

**TENDER DOCUMENT PROVIDING HOUSEKEEPING SERVICES (SWEEPING & CLEANLINESS)  
ARMY PUBLIC SCHOOL DHAR ROAD**

- The Army Public School Dhar Road, a centrally funded Autonomous Body, is a Society registered under Societies' Registration Act, 1860.
- Sealed competitive Bids are invited by the undersigned from the reputed/registered Consultant / Service Provider Firm for providing Manpower through service contract initially for a period of 01 year (w.e.f 01 Oct 2022 to 30 Sep 2023) which may be extended by another year, as indicated below:

S.No	Category of Manpower	Duration of Duty	Nos	Minimum qualifications or/and experience
1	Providing Housekeeping/conservancy Services (Safai Karamchari).	08 hours (All days except Sunday and Gazetted holidays, unless otherwise required on written requisition)	04 persons (02 females)	Applicable as per statutory rules. Persons having some experience in the field shall be preferred.
2	Providing Peon Services (Multitasking staff)		02 persons	Applicable as per statutory rules. Persons having some experience in the field shall be preferred.
3	Providing Electrician Services		01 persons	Applicable as per statutory rules. Persons having some experience in the field shall be preferred.
4	Providing Carpenter Services		01 persons	Applicable as per statutory rules. Persons having some experience in the field shall be preferred.
5	Providing gardening services		02 persons	Applicable as per statutory rules. Persons having some experience in the field shall be preferred.
6	Watch & Ward staff		03 persons	Applicable as per statutory rules. Persons having some experience in the field shall be preferred.

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

S.No	Category of Manpower	Nos	Responsibilities
1	Housekeeping/conservancy (i.e. cleaning sweeping, dusting etc as enumerated in the terms & condition enclosed)	04 persons (02 females)	Entire Building (in and around the premises). All toilets and washrooms and surrounding area of the School.
2	Multitasking staff (Peon Services)	02 persons	Office runner and other misc works directed by School Authorities.
3	Providing Electrician Services	01 persons	Responsible for all electric work of school Building and surrounding area of responsibility. Also responsible for uninterrupted power supply and proper functioning of electric appliances.
4	Providing Carpenter Services	01 persons	Responsible for all carpenter work in school. Also responsible for maintenance of school furniture and all inventories.

	Providing gardening services	02 persons	Gardening services in entire school premises and surrounding area.
6.	Watch & Ward staff	04 persons	To keep vigil in whole school premises bifurcation of work is in r/o each person is as under. (a) Pre-Primary (Class 1 and 2) (b) Primary (Classes 3-5) (c) Middle (Classes 6-8) (d) Secondary (Classes 9 -10)

**3. Quoted Price:**

- a) The Bidder shall quote unit rate which shall comprise of monthly remuneration, EPF & other Statutory costs and Service Charges (including profit and administrative 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. In case of change in rate due to statutory provisions only such change will be accepted and not any additional liability i.e. %age of profit/service charges etc. As such the bidder while submitting the bid should specifically, quote the rate etc. in this regard.
- c) Correction if any shall be made by crossing out, initialing, dating and rewriting.
- d) The Bidder shall deposit earnest money @ 3% of the value of contract with the bid in the form of a Demand Draft drawn in favour of, **Army Public School Dhar Road**, payable at **Udhampur**. The earnest money shall be returned to the unsuccessful bidders after the award of the contract.
- e) The selected firm has to furnish performance security in the form of Bank Guarantee/DD for an amount equal to 10% of total value of the contract valid for fourteen months from the date of award of the contract. The Performance security shall be submitted within 10 days from the date of Notification of Award. The earnest money shall be adjusted towards performance security.
- f) Telex or Facsimile Bids are not acceptable.

4. Each bidder must submit only one bid.

**5. Validity of Bid:**

The Bid shall remain valid for a period not less than 90 days after the deadline fixed for submission of Bids.

**6. Terms and Conditions:**

(a) The remuneration to the engaged staff shall be disbursed by the agency into the bank accounts of the engaged staff through RTGS/NEFT.

(b) The Contracting Agency will ensure payment by the 5<sup>th</sup> of every succeeding month to their employees as per the monthly remuneration quoted without any deduction.

(c) The Contracting Agency will submit the invoice alongwith proof of disbursement in triplicate after making the payment to the employees supported with the following documents:-

- I. Details of disbursement made to the staff furnishing the details for each payment.
- II. The payment of statutory obligation such as EPF and any other applicable tax will be made only on production of proof of such deposits with concerned authorities. In absence of proof the amount towards these taxes will be deducted from the bill and payment will be made for monthly remuneration only as shown in Col 3 of bidding documents.
- III. Payment to the Contracting agency will be released within 15 days from the date of the receipt of the invoice.

(d) The Contracting Agency will provide Identity Card to all its employees deputed as per the format suggested by the Indenting Office valid for the period of contract.

(e) The Contracting Agency shall comply with all statutory obligations. Minor variations as per actual calculation will be borne by the Indenter/Client.

(f) It is mandatory for the Contracting Agency to submit attested copy of the license issued under Jammu and Kashmir Private Security Agencies (Regulation) Act for providing security services in Jammu.

(g) In case of absence on any working day, the monthly remuneration will be regulated as per the following formula:

- i. **Total Monthly Remuneration = Monthly remuneration - A<sub>1</sub>**
- ii. where A<sub>1</sub> =  $\frac{\text{Monthly remuneration}}{\text{Nos. of days in the month}} \times \text{Nos. of days of absence}$

(h) The Candidates/Manpower provided by the Contracting Agency shall be accepted only after scrutiny by Army Public School Dhar Road. Therefore, minimum three-four bio-data shall be made available against each slot in each category. The candidate may be invited for personal interview also. No Conveyance or any other charges will be paid by Army Public School Dhar Road. In case, none is found suitable then additional bio-data shall be made available by the Contracting Agency, promptly i.e. within 24 hours. The replacement of a Candidate on account of absence /unsuitability for APS shall be made within 24 hours.

(j) The contracting Agency will be required to sign a contract with the Army Public School Dhar Road as per the Model Contract. The other terms and conditions specified in the Bid document after your acceptance will also form the part of the Model Agreement.

(k) In case of any loss, theft / sabotage caused by/attribution to the personnel deployed, the APS Dhar Road reserve the right to claim and recover damages from Contracting Agency.

(l) The antecedents of all the workers will be verified from the police by the Contracting agency and submitted to APS Dhar Road before deployment for work.

(m) That the agency shall provide complete continuous security measures throughout the school hours by changing the personnel in rotation or replacement.

(n) The Contracting Agency shall provide to their security personnel with impressive summer as well as winter uniform with insignia.

(o) The Contracting Agency will get allotted with activated UAN(Universal Account Number) for all staff duly linked with their mobile numbers so as to receive SMS by them about EPF credits every month. Also ensure to get them e-passbooks from EPFO website.

(p) The following set of sanctions shall be enforced for any violation by a Bidder of its commitments or undertakings:

- i. Denial or loss of contracts
- ii. Forfeiture of the Bid security and performance bond
- iii. Liability for damages to the principal and the competing Bidders
- iv. Debarment of the violator for an appropriate period of time.

## 7. 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) The bid will be treated as non-responsive if following documents are not attached:-

- (i) Attested copy of the license issued under Jammu and Kashmir Private Security Agencies (Regulation) Act for providing security services in Jammu.
- (ii) Brief profile of the company and evidence to establish that the bidder has successfully executed contracts of similar nature and magnitude in the last 3 (three) years.
- (iii) Audited Balance Sheet & Profit and Loss Account.
- (iv) List of clients during last 3 years along with cost of assignment.
- (v) PAN No. of the Firm/regd. Company and Current IT clearance certificate.
- (vi) Attested copy of proof of EPF registration.
- (vii) Attested copy of proof of ESI registration.
- (viii) Attested copy of proof of GST registration.
- (ix) Attested copy of the Firm Registration Certificate.
- (x) EMD @ 3% of the total value of the contract in the form of Demand Draft drawn in favour of, **Army Public School Dhar Road** payable at Udhampur.

(b) Remuneration of staff, quoted below minimum wages as applicable shall render the Bid disqualified for evaluation.

(c) The evaluation will be done for all the items put together. Indenting Office will award the contract to the lowest evaluated responsive bidder.

(d) **Bid with 'NIL' or 'Zero' percent service charges over and above the minimum wages shall not be considered. (Zero percent includes all derivatives of zero up to 0.9999% as per ministry of commerce order dated 17.09.2014 and IFA HQrs (WC) Letter No. IFA/142/Vol-I dated 27.09.2017)**

(e) If the rate quoted by the firms are same then the firm with more turnover and no. of clients will be given priority.

**8. Award of Contract:**

- (a) The Indenter will award the contract to the bidder whose Bid has been determined to be substantially responsive and who has offered the lowest price as per para 7.
- (b) The Indenter reserves the right at the time of award of contract to increase or decrease the requirement of manpower indicated in para 1 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 accepted 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.

**9. Last date and time of receipt of Bids**

You are requested to submit the Sealed Bids super scribed on the envelope as "**Bids for Housekeeping services (Sweeping and cleaning)**" on or before **05 Sep 2022** upto **12:00 Hrs.** The Indenter looks forward to receive the Bid in the format of Bid attached only and appreciate the interest of the service provider in the school.

  
Principal  
APS Dhar Road

## FORMAT OF BID FOR CONSERVANCY SERVICES

Category of Manpower	Rate to be quoted per unit.	Unit monthly remuneration	EPF rate @ 10%	ESI Rate @ 4.75%	Service charges including overhead charges and profit	Total Monthly Unit rate (Col. 3+4+5+6)
1	2	3	4	5	6	7
Sweeping & Cleanliness	01	14100		-		
Peon	01	14700		-		
Electrician	01	14700		-		
Carpenter	01	14700		-		
Gardner (Mali)	01	14700		-		

**Following instructions should be strictly adhered to failing which your tender may be treated as cancelled.**

- NOTE :
1. S.No. 3 of Proforma Unit Monthly Remuneration will not be less than the minimum wages as per the Board of officers of Army Public School Dhar Road. Minimum wages are mentioned in the column No. 3 above.
  2. EPF i.e. 10% of (Basic)
  3. GST is not applicable to educational institution. Please don't quote the same in the Bid.
  4. Bid with 'NIL' or 'Zero' percent service charges over and above the minimum wages shall not be considered. (Zero percent includes all derivatives of zero up to 0.9999% as per ministry of commerce order dated 17.09.2014 and IFA HQrs (WC) Letter No. IFA/142/Vol-I dated 27.09.2017)

We agree to provide the above service of manpower and to abide by the terms & conditions contained in the Bid document and also Agree to enter into the agreement in the format enclosed. Bid Security of Rs.

(Rupees \_\_\_\_\_) is furnished herewith vide Bank Draft No. \_\_\_\_\_ dated \_\_\_\_\_ drawn on \_\_\_\_\_.

(Bidder)  
Signature \_\_\_\_\_  
Name \_\_\_\_\_  
Date & Time \_\_\_\_\_