



**OFFICE OF THE PRINCIPAL ARMY PUBLIC SHOOOL**  
**RAMGARH CANTT JHARKHAND (829122)**

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**PRIVATE UNAIDED SCHOOL**

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**“Notice Inviting Tender for Outsourcing of Security Guards”**

1. **PRIVATE UNAIDED SCHOOL UNDER THE AGES OF AWES** :- On behalf of the Army Public School Ramgarh Cantt situated on Barkakana Road sealed tenders are invited under two bid system, i.e. Technical Bid and Commercial Bid from reputed ,experienced and financially sound manpower providing companies/ Firms /Agencies having valid license under contract labor Act, registered with EPFO, ESIC, registration for (08) Eight security guards including one supervisor subject to enhancement /reduction as per the requirement. They will be required to perform duties in the campus of Army Public School, Ramgarh Cantt as per the schedule decided by the school or by the supervisor under the directions of Principal for a period of one year from the date of the contract.

2. **SCHEDULE**

- (a) Posting of tender document & bid documents on website on **30th September 2020**.
- (b) Last date and time for the submission of tender is **10 October 2020 by 4:00 PM** by hand or speed post at the address of the school.
- (c) Principals office, Army Public School, Ramgarh Cantt at 4:00 p.m. on 12 October 2020.
- (d) Period of contract will be initially for one year extendable by another one year on successful completion of 01 year satisfactory service at the discretion of School Administration and Management Committee (SAMC).
- (e) Bid type (Technical and Commercial).
- (f) Tender documents shall be accompanied by Rs **500/- DD** in favor of **Army Public School, Ramgarh Cantt payable at Ramgarh only (Non-Refundable)**.
- (g) The tender documents along with instructions and terms and conditions can be downloaded from the school website **www.apsramgarhcantt.com**.
- (h) The interested and eligible Companies/ Firms/Agencies may submit their complete tender documents along with all required documents till 10 October 2020 by 4:00 p.m. in the office of Army Public School Ramgarh Cantt By hand or through Speed Post.
- (j) The office of Army Public School and SAMC reserves all rights to reject/ withdraw any or all of the terms and conditions in the tender document without giving any notice for assigning any reason. The decision of school administration and management committee, Army Public School, Ramgarh Cantt in this regard shall be final and binding on all.

## PART – I

### **ELIGIBILITY AND QUALIFICATION REQUIRED TO MEET BY THE CONTRACTOR FOR PROVIDING REQUISITE SERVICES.**

(A) The tendering Company/Firm/Agencies is required to enclose photo copies of the following documents duly self-attested or by the Gazetted officers.

1. PAN/GIR NO.
2. Service tax registration number.
3. EPFO registration.
4. ESIC registration.
5. Copy of ITR of last 03 years.
6. Experience certificate.
7. Affidavit of Rs 100/- (Rupees One hundred only) stating that the agency is not or has not been blacklisted by any authority.
8. Customer satisfaction certificate from previous Employer (if procured).

### **(B) TECHNICAL REQUIREMENTS FOR THE TENDERING COMPANY/FIRMS/ AGENCIES.**

1. Registered office of the trending vendor within the easily accessible location of district and state.
2. Service Provider Company/Agencies should be appropriate and registered with registration authority.
3. Service provider must have minimum 3 to 5 year experience in providing manpower for security guards to different organizations.
4. Service provider should be registered with appropriate authorities under ESIC and EPFO.
5. Service provider should have ITR of minimum three years.
6. Service provider agencies will submit the certificate for Non -Black Listed entity.

**The deciding criteria will be consolidated manpower cost per person /per month inclusive of all allowances, EPF and ESIC etc. There should be only one price to decide Lowest-I vendor. Detailed breakup of quoted cost is required to be given.**

## PART - II

### TERMS AND CONDITIONS FOR SECURITY GUARDS

1. Round the clock security service.
  - (a) 3 shift duty of 8 hours each.
  - (b) Duty composition will be 2+2+4 (Security Guards) in three different shifts i.e. Morning/Afternoon/Night.
  - (c) 30 days working period.
  
2. The Agency Shall Provide Following Items to Their Employed Security Guard/Jawans In the School Campus.
  - (a) Proper uniform (Trousers, Shirts, Cap, lanyard with whistle, Belt, Shoes, Badges, Torchlight Raincoat, winter jacket).
  - (b) Ensuring their turnouts, should be smart in all respect with required and expected discipline.
  - (c) Vigilant in all respect.
  - (d) Physically fit, honest and sincere towards duty.
  - (e) **EX- Serving man below 50years Age.**
  - (f) Any senior officer of the agency should visit and check the security staff and their functioning at a regular interval (Preferable fortnightly).
  - (g) The agency shall accept responsibility for all act omissions of its employees in relation to assets directly handed over and personally guarded by the security staff in case of any theft/ pilferage of any property belonging to the office, office building the concerned officer in charge will immediately register complaints with the police and inform the security agency for immediate follow up investigation after the required discussion with security in charges of school and principal.
  - (h) The security guards provided by the agency to the Army Public School Ramgarh Cantt are in case found to be indulging in any undesirable or unfair activities in the school premise the agency will solely be responsible for all the consequences.

## Part – III

### INSTRUCTIONS TO THE BIDDERS

- (i) Validity of Bids: 120 days from the date of opening of tender.
- (ii) The tenders are invited under two bid system i.e. Technical Bid and Financial Bid. The interested Agencies are advised to submit two separate sealed envelopes super-scribing "Technical Bid" and "Financial Bid" for providing manpower (Security Guard) to perform unskilled jobs in the Campus of the Army Public School, Ramgarh Cantt should be kept in a large sealed envelope super-scribing "**Tender for providing manpower (security guard) to perform unskilled jobs**" and be submitted in the office of the Army Public School Ramgarh Cantt,829122
- (iii) All entries in the tender form should be legible and filled clearly. If the space for furnishing of information is insufficient, a separate sheet may be attached. No overwriting or cutting is permitted in the Financial Bid Form. In such cases, the tender shall be summarily rejected. However, the cuttings, if any, in the Technical Bid Application must be signed by the person authorized to sign the tender bids.
- (iv) **The envelope containing Technical Bid shall be opened first on the scheduled date and time, in the office Principal Army Public School (In the presence of the representatives of the Company/Firm/Agency,** if any, who wish to be present on the spot at that time. The Technical Bids shall be evaluated by a Tender Committee. Financial bids of technically qualified, eligible bidders, meeting all the requisite criteria only shall be opened on a date and place to be notified later in presence of technically qualified contractors or their authorized representatives.
- (v) The bidder shall quote the Technical & Financial bids as per the format enclosed at Annexure I & II.
- (vi) **This Office shall not be responsible for any damages, losses, claims, financial or other injury to any person deployed by service providing Company/Firm/Agency during the course of their performing the functions/duties or for payment towards any compensation.**

## PART- IV

## **TERMS AND CONDITIONS OF THE CONTRACT**

### **A. General:-**

(i) The tenderer shall abide by the details furnished by it to this office, while submitting the tender or at any subsequent stage. In case any of the documents furnished by it is found to be false at any stage, it would be deemed to be a breach of terms of contract, making the tenderer liable for legal action besides the termination / cancellation of contract, legal action for damages at the sole discretion of the **SAMC, Army Public School Ramgarh Cantt Jharkhand.**

(ii) **The contracting Company/Firm/Agency shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other agency without the prior written consent of this Office.**

(iii) **Financial bids of only those tenderers who are declared qualified technically shall be evaluated by the Technical Evaluation Committee.**

(iv) The Office of the Principal APS Ramgarh Cantt, Jharkhand reserves the right to terminate the contract at one month's notice.

(v) The contracting Agency shall ensure that the manpower deployed in the office of the School conditions of age, educational qualification and any other qualification as specified in the contract.

(vi) The contracting Company/ Firm/ Agency shall furnish the following documents in respect of the persons who will be deployed by it in the office of the Principal Army Public School, Ramgarh Cantt (Jharkhand).

- (a) List of persons shortlisted by Company/Firm/Agency for deployment.
- (b) Bio-data of the person with photograph affixed.
- (c) Character certificate from a Gazetted Officer of the Central/ State Government.
- (d) Certificate of verification of antecedents of persons by local police authority.
- (e) Aadhar Card.
- (f) ID Card (in care of Ex-Serviceman)

(vii) In case, the person employed by the successful Company/ Firm/ Agency performs any act of omission/ commission that amounts to misconduct / indiscipline/ incompetence and security risks, the successful Company/ Firm/ Agency will be liable to take appropriate disciplinary action against such persons, including their removal from site of work, if required by this Office immediately after being brought to their notice.

(viii) **The service Provider Company / Firm / Agency shall provide Identity cards carrying the photograph of the personnel and their information including their name, date of birth, designation and identification mark etc. and uniform to the employed personnel deployed in this Office.**

(ix) **The service provider shall ensure that any details of office, operational process, technical know-how, security arrangements, and administrative/ organizational matters are not divulged or disclosed to any person by its personnel deployed in this Office.**

(x) The service provider shall ensure proper conduct of its personnel in office premises, maintain strict discipline in and around the office premises and enforce prohibition of consumption of alcoholic drinks, chewing pan, smoking, loitering without work etc. or consuming any other intoxicant substance, food or drink during the working hours / being on duty to maintain discipline and office decorum.

(xi) **The Agency shall depute a co-ordinator, out of the deployed personnel, who would be responsible for immediate interaction with the Office**

(xii) The selected Company/Firm/Agency shall immediately provide a substitute in the event of any person leaving the job due to his/ her personal reasons. The delay by the Company/ Firm/Agency in providing a substitute beyond two working days).

(xiii) It will be the responsibility of the service providing Company/Firm/Agency to meet transportation, food, medical and any other requirements in respect of the persons deployed by it in this Office and this Office will have no liabilities in this regard.

(xiv) The service providing Company/Firm/Agency shall be solely responsible for the redressal of grievances /resolution of disputes relating to persons deployed. This Office shall, in no way, be responsible for settlement of such issues whatsoever as this Office shall have no privity of contract with the work force.

(xv) The persons deployed by the service providing Agency shall not claim nor shall be entitled to pay, perks and other facilities admissible to casual, ad-hoc, regular/ confirmed employees of this Office during the period of contract or after expiry of the contract. That any issue of pay, perks, statutory obligations, welfare schemes or monetary benefits / internal arrangements of the employees, their personal insurance (if any) shall be looked after by the contracting Company/Firm/Agency and this Office has no interference or liability of any nature in any manner whatsoever.

(xvi) In case of termination of this contract on its expiry or otherwise, the persons deployed by the service providing Company/Firm/Agency shall not be entitled to and will have no claim, for any absorption nor for any relaxation for absorption in the regular/ other capacity. In brief there shall be no privity of contract between this Office and the individuals/work force provided by the service provider / contracting Agency.

(xvii) The contracting Agency should communicate above conditions to all the persons deployed in this Office by the contracting Agency.

(xviii) Payments shall be made only to the contracting Agency on monthly basis as per actual services. The contracting Agency has to raise invoice in the first week of the next month for the services rendered in the month. The minimum wages rates must be required as per latest/revised order notified by the Ministry of Labour & Employment and should be remitted directly into workers' bank account latest by 7th day of every month.

(xix) Failure by the contractor to comply with any statutory requirements and/or the terms of the agreement during the period of contract will result in termination of the contract and subsequent disqualification from participation in any future tender of the department.

(xx) **Legal:-**

(a) The Service provider shall be responsible for compliance of all statutory provisions relating to Minimum wages, Employees State Insurance, Employees Provident Fund and other Labour laws etc. in respect of the persons deployed by it in this Office as this office has no privity of contract with the employees.

(b) The Service provider shall also be liable for depositing ESIC, EPF Regular basis.

(c) The Service provider shall maintain all statutory registers under the applicable laws. The Service Provider shall produce the same, on demand, to the concerned authority of this Office or any other authority under Law.

(d) In case, the tendering Company/Firm/Agency fails to comply with any statutory/ taxation liability under appropriate law and as a result thereof this Office is put to any loss/obligation, monetary or otherwise, this Office will be entitled to get itself reimbursed from the service provider.

(xxi) **Financial:-**

(a) Bids, offering rates which are lower than the minimum wages (as applicable for the State of Jharkhand) for the pertinent category, would be rejected.

(b) The Company/Firm/Agency shall raise the bill, in duplicate, along with attendance sheet to the office under which the outsourced manpower has been deployed in the first week of the succeeding month. The concerned office/officer will send the bills duly verified to the Army Public School, Ramgarh Cantt for sanction and payment as far as possible.

(c) The Claims in bills regarding Employees State Insurance, Employees Provident Fund. if any, should be necessarily accompanied with documentary proof pertaining to the concerned month's bill.

(d) All disputes arising out of this contract shall be subject to the jurisdiction of Courts of Jharkhand.

(e) The Office of the Principal Army Public School, Ramgarh Cantt under the direction of SAMC reserves the right to withdraw/ relax any of the terms and conditions mentioned above so as to overcome the problem encountered by the contracting parties.

(Mr Pankaj Kumar Jain)  
Principal  
\_\_\_ Sep 2020

**Copy to:-**

The Sikh Regiment Centre

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For info pls

**TECHNICAL BID**  
**(TO BE ENCLOSED IN A SEPARATE SEALED ENVELOPES)**

For providing manpower (security guard) to perform unskilled jobs in the campus of APS Ramgarh Cantt Jharkhand 829122

1. PAN/GIR No.
2. Service Tax Registration No.
3. E.S.I. Registration No.
4. Employee Provident Fund Registration No.
5. Copy of Income tax Return for last three years.
6. Documents showing having completed one year of regular service reputed organization.
7. Details of the major similar contracts handled by the tendering Company/Firm/Agency on behalf of our organization Departments during the last two years.
8. Affidavit worth Rs.100/- stating that the agency is / has not been black listed by any Organization or Authority.
9. Customer's satisfaction certificate, issued by at least one organization Pvt Ltd Institutes where vendor has provided services.

**DECLARATION**

1. I ..... Son/Daughter/Wife of Shri.....  
Proprietor/Director/Authorized signatory of..... the Company/Firm/  
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 to 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 towards prosecution under appropriate law.

Date :  
Place: Ramagrh Cantt

Signature of authorized person  
Full Name .....  
Seal .....



**FINANCIAL BID**

**(TO BE ENCLOSED IN A SEPARATE SEALED ENVELOPE)**

For providing manpower (Security guard) to perform unskilled jobs in the Campus of Army Public School Ramgarh Cantt Jharkhand (829122).

1. Name of tendering Service Provider Company/Firm/Agency:
2. Rate quoted should not be less than the minimum wages as applicable in the Minimum Wages Act, applicable in state of Jharkhand. (Plus all statutory liabilities, ESIC, EPF)
3. **THERE SHOULD BE ONLY ONE PRICE TO DECIDE THE L-1 VENDOR. HOWEVER THERE WOULD BE A DETAILED BREAK-UP OF REACHING THAT PRICE**

Date : \_\_\_\_\_ : \_\_\_\_\_  
Place: Ramagrh Cantt \_\_\_\_\_  
Signature of authorized person  
Full Name .....  
Seal

**Note No.1 :-** The rates quoted by the tendering Company/Firm/Agency should be inclusive of all statutory/ taxation liabilities in force at the time of entering into the contract.

**Note No. 2 :-** The payment shall be made on conclusion of the calendar month only on the basis of duties performed by each person during the month

**DECLARATION ABOUT FRAUD AND CORRUPT PRACTICES**

**(DECLARATION SHOULD BE MENTIONED ON A STAMP PAPER OF RS.100/-)**

We certify that in last three years, we have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award, nor been expelled from any project or contract by any public authority nor have had any contract terminated by any public authority for breach on our part.

We declare that:-

(a) We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as defined in of Fraud and Corrupt Practices of the Terms and Conditions of the document, in respect of any tender or request for proposal issued by the Agreement entered into with the origination at different levels and categories from time to time.

(b) We hereby certify that we have taken steps to ensure that in conformity with the provisions of Section-B of Fraud and Corrupt Practices of the Terms and Conditions of the document, no person acting for us or on our behalf has engaged or will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.

(c) We certify that in regard to matters other than security and integrity of the country, we or any of our Associates have not been convicted by a Court of Law or indicted or adverse orders passed by a regulatory authority, which could cast a doubt on our ability to undertake the Project or which relates to a grave offence that outrages the moral sense of the community.

(d) We further certify that in regard to matters relating to security and integrity of the country, we have not been charge-sheeted by any agency of the Government or convicted by a Court of Law. We further certify that no investigation by a regulatory authority is pending either against us or against our propitor or any of our Directors / Managers / Employees.

(e) We certify that no penalty has ever been imposed in respect of services rendered by us in any organization/Ministry/Department.

Signature : .....

Name : .....

Designation : .....

Office Seal : .....