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Army Public School
32, Punjab Lines
Ayodhya Cantt (UP)-224001

0105/MP/APS/AYC

Aug 2024

**TENDER FOR HIRING OF SECURITY SERVICE, GP 'D'/ HOUSEKEEPING
STAFF IN APS AYODHYA CANTT**

Sir,

1. Army Public School, Ayodhya intend for the hiring of Security Service and Gp 'D'/Housekeeping staff through outsourcing.
2. **Experience of Firms.** Registered Service Provider/ agencies with minimum 05 years experience in providing housekeeping staff services to a reputed institution/organization are eligible to apply.
3. **Earnest Money.** Tender document must be accompanied with a Demand Draft of Rs 1,000/- payable to the "**Army Public School, Ayodhya**" which is refundable within ten days of non-acceptance of the Tender. **Tender documents without Demand Draft shall be rejected.**
4. **Submission of Tenders.** Submit your **TECHNICAL BIDS** and **COMMERCIAL BIDS** separately in two different sealed envelopes. The envelopes should be clearly marked **TECHNICAL/COMMERCIAL BIDS**. Technical Bids shall be opened first. Commercial Bids of only valid technical bids would be considered/ opened. During the intervening period the Board of Officers is at liberty to visit the Agency/Establishment of the bidder and select the firms/dealers for opening of Commercial Bids. The decision of the board shall be final and binding on all and no representation in this regard will be entertained.
5. **Technical Bid.** Technical Bid should be accompanied by Demand Draft of **Rs 1,000/-** in favour of the "**Army Public School, Ayodhya**" along with the following documents:-
 - (a) Income Tax return of last **three** years.
 - (b) List of Schools/Organization/Institution where such services are being provided.
 - (c) Company Profile including registration for providing Housekeeping staff details of the agency.
 - (d) EPF and ESI registration details.
 - (e) Details of GST registration.

6. **Commercial Bid.** The Commercial Bid should be submitted as per Appendix 'A' & 'B' to this letter.

The dates of validity of bids should be mentioned. The bid should be valid for a minimum period of 30 days.

7. The last date for receipt of the tender is **13 Sep 2024.**

8. **Terms & Conditions.** Terms and conditions of hiring/outsourced will be as per Appendix 'C' & 'D'.

9. **Opening of Tenders** The Technical Bids - **Envelope No 1** shall be opened on **17 Sep 2024 at 1000 hrs** (will be intimated telephonically) in the Office of Principal Army Public School, Ayodhya. One of the representatives of the applicant firm should be present at the time of opening of the Bid. **Final date and time will be informed telephonically to all vendors.**

10. The School reserves the right to alter the services mentioned or to reject any tender without assigning any reason thereof and no representation in this regard would be entertained.

11. **Payment Terms.** Payment will be made by cheque/RTGS/NEFT in the name of firm providing the services in the first week of preceding month on submission of bill.

Yours faithfully,

Principal
Army Public School, Ayodhya

Appendix 'A'

(Ref Para 6 of Army Public School Ayodhya letter No 0105/MP/APS/AYC dated Aug 2024)

COMMERCIAL BID

HIRING OF SECURITY SERVICE

S/No	Description	Wages Per month	EPF@	ESI@	Service Charge@	Total Amount Per month
(a)	Guard on Duty (Unskilled) for 08 hours.					

Dated : 2024

Signature of Proprietor with Stamp

Appendix 'B'

(Ref Para 6 of Army Public School Ayodhya letter No 0105/MP/APS/AYC dated Aug 2024)

COMMERCIAL BID

OUTSOURCE GP 'D'/HOUSEKEEPING STAFF/GARDENER/DRIVER

Ser No	Description	Wages Per Month (Rs.)	EPF@	ESI @	Service Charge @	Total Amount Per Month (Rs.)
(a)	Ayah (Unskilled)					
(b)	Safai Karamchari (Unskilled)					
(c)	Multi Tasking Staff (MTS) (Unskilled)					
(d)	Gardener/Mali (Semi skilled)					
(e)	Driver (for School Buses)					

Dated : 2024

Signature of Proprietor with Stamp

Appendix 'C'

(Ref Para 6 of Army Public School
Ayodhya letter No 0105/MP/APS/AYC
dated Aug 2024)

TERMS AND CONDITIONS

1. The Contractor will provide following Security staff or part thereof with uniform for security of school premises at **Army Public School, Ayodhya Cantt.** Descriptions are as under:-
2. The monthly charges for security arrangements will be **Rs _____/- per Guard per month.**
3. The Contractor will commence provision of the security services for round the clock by changing the personnel in rotation or replacement subject to the provision with effect from **01 Oct 2024 to 30 Sep 2025**, unless terminated or extended by earlier determination as herein provided.
4. The security personnel will be the employee of the Contractor. The **Contractor shall provide to the client police verification of all personnel provided.** All liabilities on account of the said employees will be that of the Contractor.
5. The security personnel provided by the Contractor will be physically fit, neat and tidy and will be supplied with a uniform and some insignia by the Contractor. The uniform need to be approved by the School Management. The said personnel will not be **above 50 years of age.**
6. The entire responsibility for ensuring security measures will be of the Contractor.
7. (a) The Contractor will provide complete continuous security round the clock by changing the personnel in rotation or replacement subject to the provision.
(b) In case the Guards are found defaulting in the following cases a fine of Rs.500/- will be imposed on first occurrence and Rs 800/- on second occurrence. If the offence is repeated, the Guard will be expelled. The cases are:-
 - (i) School Garden is eaten/damaged by the cattle, stray dogs entering the campus, monkeys do not come inside etc.
 - (ii) Gates not locked
 - (iii) Keys not deposited in Stn HQ ontime.
 - (iv) Guard not on duty at the assigned gate during working hours/non-working hours/holidays/found sleeping on duty.
 - (v) Guard in improper uniform.
 - (vi) Not courteous with staff and visitors.
- (c) The fine amount will be deducted from the salary payable every month.
8. The Contractor shall be responsible to maintain all property and equipment of the client entrusted for its use and under its control. The Contractor shall not lend to any person or company any of the effects or assets of the client under its control. On termination of this agreement, the Contractor shall return to the client the equipment and all such property in vacant condition, without demur, with fair wear and tear accepted. In case of any loss or damage caused to the property of the school, where complicity of the security personnel is suspected, the school shall conduct a joint enquiry and make its finding known to him/them. The SECURITY AGENCY shall be liable to make payment to the school the compensation as determined in joint enquiry.

9. The Contractor, its staff, and other security personnel shall not accept any gratuity or reward in any shape or form or do any professional or other work for reward or otherwise, either directly or indirectly, except for and on behalf of the client.

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10. The Contractor shall endeavour that its staff shall not at any time, without the consent of client in writing, divulge or make know any trust, account, matters or transactions handled by the client, and shall not disclose to any person information relating to the affairs of the client. This will not be applicable to information that are public knowledge

11. The Contractor shall not change any security staff without prior intimation of not less than 03 days to the client. The Contractor shall ensure that the security staff provided as replacement is fully conversant with the duties.

12. The client will pay the Contractor for the services all inclusive consolidated per month as mentioned at para 2 of this agreement, which shall include EPF and ESI contribution (Employee and Employer share) and all taxes & service charge as applicable and nothing more, for the entire duration of subsistence of this Agreement. The Contractor shall raise an invoice for the services each month and the same shall be paid by the Client by the 10th day of the succeeding month. However, the payment will be subject to deductions for absentees and non performance.

13. The Contractor will provide EPF and ESI payment details of the personnel's employed in the premises along with monthly payment invoice for release of payment, failing which payment to the Contractor will not be made.

14. If the Client fails to pay to the Contractor the monthly amount in any month the Contractor will have the option to withhold the services of the security personnel till the monthly payment is made or to terminate this agreement by giving one month's prior notice to the client to that effect.

15. On the termination of this agreement on efflux of time or otherwise the security personnel will be withdrawn from the premises forthwith on such termination.

16. The client will pay separately to the Contractor for additional services required which are over and above the ones contained in this Agreement. The security personnel employed in this contract will only carry out functions stipulated in this contract.

17. On the termination of any dispute regarding the liability of any one party hereto to the other and arising out of this agreement the same shall be referred to the arbitration of the Principal Army Public School, Ayodhya. or to the person nominated by him and his decision shall be final and binding on the parties.

18. The security services stipulated in this Agreement are for the exclusive use of the client and cannot be sub-contracted or used by a third party without prior written consent of the Clients.

19. The obligation of the client and contractor will be suspended when either party is subject to force majeure which can be termed as civil disturbance, war riots, strikes, storms, tempest, acts of god, emergency state etc.

Day & Date :

Signature _____

(Authorized signatory of the firm)

Appendix 'D'

(Ref Para 6 of Army Public School Ayodhya letter No 0105/MP/APS/AYC dated Aug 2024)

TERMS AND CONDITIONS

1. The Service Provider will provide following staff with **uniform for housekeeping** and Company ID services at **Army Public School, Ayodhya Cantt.** Descriptions are as under:-

Ser No	Type of Employee	Nature of Work	Timing
(a)	Unskilled	Aaya	06.30 AM to 02.30PM*
(b)	Unskilled	Safai Karamchari	
(c)	Unskilled	Multi Tasking Staff (MTS)	
(d)	Semiskilled	Gardener/Mali	
(e)	-	Driver for School Buses	

*Subject to change as per requirement of the School.

2. Additional workers will be provided by the Service Provider as and when the requirement is projected by the School.

3. **Scope of Work**

Ser No	Timing	Details of Work
(a)	6.30 AM to 2.30 PM.	(i) Cleaning of toilets every day in the morning and continuously after every time used. Mopping of corridors, sweeping of labs, staff rooms, offices, activity area and clean all drains in the area of responsibility dusting/wiping school furniture.
		(ii) Sweeping utility area and outer premises.
		(iii) Lunch Break/ Subject to school schedule. (Will be given in a staggered manner by Supervisor)
		(iv) Sweeping and cleaning of toilets and classrooms, empty all dustbins, wash & keep in place after dispersal of students.
		(v) Weekly cleaning of Cobwebs, all doormats window panes/Exhaust fan area etc.

(The Supervisor will inspect all rooms before breaking from duty and submit a completion report to Adm Supervisor).

4. On no account the personnel, so employed and recruited by the Service Provider will have any claim for appointment, continuous recruitment or regularization etc against the school.

5. The Service Provider shall observe and comply with all legal obligations and provisions of various labour laws as applicable with respect to the personnel hired by him at the premises of the School. The School will have no obligations under any of the labour laws towards the personnel recruited and appointed by the Service Provider.
6. The housekeeping personnel will be the employee of the Service Provider. The Service Provider shall provide to the school police verification of all personnel provided. All liabilities on account of the said employees will be that of the Service Provider.
7. The Supervisor will remain on campus and supervise the duty of the Housekeeping staff and submit a completion report of task performed to the Adm Supervisor on a daily basis.
8. In case any employee is absent, substitute has to be provided by the company and task has to be monitored by the supervisor.
9. Staff without uniform & ID will not be permitted on campus.
10. The housekeeping personnel provided by the Service Provider will be physically fit, neat and tidy and will be supplied with a uniform and some insignia by the Service Provider. The said personnel will not be above **50 years of age**.
11. The Service Provider shall adequately supervise in order to ensure correct performance of the said housekeeping services in accordance with the prevailing assignment instructions.
12. The Service Provider shall render all necessary reports/returns and other information to the School regularly and meetings will be held on the date and time as decided mutually.
13. The Service Provider shall be responsible to maintain all property and equipment of the School entrusted for its use and under its control. The Service Provider shall not lend to any person or company any of the effects or assets of the school under its control. On termination of agreement, the Service Provider shall return to the school the equipment and all such property in vacant condition, without demur, with fair wear and tear accepted.
14. The Service Provider, its staff, and other housekeeping personnel shall not accept any gratuity or reward in any shape or form or do any professional or other work for reward or otherwise, either directly or indirectly, except for and on behalf of the School.
15. The Service Provider shall endeavor that its staff shall not at any time, without the consent of School in writing, divulge or make know any trust, account, matters or transactions handled by the school, and shall not disclose to any person information relating to the affairs of the School. This will not be applicable to information that are public knowledge.
16. The Service Provider shall not change any housekeeping staff without prior intimation of not less than 03 days to the School. The Service Provider shall ensure that the housekeeping staff provided as replacement is fully conversant with the duties.
17. If any housekeeping personnel is found **misbehaving/ misconduct or in a drunken state** or otherwise creating any mischief or otherwise considered undesirable, the school will have all right to direct Service Provider to replace him by another fit housekeeping personnel and the Service Provider will do so forthwith without questioning the decision of the School officer authorized by the School. If, the School through its authorized staff find any housekeeping **personnel physically unfit or weak** and not **properly dressed**, the officer will be entitled to ask the Service Provider to have him replaced by any proper fit person.

18. The School will pay the Service Provider for the services an all inclusive consolidated sum of Rs _____/- **per individual** per month for housekeeping personnel, which shall include EPF and ESI contribution and **all taxes & service charges** as applicable and **nothing more, for the entire duration of subsistence of this Contract**. The Service Provider shall raise an invoice for the services each month and the same shall be paid by the School by the 10th day of the succeeding month. However, the payment will be subject to deductions for absentees and non performance. Any additional DA or minimum wages as and when increased by the Govt of UP for daily wages staff will be paid to the Service Provider per month, who will in turn pay it to their staff working in the APS Ayodhya. Deduction of income tax will be made at source in accordance with the existing instructions from the Govt.

19. The Service Provider at the time of **submission of bills every month shall furnish staff statement employed** for the housekeeping services **along with a certificate stating that the provision of the minimum wages Act and the EPF Act have been fully complied with by the Service Provider**. The Service Provider **will provide EPF and ESI payment details** of the **personnel employed** in the premises along with monthly payment invoice for release of payment, failing which payment to the Service Provider will not be made.

20. If the school fails to pay to the Service Provider the monthly amount in any month the Service Provider will have the option to withhold the services of the housekeeping personnel till the monthly payment is made or to terminate the contract by giving one month's prior notice to the school to that effect.

21. On the termination of the contract on efflux of time or otherwise the housekeeping personnel will be withdrawn from the premises forthwith on such termination.

22. The school will pay separately to the Service Provider for additional services required which are over and above the ones contained in the contract. The housekeeping personnel employed in the contract will only carry out functions stipulated in the contract.

23. On the termination of any dispute regarding the liability of any one (School or Service Provider) hereto to the other and arising out of the agreement the same shall be referred to the arbitration of the Principal Army Public School, Ayodhya or to the person nominated by her and her decision shall be final and binding on the parties ie School/ Service Provider.

24. The housekeeping services stipulated in the contract are for the exclusive use of the school and cannot be sub-contracted or used by a third party without prior written consent of the School Authority..

25. The obligation of the School and Service Provider will be suspended when either party is subject to force majeure which can be termed as civil disturbance, war riots, strikes, storms, tempest, acts of god, emergency state etc.

26. **If an employee leaves the services within 7 days of joining service the EPF and ESI will be paid only on submission of documentary evidence of the ESI and EPF a/c.**

27. All employees will have bank a/c and all payment will be made via NEFT/ Cheque to their respective account by the Service Provider.

28. The Service Provider will be responsible for the deduction/contribution of provident fund and other liability as per existing Labour Industrial Laws. The Service Provider at the time of submission of bills every month shall furnish staff statement employed for the housekeeping services alongwith a certificate stating that the provision of the minimum wages act and the Employees Provident Fund Act have been fully complied with by Service Provider. The Service Provider shall submit his monthly bill on 30th of each month which shall be paid by 5th of following month through NEFT/A/C payee cheque subject to completion of the following legal and mandatory requirements. The Service Provider will also deposit the following documents every month.

(a) Photocopy of wages register duly signed and stamped for the preceding month for payment of wages to staff as per our record.

(b) Photocopy of EPF & ESI challan & PF, Form 12A, 3A duly signed and stamped by the company and verified by the school Estate Supervisor/ Care Taker.

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(c) Attendance sheet of the above staff for the billing month in original duly signed and stamped by the company and verified by the School Estate Supervisor/Care Taker.

(d) EPF Form No 5 and 10 for change of any staff during the billing month. Annual report of the EPF & ESI should also be submitted to the school.

(e) Bill in original for the current month with covering letter indicating above details. Detailed payroll with Basic pay EPF and ESI contribution of the Employee and Employer must be submitted to the school along with Form 3A for individual employee.

29. The Contract can be terminated by either School by giving one months' notice on any of the following grounds:-

(a) If there has been any breach of any of the terms and conditions laid down herein on by either party.

(b) If the either party dies or becomes insolvent.

(c) If the school closes down and moves out of present premises.

(d) On being convicted by civil/criminal court for any criminal offence.

(e) If the services provided by the contractor are not found satisfactory in the opinion of the Principal, Army Public School, Ayodhya.

(f) If any of the staff members is found involved in any unlawful activity or any indecent behavior towards students and staff, the pay for the month will be withheld for any such complaint and the agreement shall be terminated.

(g) The contractor refuses to replace the personnel against whom complaints have been made.

30. The School may nominate any official of the school for checking the house keeping standard work at any time.

31. The Service Provider will depute only, those persons whose police verification has been done and EPF and ESI No has been allotted. Police verification documents will be submitted by the Service Provider to the school.

32. The Service Provider will abide by all the conditions laid down by the school.

33. Successful Service Provider will enter into agreement with Army Public School, Ayodhya for providing House Keeping Service and the Service Provider should submit the following legal documents within 15 days of signing of the agreement with Army Public School, Ayodhya :-

(a) A photocopy of PAN No duly signed and stamped.

(b) Photocopy of allotment of EPF code No by authorities duly signed and stamped.

(c) List of staff with EPF and ESI code No, employed by you in school as per contract duly signed and stamped.

(d) Photocopy duly signed and stamped of EPF eligibility register and account number for all employees employed by the Service Provider on behalf of the school.

(e) EPF eligibility register in original to check the above photocopy.

34. In case of any dispute regarding interpretation between the school and the agency, the Chairman Management Committee, APS, Ayodhya will be the sole arbitrator will be binding on the both the parties.

35. The Service Provider will deposit a security deposit money of 5% of contract amount as DD/FDR/Bank Guarantee which will be returned without interest on completion of the contract period.

Day & Date :

Signature _____
(Authorized signatory of the firm)