



ARMY PUBLIC SCHOOL, JHANSI
HUNTER ROAD, JHANSI CANTT (UP) - 284001
Website : www.apsjhansi.com, Email : armyjhs@gmail.com
AFFILIATED TO THE CENTRAL BOARD OF SECONDARY EDUCATION

TENDER NOTICE

1. Sealed quotations are invited from service providers for Security Services (**OUTSOURCING OF GROUP 'D' EMPLOYEES**) for Army Public School, Jhansi as per the following parameters :-

- (a) Contractor have proper license.
- (b) Applicability as ESIC and EPF member.
- (c) Minimum daily wages as per UP State Rules.

2. The detailed break up to be mentioned in an appropriate quotation considering the important points as mentioned in the ibid Tender Notice accordingly.

General.

3. The contractor will have to enter into an agreement to provide multitasking services in the category of skilled and unskilled employees at the site of Army Public School, Jhansi on the following terms and conditions :-

- (a) The contractor/ agency shall provide the services of multitasking driver, gardener and watch & ward staff for safety, protection of all the moveable assets which include documents, records, immovable properties at various locations, cleaning and maintenance of school building and outdoor premises including garden area at Army Public School, Jhansi by deploying personnel for a duration of 10 hours from 06:30 am to 04:30 pm on daily basis and security guards on rotation of 12 hours (from **08 PM to 08 AM**) respectively.
- (b) The contractor will engage staff above the age of 18 years after Police verification to avoid future complications like child labour etc.
- (c) A regular monthly health check-up of the staff employed in the school will be sole responsibility of the contractor and a medical certificate to this effect to be submitted to the school office on 01st of every month.
- (d) The school will issue Identity Cards to staff employed to contractor which are to be accounted for and returned in case the staff has resigned/ removed from employment.
- (e) The contractor will refrain from the changing the staff deployed at APS Jhansi time and again if in case of emergency or absentee of any staff members; same to be updated to the school authorities well in time.
- (f) The contractor and his staff should adhere by the security norms of the school.
- (g) Suitable dress code for the multitasking staff will be followed.

(h) Police verification of contractor and staff employed to be done and the same to be produced to the school authority.



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(Mrs Meenakshi Panjwani)
Principal
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Key Points.

4. The contract for maintenance of the school premises including buildings, classrooms and adjoining areas will include the following key points :-

- (a) The service provider will ensure that 21 members of the staff are present every day in the school i.e. 03 x Security Guards and 18 x Multitasking Staff (as per the list enclosed). However, cat wise analysis of the proposed outsourcing Gp 'D' employees is encl as **Appendix 'D'**.
- (b) It will be sole responsibility of the service provider to keep constant watch and follow up of the quality of work put up by the staff detailed by the school.
- (c) The guards have the express permission of school and are entitled to examine the person of any incoming or outgoing visitor and / or other person if he is suspected of carrying on him objectionable material. However, their dealing with parents, staff, children and others will be polite.
- (d) The agency will take corrective measures and ensure that services rendered will be of high standard.
- (e) If any issue/ complain is forwarded by the school authority; same to be addressed within 24 hours.

Working Routine.

5. The working timings of the staff will be as under :-

- (a) To open classrooms and staff rooms at 0630am and close all the classrooms, staff rooms, labs, offices and other important places by 04:30 pm ensuring that all the concerned places are neat and clean and up to the hygienic standards of the school.
- (b) The outside areas are also to be kept neat and clean accordingly.
- (c) Clean the toilets in the school minimum three times a day as under :-
 - (i) Before starting of the school.
 - (ii) After 3rd period before lunch break.
 - (iii) After the lunch break.
 - (iv) As and when necessary or as directed by the Adm Supervisor of the school.

Misc Points.

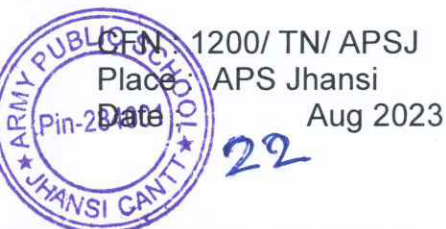
- 6. Relief of absentees will be provided by the company to ensure 100% attendance and work on all working days of the month.
- 7. Whenever school events take place on Sunday and holidays; the employees will be required to be present on all such days and work for as per required timings.
- 8. The timings of attendance for duty, rest etc will be as per timings laid down by the school from time to time.



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9. The school authorities will not be responsible to the workers employed by the service provider as for any obligation under any of the statutes concerning the workmen.
10. The service contractor will execute the work as per the specific requirements of the school authorities to their full satisfaction. The contractor will direct the workers to work as per directions issued by the school authorities.
11. The service provider will be responsible for the proper conduct of his staff. Any worker not found suitable by the school will be replaced immediately.
12. In case; where the services are found unsatisfactory; the school authority will intimate the security agency of lapses in writing and the same is required to be resolved within 24 hours.
13. The agency will strictly ensure that members are not resorting to corporal punishments to anyone in the school.
14. The agency will strictly ensure that members are aware of POCSO act and are briefed accordingly.
15. No outsource staff will use any prohibited items like smoking items, chewing of tobacco & consumption of alcohol or use abusive language.
16. **Technical Bid** to be submitted as per details given at **Appendix 'A'**.
17. **Commercial Bid** to be submitted as per details given at **Appendix 'B'**.
18. **Undertaking** to be submitted as per details given at **Appendix 'C'**.
19. Validity of the contract will be for **12 (Twelve) months** from the date of signing the agreement subject to continuation with the approval of Competent Authority.
20. The first party shall pay the company ₹ _____ per individual inclusive of all charges.
21. The contractor should furnish a bank guarantee **₹ 50,000/- (Rupees Fifty Thousand Only)** for damages, loss etc if any in the name of **ARMY PUBLIC SCHOOL JHANSI**.
22. The selected vendor is supposed to adhere with all the rules and regulations as per the tender notice. Incase, vendor fails to continue the services for the contract period; will be liable to pay a penalty amount of ₹ 50,000/- (Rupees Fifty Thousand Only) for the same.
23. All the disputes regarding the subject contract will applicable in Jhansi jurisdiction only.
24. The last date for submission of bid is **07 September 2023**.

NOTE :- It should be noted that submission of Quotation by a firm is not a guarantee for their final selection. A agency will be selected on the basis of rates and services offered.



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TECHNICAL BID

- | | | | |
|----|--|---|----------|
| 1. | Registration with Labour Commission Office | - | Yes/ No. |
| 2. | PAN Card of Firm | - | Yes/ No. |
| 3. | EPF Registration | - | Yes/ No. |
| 4. | ESIC Registration | - | Yes/ No. |

I, proprietor/ partner/ director of (name of the company/firm) hereby declare that the information given in this form is true, the best of my knowledge and belief.

Place : _____

(Signature of Tenderer with Stamp)

Date : _____

COMMERCIAL BID

1. Amount to be paid to Security Guard (in ₹) : _____
2. Amount to be paid to Housekeeping Staff (in ₹) : _____
3. Amount to be paid to Multitasking Staff (in ₹) : _____
4. Service Charge (in ₹) : _____

I, proprietor/ partner/ director of (name of the company/firm) hereby declare that the information given in this form is true, the best of my knowledge and belief.

Place : _____

(Signature of Tenderer with Stamp)

Date : _____

UNDERTAKING

To,

**The Principal
Army Public School, Jhansi
Hunter Road, Jhansi Cantt
Distt - Jhansi (UP) -284001**

Sir,

1. I/ We do hereby solemnly declare and undertake that :-

(a) The terms & conditions as mentioned in the Tender Notice No - 1200/ TN/ APSJ dt 22 Aug 2023 are fully accepted at our end. If any information in the tender submitted by me is found incorrect/ false at any time; the tender/ contract will liable to be cancelled accordingly.

(b) The firm is in this business since last 3 years.

(c) The services quoted are of standard quality and workmanship

(d) The firm is not black listed in any Govt. org./ institution.

2. I/ We, further give the rights to the Principal, Army Public School Jhansi to forfeit the performance security deposited by me/ us if any delay/ failure occur on my/ our part to supply the items within the prescribed time or the items of desired quality.

Place : _____

(Signature of Tenderer with Stamp)

Date : _____

CAT WISE ANALYSIS OF THE PROPOSED OUTSOURCING GP 'D' EMPLOYEES

Ser No	Type of Appt	Employees for Outsourcing (Cat wise)	Distr of Staff		Remarks
			Male	Female	
01.	Multitasking	01	01	-	-
02.	Driver	01	01	-	-
03.	Gardener	06	04	02	-
04.	Watch & Ward Staff	10	10*	-	*07 x Watch & ward staff of 10 hrs duty. *03 x Watch & ward staff for 12 hrs duty (02 x for Night Gate Duty and 01 x for Day Gate Duty).
05.	House Keeping Staff	03	-	03	-
Total		21	16	05	-

Note :-

01. Local adm detailed by the Company to report on daily basis for supervision and follow up.
02. Ex-Servicemen personnel preferred on Front Guard Duty.
03. Details of immediate official of the Company to be put up for reporting/ other issues pertaining to problem or service of the employer.



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