

## STAGE I TECHNICAL BID



**TENDER FORM FOR PROVIDING MAINTENANCE AND HOUSE KEEPING SERVICES  
IN ARMY PUBLIC SCHOOL, FATEHGARH (UTTAR PRADESH)**

1. Last Date for Tender Submission : \_\_\_\_\_
2. Opening Time & Date of Tender : \_\_\_\_\_
3. Name, Address of Firm/Agency & Telephone No : \_\_\_\_\_
4. Registration No of the Firm/Agency : \_\_\_\_\_
5. Name, Designation, Addresses & Telephone No of authorized Person to deal with : \_\_\_\_\_
6. Please specify as to whether Tenderer is sole Proprietor/Partnership Firm Name, Address & Tele No of Director/Partner should be specified : \_\_\_\_\_
7. PAN of Income Tax Deptt. : \_\_\_\_\_
8. Provident Fund Account No : \_\_\_\_\_
9. ESI No : \_\_\_\_\_
10. License No under Contract Labour (R&A) Act. : \_\_\_\_\_
11. Financial turnover of the Agency for the last two Financial years (copy of the IT return filed during last two financial years and copy of the Turnover Statement of the last two years duly certified by Chartered Accountant to be attached).
12. Number of Workmen on the rolls of the Agency (list/proof thereof may be enclosed)

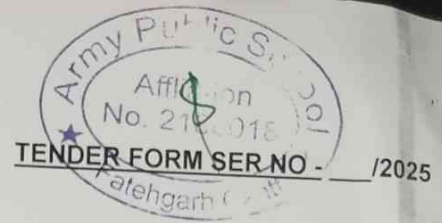
Ser No	Financial Year	Number of Workmen on the rolls of the Agency

13. Details of major contracts with Central Government, State Governments/PSUs/ Reputed Firms handled by the Tendering Agency for providing Housekeeping, Security, Clerical & Technical Manpower during the last two years in the following format (attested copies of the last two years work award may be enclosed).

Ser No		
Details of Client along with address telephone and FAX numbers		
Amount of Contract (Rs. In Lacs)		
Duration of Contracts		
Nature of Contracts		
	<b>From</b>	<b>To</b>
Type of Manpower provided (category-wise)		
Numbers of persons deployed (category-wise)		

(If the space provided is insufficient, a separate sheet may be attached)

(Signature of authorized person)  
(only Proprietor/Partner/Director)



**DECLARATION**

1. I, \_\_\_\_\_ Son/Daughter/Wife of \_\_\_\_\_ of Contractor/Director/authorized signatory of the Agency mentioned above is competent to sign this declaration and execute this tender document.
2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.
3. The information/documents furnished along with the above application are true and authentic, to the best of my knowledge and belief. I/ We, am/are well aware of the fact that furnishing of any false information/ fabricated document would lead to rejection of my tender at any stage besides liabilities toward prosecution under appropriate law.

Seal

(Signature of Authorized Person)

Place

Date :

Full Name :

**STAGE II****COMMERCIAL BIDS****OUTSOURCING OF MAINTENANCE & HOUSEKEEPING SERVICES  
AT ARMY PUBLIC SCHOOL, FATEHGARH (UTTAR PRADESH)**1. Requirement of School:-

Ser	Details	Category	Requirement	Service Charge (%) (to be quoted by the Tenderer)
(a)	Security guards	Skilled	12	
(b)	Electrician	Skilled	01	
(c)	Driver	Semiskilled	01	
(d)	Aaya	Unskilled	05	
(e)	Mali	Unskilled	02	
(f)	MTS	Unskilled	02	
(g)	Safaiwala (Male)	Unskilled	08	
(h)	Safaiwala (Female)	Unskilled	05	
		<b>Total</b>	<b>36</b>	

**Notes:-**

(a) The quantity of workforce is subjected to variation by 25% on either side without notice to the tenderer. In the event of variation in quantity of workers, tenderer shall not be entitled for any compensation. Tender rates accepted shall be applicable for the contract period.

(b) Bid should be based on 8<sup>1/2</sup> hours of working per day (with 1/2 hour lunch break), on all six days in a week.

(c) Gender of the workmen may be specified as per the requirement.

2. **Earnest Money amounting to Rs 50,000/- (Rupees fifty thousand only)** is required to be deposited alongwith commercial bid. Details of Earnest Money deposited:-

BD/PO No \_\_\_\_\_ Date of issue \_\_\_\_\_

Validity of BD/PO \_\_\_\_\_ Name of the Issuing Authority \_\_\_\_\_

3. Declaration by the Contractor:-

"This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions and instructions contained herein and undertakes that myself/ourselves would abide by the said terms and conditions.

(Signature of Tenderer)

Name \_\_\_\_\_

Designation \_\_\_\_\_

Address \_\_\_\_\_

Phone/Mob No \_\_\_\_\_

Dated \_\_\_\_\_



**Undertaking**

1. I undertake that all the eligibility conditions mentioned in the tender document are fulfilled. Further, all supporting documents have been attached herewith.
2. I have gone through and fully understood the terms and conditions supplied in the tender document and I hereby undertake to abide by all terms and conditions and also undertake to abide by the instructions to be issued by the School Management of Army Public School, Fatehgarh (UP) from time to time for due discharge of Service Agreement.
3. It is declared that all the entries made in this form are correct .In case of detection of any false entry and incorrect information/document, the submitted tender may be rejected and Earnest Money Deposit forfeited.

(Signature of authorized person)  
(only Proprietor/Partner/Director)

WAGES STRUCTURE

Name of the Company:

Ser No.	Components	Unskilled	Semi Skilled	Skilled
<b>ONE DAY WAGES</b>				
1.	Basic + VDA = 'D'	412.00	453.00	507.00
2.	EPF @ 12% of Ser No 1 above.	49.44	54.36	60.84
3.	Admin Charge on EPF 1.26 of Ser No 1 above.	5.19	5.70	6.38
4.	ESI @ 3.25 of Ser No 1 above.	13.39	14.72	16.47
5.	Any other allowance if applicable	0.00	0.00	0.00
6.	<b>TOTAL of Ser No 1+2+3+4+5</b>	<b>480.02</b>	<b>527.79</b>	<b>590.70</b>
7.	Relieving Charges 1/6 of total of Serial No 6.			
8.	<b>Cost per head (Ser No 6 + 7)</b>			
9.	Company Service Charges @ _____ of Ser No 8.			
10.	<b>GST @ _____ of Ser No 8, if applicable</b>			
11.	<b>Grand Total</b>			

Note -

- Vendors will fill up service charges of their company and details of GST if applicable. Moreover, Secondary Schools are exempted from service tax as per Para 9(b) (iii) of Govt of India Notification No. 25/2012 dated 20 Jun 2012.



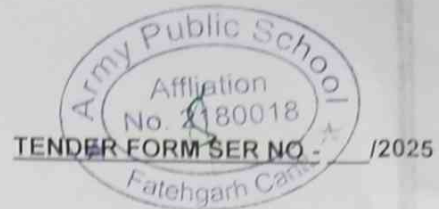
### TERMS AND CONDITIONS

1. The applicant's signature should appear on each page of the tender form. Overwriting should be avoided. Correction, if any, shall be made by neatly crossing out, Initiating, dating and rewriting. All pages of the tender form shall be numbered and submitted as a sealed package with signed letter.
2. The service provider will have to provide the relevant information on the enclosed prescribed format along with supporting documents to consider the eligibility for awarding tender to the eligible service providers.
3. The selected service provider of Stage II i.e, Commercial Bid (Price Bid) are advised to visit the site of work, at his own cost, and examine it and its surroundings to collect all information that he considers necessary for proper assessment of the prospective assignment.
4. Even though the service providers may satisfy the terms and conditions, they may be disqualified :-
  - (a) If they have made misleading or false representation of facts or deliberately suppressed the information to be provided in the forms, statements and enclosures of this documents.
  - (b) If they have records of poor performance such as abandoning work, not properly completing the contract or financial failure/weaknesses.
  - (c) If confidential inquiry reveals facts contrary to the information provided by the applicant and reveals unsatisfactory performance.
5. The service provider may furnish any additional information, which he thinks is necessary in regard to his capabilities to establish that the service provider is capable in all respects to successfully complete the envisaged work. He is, however, advised not to attach superfluous information. No subsequent information will be entertained after submission of tender form. Any information furnished by the service provider found to be incorrect either immediately or at a later stage, would render him liable to be debarred from tendering/taking up of work and his tender will be terminated with immediate effect.
6. The service provider appointed for the said service will have to execute a Contract with detailed terms and conditions according to the enclosed draft.
7. Submission of commercial bid by a service provider will imply that he has read the notice and all other contract documents and has made himself aware of the scope and specifications of the service to be done and of conditions, rates and other factors having a bearing on the execution of the service.
8. Successful Bidder shall remit security deposit of @ 5 % of total work value in the shape of bank guarantee/ bank draft which will remain valid for the entire period of contract This will be refunded within 30 days of completion of service subject to indemnification clause of the agreement. No interest shall be payable by the School on the said amount,
9. The scope and nature of services being outsourced are given below:-
  - (a) **House Keeping** - Keeping School campus, buildings, roads inside the School campus, class rooms, offices, drains, toilets, dust bins cleaning including waste disposal.
10. The worker will need to possess the essential expertise to execute the work and should be trained in specific job.
11. The competent authority does not bind itself to tender and reserves to itself the authority to reject any or all the tenders received assigning any reason. The tenders in which any of the prescribed condition is not fulfilled by the service provider shall be summarily rejected, the decision of competent authority, in this regard, shall be final.



TENDER FORM SER NO - 12025

12. Canvassing in any form is strictly prohibited. The tender(s) submitted by the Service Provider(s), who resort to canvassing, will be liable to rejection.
13. The Competent Authority reserves the right of accepting the whole or any part of the tender shall be bound to perform the same on the rates quoted.
14. The tender for the service shall remain open for acceptance for a period of 90 days from the date of opening of tender.
15. All Statutory requirements required under any Rules/Regulations/Statutes/ Act and EPF and Service Tax etc. applicable from time to time are to be borne by the service provider. In case of violation of statutory provisions under laws by the service provider or his workers, there will no liability on the School. The service provider shall be held wholly responsible legally and he will be liable to be prosecuted as per the law of Land in the appropriate Court of Law. The School shall not be responsible partially or fully to any dispute in any way that may arise between the service provider and his workmen.
16. The EPF and ESI will be deposited directly by the Service Provider to the concerned departments. The receipt of the deposition is to be enclosed with the bill submitted for reimbursement failing which the payment of next bill will not be released/reimbursed. The receipt should clearly indicate name of the work and list of workers with their names, durations and other required information. In case, the service provider fails to submit the original receipt, the withheld amount will be submitted to the concerned authorities as per law.
17. The School reserves right to cancel the service agreement or to withhold the payment in the event of non-compliance or unsatisfactory performance of the service contract. In such eventuality, the School further reserves the right to get the work done from alternate Service Providers and the tenderer will be liable to be debarred by the School for a period of five years and participating in such type of tender.
18. The School reserves right to terminate the service agreement by giving one month prior notice to the service provider regarding its intention to do so and on the expiry of the said period of notice, the service agreement shall come to end without prejudice to any right of remedy.
19. The service provider will have to produce the register of wages-cum-muster roll of preceding month along with the bill for verification to the nominated officer/official of Army Public School, Fatehgarh. **The service provider should ensure payment by Bank transfer and attach proof of payment in terms of letter to Bank and copy to Bank statement to include salary, PF and other payments.** The School will re-imburse the monthly wages bills submitted by the service provider after production of copies of challans for the deposition of the statutory requirements with the concerned departments. Further, it is also informed that the School will deduct Income Tax at source as applicable from the running and final bills for the service provider as per statutory provisions and mandatory norms applicable and amended from time to time.
20. The service provider on award of work/ service has to maintain all the relevant records, and documents as required by the School authorities, Labour Department, Regional PF Commissioner and other local bodies as per the existing rules or as amended from time to time. Such records as mentioned above shall be made available to the departmental officers on demand for inspection of the same to ascertain its authenticity. Service provider has to submit challans of previous month to the School in support of PF/ Service Tax etc. deposited with the respective department for release of next bill. The service provider has to obtain labour license and ensure that EPF number has been allotted to the workers within 30 days of award of work as per EPF/ Labour Act.
21. The service provider shall fully abide by the extent provisions of Minimum Wages Act 1948, the Contract Labour (R&A) Act, 1970 and other labour laws applicable to contract labourer.



22. Replacement only after permission from APS, Fatehgarh and due clearance from School of any person(s) so engaged by the Service Provider should be intimated to the school authorities of Army Public School, Fatehgarh with reasons of replacement.
23. The service provider shall provide at his own cost necessary insurance cover in respect of workers and other personnel to be deployed or engaged by him in connection with the service.
24. Every worker/supervisor appointed by the Service provider, shall wear the prescribed uniform and badge bearing his name and designation, while on duty. The same shall be provided by the service provider at his own cost. The persons employed should be physically fit & not over 55 years of age.
25. The service provider shall be responsible for submitting an affidavit for verification of character and antecedents of the workers employed by him at the time of commencement of contract along with the list of workmen with their designation. The employees shall thereafter be issued entry pass by the School (Police verification to be done).
26. In case the conduct of any workers employed by the service provider is found to be against the rules of the School, by the management of the School, the service provider shall replace the said employee. No worker employed by the service provider shall be allowed to smoke inside the campus or consume alcohol/drugs/ tobacco products.
27. The School shall not be responsible for providing accommodation to any worker employed by the service provider.
28. Supervision of work done by service provider will be responsibility of service provider.
29. In case of any dispute, the matter will be referred to the Management Committee of the School, whose decision will be final and binding.
30. The said contract shall be awarded for a period of 12 months only to the successful tenderer. It shall be the responsibility of the tenderer to show satisfactory progress on the works every month failing which School has the right to terminate the said contract without assigning any reason and the work shall be awarded to any other agency/agencies.
31. Rates shall be written in figures as well as in words in the tender. In case of variation of rates written in words and in figures the lower of two rates shall only be considered.
32. In case of firms where there is more than one partner, tender must be signed by each partner or by the person holding the legal power of attorney on behalf of other partners of the firm. In the latter case, a copy of the power of attorney attested by the Gazetted Officer must accompany the tender.
33. The tenderer must mention their correct and complete address in tender and arrange for the delivery of all letters. If any letter sent through registered post is received back undelivered, it will be the tenderers sole responsibility and he shall be bound to take action as required in the contents of such letters and it shall be deemed to be served.
34. The tenderer will ensure that :-
- (a) Weekly off will be given to the employees in a rotational manner so that work of the School does not suffer.
  - (b) Vacancies outsourced will be maintained 100%. In case, a particular employee does not turn up for duty, substitute will be arranged immediately. However, this will be based on the requirement/need of the School on case to case basis. If, contractor fails to provide suitable substitute, a penal deduction of 5% equivalent to salary of that particular employee will be deducted from the monthly bills payable to the Contractor.



- (c) All employees will be provided with suitable liveries (restricted to number of vacancies) on yearly basis. The same needs to be approved by the School authorities.
- (d) Contractor will ensure that employees are doing duties in proper manner. Any breach in discipline or conduct may lead to penalty on the vendor or removal of the employee from the School.
- (e) Contractor will pay the wages/other benefits to all employees at par with paid by the school. He will neither deduct any amount from their entitlement/monthly wages nor he will demand for refund of money in cash or any other way.
- (f) Contractor will ensure that employees should not bring their family members during duty hours.
- (g) Contractor will not employ family members of the employee who is already working in the school.

35. The service provider will be selected through a two stages bid system. In Stage prospective service providers are expected to establish their credentials. In Stage II, commercial bid will be opened who qualified in technical bids. Only Technically qualified Service providers will be permitted to visit the School Campus and assess/ ascertain the nature and quantum of services expected to be provided.

36. **Stage 1 (Technical Bid).** Service providers meeting the following criteria are requested to submit proof/documents in support of their claim:-

- (a) Company must have been registered at least 5 years back.
- (b) Company must have valid five years old PF Registration. ESI and Labour License.
- (c) Company must have evidence of depositing ESI & PF of at least 50 persons (Photo copy of one challan memo be attached).
- (d) Company must have at least 05 years experience of providing maintenance and housekeeping services to similar institutions. Proof of previous experience, in the form of MoU, Contract or agreement entered with Govt/Semi Govt/private establishments along with satisfactory reports from concerned organizations be submitted.
- (e) Service Providing Agency must have PAN card.
- (f) Service Providing Agency must not be in black agency/organization.
- (g) C.A. Audit Report for last 05 years must be attached.

37. **Stage II (Commercial Bid).** Commercial bids will be opened of only those who qualified in Technical bids. Commercial tender form, terms and conditions and draft contract are attached. Commercial Tender form will be submitted duly filled alongwith all sheets of terms and conditions and draft contract duly signed to indicate compliance/acceptance of terms & conditions. **Demand Draft of Rs 50,000/- (Rupees Fifty Thousand only), drawn in favour of Principal Army Public School, Fatehgarh will be submitted along with Commercial Bid.** Vendors are required only to quote their service charges/GST in the tender form. The following terms and conditions must be adhered by the vendors prior to quoting their service charge in Commercial Bid:-

- (a) Service Charges should be mentioned clearly in commercial bids in figures as well as in words.
- (b) Grand total of the lowest bid in terms of Wages structure enclosed alongwith Commercial Bid will be considered as final quote for identification of L1 bidder.
- (c) In case of tie in the grand total of commercial bid between bidders, draw of lots will be resorted for identification of bidder for award of contract.



38. The service provider shall arrange for a substitute well in advance if there is any probability of the person leaving the job due to his/her own personal reasons. The payment in respect of the overlapping period of the substitute shall be the responsibility of the service provider.
39. The service provider will provide the required personal for a shorter period also in case of any exigencies as per the requirement of the school.
40. The service provider shall be contactable at all times and message sent by phone/e-mail/Fax/Special Messenger from the School to the service provider shall be acknowledged immediately on receipt on the same day. The service provider shall strictly observe the instructions issued by the School in fulfillment of the contract from time to time.
41. In case, the Service provider fails to comply with any statutory/taxation liability under appropriate law, and as a result thereof the School is put to any loss/obligation, monetary or otherwise, the School will be entitled to get itself reimbursed out of the outstanding bills or the performance security deposit of the service provider, to the extent of the loss or obligation in monetary terms.
42. The service provider's persons shall not claim any benefit/compensation/absorption/regularization of service in the School under the provision of Industrial Disputes Act, 1947 or Contract Labour (Regulation at Abolition) Act, 1970. Undertakings from the persons to this effect shall be required to be submitted by the service provider to the School,
43. The service provider's personnel shall not divulge or disclose to any person and details operation process, technical know-how, security arrangements and administrative/organizational matters as all are conditional/secret in nature.
44. The service provider shall not assign, transfer, pledge or sub-contract the performance of service without the prior consent of the School Management.
45. If either party approach before the Competent Court of Law for any reason, the Fatehgarh Courts have jurisdiction to try and decide the matter.