



ARMY PUBLIC SCHOOL MATHURA CANTT

New RATC Lines , Near Sakti Dwar Mathura Cantt -281001

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## TENDER FOR OUTSOURCING AGENCY

**Sub:- - Inviting Bid for engaging service provider firm for providing manpower through service contract security guard, Housekeeping and Gardner.**

Sir/Madam,

1. Army Public School Mathura Cantt functions under the AWES c/o Adjutant General's Branch Integrated HQ (Army) Ministry Def. Govt. of India.
2. Sealed competitive Bids are invited by The Army Public School Mathura Cantt from the reputed/ registered service firm for providing manpower through service contract for a period of 01 (one) year
3. Address / Location of the school is-

ARMY PUBLIC SCHOOL MATHURA(SR Wing)  
NEAR RATC LINE DHOLI PYAU  
MATHURA CANTT  
281001

ARMY PUBLIC SCHOOL MATHURA (JR Wing)  
NEAR TANK CHAURAHA(YODHA CHAUK)  
MATHURA CANTT  
281001

4. An outline of tasks to be carried out by different category of manpower provided is detailed as under-

Sl. No	Category of manpower	Responsibilities	JR WING	SR WING	Category
1.	Security Guards	To provide security in the school wherever he is deputed	06	06	Semi skilled
2	Housekeeping	To be employed for cleaning of toilets/Washrooms/Surrounding area in the school	03	14	Skilled
3	Gardner	To maintain school garden /Lawns incl herbal garden	01	01	Skilled
4	Supervisor	To supervise the complete outsourced staff mentioned at serial no 1,2 & 3 above.	01	-	Skilled

5. **Quoted Price.**

- (a) The bidder shall quote unit rate which shall comprise of monthly remuneration, EPF, ESI, & other statutory costs and services charges in the format of quotation only attached (Annexure-A).
- (b) The rate quoted shall be fixed for the duration of the contract and shall not be subject to adjustment except the statutory provisions, if amended.
- (c) In case change in rates due to statutory, only such change will be accepted and not any additional liability i.e. %age of profit/service etc. As such the bidder while submitting the bid should specifically, quote the rate etc. in this regards.
- (d) The Bidder shall deposit an EMD of Rs. 10,000/- in the form of a Demand draft/Cheque valid for 45 day after the date of submission of bids the same may be drawn in favour of Army Public School Mathura Cantt ,payable at Mathura.
- (e) The selected firm has to furnish performance security in the form of Demand Draft for an amount of Rs. 20,000(Rupees twenty thousand only) valid for 15 days beyond the date of completion of all contractual obligations from the date of award of the contract.

6. Each Bidder must submit only one Bid.

7. **Terms and conditions:-**

- (a) Remuneration to the engaged staff shall be disbursed by agency into bank account of the engaged staff through directs them RTGS/NEFT, after obtaining authorization from engaged staff.
- (b) The contracting Agency will ensure payment by the 5<sup>th</sup> of every succeeding month to their employee provided to the The Army Public School Mathura Cantt office/premises as per the monthly remuneration quoted without any deduction.
- (c) The contracting Agency will submit the invoice /bill along with proof of disbursement in the triplicate after making the payment to the employees to the Army Public School Mathura Cantt office/premises supported with the following documents:-
  - (i) Details of disbursement made to the staff furnishing through RTGS/NEFT details for each payment.
  - (ii) Copy of electronics challan receipt (ECR) as e-challan for Army Public School Mathura Cantt proof of payment of statutory obligation such as EPF,ESI. Service tax and any other applicable tax individual name wise receipts are required.
  - (iii) Payment to the contacting Agency will be released within 15 days from the date of the receipt of the invoice/bill on fulfillment of required document.
- (d) The contracting Agency will provide Identity cards with the mention of EPF/UAN and ESIC numbers, to all his employees deputed as per the format suggested by the Indenting Office valid for the period of the contract.
- (e) It is mandatory for the contracting Agency to submit the attached copy of license from the Home Department, UP police (DGP) under PSARA Act for running the business of private security agencies operating in the UP, Failing which the bid will be treated as disqualified/nonresponsive .

- (f) The contracting Agency will be required to sign a contract with the Army Public School Mathura Cantt as per the model contract enclosed. The other terms and conditions specified in the Bid document and accepted bid will also be the agreement.
- (g) In case of any loss, theft/sabotage caused by /attributable to the personal deployed, The Army Public School Mathura Cantt reserves the right to claim and recover damages from contracting Agency.
- (h) The antecedents- of all workers will be got verified from the police by the contracting Agency and submitted to Army Public School Mathura Cantt Hqrs, before deployment for work.
- (j) The contracting Agency will deploy the trained/professional security guards who are physically & medically fit.
- (k) The contracting Agency will provide to their security personal with impressive summer uniform as well as winter uniform with insignia.
- (l) The contracting Agency will get allowed with activated UAN (universal Account Number) for all member/staff duty linked with their mobile numbers so as to receivedSMS by them about EPF credits every month. Also ensure to get them e-passbooks from EPFO website.

8. **Evaluation of Bid-** The indenter will evaluate and compare the Bids determined to be substantially responsive i.e. which are properly signed, and conform to the terms & conditions in the following manner-

- (a) Attached copy of license under (PSARA Act.) Private security Agency Regulation act. Obtained from the Home department, UP for running the business of private security Agencies operating in the UP.
- (b) Brief profile of the company and evidence to establish that the bidder has successfully executed of contracts of similar nature and magnitude in the last 3 (three) years.
- (c) Audited balance sheet & profit and loss Account from CA.
- (d) List of clientele during last 3 years along with cost of assignment.
- (e) PAN No. and Current IT clearance certificate.
- (f) Attached copy of proof EPF registration.
- (g) Attached copy of proof ESI registration.
- (h) EMD of Rs. 10,000/- in the form of an demand draft valid for 45 day after the date of submission of bids the same may be drawn in the favour of Army Public School Mathura Cantt payable at Mathura.
- (j) The bid will be treated as non responsive if the documents mentioned at para 8 (a) to 8 (h) are not attached.

**9. Award of contract:-**

- (a) The rates as applicable in UP Govt. should be quoted, the service charges per person per month will determine the lowest bidder.
- (b) The indenter, reserves the right at the time of award of contract to increase or decrease the requirement of manpower indicated in para 2 above.
- (c) The indenter prior to the expiration of the Bid validity period will notify the bidder whose Bid is accepted for the award of contract. The terms of the accept offer shall be incorporated in the contract.
- (d) Notwithstanding the above, the indenter reserves the right to accept or reject all Bids and to cancel the bidding process and reject all Bids at any time prior to the award of the contract.

**10. Last date and time of receipt of Bids:** The Bid will be opened on 22 May 2019 at 2:00 PM in the office of Army Public School Mathura Cantt before a duly constituted committee and in the presence of present bidders. If the last date of depositing and opening of tender happens to be declared Holiday then the tender will be depositing/opened on the next working day, other terms and conditions and the time schedule remaining unchanged. An earnest money is to be depositing along with tender document.

Yours faithfully  
PRINCIPAL

APS Mathura cantt

**FORMAT OF BID**

1	2	3	4	5	6	7
category of manpower	unit remuneration per person per day	Monthly Total amount per month per person	Service charge per month per person	Statutory charges EPF rate as per rule per month per person	Statutory charges ESI rate as per rule per month per person	Total
Security Guard						
Housekeeping						
Gardner						
Supervisor						

**NOTE:-**

we agree to provide the above service of manpower and to abide by the terms & conditions in the Bid document and also agree to enter into the agreement till the format enclosed. Bid security of Rs. \_\_\_\_\_ (Rupees

\_\_\_\_\_

\_\_\_\_\_ ) is furnished herewith vide Demand Draft No. \_\_\_\_\_ dated \_\_\_\_\_ drawn on

**(Bidder)**

Signature: \_\_\_\_\_

Name: \_\_\_\_\_