

1. DEOs – Nature of duties:

The details of work to be performed are as follows.

1.	Prepares, compiles and sorts documents/content for data entry in specified language (Telugu, English and Urdu).
2.	Typing of content in specified language while taking dictation.
3.	Transcribes/typing of news content into required electronic format (word, excel, PDF etc.) performs regular backups of content on e-mail/server etc. Uploading of news content on Central website. (Training will be imparted by Department)
4.	Uses basic equipment (Photocopy machine, scanner, printer etc.)
5.	Verifies integrity of content by comparing it to original source.
6.	Maintaining satisfactory level of quality and productivity as per All India Radio Standards.
7.	Completes additional assigned tasks as given by shift supervisor.

GENERAL TERMS AND CONDITIONS

1.	The agency should be covered under the EPFO/ESIC Act and shall extend the benefits of EPF and ESIC and also shall comply with the other statutory regulations, Service Tax and Labour Laws, Copies of Registration should be enclosed. Monthly PF-ECR print and monthly ESI contribution print from respective websites shall be provided by the Agency.
2.	The agency should pay fair wages to his employees as per Minimum Wages Act of Central Government as applicable and comply under Bonus Act and leave rules as per registration of its establishment. While quoting the rates agency should consider Basic, DA and other statutory dues, uniform charges etc., as per Minimum Wages Act of Central Government or as applicable.
3.	This office will pay the wages as per the rates prescribed by Minimum Wages Act of Central Government or as applicable from time to time for Un-Skilled category & statutory dues. The Agency shall quote only the service charges/commission in percentage payable to it of total value per month on GeM, on the basis of which the tender will be decided as the minimum wages and statutory dues are not negotiable.
4.	The agency must have obtained the applicable Registrations/licenses from appropriate authority for supply of manpower to AIR, Hyderabad and copies should be submitted.
5.	The agency should submit Income Tax Returns for last three years.
6.	The Earnest Money Deposit (EMD) @2% may be deposited in the form of DD/Pay Order favoring DDG(E), AIR, Hyderabad on or before last date & time for submission of Tender.
7.	The successful agency has to execute an agreement with AIR, Hyderabad within 07 days of award of work order before commencing the work.
8.	The successful agency should deposit security deposit (Performance security) @5% of estimate value for One Year, within 3 days from the date of award of the contract in the form of DD favoring DDG(E), AIR, Hyderabad or Bank Guarantee from any Nationalized Bank for the said amount which will remain valid for a period of sixty days beyond the date of completion of contract.
9.	Contract shall be terminated at any time by giving one month notice if the service of agency is found unsatisfactory by the Competent Authority.
10.	The agency should go through the terms and conditions, scope of work completely before quoting the rates. No additional claim if any will be entertained at a later stage.
11.	The payment will be made on monthly basis on receipt of the bill from the agency. The agency should make the payment of the staff engaged before the 5 th of the following month.

12.	TDS at the prescribed rate shall be deducted from the total amount of Bill as per Income Tax Rules.
13.	AIR, Hyderabad will not be responsible for any contingency/ accident occurred while working in the premises of the office.
14.	In case of loss of property of the organization caused by the negligence of the employee of the agency, the agency shall be responsible for making goods to the said losses by alteration/replacement.
15.	Structure of wages payable to Skilled workers should be specified before commencement of the work.
16.	The Agency should submit Balance sheets for last 3 years.
17.	AIR, Hyderabad reserves the right to accept or reject the tender.
18.	The engagement of manpower may vary from time to time. The present requirement of Skilled workers is SIXTEEN (16) members only.
19.	In accordance with O.M.No.29(1)/2014-PPD, dated.28.01.2014 of Department of Expenditure, Ministry of Finance, bids quoting 'Nil' charges/consideration shall be treated as unresponsive and will not be considered. Moreover, quotation offered over and above the minimum wages pertaining to Service Charges/ Administrative Charges quoted by the bidder necessarily has to be over and above zero percent. Further, zero percent included all derivatives of Zero and 0.9999 and thereof. Any service charge not adhering to the above would be considered unresponsive and such quotation will not be considered.
20.	The contract is likely to commence w.e.f.01.12.2026 and shall continue for a period of one year. The period of the contract may be further extended for another period of one year on same terms and conditions after the completion of contract provided the requirement of the Department for augmenting its present manpower persists at that time or may be curtailed/terminated before the contract period owing to deficiency in service or induction of regular manpower in this office. The Office, however, reserves right to terminate this initial contract at any time after giving one week notice to the selected service providing Company/Firm/Agency without assigning any reason.
21.	The contracting Agency shall ensure that the manpower deployed in the AIR, Hyderabad confirm to the technical specifications and skills prescribed in the Tender Document.
22.	The manpower deployed by the Agency shall be required to work as per schedule mentioned in scope of work for respective category as well as directed by the Incharge Officer.
23.	The contracting Company Firm/Agency shall furnish the following documents in respect of the individual Applicant/Candidate who would be deployed by him in this Department before the Commencement of work.
	1) List of Applicant/Candidate sought listed by Agency for deployment in AIR, Hyderabad containing full details i.e., date of birth, marital status, present and permanent address etc.
	2) Bio-data of person / Pan Card / Address Proof copies.
	3) Character certificate from a Gazette officer of the Central/State Government.
24.	In case the person deployed by the successful Company/Firm/Agency commits any act of omission/commission that amount to misconduct/indiscipline/incompetence and security risks, the Company/Firm/Agency will be liable to take appropriate disciplinary action against such persons including their removal from site of work, if required by the AIR, Hyderabad within 2 days of being brought to their notice and replacement should be provided immediately.

25.	The service provider shall ensure that any details of office, operational process, technical know-how, security arrangements, and administrative organizational matters are not divulged or disclosed to any person by its personnel deployed in the Organization.
26.	The agency shall depute a coordinator, out of the deployed personnel, who would be responsible for immediate interaction with the organization so that optimal services of the persons deployed by the agency could be availed without any disruption.
27.	For all intents and prepossession, the service providing Agency shall be the “Employer” within the meaning of different Labour Legislations in respect of personnel so employed and deployed in this office. The persons deployed by the Agency in the AIR, Hyderabad shall not have claims of any Master and Servant relationship nor have any principal and agent relationship with or against, AIR, Hyderabad.
28.	The service providing Agency shall be solely responsible for the redress of grievance/resolution of disputes relating to persons deployed. This office shall, in no way, be responsible for settlement of such issues whatsoever.
29.	This office shall not be responsible for any injuries to the employee deployed by service providing agency during performing their duties and no compensation shall be paid to the individual.
30.	The person deployed by the service providing Agency shall not claim or shall be entitled to pay, perk and other facilities admissible to casual, ad hoc, regular confirmed employees of this office during the currency of after expiry of the contracts.

A. Fraud and Corrupt Practices:

i.	The applicant and their respective officer, agents and advisers shall observe the highest standard of ethics during the Bidding Process. Notwithstanding anything to the contrary contained herein, AIR, Hyderabad may reject an Application without being liable in any manner whatsoever to the Applicant if it determines that the Applicant has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice in the Bidding Process.
ii.	Without prejudice to the right of the AIR, Hyderabad under Clause i.e. herein above, if an Applicant is found to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, during the Bidding Process, such Applicant shall not be eligible to participate in any tender or RFQ issued by the during a period of 2(two) years from the date such Applicant is found by the AIR, Hyderabad (have directly or through and agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice as the case may be) will be rejected by the Competent Authority.

B. Legal:

i.	The service provider shall be responsible for compliance of all statutory provisions relating to Minimum wages, Provident Fund, and Employees States Insurances etc. in respect of the persons deployed by it in this office and any other labour laws applicable in Hyderabad.
ii.	The service provider shall also be liable for depositing all taxes, levies, Cess such as Income Tax, GST etc., on account of service rendered by it to the concerned tax collection authorities from time to time as per extant rule and regulation on the matter.
iii.	The service provider shall maintain all statutory register under the applicable Law. The Agency shall produce the same, on demand, to the concerned authority of this office or any other authority under Law.
iv.	The Tax Deduction at source (T.D.S.) shall be deducted as per the provisions of Income Tax Department, as amended from time to time and a certificate to this effect shall be provided to the Agency by this Office.
v.	In case, the selected Agency fails to comply with any statutory/taxation liability under appropriate law and as a result thereof the organization is put to any loss, obligation, monetary or otherwise, the AIR, Hyderabad will be entitled to get itself reimbursed out of the outstanding bills or the performance security Deposit of the Agency, to the extent of the loss or obligation in monetary terms.

C. Financial:

i.	The technical Bid should be accompanied with an Earnest Money Deposit (EMD), refundable, @2% of estimated value in the form of Demand Draft/Pay Order drawn in favour of DDG(E), AIR, Hyderabad failing which the tender shall be rejected outrightly.
ii.	The EMD in respect of the Agency which do not qualify the Technical Bid (First Stage)/ Financial Bid (second competitive stage) shall be returned to them without any interest. Further, if the selected Agency fails to deploy manpower against the initial requirement within 15 days from date of placing the order the EMD shall stand forfeited without giving any further notice.
iii.	Bids, offering rates which are lower than the minimum wages (as applicable for Hyderabad) for the pertinent category would be rejected.
iv.	The successful agency should deposit Security Deposit (Performance security) @5% of total value for One Year within 03 days from the date of award of the contract in the form of DD/FD/Bank Guarantee of any nationalized banks favouring DDG(E), AIR, Hyderabad and the same will be released after completion of contract
v.	In case of breach of any terms and conditions attached to this contract, the performance security deposit of the agency will liable to be forfeited by this organization besides annulments of the contract.
vi.	The Agency shall raise the bill, in triplicate, along with attendance sheet and payment to his employees by the first week of the succeeding month.
vii.	The Claims in bill regarding Employee State Insurance, Provident Fund, and Service Tax etc. should be necessarily accompanied with documentary proof pertaining to the concerned month bill. A requisite, portion of the bill/whole of the bill amount shall be held up till proof is furnished, at the discretion of this Organization.
viii.	Settlement of disputes will be as per Indian arbitration and Conciliation Act-1996 in the jurisdiction of Hyderabad.
ix.	The AIR, Hyderabad reserves the right to withdraw any of the terms and conditions mentioned above so as to overcome the problem encountered by the contracting parties.

Additional TERMS AND CONDITIONS

1.	Five (5) days of a week with eight working hours (8 hours) of duties as per the requirement with one day weekly off.
2.	3 (three) National Holidays will be observed as holidays and in addition one day of casual leave will be allowed after completion of the month.
3.	The agency shall have to produce evidence of remittance of PF/ESIC and other statutory dues each month before the bill is cleared for payment.
4.	All the Skilled workers of agency should have Aadhar card, UAN with Aadhar seeded and approved as the Skilled workers attendance will be done through Aadhar based bio-metric machine.
5.	Payment shall be released to the Agency on monthly basis on assessment of performance/output of each Skilled workers within 15 days of receipt of the bill.
6.	The competent authority reserves the right to allot any other work pertaining to any section to the Skilled workers on contract, based on requirement in the office.
7.	It is responsibility of the supplier to get the police verification done from the respective police authorities, of each and every employee (Skilled worker).
8.	Replacement of Skilled worker within 2 days to be provided, if required by the office.
9.	Bidder must have his Head Office in GHMC Hyderabad limits only. Bidders outside GHMC limits will be summarily rejected. Bidders from the same IP address will also be rejected.
10.	Bidder/Supplier/Organization/Proprietor/any of the Director(s) shall not be banned or suspended or black listed by any Government/ Public Sector Undertaking/ Corporate organization or convicted in any Court of Law across India or declared Bankrupt or insolvent. A self declaration certificate must be uploaded in the GeM portal under Bidders Official Letter Head. In case, found guilty the agreement will be terminated.
11.	General Terms and conditions/ Service Level Agreement (SLA) as defined by GeM will also be applicable.