

**ARMY PUBLIC SCHOOL RANCHI**  
**Dipatoli Cantt, P.O - Hotwar, Ranchi-834012 (Jharkhand)**  
**Phone: 0651-2273354, email - asr8208@gmail.com**

**REQUIRES SECURITY GUARDS & HOUSE  
KEEPING STAFF**

1. Tenders are invited from reputed agencies to provide Security Guards and Housekeeping staff incl Peon, Ayah and Mali (Gardener) as per details given below :-

- |     |                 |                                |
|-----|-----------------|--------------------------------|
| (a) | Security Guards | - 07 (Male -05 & Female - 02). |
| (b) | Sweeper         | - 04                           |
| (c) | Ayah            | - 03                           |
| (d) | Mali (Gardener) | - 04                           |

2. Registered Firms/Agencies are requested to quote their rates and deposit the same in the sealed cover envelop to the school office before <sup>23<sup>rd</sup></sup> May 2024 by 1400 hrs. The number of Security Guards and Housekeeping staff may increase/decrease as per requirement.

3. For details please visit school website "[www.apsranchi.com](http://www.apsranchi.com)"



(Abhay Kumar Singh)  
Principal

**ARMY PUBLIC SCHOOL RANCHI**

**TENDER FORM**

Copy No.....

**OUTSOURCING OF GROUP 'D' ADM STAFF**

1. Sealed Tenders are invited separately from reputed/registered agencies to provide Group 'D' Adm Staff as per the advertisement published in the Prabhat Khabar dated **08 May 2024**. Tender form (s) and detailed terms and conditions may be obtained from the School **Website [www.apsranchi.com](http://www.apsranchi.com)**.

- (a) Name of Work : Supply of Group 'D' Adm Staff (Security Guards, House Keeping Staff incl Peon, Ayah & Mali etc) as per the advertisement mentioned above.
- (b) Issue of Tender Paper : Available on from Army Public School Ranchi **Website [www.apsranchi.com](http://www.apsranchi.com)** from 08 May 2024 to 23 May 2024.
- (c) Last date of submission : **23 May 2024 by 1400 hrs** (No form will be accepted after last date of submission)

2. **Details of Firm / Agency:-**

- (a) Name of the Agency : .....
- (b) Name of the Proprietor : .....
- (c) Registration /Licence No: .....
- (d) ESCI Code No. : .....
- (e) EPF Code No. : .....
- (Supported with copies of EPF/ESI Registration Certificates)
- (f) GST Regn No. : .....
- (g) Registered Address : .....  
.....  
.....
- (h) Telephone Nos. : Office.....Residence.....
- (j) Previous Experience : .....  
(Give details and attach proof separately)
- (k) PAN No. : .....
- (l) Current Account No. : .....  
Bank.....  
Branch.....
- (m) Attach copy of IT Return of last three years alongwith the tender form – **Yes / No**.

### Declaration

I solemnly state that all the above details are true to the best of my knowledge and belief. I also understand that in case the above details given by me is found to be false at any stage the quotation are liable to be cancelled without giving prior notice.

Date:

Signature.....

(Head of the Agency)

### 3. Terms and Conditions for the contract :-

- (a) Bidders are required to submit Technical Bid & Financial Bid as per the **Annexure - I & II** as attached with Tender Form.
- (b) The successful bidder will have to make payment of Security Money of **Rs. 50,000/-** (Rupees Fifty thousand only) in the shape of Demand Draft in favour of Army Public School Ranchi, payable at Ranchi.
- (c) The contract would be for a duration of 11 months/academic session (whichever is less) extendable by the Chairman, Army Public School Ranchi on satisfactory performance for one academic session on the same terms & conditions. The contract will expire automatically unless the contract is extended/renewed for another term or lease period as decided by the School Management.
- (d) The timings and the working days of the staff will be regulated by the School Management.
- (e) The Agency will be responsible for providing the manpower of various categories of group 'D' employees for smooth functioning of the School.
- (f) The Agency will also be responsible for the safety and security of all the properties and belonging of School.
- (g) The Agency should ensure that the staff provided by them are not involved in any unlawful activity or create indiscipline in the School.
- (h) The Agency will be responsible for making payment of salary/ all other service benefits as per the govt norms and keep the School absolved and indemnified from any liability in this respect.
- (j) On expiry of the agreement the Agency shall be liable and responsible to make all statutory payments to its staff make all other statutory obligation liabilities cleared and obtain suitable discharge certificate from the School so that no liability or obligation left to the School.
- (k) The agency/company must have an ISO certification and at least ten to fifteen (10 – 15 Yrs) years experience in the field of providing security services. The agency/company should submit documentary evidence in his support of above experience with tender paper.
- (l) The agency/company must have a minimum turnover of at least Rs. two hundred crore in last three financial years (each year separately). In this support the company/agency must attach a copy of balance sheet (profit & loss accounts (Indicating the turnover).
- (m) The agency/company must be operating at least in five states of India. The agency must attach the detail addresses of the providing officer with state and address of Principal Officer of the office with Telephone & Fax No. etc.

- (n) The agency/company must have at least two (02) running contracts, at present, which must not be less than Rs 80 lakhs each annually. The copies of agreement or work order must be attached as documentary evidence.
- (o) The agency/company must have provided security service to at least Five public sector undertaking/ Govt. Department/Govt. Corporation and other Govt. Institution in last Three years
- (p) The security agency/company must have a proper training centre for training of its security personnel having adequate resources. The address and details must be attached with tender paper.
- (q) The security agency/company must be registered under Provident Fund Act, ESI Act, copy of registration papers along with code number allotted to the agency/company may be provided.
- (r) The proprietors/partners/shareholders of the agency/company must all be Indians. In case any foreigner is associated, the agency/company must attach a copy of the clearance obtained from the Ministry of Home Affairs as required under their circular No. VI-24021/68/00 GPA-1 dated 13 November 1992.
- (s) The agency must have received Valid License from Home ministry under the act of PSARA 2005.
- (t) **The other terms and conditions related to security guards will be as under :-**
- (i) The security personnel of the security agency/company must be fully equipped with proper uniform including winter and rainy seasons kiting lathis, whistle torch, Walkie – Talkie for communication etc.
- (ii) The agency/company will have to abide by all the provisions of Law applicable to its establishment during the period of its engagement and shall be responsible and accountable for breach or violation of any of the provisions of any Act, Rules, Regulations, Notification, Circulars issued from time to time by the Govt. The agency/company shall provide an undertaking to this prior to the commencement of the job and indemnify us against any breach of statutes/laws etc.
- (iii) The rates will be from for a period of 12 months from the date of commencement of the contract. However, in the event of revision of minimum wages by the appropriate Government, the minimum wages so revised will become payable from the date it is revised during operation of the contract.
- (iv) The security agency/company will ensure effectively that its staff will not be at any point of time divulge/make known any trust information or other matter to the unknown person.
- (v) The security agency/company will ensure that all its personnel are physically fit and mentally alert. Minimum age of security personnel should not be less than eighteen years.
- (vi) The security agency/company will ensure that all its personnel are properly trained to carry out their duties and handling of fire fighting eqpt available in the school, in case of any emergencies.
- (vii) All security personnel of the agency/company must carry a proper photo identity card and nameplate.
- (viii) The security agency/company will provide supervisor for monitoring of CCTV Cameras and to supervise the work of manpower supplied by the agency/company.

(ix) In case of negligence, dereliction of duty, disorderly behaviour, other misconduct by security personnel of the agency/company, the agency/company will take proper disciplinary action against such personnel.

(x) The agency/company will raise monthly bills at the beginning of each month for the duties performed during the month immediately preceding and these bills will be paid by the 7<sup>th</sup> of the month in which they are raised.

(xi) The agency/company will ensure timely payment of wages to its personnel but in all cases within a week of the payment received.

(xii) The agency/company will provide additional manpower in any number within a reasonable time but not exceeding one month if so required on the written requisition at the approved rates and terms and conditions.

(xiii) The security agency/company will execute the jobs undertaken by it directly and with its own resources and will not give out any part of assignment on sub-contract.

(xiv) Army Public School Ranchi reserves the right to accept or reject any tender without assigning any reason whatsoever and the decision in awarding the work shall be final and cannot be subject to arbitration.

(xv) Army Public School Ranchi has the right to increase or decrease the manpower of any site or to add or delete any site of deployment after giving one month in writing.

(u) **The following other details to be Provided by the Bidder :-**

(i) Constitution of the organization whether the organization is Public Limited Company, Private Limited Company, Partnership Firm, Proprietorship firm may be indicated.

(ii) Names, addresses and occupation of Directors/partners/Proprietors may be provided.

(iii) In case of Limited Company please provide a copy of the Articles and Memorandum of Association and in case of partnership firm, a copy of registered partnership deed shall be provided.

(iv) A copy of the latest filed income tax return may be provided.

(v) Income Tax Permanent account number may be indicated.

(vi) Please indicate the degree of computerization in the organization.

(vii) Please furnish brief profile of former commissioned officers of the Defence forces/former gazetted officers of the police or other Para Military forces working in the agency/company indicating name, last rank held in Defence/ Police/ Para-Military services and their present job assignment in the agency/company.

(viii) Index sheet must be prepared and attached all documents duly serially numbered.

(ix) Technical bid & Financial bid to be placed in two separate envelopes.

(v) **Compensation Package :-**

(i) In the event of failure/inability to provide security personnel as per deployment Plan/requirement of may deduct upto 2% of the monthly invoice value of the wages apart from deduction of daily wages for each day of absence of the number of security personnel.

(ii) If even after taking all necessary precautions any loss, damage, theft of property belonging to and its employees takes place within the specified area, it will be construed that such mishap has taken place due to negligence on part of the agency/company and it shall be liable to compensate for 100% of the damage/loss/theft.

(iii) In the event of such damage/loss/theft of property, a committee comprising of representatives of Army Public School Ranchi and the Agency/Company shall be constituted. The committee shall prepare a report and assess the total value of loss or damage or theft. In the event of any dispute the decision of the Chairman Army Public School Ranchi will be final.

(v) **Right to Cancel the contract** – Army Public School Ranchi at their option, without prejudice to their rights, hereunder, may cancel the order at any time by giving 30 days simple written notice in case the Agency/Company does not comply with its following circumstances occur :-

(i) Unjustified interruption of services.

(ii) Errors, negligence, insufficiencies in deployment, shortfall in deployment or other similar circumstances attributable to the Agency/Company

(w) After the award of work any person whom the Agency/Company engages, the Agency/Company must submit an affidavit of the person in which the said person gives an undertaking that he will not claim any employment in Ranchi by virtue of his engagement through the Agency/Company.

Date:

Signature.....

(Head of the Agency)

**ARMY PUBLIC SCHOOL RANCHI****CHECK LIST FOR TECH BID**

Name of Bidder : \_\_\_\_\_

<b>S/No</b>	<b>Documents</b>	<b>Quote Reference No, if held</b>	<b>Attach Reference Document</b>	<b>Remarks (Quote Page No)</b>
1.	Registration / Licence No		Yes / No	
2.	An ISO Registration		Yes / No	
3.	ESCI Code No		Yes / No	
4.	EPF Code No		Yes / No	
5.	GST Registration No		Yes / No	
6.	PASARA Registration No		Yes / No	
7.	Previous Experience		Yes / No	
8.	ITR for last 03 years		Yes / No	
9.	PAN No		Yes / No	

Date:

Signature &amp; Seal.....

(Head of the Agency)

**ARMY PUBLIC SCHOOL RANCHI****FORMAT FOR COMMERCIAL BID****RATE MUST BE QUOTED PER UNIT / DAY BASIS**

Ser No	Particulars	Security Guard (Male/ Female)	Sweeper	Mali	Ayah
1.	Basic + VDA				
2.	E.S.I.C@.....				
3.	E.P.F@.....				
4.	Service Charges				
<b>Total Rate per Unit/Day</b>					

Nos of person required ➔	Security Guard 07 Nos (Male-05 & Female-02)	Sweeper 04 Nos	Mali 04 Nos	Ayah 03 Nos	Grand Total
<b>Total Landed cost in Rs. for 26 working days</b> (Nos of person x Rate per unit x 26 days)					

Date:

Signature &amp; Seal.....

(Head of the Agency)



**TERMS AND CONDITIONS FOR OUTSOURCING OF GROUP 'D' ADM STAFF**

The security agency/company must fulfil the following criteria failing which their offer will liable to be summarily rejected :-

1. Bidders are required to submit Technical Bid & Financial Bid as per the **Annexure - I & II** as attached with Tender Form.
2. The successful bidder will have to make payment of Security Money of **Rs. 50,000/-** (Rupees Fifty thousand only) in the shape of Demand Draft in favour of Army Public School Ranchi, payable at Ranchi.
3. The contract would be for a duration of 11 months/academic session (whichever is less) extendable by the Chairman, Army Public School Ranchi on satisfactory performance for one academic session on the same terms & conditions. The contract will expire automatically unless the contract is extended/renewed for another term or lease period as decided by the School Management.
4. The timings and the working days of the staff will be regulated by the School Management.
5. The Agency will be responsible for providing the manpower of various categories of group 'D' employees for smooth functioning of the School.
6. The Agency will also be responsible for the safety and security of all the properties and belonging of School.
7. The Agency should ensure that the staff provided by them are not involved in any unlawful activity or create indiscipline in the School.
8. The Agency will be responsible for making payment of salary/ all other service benefits as per the govt norms and keep the School absolved and indemnified from any liability in this respect.
9. On expiry of the agreement the Agency shall be liable and responsible to make all statutory payments to its staff make all other statutory obligation liabilities cleared and obtain suitable discharge certificate from the School so that no liability or obligation left to the School.
10. The agency/company must have an ISO certification and at least ten to fifteen (10 – 15 Yrs) years experience in the field of providing security services. The agency/company should submit documentary evidence in his support of above experience with tender paper.
11. The agency/company must have a minimum turnover of at least Rs. two hundred crore in last three financial years (each year separately). In this support the company/agency must attach a copy of balance sheet (profit & loss accounts (Indicating the turnover).
12. The agency/company must be operating at least in five states of India. The agency must attach the detail addresses of the providing officer with state and address of Principal Officer of the office with Telephone & Fax No. etc.
13. The agency/company must have at least two (02) running contracts, at present, which must not be less than Rs 80 lakhs each annually. The copies of agreement or work order must be attached as documentary evidence.
14. The agency/company must have provided security service to at least Five public sector undertaking/ Govt. Department/Govt. Corporation and other Govt. Institution in last Three years
15. The security agency/company must have a proper training centre for training of its security personnel having adequate resources. The address and details must be attached with tender paper.
16. The security agency/company must be registered under Provident Fund Act, ESI Act, copy of registration papers along with code number allotted to the agency/company may be provided.
17. The proprietors/partners/shareholders of the agency/company must all be Indians. In case any foreigner is associated, the agency/company must attach a copy of the clearance obtained from the Ministry of Home Affairs as required under their circular No. VI-24021/68/00 GPA-1 dated 13 November 1992.
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19. The other terms and conditions related to security guards will be as under :-

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- (e) Income Tax Permanent account number may be indicated.
- (f) Please indicate the degree of computerization in the organization.
- (g) Please furnish brief profile of former commissioned officers of the Defence forces/former gazetted officers of the police or other Para Military forces working in the agency/company indicating name, last rank held in Defence/ Police/ Para-Military services and their present job assignment in the agency/company.
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- (c) In the event of such damage/loss/theft of property, a committee comprising of representatives of Army Public School Ranchi and the Agency/Company shall be constituted. The committee shall prepare a report and assess the total value of loss or damage or theft. In the event of any dispute the decision of the Chairman Army Public School Ranchi will be final.

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- (a) Unjustified interruption of services.
- (b) Errors, negligence, insufficiencies in deployment, shortfall in deployment or other similar circumstances attributable to the Agency/Company

23. After the award of work any person whom the Agency/Company engages, the Agency/Company must submit an affidavit of the person in which the said person gives an undertaking that he will not claim any employment in Ranchi by virtue of his engagement through the Agency/Company.

Date:

Signature.....

(Head of the Agency)