the contract and Liquidated Damages" shall be recovered from the contractor's dues for delay in completion of the service cycle on his part or any service issue/ damage of property is observed during the maintenance contract, TGB reserve the right to impose penalty. The quantum of liquidated damages per week shall be calculated at 0.25% of the accepted tender value subject to a maximum 5% of the accepted tender amount.**
7. Separate orders will be issued by TGB in respect of additional works (if any) which are not covered under the comprehensive monthly charges. The bills for the same are to be submitted within a period of one month after completion of the work. TGB may reject any claim made after the stipulated period. The bills for the works carried out without proper work slips/ work order will be rejected and no further representation will be entertained.
8. GST-TDS, Income Tax, Works Contract Tax, Goods and Service Tax and other taxes as applicable, will be deducted from total payment due to the Contractors.
9. TGB will not be under any liability to pay any compensation to the persons

deployed by the contractor if they sustain any injury etc., while discharging the duties in the said premises. The contractor shall get them insured against any liability or any accident at its own cost. The Contractor should arrange to obtain necessary insurance cover for his employees at his cost and should be responsible for the safety of persons employed by him. The Contractor shall be fully responsible and shall compensate TGB in the event of any damage to person or material, injury /damage or death as the case may be, caused directly or indirectly due to the negligence of the Contractor or his agents and / or his employees or workforce.

10. Any damages caused to the building / premises during the execution of the work shall be made good by the Contractor and if necessary, through suitable Insurance cover at his cost.

11. The contractor shall deploy such minimum number of qualified and experienced staff to ensure that the work is attended in time as per the scope of work of the tender, to the satisfaction of TGB.

12. All the Standard Conditions of the Contract shall be binding on the parties as per Indian Contract Act and other prevailing Rules.

13. The contractor shall, for all intents and purposes, be the "Employer" within the meaning of different Labour Legislations in respect of skilled and unskilled personnel so employed and deployed in TGB and the manpower so employed and deployed in TGB shall remain under the overall control and supervision of the contractor. The persons deployed by the contractor in TGB shall not have claims of Master and Servant relationship (implicitly or explicitly) between him/her/them and TGB nor have any principal and agent relationship with or against the TGB. The contractor's personnel shall not claim any benefit/ compensation/absorption /regularization of services under the provision of the Industrial Disputes Act, 1947 or Contract Labour (Regulation & Abolition) Act, 1970 or any other act related thereto.

14. The Contractor shall comply with the provisions of Contract Labour (Regulation & Abolition) Act, 1970, Minimum Wages Act, 1948 and all other Labour Laws and other Statutory Regulations (both Central and State) that may be enforced from time to time by the appropriate authorities. TGB shall not be responsible in any manner in the event of non-compliance with various labour laws in force by the contractor and the onus of compliance lies solely with the contractor.

15. The manpower deployed by the contractor should be in neat uniform, polite, cordial, positive and efficient, while handling the assigned work so that their actions promote goodwill and enhance the image of TGB. Necessary grooming should be done by the contractor before posting the staff at site. He shall also comply with the provisions of all labour legislations. Receipt of any complaint in this regard shall be viewed seriously. No additional payment shall be made if contractor keep more staff at site for completing the pending work or if the minimum staff strength is not able to perform

satisfactorily as per the contract provision.

16. The Contractor shall abide by all the requirements of maintenance from time to time and shall strictly follow the obligation required by TGB.
17. The Contractor should obtain necessary permission that may be required for the purpose of this Contract from such authorities as may be prescribed by Law from time to time.
18. The Contractor or his authorised representative should visit the site frequently as required by TGB and meet Officials for any clarifications and to receive instructions.
19. The Contractor shall have whole/ sole responsibility for any damage / loss of life and property of TGB on the part of any employee engaged by the Contractor resulting in any loss to TGB or any of its clients. The contractor shall fully compensate TGB for such damage/loss. The decision of TGB in this regard shall be final and binding.
20. Any act of indiscipline / misconduct / theft / pilferage on the part of any employee engaged by the Contractor resulting in any loss to TGB or any of its clients in kind or cash will be viewed seriously and TGB will have the right to claim damages or levy fine and / or terminate the Contract forthwith, if necessary without any notice.
21. In case of any default or failure on Contractor's part to comply with all / any one of the Terms / Conditions, TGB reserves to itself the right to take necessary steps to remedy the situation including, inter-alia, the deduction of appropriate amount/s from dues otherwise payable to Contractor and / or by taking recourse to appropriate recovery proceedings.
22. If any dispute arises on any matter concerning this Contract, the decision of TGB shall be final and binding.
23. The Contractor should not at any time do, cause or permit any nuisance on the site / do anything which shall cause unnecessary disturbances or inconvenience to the occupants / visitors at site or near the site of work.
24. The work should be carried out with least inconvenience to the staff members of TGB. The workmen employed by the Contractor should abide by the Rules and Regulations maintained by TGB in the premises, especially in respect of working hours, entry of the workers to the premises, wearing of uniforms, interpersonal relation with the staff. The contractor shall provide photo identity card to its workers. Any workman not maintaining discipline / decorum inside the premises shall be immediately removed from site.
25. The Contractor should obtain approvals, if any, necessary for the work from the statutory bodies. The Contractor shall assist TGB fully in respect of any liaison with the Municipal/Police or any other authority for necessary approval / permission with regard to the AMC works.

26. The Contractor shall provide everything necessary for the proper execution of the works.
27. No advance payment shall be made. Further, Contractor will not link payment to his manpower with the settlement of bills by TGB.
28. **VALIDITY OF TENDER:** 90 Days from the date of opening of the Tenders.
29. If in the opinion of TGB the work done by the contractor is not satisfactory, TGB may decide depending upon the merit of the work to deduct such amount from the monthly bill amount as it may deem fit.
30. The contractor shall use necessary safety equipment and maintain all safety measures during the execution of works and ensure compliance of Safety Code as per rules and Regulations in force.
31. Contractor shall be required to furnish TGB, as and when required, the following:
- (i) The Power of Attorney, name and signature of his authorized representative, who will be in- charge of execution of this contract.
 - (ii) Registration certificate copies.
 - (iii) Validity of Insurance Policies, Labour Contract License relating to staff engaged at TGB site. The Contractor shall take all precautions necessary and shall be responsible for safety of work and risk involved in works carried out by their personnel.
 - (iv) Contractor shall vouch safe bonafides, conduct and fidelity of the staff employed by him. Any damage caused willfully or in negligence to the works executed, shall be borne by him.
32. The contractor shall remove from work any worker who is found to be failing in his duties.
33. The manpower deployed by the contractor for discharging the contractual obligations under the contract shall be the employees of the contractor. TGB shall in no way be connected with such manpower and they shall have no claim whatever against TGB.
34. The Contractor shall at his own cost and expenses provide all the materials, labour, supervision tools, plant apparatus, ladders, trolleys, conveyance, uniforms etc. required for execution of the work covered by this contract to the entire satisfaction of TGB.
35. Notwithstanding anything contained therein the labourers, workmen, supervisors and other employed persons by the Contractor for the purpose of the works shall for all purposes be regarded as the Contractor's employees. Therefore, neither the contractor nor any of such employees shall have any right to complain or claim against TGB. TGB also shall have no concern with them and shall not be liable to make any payment to or any contribution on account of them.
- 36.a) The tender is neither an agreement nor an offer and is only an invitation by the TGB to the interested parties for submission of their bids/ offers.

b) The information contained in this document or information provided subsequently to the bidders whether verbally or in documentary form by or on behalf of TGB is provided to the bidders on the terms and conditions set out in this tender document and all other terms and conditions subject to which such information is provided.

c) The purpose of this tender is to provide the bidders with information to assist the formulation of their bids/ proposals. This tender does not claim to contain all the information each bidder may require. Each bidder should conduct his own investigations and analysis and should check the accuracy, reliability and completeness of the information in this tender and, wherever necessary, may obtain independent advice.

d) TGB makes no assertion or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this tender. Bank may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this tender.

37. The **contract shall be valid for three years i.e. upto 31 December 2026**. Upon Satisfactory performance of the vendor/ contractor, the TGB may renew the contract for a further period of one year at the same rates and Terms & Conditions.

38. **Forfeiture clause:** In case of negligence/dereliction of duty by vendor/ contractor's staff, the above contract shall be terminated without giving any notice by the TGB and the security deposit shall be forfeited.

39. Recovery of GST-TDS, income tax, education cess, work contract tax, goods and service tax etc. as applicable & in force shall be deducted from the bill during the currency of the contract.

40. The property shall be handed over to vendor/ contractor for AMC on as-is-where-is basis.

41. The successful bidder/ vendor will treat as confidential all data and information about the TGB, obtained in the execution of its responsibilities, in strict confidence and will not reveal such information to any other party without the prior written approval of the TGB.

42. The tender submitted on behalf of a firm shall be signed by all the partners of the firm or by a partner who has the necessary authority on behalf of the firm to enter into the proposed contract. Otherwise the tender may be rejected by the TGB.

43. TGB staff/ security staff will have the right to check/ search or interrogate any of the vendor staff while entering/ working/ leaving.

44. Any amendments / corrigendum to the tender, if any, issued in future will only be notified on the TGB website www.tgbhyd.in & Gem portal and will not be published in the newspaper.

45. The vendor should submit his tender well in advance so that last minute technical glitches can be avoided and TGB will not be responsible for failure of submission of tender by the bidders in this regard. "No extension of time will be permitted if the vendor is facing difficulty or facing technical issues in uploading the document at the fag end of the time specified for closure of tender".

I / We accept all the above Terms and Conditions in all respects without any reservation.

DATE:

PLACE:

Signature of the Tenderer

NAME AND SEAL

ADDRESS:

SPECIAL TERMS AND CONDITIONS – SCOPE OF WORK

Scope of Work (Part A)

1. This contract shall be for a period of three years from 01ST January 2024 to 31ST December 2026. Upon Satisfactory performance, the TGB may renew the contract for a further period of one year at the same rates and Terms & Conditions.
2. No overtime allowance or any compensation of any other kind shall be payable by TGB to any person including supervisor employed by the Contractor for duties at the Bank premises.
3. TGB shall deduct income tax and other taxes which it may be required under any law for the time being in force from the payment to be made to the Contractor for the services rendered to TGB.
4. During the continuance of this contract or such extended time, the contractor shall provide pest control services as per the requirement of the TGB. The present requirement indicated in the scope of work would be liable for change as and when considered necessary by the TGB.
5. The staffs on duty shall be medically fit to perform the pest control service. They will be the employees of the contractors under their exclusive control and supervision and shall comply with the following: -
 - i) The contractor staffs on duty shall comply with the directions and instructions regarding the pest control services issued by the representatives of the TGB to the Contractor from time to time.
 - ii) The contractor shall ensure that the staffs provided by it are smart, educated and of high integrity and maintain proper discipline and they do not in any manner, cause any interference, annoyance or nuisance to the management or the TGB or its business or work or its officers / employees / visitors, etc.
6. The Contractor shall comply with all statutory requirements in respect of their staff such as ESIC coverage, Provident Fund, payment of bonus, payment of minimum wages, dearness allowance, leave and gratuity benefits and other legal and statutory requirements in relation thereto and TGB shall not have any liability in this regard. All such liabilities shall be discharged by the Contractor promptly without any default.
7. The contractor shall indemnify TGB against all claims, demands proceedings, damages, costs, charges and expenses whatsoever in respect thereof or in relation thereto. The contractor shall defend all actions arising from such claims, before any such infringement and receive their permission to proceed, and shall himself pay all royalties, license fees, damages, costs and charges of all and every sort that may be legally incurred in respect thereof. The contractor, before starting the work of execution of the service contract as described under scope of work, is required to submit a **“Letter of Indemnity and Undertaking”**. A specimen of such letter is enclosed as **Annexure II**.

8. TGB will not be under any liability to pay any compensation to the staff deployed by the Contractor for their sustaining any injury etc. while discharging the duties in the Bank premises.
9. TGB shall, in the event of the contractor committing any breach of any of the terms and conditions of this agreement or if the services provided by the Contractor is considered to be unsatisfactory by TGB, be entitled to terminate this agreement by giving thirty (30) days' notice in writing and the Contractor shall not be entitled to any compensation for such termination.
10. In case of any dispute or difference between the parties under this agreement, the same shall be referred to The General Manager-I, TGB, Head Office, Hyderabad or to the person nominated by TGB and his decision shall be final and binding on the parties.
11. Even if GeM asks for electronic inputs, it is advised that vendors may submit scanned copies of all documents in support of their claims / submissions, as asked for in the tender document of TGB, along with an undertaking that all documents submitted are correct and if found incorrect or otherwise, in future, will be liable for termination of the tender/ contract without any notice.

Scope of work (Part B) – Illustrative

LIST OF RBO, BRANCHES FOR PEST CONTROL AMC FROM 01.01.2024 TO 31.12.2026

ADILABAD REGION-999

S.No.	Name of the Branch	Br. Code	Present Region	RBO	Br cont no
1	ADILABAD MAIN	2	ADILABAD	ADB	9491041704
2	ARLI (T)	3	ADILABAD	ADB	9491041705
3	BAZARHATHNOOR	5	ADILABAD	ADB	9491041707
4	BELA	8	ADILABAD	ADB	9491041710
5	BHEEMPUR	13	ADILABAD	ADB	9491041710
6	CHIRRAKUNTA	15	MANCHERIAL	ADB	9491041717
7	C C ADILABAD	16	ADILABAD	ADB	9491041718
8	DANDEPALLY	18	MANCHERIAL	ADB	9491041720
9	HASNAPUR	24	ADILABAD	ADB	9491041726
10	ICHODA	25	ADILABAD	ADB	9491041727
11	INDANPALLY	26	MANCHERIAL	ADB	9491041728
12	INDERVALLY	28	ADILABAD	ADB	9491041730
13	KAPPARLA	31	ADILABAD	ADB	9491041733
14	KARANJI (B)	32	ADILABAD	ADB	9491041734
15	KERAMERI	33	MANCHERIAL	ADB	9491041735
16	M C ADILABAD	42	ADILABAD	ADB	9491041744
17	NEREDIGONDA	49	ADILABAD	ADB	9491041751
18	PENDALWADA	52	ADILABAD	ADB	9491041754
19	RAJAMPET	53	MANCHERIAL	ADB	9491041755
20	RAMAI	54	ADILABAD	ADB	9491041756
21	SEETHAGONDI	57	ADILABAD	ADB	9491041779
22	SIRPUR U	59	MANCHERIAL	ADB	9491041761
23	SIRSANNA	60	ADILABAD	ADB	9491041762
24	SONALA	62	ADILABAD	ADB	9491041764
25	SUNKIDI	63	ADILABAD	ADB	9491041765
26	TAPALPUR	66	MANCHERIAL	ADB	9491041768
27	UTNOOR	68	ADILABAD	ADB	9491041770
28	WANKIDI	71	MANCHERIAL	ADB	9491041773
29	BOATH	208	ADILABAD	ADB	9491041781
30	GUDIHATHNOOR	255	ADILABAD	ADB	9491041792
31	RAMNAGAR	261	ADILABAD	ADB	9491041793
32	JAINATH	281	ADILABAD	ADB	8332988011
33	SHAMPUR	289	ADILABAD	ADB	8332988016
34	SIRIKONDA	306	ADILABAD	ADB	8332988058
35	BARAMPUR	307	ADILABAD	ADB	8332988057
36	DEGAON (B)	308	ADILABAD	ADB	8332988056

37	KISHTAPUR (JNRM)	325	MANCHERIAL	ADB	8332988059
38	BRAHMANWADA	331	ADILABAD	ADB	8332988062
39	ANUKUNTA	356	ADILABAD	ADB	8332988571
40	KALAMADUGU	370	MANCHERIAL	ADB	7901096366
41	BATTISAVARGAON	388	ADILABAD	ADB	7901096365
42	TADIHATHNOOR	389	ADILABAD	ADB	7901096369
43	ANKOLI	390	ADILABAD	ADB	7901096362
44	CHAPARALA	399	ADILABAD	ADB	8977789338
45	RAMPUR	357	ADILABAD	ADB	8332988572
46	BHEEMPOOR	416	ADILABAD	ADB	7981922352
47	DHANNUR (B)	424	ADILABAD	ADB	9948777744
48	KOWTHA (B)	425	ADILABAD	ADB	9030730534
49	LINGAPUR	426	MANCHERIAL	ADB	9985856564
50	GADIGUDA	428	ADILABAD	ADB	9949911074

KARIMNAGAR RBO-888

S.No.	Name of the Branch	Br. Code	Present Region	New RBO	Br cont No.
1	KARIMNAGAR MAIN	73	KARIMNAGAR	KARIMNAGAR	9491041804
2	SHANIGARAM	75	KARIMNAGAR	KARIMNAGAR	9491041806
3	KATKUR	80	KARIMNAGAR	KARIMNAGAR	9491041813
4	MARRIPALLIGUDEM	81	KARIMNAGAR	KARIMNAGAR	9491041814
5	CHENJERLA	82	KARIMNAGAR	KARIMNAGAR	9491041815
6	INDURTHI	83	KARIMNAGAR	KARIMNAGAR	9491041816
7	KUKKALAGUDUR	84	KARIMNAGAR	KARIMNAGAR	9491041817
8	PARLAPALLI	88	KARIMNAGAR	KARIMNAGAR	9491041821
9	ELABOTHARAM	89	KARIMNAGAR	KARIMNAGAR	9491041822
10	ODELA	91	KARIMNAGAR	KARIMNAGAR	9491041824
11	KOLANUR	92	KARIMNAGAR	KARIMNAGAR	9491041825
12	KOHEDA	95	KARIMNAGAR	KARIMNAGAR	9491041813
13	ELKATHURTHY	97	KARIMNAGAR	KARIMNAGAR	9491041830
14	GARREPALLI	101	KARIMNAGAR	KARIMNAGAR	9491041834
15	DONGATHURTHY	102	KARIMNAGAR	KARIMNAGAR	9491041835
16	PEDDPALLY	105	KARIMNAGAR	KARIMNAGAR	9491041838
17	HUSNABAD	106	KARIMNAGAR	KARIMNAGAR	9491041839
18	VANGARA	112	KARIMNAGAR	KARIMNAGAR	9491041764
19	JAMMIKUNTA	115	KARIMNAGAR	KARIMNAGAR	9491041848
20	KAMAN	117	KARIMNAGAR	KARIMNAGAR	9491041808
21	RAMNAGAR	191	KARIMNAGAR	KARIMNAGAR	9491041855
22	UPPAL (k)	199	KARIMNAGAR	KARIMNAGAR	9491041856
23	THEEGALA GUTTA PALLY	202	KARIMNAGAR	KARIMNAGAR	9491041858
24	BASWAPUR	219	KARIMNAGAR	KARIMNAGAR	7901617550

25	ALUGUNUR	237	KARIMNAGAR	KARIMNAGAR	9491041868
26	REKURTHY	238	KARIMNAGAR	KARIMNAGAR	9491041869
27	SULTHANABAD	239	KARIMNAGAR	KARIMNAGAR	9491041870
28	MOGDUMPUR	246	KARIMNAGAR	KARIMNAGAR	9491041873
29	BEJJANKI	247	KARIMNAGAR	KARIMNAGAR	9491041871
30	CENTENARY COLONY	248	KARIMNAGAR	KARIMNAGAR	9491041874
31	BOMMAKAL	269	KARIMNAGAR	KARIMNAGAR	9491041879
32	SHANKARAPATNAM	275	KARIMNAGAR	KARIMNAGAR	8332988018
33	MALKAPUR X ROAD	276	KARIMNAGAR	KARIMNAGAR	8332988014
34	KANNALA	285	KARIMNAGAR	KARIMNAGAR	8332988028
35	KAMALAPUR	286	KARIMNAGAR	KARIMNAGAR	8332988041
36	NARSAPUR (ELIGAID)	326	KARIMNAGAR	KARIMNAGAR	8332988533
37	JULAPALLY	327	KARIMNAGAR	KARIMNAGAR	8332988534
38	M C PEDDAPALLY	334	KARIMNAGAR	KARIMNAGAR	8332988549
39	CHINNAMULKANUR	344	KARIMNAGAR	KARIMNAGAR	8332988560
40	ANNARAM	346	KARIMNAGAR	KARIMNAGAR	8332988568
41	GUNDLAPALLY	365	KARIMNAGAR	KARIMNAGAR	7901617552
42	SAPTHAGIRI COLONY	366	KARIMNAGAR	KARIMNAGAR	8332988592
43	SIRSEDU	382	KARIMNAGAR	KARIMNAGAR	7901096355
44	GANGIPALLI	393	KARIMNAGAR	KARIMNAGAR	7901096350
45	KONDAPALAKALA	394	KARIMNAGAR	KARIMNAGAR	7901096353
46	GODISHALA	395	KARIMNAGAR	KARIMNAGAR	7901096351
47	AKKANAPET	398	KARIMNAGAR	KARIMNAGAR	7901096347
48	BHAGYA NAGAR COLONY	400	KARIMNAGAR	KARIMNAGAR	7901617189
49	DHARMARAM	401	KARIMNAGAR	KARIMNAGAR	8332988516
50	MUTHARAM (MANTHINI)	404	KARIMNAGAR	KARIMNAGAR	8332988512
51	SRIRAMPUR	405	KARIMNAGAR	KARIMNAGAR	8332988515
52	KOTHAPALLI (HAVELI)	415	KARIMNAGAR	KARIMNAGAR	7901617230
53	GANNERUVARAM	420	KARIMNAGAR	KARIMNAGAR	7901617180
54	AKUNUR	423	KARIMNAGAR	KARIMNAGAR	8919055093
55	VAVILALA	427	KARIMNAGAR	KARIMNAGAR	9491043764
56	CHALLUR	431	KARIMNAGAR	KARIMNAGAR	9666452283

NIZAMABD RBO-777

S.No.	Name of the Branch	Br. Code	Present Region	New RBO	Br cont No.
1	NIZAMABAD MAIN	118	NIZAMABAD	NZB	9491041504
2	UTNOOR	119	NIZAMABAD	NZB	9491041505
3	ETHONDA	120	NIZAMABAD	NZB	9491041506
4	PENTAKALAN	121	NIZAMABAD	NZB	9491041509

5	THIRUMALAPUR	122	NIZAMABAD	NZB	9491041510
6	SHANTHAPUR	123	NIZAMABAD	NZB	9491041511
7	PEDDAMALLA REDDY	124	NIZAMABAD	NZB	9491041512
8	KALDURKI	126	NIZAMABAD	NZB	9491041514
9	ADLOORYELLAREDDY	127	NIZAMABAD	NZB	9491041515
10	RAMPURKALAN	128	NIZAMABAD	NZB	9491041516
11	SANGAM	129	NIZAMABAD	NZB	9491041517
12	KONDUR	130	NIZAMABAD	NZB	9491041518
13	GUTPA	131	NIZAMABAD	NZB	9491041519
14	SALAMPAD	132	NIZAMABAD	NZB	9491041520
15	EKLORA (B)	135	NIZAMABAD	NZB	9491041523
16	MUBARAKNAGAR	136	NIZAMABAD	NZB	9491041524
17	PALWANCHA	137	NIZAMABAD	NZB	9491041525
18	CHINNAMALLA REDDY	140	NIZAMABAD	NZB	9491041528
19	DHARMA REDDY	141	NIZAMABAD	NZB	9491041529
20	BHAVANIPET	142	NIZAMABAD	NZB	9491041530
21	KAMAREDDY	143	NIZAMABAD	NZB	9491041531
22	PANGRA	184	NIZAMABAD	NZB	9491041534
23	VELMAL	187	NIZAMABAD	NZB	9491041532
24	NANDIPET	213	NIZAMABAD	NZB	9491041543
25	RAMAREDDY	220	NIZAMABAD	NZB	9491041548
26	BIKNOOR	221	NIZAMABAD	NZB	9491041549
27	BODHAN	223	NIZAMABAD	NZB	9491041550
28	NAVIPET	230	NIZAMABAD	NZB	9491041552
29	BANSWADA	232	NIZAMABAD	NZB	9491041553
30	BEERKUR	240	NIZAMABAD	NZB	9491041557
31	GANDHARI	244	NIZAMABAD	NZB	9491041559
32	MACHAREDDY	249	NIZAMABAD	NZB	9491041560
33	NADIPALLY	256	NIZAMABAD	NZB	9491041561
34	PADMAJIWADA	258	NIZAMABAD	NZB	9491041562
35	MOSRA	267	NIZAMABAD	NZB	9491041565
36	MANIKBHANDAR	268	NIZAMABAD	NZB	9491041564
37	LINGAMPET	271	NIZAMABAD	NZB	8332988023
38	YELLAMPET	278	NIZAMABAD	NZB	8332988020
39	DOMAKONDA	279	NIZAMABAD	NZB	8332988019
40	GAJULPET	280	NIZAMABAD	NZB	8332988025
41	KAMAREDDY(SIRCILLA RD)	303	NIZAMABAD	NZB	8332988026
42	YEDAPALLY	305	NIZAMABAD	NZB	8332988067
43	RUDRUR	312	NIZAMABAD	NZB	8332988523
44	RENJAL	321	NIZAMABAD	NZB	8332988524
45	NGO'S COLONY	323	NIZAMABAD	NZB	8332988526
46	GOVINDPALLY	348	NIZAMABAD	NZB	8332988569
47	HEGDOLI	349	NIZAMABAD	NZB	8332988567
48	RAJULA	354	NIZAMABAD	NZB	8332988566

49	GANNARAM	373	NIZAMABAD	NZB	7901096357
50	MOGPAL	374	NIZAMABAD	NZB	7901096358
51	BIBIPET	379	NIZAMABAD	NZB	7901096360
52	DONGLI	380	NIZAMABAD	NZB	7901096359
53	HONNAJIPET	381	NIZAMABAD	NZB	7901096361
54	YELLAREDDYPALLY	411	NIZAMABAD	NZB	7901617315
55	RAMPUR	414	NIZAMABAD	NZB	7901617314
56	JUKKAL	422	NIZAMABAD	NZB	7013784549
57	LINGAPUR	412	NIZAMABAD	NZB	7901617313

HYDERABAD - I RBO- 666

S.No.	Name of the Branch	Br. Code	Present Region	New RBO	Br cont No.
1	AZIZNAGAR	145	HYDERABAD -I	HYD-I	7901617562
2	BODAKONDA	146	HYDERABAD -I	HYD-I	9491041913
3	CHEVELLA	147	HYDERABAD -I	HYD-I	9491041914
4	DANDUMAILARAM	150	HYDERABAD -I	HYD-I	9491041919
5	DILSUKHNAGAR	151	HYDERABAD -I	HYD-I	9491041920
6	DUBBACHARLA	152	HYDERABAD -I	HYD-I	9491041921
7	ELIMINEDU	153	HYDERABAD -I	HYD-I	9491041922
8	HAYATNAGAR	155	HYDERABAD -I	HYD-I	9491041924
9	IBRAHIMPATNAM	156	HYDERABAD -I	HYD-I	9491041925
10	MOKILA	161	HYDERABAD -I	HYD-I	9491041930
11	SHAMSABAD	163	HYDERABAD -I	HYD-I	9491041932
12	BALAPUR	168	HYDERABAD -I	HYD-I	9491041926
13	LAXMINAGAR	182	HYDERABAD -I	HYD-I	9491041943
14	HASTINAPURAM	183	HYDERABAD -I	HYD-I	9491041942
15	O.U. COLONY	185	HYDERABAD -I	HYD-I	9491041941
16	PRASHANTHNAGAR	189	HYDERABAD -I	HYD-I	9491041945
17	BANDLAGUDA	190	HYDERABAD -I	HYD-I	9491041946
18	TARNAKA	197	HYDERABAD -I	HYD-I	9491041954
19	MOOSARAMBAGH	198	HYDERABAD -I	HYD-I	9491041955
20	MANSOORABAD	201	HYDERABAD -I	HYD-I	9491041956
21	BAGHAMBERPET	203	HYDERABAD -I	HYD-I	9491041964
22	PEDDAPULI NAGARAM	205	HYDERABAD -I	HYD-I	9491041972
23	SNEHAPURI	210	HYDERABAD -I	HYD-I	9491041983
24	SAROORNAGAR	211	HYDERABAD -I	HYD-I	9491041982
25	NALLAKUNTA	224	HYDERABAD -I	HYD-I	9491042006
26	WEST MAREDPALLY	225	HYDERABAD -I	HYD-I	9491042005
27	SR NAGAR	226	HYDERABAD -I	HYD-I	9491042008
28	TIRUMALGHERRY	227	HYDERABAD -I	HYD-I	9491042007
29	RAMNAGAR	228	HYDERABAD -I	HYD-I	9491042011
30	HIMAYATHNAGAR	229	HYDERABAD -I	HYD-I	9491042013

31	PADMARAO NAGAR	231	HYDERABAD -I	HYD-I	9491042014
32	ABDULAPURMET	234	HYDERABAD -I	HYD-I	9491042016
33	MANCHAL	242	HYDERABAD -I	HYD-I	9491042017
34	BADANGPET	243	HYDERABAD -I	HYD-I	9491042018
35	SHANTHINAGAR	254	HYDERABAD -I	HYD-I	9491042002
36	MUNAGANOR	265	HYDERABAD -I	HYD-I	9491042027
37	NARSINGI	292	HYDERABAD -I	HYD-I	8332988030
38	MIRZAGUDA	293	HYDERABAD -I	HYD-I	8332988035
39	KOTHAGUDA	294	HYDERABAD -I	HYD-I	8332988031
40	RAGANNAGUDA	295	HYDERABAD -I	HYD-I	8332988036
41	MIYAPUR	297	HYDERABAD -I	HYD-I	8332988037
42	RAIPOLE	309	HYDERABAD -I	HYD-I	8332988530
43	GUNGAL	310	HYDERABAD -I	HYD-I	7901617563
44	PEDDA SHAPUR	343	HYDERABAD -I	HYD-I	8332988550
45	SINGAPUR	351	HYDERABAD -I	HYD-I	8332988562
46	CHINTHAPATLA	355	HYDERABAD -I	HYD-I	8332988561
47	LOYAPALLI	376	HYDERABAD -I	HYD-I	7901617473
48	PULUMAMIDI	377	HYDERABAD -I	HYD-I	7901617476
49	MANKHAL	378	HYDERABAD -I	HYD-I	7901617477
50	THIMMAPUR	385	HYDERABAD -I	HYD-I	7901617478
51	BATASINGARAM	386	HYDERABAD -I	HYD-I	7901096342
52	YACHARAM	406	HYDERABAD -I	HYD-I	7901617480
53	MAHESHWARAM	408	HYDERABAD -I	HYD-I	7901617481

MANCHERIAL RB0-901

S.No.	Name of the Branch	Br. Code	Present Region	New RBO	Br cont No.
1	AWADAM	4	MANCHERIAL	MNCL	9491041706
2	BEJJUR	7	MANCHERIAL	MNCL	9491041709
3	BELLAMPALLI	9	MANCHERIAL	MNCL	9491041711
4	BHEEMINI	12	MANCHERIAL	MNCL	9491041714
5	CHENNUR	14	MANCHERIAL	MNCL	9491041716
6	DAHEGAON (S)	17	MANCHERIAL	MNCL	9491041719
7	GOLLETI	22	MANCHERIAL	MNCL	7901617561
8	HAJIPUR	23	MANCHERIAL	MNCL	9491041725
9	INDARAM	27	MANCHERIAL	MNCL	9491041729
10	KANNEPALLI	30	MANCHERIAL	MNCL	9491041732
11	KOTAPALLY	34	MANCHERIAL	MNCL	9491041736
12	KOWTHALA	35	MANCHERIAL	MNCL	9491041737
13	KUNDARAM	36	MANCHERIAL	MNCL	9491041738
14	KYATHANPALLY	38	MANCHERIAL	MNCL	9491071740
15	LUXETTIPET	41	MANCHERIAL	MNCL	9491041743
16	MANCHERIAL	45	MANCHERIAL	MNCL	9491041747
17	MUTHYAMPALLY	47	MANCHERIAL	MNCL	9491041749

18	NENNEL	48	MANCHERIAL	MNCL	9491041750
19	RASHAPALLY	55	MANCHERIAL	MNCL	9491041757
20	REBBENA	56	MANCHERIAL	MNCL	9491041758
21	SEETHARAMPALLI	58	MANCHERIAL	MNCL	9491041760
22	S S COLONY	61	MANCHERIAL	MNCL	9491041763
23	TANDUR	64	MANCHERIAL	MNCL	9491041766
24	TIRYANI	67	MANCHERIAL	MNCL	9491041769
25	YAPAL	72	MANCHERIAL	MNCL	9491041774
26	SURARAM	107	MANCHERIAL	MNCL	9491041840
27	KATARAM	108	MANCHERIAL	MNCL	9491041841
28	GODAVARIKHANI	169	KARIMNAGAR	MNCL	9491041849
29	KAGAZNAGAR	179	MANCHERIAL	MNCL	9491041778
30	NEELWAI	194	MANCHERIAL	MNCL	9491041780
31	KOYYUR	209	MANCHERIAL	MNCL	9491041861
32	MULKALA	235	MANCHERIAL	MNCL	9491041789
33	RAVINDRA NAGAR	262	MANCHERIAL	MNCL	9491041609
34	JAIPUR	263	MANCHERIAL	MNCL	7901617559
35	MEDARIWADA	264	MANCHERIAL	MNCL	9491041607
36	ANTHERGAON	272	KARIMNAGAR	MNCL	8332988027
37	MAHAMUTHARAM	274	MANCHERIAL	MNCL	8332988021
38	MUTHYAMPET	283	MANCHERIAL	MNCL	8332988013
39	ASNAD	284	MANCHERIAL	MNCL	8332988033
40	THADICHERLA	301	MANCHERIAL	MNCL	8332988029
41	SURAI PALLY	302	KARIMNAGAR	MNCL	8332988034
42	ELKAPALLY	314	MANCHERIAL	MNCL	7901617561
43	MUTHAMPET	315	MANCHERIAL	MNCL	8332988536
44	SIRPUR (t) Rudraram	316	MANCHERIAL	MNCL	8332988538
45	SRI SRI NAGAR	329	MANCHERIAL	MNCL	8332988535
46	SINGAPUR	212	MANCHERIAL	MNCL	9491041782
47	RECHINI	367	MANCHERIAL	MNCL	8332988509
48	THIMMAPUR	369	MANCHERIAL	MNCL	8332988511
49	MEDIPALLY CHOWRASTA	391	KARIMNAGAR	MNCL	8332988513
50	DORAGARIPALLY	392	MANCHERIAL	MNCL	8332988514
51	KUNCHAVELLY	402	MANCHERIAL	MNCL	9951567195
52	MAHADEVPUR	403	MANCHERIAL	MNCL	7901617354
53	BELLAMPALLI MKT AREA	421	MANCHERIAL	MNCL	9989959908
54	SIRSA	429	MANCHERIAL	MNCL	8099161709
55	VEMANPALLY	430	MANCHERIAL	MNCL	8978276203

HYDERABAD-II RBO , 902

S.No.	Name of the Branch	Br. Code	Present Region	New RBO	Br Cont No.
1	CHOWDAPUR	148	HYD-II	HYD-II	9491041917
2	DADAPUR	149	HYD-II	HYD-II	9491041918
3	GHATSINGAPUR	154	HYD-II	HYD-II	9491041923
4	KOMSETTYPALLY	157	HYD-II	HYD-II	9491041935
5	KUKATPALLY	158	HYD-II	HYD-II	9491041927
6	MAILWAR	159	HYD-II	HYD-II	9491041928
7	MEDCHAL	160	HYD-II	HYD-II	9491041929
8	PARGI	162	HYD-II	HYD-II	9491041933
9	TANDUR	164	HYD-II	HYD-II	9491041931
10	UPPAL	165	HYD-II	HYD-II	9491041915
11	VELCHAL	166	HYD-II	HYD-II	9491041916
12	VIKARABAD	167	HYD-II	HYD-II	9491041934
13	NAGARAM	172	HYD-II	HYD-II	9491041936
14	GUNDLAPOCHAMPALLY	174	HYD-II	HYD-II	9491041937
15	JODIMETLA	175	HYD-II	HYD-II	9491041938
16	SURARAM	178	HYD-II	HYD-II	9491041939
17	NIZAMPET	180	HYD-II	HYD-II	9491041940
18	TURKAPALLY	186	HYD-II	HYD-II	9491041944
19	MALLAPUR	192	HYD-II	HYD-II	9491041947
20	AYODHYANAGAR	193	HYD-II	HYD-II	9491041948
21	RAMPALLY	195	HYD-II	HYD-II	9491041953
22	GAYATHRINAGAR	196	HYD-II	HYD-II	9491041949
23	MARUTHINAGAR	200	HYD-II	HYD-II	9491041957
24	MALKAJGIRI	204	HYD-II	HYD-II	9491041970
25	SWARNADHAMNAGR	214	HYD-II	HYD-II	9491041992
26	NAGOLE	216	HYD-II	HYD-II	9491041993
27	CCI ROAD, TANDUR	266	HYD-II	HYD-II	9491042026
28	KALYANPURI	290	HYD-II	HYD-II	8332988038
29	GHATKESAR	291	HYD-II	HYD-II	8332988527
30	WEST VENKATAPUR	296	HYD-II	HYD-II	8332988032
31	GAJULARAMARAM	298	HYD-II	HYD-II	8332988040
32	KUSHAIGUDA	299	HYD-II	HYD-II	8332988039
33	KEESARA DAYARA	300	HYD-II	HYD-II	8332988528
34	MOOSAPET	317	HYD-II	HYD-II	8332988531
35	JAGADGIRIGUTTA	318	HYD-II	HYD-II	8332988532
36	MANNEGUDA	337	HYD-II	HYD-II	8332988552
37	BARWAD	338	HYD-II	HYD-II	8332988553
38	RANGAREDDYPALLY	339	HYD-II	HYD-II	8332988554
39	MUJAHIDPUR	340	HYD-II	HYD-II	8332988508
40	BANDIYELKACHARLA	341	HYD-II	HYD-II	8332988556

41	AUSHAPUR	342	HYD-II	HYD-II	8332988551
42	BANTWARAM	350	HYD-II	HYD-II	8332988565
43	YENKATALA	352	HYD-II	HYD-II	8332988563
44	SRIPURAM	353	HYD-II	HYD-II	8332988564
45	RASNAM	358	HYD-II	HYD-II	8332988577
46	PEDDEMUL	359	HYD-II	HYD-II	8332988574
47	YENNEPALLY	360	HYD-II	HYD-II	8332988573
48	YEKMAMIDI	361	HYD-II	HYD-II	8332988575
49	YELLAKONDA	362	HYD-II	HYD-II	8332988578
50	YELLAMPET	363	HYD-II	HYD-II	8332988576
51	JAWAHARNAGAR	387	HYD-II	HYD-II	7901096340
52	NAGARAM	409	HYD-II	HYD-II	9841462100
53	KOATPALLY	417	HYD-II	HYD-II	9010174795
54	PEERZADGUDA	419	HYD-II	HYD-II	8985747241

JAGTIAL RBO-903

S.No.	Name of the Branch	Br. Code	Present Region	New RBO	Br Cont No.
1	GOLLAPALLY	74	JAGTIAL	JAG	9491041805
2	KODURPAKA	76	JAGTIAL	JAG	9491041809
3	LINGANNAPET	77	JAGTIAL	JAG	9491041810
4	ELLANTHAKUNTA	78	JAGTIAL	JAG	9491041811
5	SARANGAPUR	79	JAGTIAL	JAG	9491041812
6	RAMADUGU	85	KARIMNAGAR	JAG	9491041852
7	THANGALLAPALLY	86	JAGTIAL	JAG	9491041819
8	BEERPUR	87	JAGTIAL	JAG	9491041820
9	KATHALAPUR	90	JAGTIAL	JAG	9491041823
10	ALLIPUR	93	JAGTIAL	JAG	9491041826
11	NERELLA	94	JAGTIAL	JAG	9491041827
12	CHANDURTHI	96	JAGTIAL	JAG	9491041829
13	LAXMIPUR	98	JAGTIAL	JAG	9491041831
14	GARSHAKURTHI	99	KARIMNAGAR	JAG	9491041832
15	CHOPPADANDI	100	KARIMNAGAR	JAG	9491041833
16	NIZAMABAD (K)	103	JAGTIAL	JAG	9491041836
17	GUDEM	104	JAGTIAL	JAG	9491041837
18	AILAPUR	109	JAGTIAL	JAG	9491041842
19	RAMANNAPET	110	JAGTIAL	JAG	9491041843
20	ARNAKONDA	111	KARIMNAGAR	JAG	9491041844
21	VATTEMLA	113	JAGTIAL	JAG	9491041846
22	RAJARAMPALLI	114	JAGTIAL	JAG	9491041847
23	BURUGUPALLY	116	KARIMNAGAR	JAG	9491041807
24	JAGTIAL	173	JAGTIAL	JAG	9491041850
25	METPALLY	177	JAGTIAL	JAG	9491041851

26	VEMULAWADA	188	JAGTIAL	JAG	9491041854
27	KORUTLA	206	JAGTIAL	JAG	9491041860
28	SIRCILLA	215	JAGTIAL	JAG	9491041862
29	BANDALINGAPUR	236	JAGTIAL	JAG	9491041867
30	THANDRIAL	245	JAGTIAL	JAG	9491041872
31	JILLELLA	250	JAGTIAL	JAG	9491041837
32	KURIKYALA	251	KARIMNAGAR	JAG	9491041877
33	RAIKAL	252	JAGTIAL	JAG	9491041876
34	MALLIAL	253	JAGTIAL	JAG	9491041878
35	MANNEGUDEM	257	JAGTIAL	JAG	9491041880
36	IBRAHIMPATNAM (k)	277	JAGTIAL	JAG	8332988015
37	GOPALRAOPET	287	KARIMNAGAR	JAG	8332988022
38	YELLAREDDYPET	304	JAGTIAL	JAG	8332988053
39	VEERNAPALLY	313	JAGTIAL	JAG	8332988063
40	KATLAKUNTA	319	JAGTIAL	JAG	8332988064
41	BATHIKEPALLY	320	JAGTIAL	JAG	8332988065
42	KODIMIAL	328	JAGTIAL	JAG	8332988066
43	GOLLAPALLY (MANDAL)	345	JAGTIAL	JAG	8332988559
44	DHARUR	347	JAGTIAL	JAG	8332988559
45	KAPPARAOPET	368	JAGTIAL	JAG	8332988510
46	BHUSHANRAOPET	375	JAGTIAL	JAG	7901617551
47	KAMALAPUR ROAD	383	JAGTIAL	JAG	7901096352
48	NIMMAPALLY	384	JAGTIAL	JAG	7901096354
49	VANINAGAR JAGTIAL	396	JAGTIAL	JAG	7901096356
50	BUGGARAM	397	JAGTIAL	JAG	7901096349
51	MEDIPALLY	418	JAGTIAL	JAG	7901617212

NIRMAL RBO-904

S.No.	Name of the Branch	Br. Code	Region	New RBO	Br Cont No.
1	BEERAVELLY	6	ADILABAD	NIRMAL	9491041708
2	BELTHARODA	10	ADILABAD	NIRMAL	9491041712
3	BHAINSA	11	ADILABAD	NIRMAL	9491041713
4	DEGAON (M)	19	ADILABAD	NIRMAL	9491041721
5	DILAWARPUR	20	ADILABAD	NIRMAL	9491041722
6	EDBID	21	ADILABAD	NIRMAL	9491041723
7	KALLUR	29	ADILABAD	NIRMAL	9491041731
8	KUNTALA	37	ADILABAD	NIRMAL	9491041739
9	LAXMANCHANDA	39	ADILABAD	NIRMAL	9491041741
10	LOKESHWARAM	40	ADILABAD	NIRMAL	9491041742
11	MADHAPUR	43	ADILABAD	NIRMAL	9491041745
12	MAMDA	44	ADILABAD	NIRMAL	9491041746
13	MANJULAPUR	46	ADILABAD	NIRMAL	9491041748
14	NIRMAL	50	ADILABAD	NIRMAL	9491041752

15	PEDDUR	51	ADILABAD	NIRMAL	9491041753
16	TANOOR	65	ADILABAD	NIRMAL	9491041767
17	WADDIAL	69	ADILABAD	NIRMAL	9491041771
18	WANALPAD	70	ADILABAD	NIRMAL	9491041772
19	RENJERLA	125	NIZAMABAD	NIRMAL	9491041513
20	RAMANNAPET (N)	133	JAGTIAL	NIRMAL	9491041521
21	FATHEPUR	134	NIZAMABAD	NIRMAL	9491041522
22	PACHALNARKUDA	138	JAGTIAL	NIRMAL	9491041526
23	GADKOLE	139	JAGTIAL	NIRMAL	9491041527
24	ARMOOR	144	NIZAMABAD	NIRMAL	9491041507
25	BASAR	170	ADILABAD	NIRMAL	9491041775
26	BHEEMGAL	171	JAGTIAL	NIRMAL	9491041533
27	KHANAPUR	176	ADILABAD	NIRMAL	9491041776
28	MOTHE	181	JAGTIAL	NIRMAL	9491041508
29	KONASAMUNDAR	207	JAGTIAL	NIRMAL	9491041542
30	VALGOTE	217	JAGTIAL	NIRMAL	9491041547
31	MUPKAL	222	NIZAMABAD	NIRMAL	9491041551
32	KAMMARPALLY	233	JAGTIAL	NIRMAL	9491041556
33	THALLARAMPUR	241	JAGTIAL	NIRMAL	9491041558
34	DASTURABAD	259	ADILABAD	NIRMAL	9491041795
35	VENKATAPUR	260	ADILABAD	NIRMAL	9491041794
36	PIPRI	270	NIZAMABAD	NIRMAL	9491041563
37	DEGAM	273	NIZAMABAD	NIRMAL	8332988024
38	KUBEER	282	ADILABAD	NIRMAL	8332988012
39	JAM	288	ADILABAD	NIRMAL	8332988017
40	KALIGOTE	311	NIZAMABAD	NIRMAL	8332988068
41	NYAVANANDI	322	JAGTIAL	NIRMAL	8332988525
42	VITHOLI (MUDHOLE)	324	ADILABAD	NIRMAL	8332988060
43	ANANTHPET	330	ADILABAD	NIRMAL	8332988061
44	MAMIDIPALLY	332	NIZAMABAD	NIRMAL	8332988548
45	GOLLAMADA	335	ADILABAD	NIRMAL	8332988557
46	KADTHAL	336	ADILABAD	NIRMAL	8332988558
47	KORATIKAL	371	ADILABAD	NIRMAL	7901096367
48	RAJURA	372	ADILABAD	NIRMAL	7901096368
49	MAHAGAON	407	ADILABAD	NIRMAL	7901610467
50	BASHEERABAD	410	JAGTIAL	NIRMAL	7901617312
51	BUSSAPUR	413	NIZAMABAD	NIRMAL	7901617311

RBO STAFF CONTACT NUMBERS DEALING WITH BRANCHES

S.No.	Name of the RBO	RBO Code	Region	Designation	Contact numbers
1	Adilabad	999	Adilabad	SMO	9491041701
2	Adilabad	999	Adilabad	IT Desk officer	9491041783

S.No.	Name of the RBO	RBO Code	Region	Designation	Contact numbers
1	Karimnagar	888	Karimnagar	SMO	9491041801
2	Karimnagar	888	Karimnagar	IT Desk officer	9491041857

S.No.	Name of the RBO	RBO Code	Region	Designation	Contact numbers
1	Nizamabad	777	Nizamabad	SMO	9491041501
2	Nizamabad	777	Nizamabad	IT Desk officer	9491041545

S.No.	Name of the RBO	RBO Code	Region	Designation	Contact numbers
1	Hyderabad-I	666	Hyderabad-I	SMO	9491041962
2	Hyderabad-I	666	Hyderabad-I	IT Desk officer	9182478195

S.No.	Name of the RBO	RBO Code	Region	Designation	Contact numbers
1	Mancherial	901	Mancherial	SMO	9491041601
2	Mancherial	901	Mancherial	IT Desk officer	9491041554

S.No.	Name of the RBO	RBO Code	Region	Designation	Contact numbers
1	Hyderabad-II	902	Hyderabad-II	SMO	8332988544
2	Hyderabad-II	902	Hyderabad-II	IT Desk officer	9491045920

S.No.	Name of the RBO	RBO Code	Region	Designation	Contact numbers
1	Jagtial	903	Jagtial	SMO	7901626001
2	Jagtial	903	Jagtial	IT Desk officer	9110747986

S.No.	Name of the RBO	RBO Code	Region	Designation	Contact numbers
1	Nirmal	904	Nirmal	SMO	9441428247
2	Nirmal	904	Nirmal	IT Desk officer	8897069090

A. The Schedule of Quantity

Sl. No	Service	Chemicals prescribed	Duration/Tenure
1	Pest Control Service	Imidacloprid 30.5% SC (Systemic Insecticide) Spraying inside Bank premises, Gol approved Odorless Chemicals. (Bayer or other approved equivalent)	Quarterly once
2	Pest Control Service (Cockroaches)	Spraying inside the branch premises with the Gol approved Odorless Chemicals. (Bayer or other approved equivalent) and cock Seal-TM	Quarterly once
3	Rodent control	Zinc Phosphate/Rat Gum with the Gol approved Chemicals (Bayer or approved equivalent).	Quarterly once
4	Lizard Spray/Gum	Lizard Repellent Spray, Naphthalene Balls/ Lizard gum stickers, Gol approved Chemicals. (Bayer or other approved equivalent) -TM	Quarterly once

Note:

* **All** the Pest Control Services at Head Office, 8 RBOs and 427 branches should be carried out in the first week of every quarter.

Prior approval of TGB should be obtained for the chemicals/items that will be utilised for pest control services. Bank reserves the right to seek material bills to verify if prescribed brand/ make is being used for providing the requisite services.

Pest control Treatment once undertaken should remain effective for the remaining service cycle failing which the contractor will have to repeat the treatment free of cost.

SAFETY CONDITIONS OF THE CONTRACT

As part of the contract, the contractor must satisfy the under-mentioned safety requirements and must ensure at all time that these are followed without any deviation.

1. The contractor shall use necessary safety equipment and maintain all safety measures during the execution of works and ensure compliance of Safety Code as per rules and Regulations in force.
2. It shall be the responsibility of the contractor to ensure that the pesticides, insecticides, rodents, repellents and all other materials used for providing pest control treatments along with their dosage are as per latest government guidelines. Work should be carried out as per relevant Indian Standard Specifications only.

I/We agree to the safety conditions and to ensure compliance with the same fully.

Signature of the tenderer with seal and date:

FORM OF TENDER

Annual Maintenance Contract for Pest Control Service at Head Office, 8 RBOs and 427 branches in different locations in Telangana state.

Please Note: Works/Work here and elsewhere in the tender shall mean **Annual Maintenance Contract for Pest Control Service at Head Office, 8 RBOs and 427 branches in different locations in Telangana state.**

The General Manager-I,
Telangana Grameena Bank
Head Office, H NO.2-1-520, 2nd floor
Sri Vijaya Srisai Celestia, St no.9
Shankarmutt Road,
Nallakunta,
Hyderabad-500044

Dear Sir,

1. Should this tender be accepted, I/We hereby agree to abide by and fulfill the terms and provisions of the said conditions of the Contract Agreement annexed thereto.

2. Our Bankers are: (i.)

(ii.)

3. Address of the firm :

Tel. No:

Fax:

Email:

Mobile No(s):

i) _____ ii) _____ ii) _____

Name of the person(s) authorised to sign the contract

i) _____ ii) _____

iii) _____

4. Name of the partner(s) of the firm authorised to sign the contract

i) _____ ii) _____

iii) _____

5. The names of the Partners/Directors of our firm are

i) _____ ii) _____

iii) _____

6. I / We have examined and understood the Scope of Works with its Schedule of Quantities and Terms and Conditions relating to the Tender for the said works after having obtained the tender invited by you.

7. I / We have visited the site, examined the site of works specified in the Tender Document and acquired the requisite information relating thereto as affecting the Tender.

8. I / We hereby offer to execute and complete the works in strict accordance with the Tender Document at the rates quoted by me / us in the attached Bill of Quantities in all respects as per the Terms & Conditions and Scope of Works described in the Tender Document and the Annexures containing Terms and Conditions.

9. I / We enclose herewith interest free Earnest Money Deposit receipts of (EMD) of **Rs.20,000/-** (Rupees Twenty Thousand only) and the sum shall be forfeited in the event of our withdrawal of Tender before expiry of the validity period of offer and / or in case of breach of any terms and conditions of the tender / contract in the event of our failure to execute the Contract when called upon to do so by accepting our Tender. I agree that EMD shall not bear any interest.

10. I / We agree to pay all Government (Central and State) Taxes such as applicable and other taxes prevailing from time to time and the rates quoted by us in the tender are inclusive of the same.

11. The rates quoted by me / us are firm and shall not be subjected to variations on account of fluctuation in the market rates or any other reasons whatsoever during currency of the contract period (i.e. up to 31st December 2026) except only if, any changes in GST/other Statutory payments

i) _____ ii) _____

iii) _____

NAME OF THE PERSON(s) AUTHORISED TO SIGN AND SUBMIT THE TENDER
Documentary proof in respect of Letter of Authority / Power of Attorney enclosed along with the Tender.

YOURS FAITHFULLY

(SIGNATURE OF THE TENDERER with Seal)

**NAME AND ADDRESS OF THE TENDERER
AND SEAL**

DATE:

PLACE:

Draft Articles of agreement

(to be executed on a non-judicial stamp paper of Rs.200/-)

THIS AGREEMENT is made at Hyderabad on this day of 2024

BETWEEN

TELANGANA GRAMEENA BANK , having its Head Office at H NO 2-1-520, 2nd Floor, Vijayasri Sai Celestia, St No 9, Shamkermutt Road, Nallakunta, Hyderabad, 500044, hereinafter referred to as **“TGB/ Bank”** (which expression shall unless repugnant to the context or meaning thereof be deemed to include its successor and assigns) of the ONE PART.

AND

Shri./M/s..... (Individual/Proprietorship/partnership firm/Company) incorporated/registered underAct, or R/o, and having its (place of business or Office) athereinafter referred to as **‘Vendor/ Contractor’** (which expression shall unless repugnant to the context or meaning thereof be deemed to include the legal heirs, legal representatives, administrators and executors) of the OTHER PART.

Both TGB and Vendor, wherever the context requires, shall be collectively referred to as the “Parties” and individually as “Party”.

WHEREAS the TGB is desirous of carrying out the work of **Annual Maintenance Contract for Pest Control Service at TGB Head Office, 8 RBOs and 427 branches located in different locations in Telangana State** and has caused specifications describing the work to be done and prepared by TGB Head Office, Hyderabad.

AND WHEREAS the Vendor has visited the site and fully understood the existing conditions of site for execution of work.

AND WHEREAS the Vendor has agreed to execute upon and subject to the conditions set forth in the Price Bid, Scope of Work- A & B, and Conditions of Contract including safety conditions (all of which are collectively hereinafter referred to as “the said Conditions”) the work shown upon the said technical specifications, and included in the Price Bid at the respective rates therein set forth amounting the sum as therein arrived or such other sum as shall become payable there under (hereinafter referred to as “the said contract amount”).

Whereas the said contract was awarded to the Vendor vide Bank's letter No. _____ dated _____, 2024 which was duly accepted by the vendor on _____, 2024 (hereinafter referred to as the 'offer letter'). Whereas as per the offer letter, Vendor is required to execute an agreement with the Bank and to reduce the terms and conditions as agreed upon into writing through these presents.

NOW, THE AGREEMENT WITNESS THAT IT IS MUTUALLY AGREED BY AND BETWEEN THE PARTIES:-

1. In consideration of the said Contract amount to be paid at the times and in the manner set forth in the said conditions, the vendors shall upon and subject to the said

conditions annexed, carry out, execute and complete the supply/work shown in the contract, described by or referred to in the schedule of quantities and in the said conditions.

2. The said Conditions and Appendix thereto and the documents attached hereto shall be read and construed as forming part of this Agreement and the parties hereto shall be respectively abide by, submit themselves to the said Conditions and the correspondence and perform the agreements on their part respectively in the said conditions and the documents contained herein.

3. The Scope of work and all the terms and conditions as enumerated in this tender is part and parcel of this agreement and binding on the parties. The vendor shall ensure that all items of work specified in the scope of work is attended to. In case of difference between the tender document and this agreement, the agreement will prevail.

4. This Agreement and documents mentioned herein shall form the basis of this contract.

5. TGB reserves to itself the right of altering the nature/quantum of the work by adding to or omitting any items having portions of the same carried out without prejudice to this Contract.

6. The Vendor shall provide to TGB a security deposit/ Retention Money Deposit (RMD) of Rs. _____ (Rupees _____ Only) (Interest Free).

7. In case of breach of any terms and conditions attached to this contract, the Security Deposit of the Vendor will be liable to be forfeited by TGB besides annulment of the contract.

8. In case any of the documents furnished by the Vendor is found to be false at any stage, it would be deemed to be a breach of terms of Contract making him/her liable for legal action besides termination of contract.

9. The TGB shall pay the vendor the said contract amount, or such other sum as shall become payable, at the times and in the manner specified in the said Conditions.

10. All payments by the TGB under this contract will be made only at Head Office, Hyderabad.

11. The Vendor shall indemnify and keep indemnified, defend and hold good TGB, its staff and agents against loss, damages or claims arising out of any violations of applicable laws, regulations, guidelines during the contract period and for the breach committed by the Vendor or their personnel on account of misconduct, omission and negligence by the Vendor or his staff.

12. The contractor/ vendor shall be solely responsible for all injury to the person/s engaged by Vendor in the course of their performing the functions/works and for all damages caused to the building and other properties that may occur due to negligence, carelessness, accidental or any other reasons whatsoever. TGB shall not be responsible in this regard. The contractor/ vendor shall duly indemnify TGB and hold TGB harmless in respect of all and any such expenses arising from all such injuries or damages to any person(s) or property as aforesaid and also in respect of any claim made in respect of injury or damage under any act of compensation or damage consequent upon such claim.

13. Time shall be considered as the essence of this contract, and the Vendor hereby agrees to commence the work/ job on the next day of receipt of the work order as provided for in the said conditions and to complete the entire work within the time period prescribed in the tender document reckoned from the date of receipt of such work order subject nevertheless to the provision for extension of time.

14. TGB reserves the right to withdraw/ relax any of the terms and conditions mentioned above so as to overcome the problem encountered by the contracting parties.

15. If the TGB is not satisfied for the services rendered by the contractor, recovery will be made by the TGB for not carrying out the job stipulated within reasonable period as per the said conditions.

16. The contractor, as per the terms of the contract, agrees and declares that number of full time / part time skilled / unskilled workers to be employed by the contractor shall be strictly adhered to so as to perform the work satisfactorily during the entire period of the contract. In case, additional resources are required for satisfactory performance of the job, the same shall be employed by the Contractor at its own cost and no additional payment shall be made by the TGB.

17. This contract shall be initially for a period of 3 years from the date of commencement of the work i.e. 01.01.2024 and the Material rate quoted by the contractor shall be remain unchanged for the entire period of the contract. If the Contractor fail to perform any of its obligations under this agreement and if the TGB is dissatisfied with the services of the Contractor during the regular and / or extended period, the services of the Contractor will be terminated by the TGB after giving a notice period of one month and the TGB shall have right to encash the RMD/ Security Deposit amount.

18. The TGB shall not be liable for any cost, damage, expenses or any loss whatsoever that Contractor may suffer due to termination of the contract. In case Contractor do not want to continue with the contract, he may terminate the contract by giving 3 months notice to the TGB and he shall continue to perform his duties during notice period or till alternate arrangement is made by the TGB, whichever is earlier. Under such situations, the TGB shall have right to forfeit the RMD/ security deposit amount and to award the contract to new agency/ vendor.

19. In case, contractor do not carry out any items of work or any work carried out by the contractor, is not satisfactory, the TGB will have right to get this work executed by other agency at the risk and cost of contractor and the expenses shall be adjusted from the contractor's bill.

20. All the works shall be carried out as per the prevailing practices and by using best quality materials as indicated in tender or instructed by the TGB. The contractor shall be wholly responsible for the damages to the property of TGB due to improper practices or carelessness, etc. In such cases, TGB reserves the right to recover appropriate compensation.

21. The vendor agrees to indemnify and hereby keeps the Bank indemnified against all claims, suit or proceedings and against all actions, loss, damages, frauds, reputation loss, costs, expenses, charges, including legal expenses (Attorney, Advocates fees included) which the Bank may suffer or incur on account of any deficiency in services rendered by the vendor or breach of any obligations mentioned in clauses hereinabove, including without limitation, breach of confidentiality obligations or any acts of commission / omission

on the part of the employees, agents, representatives or Sub-Contractors, etc of the vendor. The vendor agrees to make good the loss suffered by the TGB on first demand made by the TGB in this regard which shall be final conclusive and binding on the Vendor.

22. The contractor and his workers shall maintain necessary decorum / discipline while carrying out the work. Any indecent behavior shall not be tolerated and stern action for the same shall be initiated against the contractor / his staff.

23. The vendor will treat as confidential all data and information about the TGB, obtained in the execution of its responsibilities, in strict confidence and will not reveal such information to any other party without the prior written approval of the TGB.

24. This Agreement shall be governed by and construed in accordance with the laws of India and the Parties consent to the exclusive jurisdiction of the courts in Hyderabad for any dispute arising out of this Agreement.

25. DISPUTE RESOLUTION

(a) In case of dispute regarding the quality of work and product / unsatisfactory services etc., the final authority will rest with the General Manager-I, TGB, Head Office, Hyderabad and the same will be binding on the Vendor.

(b) In the event of any claim, difference, dispute or controversy and questions whatsoever arising between the parties under this agreement and subsequent agreement shall in the first instance, be attempted to be resolved between the parties themselves.

(c) If the dispute cannot be resolved through consultations between the Parties within 30 (thirty) days after 1(one) Party has served a written notice on the other Party requesting the commencement of such discussions, any Party may thereafter in writing, demand that the dispute be finally settled by an arbitration comprising of sole arbitrator mutually appointed by the Parties in accordance with the Arbitration and Conciliation Act, 1996 or any modifications thereof. The arbitrator shall be a person of professional repute who is not directly or indirectly connected with any of the parties to this Agreement and shall have prior experience as Arbitrator. The arbitration proceedings shall be governed by the Arbitration and Conciliation Act, 1996. The seat and venue of arbitration shall be Hyderabad. The language of arbitration shall be English.

(d) The award of the arbitrator/s so appointed shall be final and binding on the parties.

(e) Work under the contract shall be continued by the Vendor during the arbitration proceedings unless otherwise directed in writing by TGB. No payment due, or payable by TGB, to the Vendor shall be withheld on account of the ongoing arbitration proceedings, if any, unless it is the subject matter, or one of the subject matters thereof.

26. If the vendor becomes insolvent or found to have offered any bribe in connection with the contract or the Vendor fails to observe or perform any condition of this contract then notwithstanding any previous waiver of such default or action being taken under any other clause hereof TGB may terminate the contract and forfeit the said security deposit and recover from the Vendor any loss suffered by TGB on account of the contract being

terminated.

27. This agreement is being executed in duplicate, TGB shall keep the original and the Vendor shall keep the duplicate.

28. The Vendor shall bear the expenses for stamp duty on this agreement for both the original and the duplicate copy.

29. That the several parts of this contract have been read by the Vendor and fully understood by the Vendor.

IN WITNESS WHEREOF the TGB and Vendor have set their respective hands to these presents through its duly authorized official and the said two duplicates hereof to be executed on its behalf, the place, day, month and year first herein above written.

SIGNATURE CLAUSE:

SIGNED AND DELIVERED BY the Telangana Grameena Bank by the hand of.....

Signature

Name & Designation

In the presence of.....

Signature

Name & Address

Signed and sealed by the vendor by the

Hand of Shri/Smt.and duly constituted attorney. If the Vendor signs under its common seal, the signature clause should tally with the sealing clause in the articles of association. If the vendor is signing by the hand of power of attorney, then whether a company or individual to be specified:

Signature of the Vendor

Name of the authorized official Address:

In presence of Shri/Smt.

Signature

Name & Address

Annexure-I

Specimen of Letter of Authorisation

(to be given by bidder/tenderer)

The General Manager-I
Telangana Grameena Bank
Head Office
Hyderabad-500044

Dear Sir,

Subject: Letter of Authorisation

We (name of the company) have submitted our bid for participating in Bank's Bid/Tender No. _____ dated _____ for AMC for providing pest control service to TGB, Head Office, Hyderabad, 8 RBOs and 427 branches in different locations in Telangana State. We also confirm having read and understood the terms of Bid/Tender as well as the scope of work & requirements.

As per the terms of Bid/Tender, we nominate Mr. _____, designated as _____ of our company to participate in the bidding process. TGB shall contact the above named official for any and all matters relating to the bidding process.

We, hereby confirm that we will honor the bids placed by Mr/Ms. _____ on behalf of the company in the bidding process, failing which we will forfeit the EMD. We agree and understand that TGB may debar us from participating in future tenders for any such failure on our part.

Signature with company seal	
Name –	Name of Authorised Representative
Company / Organization –	Designation of Authorised Representative
Designation within Company / Organization –	Signature of Authorised Representative
Address of Company / Organization –	Verified by

Annexure II

Letter of Indemnity and Undertaking

(To be submitted by the successful bidder)

To
The General Manager-I
Telangana Grameena Bank,
Head Office
Hyderabad-500044

Sir

Subject: Letter of Indemnity and Undertaking

WHEREAS Telangana Grameena Bank established under the RRB act, 1976 has expressed desire to avail Annual Maintenance Contract for Pest Control Service at its **Head Office, 8 RBOs and 427 branches in different locations in Telangana state** as per this tender and which are hereinafter for brevity sake referred to as Pest control/ services, subject to our furnishing declarations and indemnity as contained hereafter.

NOW THEREFORE THIS LETTER OR INDEMNITY WITNESSETH THAT:

We, the _____(contractor/bidder) hereby declare and certify that we are the rightful owners/ licensees of the said service offered to TGB and that the sale of the said service to TGB by us and the use thereof by TGB does not infringe the property or other intellectual property or copy rights of any other person and that the same does not infringe the Copy of Rights Act, 1957 or any other Act for the time being in force.

We, the said _____(contractor/bidder) hereby agree to indemnify and keep indemnified and harmless to TGB its Officers, staff and other authorized persons against any action that may be brought against us for infringement of the right of property or other intellectual property or copy rights in respect of the said systems package supplied by us to TGB and will defend the same at our cost and consequences and will pay or reimburse TGB, its officers, staff, and other authorized persons from all costs and other expenses that they may be put to or incur in that connection in accordance with the terms as provided for within the end User License Agreement that accompanies the said systems.

We, the said _____(contractor/bidder) hereby also agree to indemnify and keep indemnified and harmless TGB, its Officers, staff

and other authorized persons against any third party claims in respect of any damages or compensation payable in consequences of any accident or injury sustained or suffered by our employees or agents, or by any other third party resulting from or by any action, omission, or operation conducted by or on behalf of us and against any and all claims by employees, workmen, contractors, sub-contractors, suppliers, agent(s), employed, engaged, or otherwise working for us, in respect of any and all claims under the Labour Laws including wages, salaries, remuneration, compensation or like.

Yours faithfully

(Name and Designation) of **Authorized Official**

PART II
(Financial Bid)

PREAMBLE TO SCHEDULE OF QUANTITIES

Annual Maintenance Contract for Pest Control Service at Head Office, 8 RBOs and 427 branches in Telangana State

1. Preamble to schedule of quantities form a part of schedule of quantities for contractual purpose and should be studied carefully prior to filling up the schedule of quantities.
2. Schedule of quantities supersedes Technical specifications, General and Particular conditions of Contract in case there are any discrepancies between any of these sections.
3. Items are described to the best possible extent in schedule of quantities. However, should there be any clarifications required about any item, the same should be done by the bidder prior to quoting final rate for a particular item. No claim for any unclear and missing information shall be entertained after opening of the financial bid and also once the contract is awarded.
4. If no rate/amount is mentioned against any of the items in Bill of Quantities, the same shall be considered to be covered in the quoted items, or the tender may be rejected at the discretion of TGB.
5. Notes given in the Bill of Quantities should be read carefully before quoting the rates.
6. All quoted rates shall be inclusive of all taxes including goods and service tax, operating charges, etc. unless otherwise stated. No other claim whatsoever in this respect shall be entertained.
7. Income Tax, Works Contract Tax or any other Tax as applicable will be deducted from any payment due to the Contractors. The Contractor shall furnish necessary documentary evidence related to PAN and Certificate for Registration under Works Contract Tax/ Goods and Service Tax.

8. RATES TO BE FILLED IN BILL OF QUANTITIES

The tenderer is requested to fill up rates both in figures and words. If on check there are differences between the rates given by the contractor in words and figures or in the amount worked out by him, the following procedure shall be followed.

- a) When there is a difference between the rates in figure and in words, the rates, which correspond to the amounts worked out by the contractor shall be taken as correct.

- b) When the amount of an item not worked out by the contractor or it does not correspond with the rate written either in figures or in words, then the rate quoted by the contractors in words shall be taken as correct.
- c) When the rates quoted by the contractor in figures and in words tallies but the amount is not worked out correctly, the rate quoted by the contractor shall be taken as correct and not the amount.

9. The Bank do not bind itself to accept the lowest or any tender and reserve its right to accept or reject any or all the tenders, either in whole or in part without assigning any reason for doing so.
10. Before tendering, the tenderer shall assess himself the existing condition of the buildings and the site, level of the site and give due allowance in his item rate quotation for any provisions as necessary.

DECLARATION BY THE CONTRACTOR

We/ I have read and understood all the instructions/conditions stated above and we / I accept all the above terms and conditions without any reservation. We/ I have taken in to account the above terms and conditions while quoting the rates.

Place:

Signature of Contractor (with Name and Seal)

Date:

Address:

FINANCIAL BID

Sl. No	Service	Required Service	Unit rate (per branch/AO)
1	Pest/rodent/animal Control Service (insects/cockroaches/lizards/rodents, etc)	<ul style="list-style-type: none">• Spraying of insecticides for flies, cockroaches, ants and other insects• Placing of Cockroach Gel• Spraying Lizard Repellent Spray/ placing Naphthalene Balls or Lizard gum stickers• Spraying Zinc Phosphate/Rat Gum	

Each Branch/RBO/Head Office shall be considered as separate individual unit and price should be quoted for pest, rodent and animal control services for each unit at quarterly interval. The L1 bidder shall be finalized based on the total cost of the bid (inclusive of the GST).

Date:
Place

Signature of the tenderer with seal

Checklist of Items to be uploaded as part of tender in GeM portal

1. Duly signed and sealed copy of the tender document
2. Proof of EMD remitted.
3. Registration certificate/ Certificate of incorporation
4. GST registration certificate
5. Bank details/Cancelled cheque
6. Duly filled Proformas given in Section-I ,II, III,&IV
7. Work completion certificates and certificates for works in hand (work orders) certificate.
8. Turnover certificate attested by a Chartered Accountant
9. Audited financial statements for FY 2022-23, 2021-22, 2020-21
10. Specimen of Letter of Authorisation
11. Letter of Indemnity and Undertaking
12. Various licenses/certificates as indicated in the document